

The background of the entire page is a photograph of a sunset over a body of water. The sky is filled with vibrant orange and red hues, with some wispy clouds. In the distance, a suspension bridge with two tall towers is silhouetted against the bright sky. The water in the foreground is dark, reflecting the colors of the sunset.

Pacific Lutheran Theological Seminary of  
**California Lutheran University**  
2016 Campus Security and Fire Life Safety Report

This report contains California Lutheran University security policy disclosures and crime statistics for the years 2013, 2014, and 2015 and is published and distributed by October 1 in accordance with the Crimes Awareness and Campus Security Act (Title II of Public Law 101-452).

**Pacific Lutheran Theological Seminary Campus  
of California Lutheran University  
2016 Campus Security and Fire Life Safety Report**

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## **Policy for Reporting the Annual Disclosure of Crime Statistics**

Pacific Lutheran Theological Seminary (PLTS, Seminary) is a graduate school of California Lutheran University (CLU, University) located in Berkeley, California. For the PLTS campus, the Associate Dean for Student Formation in the Office of Student Affairs prepares a report on behalf of the PLTS Emergency Operations Team (PLTS EOT) in cooperation with Campus Safety on the Thousand Oaks campus (Thousand Oaks Campus Safety) to comply with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. This report is prepared with input from Residence Life in cooperation with local law enforcement agencies surrounding the PLTS campus. Each entity provides updated information on educational efforts and programs to comply with this Act.

Campus crime, arrests and referral statistics include those reported to members of the PLTS Emergency Operations Team, the Berkeley Police Department, and designated campus officials including, but not limited to, deans, directors, and Residence Life staff. These statistics may also include crimes that have occurred in private residences or businesses. The geographic reporting area used for reporting crimes for the PLTS Campus is the specific address of 2770 Marin Avenue with Marin Avenue on the north, Woodmont Avenue on the east, and Creston Road on the west bounding the PLTS Campus property. PLTS also has a non-campus residential facility at the specific address of 1300 Delaware Street that is included in this report.

These statistics, which are reported annually to the U.S. Department of Education, cover a three-year period, from 2013-2015.

Campus pastors and campus professional counselors inform their clients of the procedures to report a crime either to the Associate Dean for Student Formation in the Office of Student Affairs or to local law enforcement officials on a voluntary or confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, students, staff, and faculty are e-mailed the web address to access this report. Copies of the report may be obtained from the PLTS website, the CLU website, or the Student Life Office, located in Giesy Hall or by calling (510) 559-2737.

## **General Procedures for Reporting a Crime or Emergency**

Students, faculty, staff and guests of the Seminary are strongly encouraged to report any suspected criminal activity, crime, or other emergency that poses a threat to life or property by dialing 911. Then contact Thousand Oaks Campus Safety at (805) 493-3911 operated 24 hours a day. Thousand Oaks Campus Safety will immediately notify the members of the PLTS Emergency Operation Team for action and follow-up.

If immediate danger is not present, call the Berkeley Police Department at (510) 981-5900 to report criminal activity. Then contact Thousand Oaks Campus Safety at the Thousand Oaks campus at (805) 493-3911. Thousand Oaks Campus Safety will immediately notify members of the PLTS Emergency Operation Team for action and follow-up.

Since PLTS does not have an on-campus safety department or staff, a report should be made to the City of Berkeley Police Department. After a police report is made, the crime should be reported to the Associate Dean for Student Formation in the Student Life Office; to “campus security authorities” defined as other members of the Emergency Operations Team who have “responsibility for controlling access to buildings or facilities and officials having significant responsibility for student and campus activities”; or to any senior administrator.

The Associate Dean for Student Formation will ensure that reports received are investigated and will take appropriate action as necessary in coordination with other members of the PLTS Emergency Operations Team and administrators on the Thousand Oaks campus.

For non-emergency routine service calls on the PLTS campus outside of business hours, Thousand Oaks Campus Safety may be reached by dialing (805) 493-3208 operated 24 hours a day. Thousand Oaks Campus Safety notifies appropriate staff and administrators, depending on the service need, on the PLTS campus. During the fall and spring semesters PLTS business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. PLTS is closed on holidays and holiday weekends.

All crimes should be reported to the Associate Dean of Student Formation in the Student Life Office and Thousand Oaks Campus Safety to ensure inclusion in the annual crime statistics and to aid in the provision of timely warning notices to the campus community when appropriate.

## **Voluntary Confidential Reporting**

If you are the victim of a crime and do not wish to pursue action with the Seminary or criminal justice system, you may still want to consider making a confidential report. With your permission, the Associate Dean for Student Formation can file a report of the incident without revealing your identity. The purpose of the 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 Seminary can keep accurate records 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 Seminary.

## **Confidential Reporting Procedures**

The 1998 amendments to 20 U.S.C. Section 1092 (f) clarify who are considered to be campus security authorities. Campus Pastors 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 in the annual disclosure of crime statistics. As a matter of policy, counselors are encouraged to inform victims of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

### Pastoral Counselor:

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and 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 its members and who is functioning within the scope of his or her license or certification.

## **Reporting Criminal Offenses**

For life threatening emergencies, immediately call the Berkeley Police Department by dialing 911. Remember, when calling from your cell phone to 911, the operator will not know your location, so be prepared to provide the address of your location or the street or cross-street where you are located. Any suspicious activity or person observed in the parking lots or loitering near vehicles, inside buildings or around residence buildings should be reported immediately. Then contact Thousand Oaks Campus Safety at (805) 493-3911. The crime will then be reported to the following persons designated as Campus Security Authorities as members of the PLTS Emergency Operations Team:

- Brian Stein-Webber, interim Chief Administrative Officer, (510) 559-2711
- Christopher Evans, Associate Dean for Student Formation, (510) 559-2737
- Michael Maloney, Facilities Supervisor, (510) 559-2747
- Diane Starr, Admission and Residential Life Coordinator, (510) 559-2730

Crimes may also be reported to any senior administrator.

## **Off-Campus Criminal Activity**

When a PLTS student is involved in an off-campus offense, the Associate Dean for Student Formation, other members of the Emergency Operations Team, and other senior administrators are generally are not involved with the investigation by outside law enforcement agencies. In non-campus residential facilities provided by Pacific Lutheran Theological Seminary, the Berkeley Police Department maintains jurisdiction and responds to all calls for service. Pacific Lutheran Theological Seminary does not operate any off-campus student organization facilities such as fraternity and sorority houses.

## **Daily Crime Log**

All crimes committed on campus are entered into the Crime Log within two business days of the occurrence. Entry of a crime in the Crime Log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. The Crime Log is available upon request and is maintained by the Admission and Residential Life Coordinator for the Student Life Office.

## **Policy Statement on Illegal Drugs**

Pacific Lutheran Theological Seminary is governed by the policy on illegal drugs set by the University. The campus of Pacific Lutheran Theological Seminary has been designated “drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. The Berkeley Police Department, Residence Life, and the Student Life Office strictly enforce these laws.

Possession of paraphernalia is also a violation of the University drug policy. Paraphernalia includes any object that contains the residue of an illegal drug or narcotic and/or is used in the consumption or distribution of an illegal drug. All drugs and paraphernalia will be confiscated and/or destroyed.

Being under the influence of illicit drugs is also a violation of University policy. Additionally, drug-related posters, stickers, caps or lights may not be displayed in residence hall windows or outside doors. Violators are subject to Seminary disciplinary action, criminal prosecution, fine and imprisonment.

## **Alcohol and Substance Abuse Information**

In conjunction with University programming, the Seminary works to prevent illicit drug use and alcohol abuse by students and employees. The Seminary provides the following services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and Seminary disciplinary actions.

### Alcohol and Drug Education:

Employee Assistance Program, PLTS Being Well

### Referral Services:

Employee Assistance Program, Merritt Peralta Institute (MPI) Chemical Dependency Department (510) 869-8850, local Alcoholics Anonymous (510) 839-8900, local Narcotics Anonymous (510) 444-4673, student health insurance plans/providers

### Seminary Disciplinary Actions:

Student Code of Conduct

State Legal Sanctions: The State of California sets 21 years of age as the minimum age to purchase or possess an alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Berkeley Police Department.

California Lutheran University standards do not allow alcoholic beverages or empty alcoholic beverage containers on campus, except when and where designated by the PLTS Administrative Council in consultation with the Vice President for Student Affairs/Dean of Students, the Vice President of Administration and Finance, and/or the President of the University. Because PLTS is a detached graduate school of the University, the following are exceptions to University policy

in on-campus and off-campus residential facilities: “Graduate students who live in Seminary residences are allowed to have alcohol in their residence, but may not serve alcohol to anyone under legal age (21 years of age). Alcoholic beverages in individual containers may be partaken of in the Delaware Apartments courtyard, on Beasom Hall patio, or at Seminary-sponsored events, but empty individual alcohol containers must be placed in the proper receptacles when on Seminary premises and residents may not serve alcohol to anyone under legal age (21 years of age).”

Possession, use or distribution of illegal drugs and/or narcotics is prohibited. A violation of any law regarding drugs and/or alcoholic beverages is also a violation of the University *Student Handbook* and will be treated as a separate disciplinary matter by the University.

### **Policy Statement Addressing Alcoholic Beverages**

The possession, consumption, manufacture, sale or furnishing of alcoholic beverages on all University campuses is governed by California Lutheran University policy and California statutes. The California Department of Alcohol and Beverage Control regulate the laws regarding the possession, sale, consumption and furnishing of alcoholic beverages. However, the criminal enforcement of alcoholic beverage laws on the PLTS Campus is the primary responsibility of the Berkeley Police Department.

Alcohol policies for all campuses are primarily enforced by Residence Life and the Student Life Office. These policies prohibit the consumption, possession, sale, distribution or furnishing of alcoholic beverages on campus except when and where designated by the PLTS Administrative Council in consultation with the Vice President for Student Affairs/Dean of Students, the Vice President of Administration and Finance, and/or the President of the University. Because PLTS is a detached graduate school of the University, the following are exceptions to University policy: “Graduate students who live in Seminary residences are allowed to have alcohol in their residence, but may not serve alcohol to anyone under legal age (21 years of age). Alcoholic beverages in individual containers may be partaken of in the Delaware Apartments courtyard, on Beasom Hall patio, or at Seminary-sponsored events, but empty individual alcohol containers must be placed in the proper receptacles when on Seminary premises and residents may not serve alcohol to anyone under legal age (21 years of age).”

Violations of University policy and state law regarding alcoholic beverages are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell or provide alcoholic beverages to a person under the age of 21. Further, the possession of an alcoholic beverage by anyone less than 21 years of age in a public place or location open to the public is illegal. Organizations or groups violating the University alcoholic beverage policy or state law may be subject to Seminary sanctions.

Driving a vehicle under the influence of alcohol or drugs (DUI) is a significant risk to the campus community. People driving under the influence are subject to arrest and Seminary sanctions.



## **Megan's Law and Sex Offender Registration Information**

In accordance with the Campus Sex Crimes Prevention Act of 2000, Campus Safety provides a link to the State of California Department of Justice Sex Offender Registry. Information regarding registered sex offenders may be accessed at: <http://meganslaw.ca.gov/sexreg.htm>.

A map of known or registered sex offenders located in the City of Berkeley on the Berkeley website at <http://www.ci.berkeley.ca.us/police/departments/sexcrimes/meganslaw.html>.

You may contact the Oakland Police Department via phone at (510) 238-2188 or visit their website at <http://www.oaklandpolice.com/crimprev/megan2.html>. The Alameda County Sheriff's Department is also required to make this application available. It may be reached via phone at (510) 667-3600. This is another means to obtain information on California's serious sex offenders. A computer database is available for public viewing and provides the following information about high risk and serious sex offenders: registrant's name; aliases; photograph (if available); sex; physical description, including scars, marks, and tattoos; registered sex offenses; county of residence; and ZIP code (based on last registration). No exact addresses are listed.

To view the Database, you must: be 18 years of age or older; provide a California driver's license or identification card; sign a statement that you are not a registered sex offender; that you understand the purpose of the release of information is for the public to protect themselves and their children from sex offenders; and that it is illegal to use the information to harass, discriminate or commit a crime against any registrant; state a distinct purpose for viewing the database, if required by local law enforcement.

This act also requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state about registered sex offenders may be obtained. It also requires sex offenders who must register in any state to provide notice to each institution of higher education where the person lives, works or attends school.

Information about registered sex offenders under section 17010(j) of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S. Code 14071(j), may be obtained from the City of Berkeley Police Department. The Berkeley Police Department is located at 2100 Martin Luther King Way, Berkeley, CA 94704 and may be reached by phone at (510) 981-5900.

In California, persons convicted of specified sex offenses must register with the local law enforcement jurisdiction in which they reside. The Sex Offender Registry in the State of California is maintained by the California Department of Justice.

This act also requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state about registered sex offenders may be obtained. It also requires sex offenders who must register in any state to provide notice to each institution of higher education where the person lives, works or attends school.

Federal law requires persons who must register as sex offenders to provide notice to the state if they are employed by or a student at an institution of higher education. Since Pacific Lutheran Theological Seminary does not have an on-campus safety office or staff, sex offenders must register with the chief of police of the City of Berkeley. They must notify the chief of police within 5 days of enrolling in PLTS, moving to the City of Berkeley, or of being convicted of an offense qualifying them as sex offenders.

The Family Educational Rights and Privacy Act (FERPA) was amended to make it clear that institutions may disclose information received through state registration and community notification programs, even if the sex offender is a student.

Megan's Law was enacted in 1996 and allows local law enforcement agencies to notify the public about sex offender registrants who pose a risk to the public. The information on this Web site is provided solely to protect the public. Anyone who uses this information to commit a crime or harass an offender or his or her family is subject to criminal prosecution and civil liability. Any person required to register pursuant to Penal Code Section 290 who enters this Web site is punishable by a fine not to exceed \$1,000 and/or imprisonment in a county jail not to exceed six months. (Penal Code 290.46 (i))

## **Security Awareness and Crime Prevention Programs**

Students are informed of crime on campus and in neighborhoods surrounding campus that could affect their safety or security at the time of or as soon as possible after the fact. Similar information is conveyed to new employees at orientation.

Required sexual assault prevention sessions under Title IX programming are offered over the course of the academic year. Periodically, and as needed, the PLTS Emergency Operations Team works with the cooperation of other University departments may present on crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, vandalism and residence security. A common theme of all awareness and prevention programs is to encourage students and employees to be aware of their responsibility for their safety as well as the safety of others.

The PLTS Emergency Operations Team has overall responsibility for compliance with Title II of the Crime Awareness and Campus Security Act of 1990. The PLTS EOT:

- Prepares, publishes, and disseminates all required policy statements, operating procedures and reports as required by law.
- Supervises and oversees the execution of all established policies and procedures.
- Supervises and oversees the gathering and reporting of all statistics as required by law.
- Oversees the supervision of campus security and night watch programs.
- Provides timely warning to PLTS campus community of any occurrences of crimes.
- Assigns primary responsibility to respond to and to take appropriate action on reports of criminal actions and other emergencies.

The Student Life Office shall disseminate reports to students and arrange for student participation in all programs mandated by campus security laws.

When time is of the essence, information is released to the Seminary community through security alerts posted electronically on the campus e-mail system. If necessary, security alerts are also posted in residence buildings, Giesy Hall, Founders' Hall, Sawyer Hall, and the Chapel of the Cross.

## **Sexual Assault Prevention and Response**

Pacific Lutheran Theological Seminary does not tolerate any degree of sexual misconduct, including dating violence, domestic violence, stalking, or sexual assault on or off-campus. Sexual assault violates the values of our community as well as the University's mission to educate leaders who are strong in character and in judgment, confident in their identity and vocation, and committed to service and justice as articulated in both the Seminary's and University's mission statements. Students, faculty, and administration must be aware of University policies and procedures so that they may act in an educated, responsible manner when dealing with sexual coercive and/or violent situations. A student charged with assault, sexual or otherwise, whether the incident occurred on or off campus can be prosecuted under California criminal statutes and/or disciplined, suspended, or dismissed under the Standards of Conduct. Registered sex offenders are not permitted on campus.

Abusive sexual behavior within the Seminary is harmful to both the learning environment and the sense of community the Seminary seeks to foster among students, staff and administration. All members of the Seminary have an obligation to act responsibly in the realm of sexuality. Any student who, either individually or in concert with others, participates in any of the following misconduct is subject to Seminary discipline, suspension, dismissal, and expulsion.

### **Sexual Offenses**

Sexual offenses include, but are not limited to, non-forcible sexual intercourse is when a person is under the age of consent (the age of consent in California is 18 years old), physical and/or verbal abuse, threats of violence, actual non-consensual or forcible intercourse, attempted vaginal intercourse by a person(s) known or unknown, incest, sodomy (and intercourse), forced oral copulation (or genital contact), rape by a foreign object (including a finger), sexual battery (unwanted touching by a person of another person with a purpose of sexual arousal and/or any unwanted fondling, kissing, or groping), dating violence, domestic violence and stalking.

The following acts are definitions under which crimes will be reported in the Annual Security Report:

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting Program, which are:

**Sex offenses:** (Definition applicable to rape, fondling, incest or statutory rape) Any sexual act directed against another person, without the consent of the victim, including instances where the

victim is incapable of giving consent.

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

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

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Stalking:** The act of willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family or suffer substantial emotional distress.

**Domestic Violence:** Violence 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.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Pacific Lutheran Theological Seminary is providing the following contact information for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on and off-campus.**

**On-Campus Resources (Applicable to the Pacific Lutheran Theological Seminary Campus)**

For official notification to the University which will result in a report and investigation:

- Christopher Evans, Deputy Title IX Coordinator, Associate Dean for Student Formation (for general assistance, to file a report, official notification to the University, and visa and immigration status): (510) 559-2737, [cevans@plts.edu](mailto:cevans@plts.edu)

**On-Campus Support and Local Counseling Resources:**

- Diane Starr, Residence Life (change living accommodations): (510) 559-2730, [dstarr@plts.edu](mailto:dstarr@plts.edu)
- Crystal Klipp, Assistant Director of Graduate Financial Aid (for assistance with financial aid

status) (805) 493-3301, Graduate Theological Union, [cklipp@callutheran.edu](mailto:cklipp@callutheran.edu)

- Campus Pastoral Care Team (for confidential counseling and emotional support):  
<http://www.plts.edu/cpt.html>

- Lloyd Center Pastoral Counseling Service, San Anselmo, (415) 258-6652

- John F. Kennedy University Counseling Center, Counseling Institute, 2501 Harrison Street Oakland, (510) 444-3444

### **Other Local Resources:**

- Call 911 for emergency medical treatment or to report rape

- Alta Bates Summit Medical Center, 2450 Ashby Avenue, Berkeley: (510) 204-4444 **POLICE INVOLVEMENT IS MANDATORY**

- University of California at Berkeley Health Services, 2222 Bancroft Way, Berkeley: (510) 642-2000 **POLICE INVOLVEMENT IS MANDATORY**

- Bay Area Women Against Rape, 470 27th St., Oakland: (510) 845-7273 **POLICE INVOLVEMENT IS OPTIONAL**

- Highland Hospital, Highland Sexual Assault Response Team, 1411 E. 31st St. Oakland: (510) 534-9290 or (510) 437-4019 **POLICE INVOLVEMENT IS OPTIONAL**

- Alameda County District Attorney's Office (for legal assistance) (805) 272-6222, 1225 Fallon Street, Suite 900 Oakland, CA 94612, [info@alcoda.org](mailto:info@alcoda.org)

### **Off-Campus University Resources**

For official notification to the University which will result in a report and investigation:

- Jim McHugh, Title IX Coordinator (for general assistance and official notification to the University): (805) 493-3684, [mchugh@callutheran.edu](mailto:mchugh@callutheran.edu)

- Melinda Roper, Vice President of Student Affairs/Dean of Students: (805) 493-3302

- Campus Safety (for immediate emergency response and official notification to the University): (805) 493-3911

### **Government Resources**

- [www.notalone.gov](http://www.notalone.gov)

Any member of the PLTS community (with the exception of those listed as confidential resources), visitor to the PLTS campus, or other individual who is subject to sexual assault or harassment, or becomes aware of an actual or potential incident of sexual assault or harassment, should report the incident immediately, either verbally or in writing, to any one of the following people in order to formally notify the Seminary.

Upon receiving a report, these individuals are obligated to take action in order to provide a safe non-discriminatory environment for all. Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence (assault, stalking, dating violence domestic violence, rape) is a form of sex discrimination.

If you would like to file a complaint under Title IX for sex discrimination, please contact the Title IX Coordinator or another department listed below:

- If this situation involves anyone who is affiliated with PLTS, please contact Christopher Evans, Deputy Title IX Coordinator, Associate Dean for Student Formation, (510) 559-2737, [cevans@plts.edu](mailto:cevans@plts.edu)
- Regardless of the status of the alleged harasser, any incident may also be reported to the Title IX Coordinator for California Lutheran University. Currently, the Title IX Coordinator is: Jim McHugh, Special Assistant to the President for Athletic Affairs, (805) 493-3684, [mchugh@callutheran.edu](mailto:mchugh@callutheran.edu)
- When the alleged harasser is a PLTS student: the Associate Dean for Student Formation, (510) 559-2737; Vice President for Student Affairs and Dean of Students; or a member of the Student Conduct professional staff, (805) 493-3302
- When the alleged harasser is a member of the PLTS faculty: Dean, (510) 559-2736; Provost and Vice President for Academic Affairs, (805) 493-3145
- When the alleged harasser is an administrator or non-teaching staff member of the University: Business Office Manager, (510) 559-2723; Assistant Vice President for Human Resources. (805) 493-3185
- When the alleged harasser is any other individual on-campus (including visitors): Any member of the PLTS Emergency Operations Team or any senior administrator; Thousand Oaks Campus Safety, (805) 493-3911

### **Procedures for Survivors of Sexual Assault or Rape**

*Sexual assault can happen to anyone. There is no typical survivor. Statistics indicate anywhere from 85-90% of all sexual assaults occur between people who know each other.*

If you are the survivor of a sexual assault, your first priority should be to get to a place of safety. You should obtain necessary medical treatment. The Seminary strongly recommends that a survivor of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection (for legal purposes) and preservation. Filing a report with the Seminary will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions from officers or Seminary staff. Seminary personnel will assist the student in notifying authorities if desired (or if the Seminary is legally obligated to do so). Filing a report with the Seminary will:

- Ensure that a survivor of sexual assault receives written information on how to obtain a medical examination for collection of evidence for legal purposes.
- Provide the survivor with written information on where they can go for collection of evidence for legal purposes helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Provide written information to survivors about available options and assistance in the following, including how to request changes in academic situations, living situations, transportation situations, working situations, and protective measures.
- Assure the survivor has access to free confidential counseling.

If a sexual assault survivor contacts the Police Department, the Sex Crimes Unit will be notified as well. A survivor may choose that the investigation is pursued through the criminal justice system. A survivor advocate from District Attorney's office will guide the survivor through the available options and support the survivor in his or her decision.

**If you have been assaulted or raped, you have options on how you can proceed. The following are recommendations intended to support you in dealing with this crime.**

- Do not blame yourself. Sexual assault is NEVER THE SURVIVOR'S FAULT.
- Go to a safe location. If you are injured, seek medical attention immediately.
- Do NOT SHOWER, BATHE, OR DOUCHE! The only way medical evidence for legal purposes can be collected is if it is left intact.
- Drugs and evidence for legal purposes are *only* retrievable within the first 72-96 hours.
- Refrain from touching or moving any objects or materials in the location where the assault has taken place. The impulse to clean is normal, but evidence for legal purposes that might be needed may be destroyed by these activities.
- Call the local law enforcement agency at 911 for emergency assistance: Berkley Police Department (510) 981-7600.
  - The Berkeley Police Department will respond to campus and you will be transported to a safe harbor. Transportation can be provided by a friend or roommate to the Police Department.
  - In order to collect evidence to later be used in legal proceedings, a Physical Evidence Recovery Kit (PERK) exam should be administered at the safe harbor. This is performed at the survivor's discretion. Although the survivor may not want to press charges immediately, it is important that evidence for legal purposes be collected for potential future use as soon as possible after the assault takes place.
  - Call the Berkeley Police Department at 911 or (510) 981-5911. You will be asked to file a report. The option to press charges is an additional step beyond filing a report and is at your discretion. An officer of the same sex as the survivor can be requested.
- If you choose not to report to the Police Department, you may still seek medical help at Bay Area Women Against Rape, 470 27th St., Oakland: (510) 845-7273 **POLICE INVOLVEMENT IS OPTIONAL**, or Highland Hospital, Highland Sexual Assault Response Team, 1411 E. 31st St. Oakland: (510) 534-9290 or (510) 437-4019 **POLICE INVOLVEMENT IS OPTIONAL**.
- You may use your personal or student insurance plan for counseling and/or receive emergency counseling referral assistance from the Student Life Office.

**Options Following a Sexual Assault/Stalking/Domestic and/or Dating Violence Incident:**

**Please Note:** An individual who participates as a reporting party or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves

plagiarism, cheating, or academic dishonesty.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the university will provide the student or employee a written explanation of the student's or employee's rights and option.

### **1. File a Report with the Berkeley Police Department or Local Law Enforcement**

For an incident that took place on-campus, students can contact the Berkeley Police Department directly at 911 to file a report with the police. Campus authorities can assist and support in notifying the local police if the student chooses. Campus authorities will respond quickly and with sensitivity upon notification of the incident. Students who survived a sexual assault, dating/domestic violence, or stalking incident that took place off-campus and want to file a sexual assault with the police can call 911. The Berkeley Police Department can assist in filing a restraining order if requested.

### **2. File a Report with Thousand Oaks Campus Safety**

Thousand Oaks Campus Safety Officers are on duty 24 hours a day and 7 days a week and will immediately contact the Associate Dean for Student Formation who will initiate an investigation. At the discretion of the survivor, the Associate Dean for Student Formation will assist in filing a report with the police. The survivor may request that the police investigate the crime and gather evidence for legal purposes at the time of the incident. The longer the survivor waits, the evidence for legal purposes the police will be able to obtain becomes weaker. However, it is important that there at least be an incident report on file if the survivor would later decide to take further action. The survivor may request that the police not investigate the crime itself but rather maintain the information of the crime and its particulars in its regular reservoir of crime data.

### **3. File a No Contact Order**

Students may also request a "no-contact order" towards the other student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others. The Associate Dean for Student Formation will write this document on behalf of the student initiating the request. Students who initiate this letter must abide by the same expectations, and may go through the conduct process should they violate the conditions of the letter. Students who would like to initiate this process can contact the Associate Dean for Student Formation, (510)-559-2737, located in Giesy Hall.

### **4. Decline to File a Report**

The student has the right not to file a report. However, students are highly encouraged to seek medical attention, including counseling, either on-campus or off-campus. Students who wish to file a report at a later date may do so by contacting the Associate Dean for Student Formation when they are ready. They can also file a report with the Berkeley Police Department should they choose to do so in the future. Please note that a delay in reporting could weaken evidence for legal purposes used to determine whether an individual is responsible for a sexual assault. Please note that if a student declines to file a report, the institution still maintains an obligation to provide a safe, non-discriminatory environment for all students and will still move forward with conducting an investigation.



### **Academic, Transportation, Work, or Residence Hall Changes**

The Associate Dean for Student Formation can assist in initiating and maintain as confidential any academic, transportation, work-related, or housing changes as requested by the victim, and if reasonably available, regardless of whether the victim chooses to report the crime to Thousand Oaks Campus Safety or to local law enforcement.

### **Eminent Danger to the Community**

If it is determined that a serious threat exists, the Seminary will release a warning to protect the community by preserving the reporting survivor's anonymity.

### **Rape Trauma Syndrome**

(RTS) is an acute stress reaction to the threat of being killed or being seriously injured resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor. Rather, RTS represents a range of possible reactions. RTS reactions vary from person to person. RTS has two major phases; the immediate or acute phase, in which the survivor's lifestyle is completely disrupted, the long term phase in which the survivor must reorganize the disrupted lifestyle. Characteristics of the first phase include shock, disbelief, sleeping and eating pattern disturbances, difficulty concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flash backs to the incident. The reintegration is aided by support from friends, relatives, and others in the survivor's environment.

If a friend has been assaulted or raped:

- Listen and be supportive.
- Let your friend make her or his own choices.
- Encourage your friend to immediately contact the appropriate resources.
- Stay with your friend during interviews and/or examination if she or he wants you to do so.
- Take care of yourself. You may need to talk to someone about how this has affected you. The resources listed in this section are for you as well.

### **Affirmative Consent**

“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. Consent that is obtained through the use of force (actual or implied, immediate or future) whether that force is physical, threats, intimidation, or coercion is invalid consent. The survivor of sexual aggression is not required to physically or otherwise resist a sexual aggressor. Silence, a previous sexual relationship, and/or current relationship with the perpetrator may not be taken as an indication of consent.

Use of alcohol by the perpetrator is not an excuse for violating the sexual conduct policy. A person who is not of legal age; who is asleep, who is unable to communicate due to a mental or

physical condition, who is incapacitated/helpless by physical or mental illness; who is mentally or physically intoxicated/incapacitated as a result of drug or alcohol consumption; is unconscious or unaware is incapable of giving consent. A person who knows, or reasonably should have known, that another is incapacitated by the use of drugs or alcohol, and engages in sexual activity with that person, is committing sexual assault or rape.

***Note: Intoxication of the assailant or survivor does not diminish the assailant's responsibility of the sexual assault or rape. To have sex with a person who is intoxicated is considered rape because a person under the influence is unable to give informed consent.***

### **Prevention**

It can be difficult to discuss sexual expectations with someone—especially when it is early on in the relationship. However, both men and women must take responsibility to prevent rape or any other form of sexual assault. Listed below are prevention tips for both men and women. Although no single method will make you immune to rape and/or assault, there are steps you can take to avoid potentially damaging situations.

### **Responsibilities for individuals include:**

- Get to know your partner and discuss sexual expectations before you find yourself in an intimate situation.
- Clearly communicate your desires and limits, do not make assumptions.
- Avoid excessive use of alcohol.
- Be assertive. If you say “no,” say it CLEARLY.
- Listen and hear. Being told “NO” is not a rejection of you as a person.
- Accept your partner’s decision. Do not try to manipulate or coerce.
- Understand and accept that you are responsible for your behavior and choices.
- Trust your instincts. If you think something is wrong, then you are probably right. Get out of the situation immediately.

### **Sex Under the Influence**

If you choose to drink, the likelihood you will remember to consider the above responsibilities is greatly reduced. Thus, you run the risk of impaired thinking, judgment, and communication. Some individuals get themselves and their partners drunk enough to let sex “just happen.” As outlined above, consenting sex requires sober, verbal communication free of threats and other coercion. University policy recognizes that someone who is under the influence is unable to give consent. Furthermore, being under the influence is never an excuse for raping or assaulting anybody.

- At least 70% of all sexual assaults involve alcohol.
- The use of alcohol can be a factor for the survivor, the aggressor, or both.
- Alcohol lowers inhibitions and impairs judgment, which can lead to a dangerous situation.

### **Sexual Assault/Stalking/Domestic and Dating Violence Prevention and Response**

The Seminary educates the student community about sexual assaults and date rape through required Title IX programming throughout the year. Students are taught about Bystander Intervention in required Title IX programming. Bystander training prepares participants to

recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

### **Pertinent Federal Legislation**

The Student Right-To Know and Campus Security Act of 1990 and the Campus Sexual Assault Victims Bill of Rights Amendment to the 1992 Higher Education Reauthorization Act include protection that is intended to help survivors of sexual assault by requiring colleges to report accurate statistics regarding sexual assault and rape. Additionally, if the assault or rape is reported, the survivor can choose to pursue disciplinary action on campus without needing to file charges with the police.

### **Investigating an Allegation of Sexual Assault/Dating Violence/Domestic Violence/Stalking when the Alleged Assailant is a Cal Lutheran Student**

#### **1. Initiating a Complaint**

Students initiating a complaint at Pacific Lutheran Theological Seminary who feel that they have been sexually assaulted, or involved in a dating violence, domestic violence, or stalking incident or any faculty, staff, administrator, or student who witnesses any of the above crimes should promptly report the incident to the Associate Dean for Student Formation to initiate a complaint.

#### **2. Filing a Report**

The Associate Dean for Student Formation will meet with the reporting party to review the details of the allegation and to explain the subsequent steps involved in a sexual assault, dating/domestic violence, and/or stalking investigation. A completed incident report will be promptly submitted and an investigation will begin. *Immediate Response:* The Associate Dean for Student Formation will initiate an immediate response to separate the reporting party and responding party from engaging each other in common areas, residence halls, campus buildings, and student activities. They will further outline options to change the complainant's or respondent's academic and/or living situations if those changes are requested by the reporting party or responding party are reasonably available. Residence Life has the discretion to remove the reporting party or responding party from a hostile living situation.

#### **3. Investigation**

The Associate Dean for Student Formation will inform both parties of the respective time and place of the interviews and that contact between the parties will be limited to necessity (see Immediate Response). During this stage of investigation, the reporting party and responding party have the right to be accompanied by an advocate of their choosing during interviews; however, the advocate will not be allowed to participate in any interviews or hearings. Proceedings will provide a prompt, fair, and impartial investigation and resolution; and be conducted by the Associate Dean for Student Formation who receives annual training on issues related to domestic violence, dating violence, sexual assault, and stalking.

The Associate Dean for Student Formation will investigate the incident by separately questioning the reporting party, responding party, and any identified witnesses. The purpose of the questioning is to ascertain to reasonable suspicion if there may have been a violation of the

University's policies and what immediate responses need to occur. Both the reporting party and the responding party will be given an opportunity to present evidence and witnesses to the Associate Dean for Student Formation, and both may be accompanied by an advocate if they wish. The Associate Dean for Student Formation will review information provided regarding the incident under a preponderance of evidence standard.

The hearing process will be conducted in such a manner that protects the safety of the reporting party(s) and promotes accountability. Should the investigation not produce a conclusion that is more likely than not that the conduct in question occurred, the responding party may be found not responsible or not in violation of the student code of conduct.

However, the reporting party may still seek options such as filing a no-contact order and reporting the incident to the Berkeley Police Department. At the conclusion of the investigation, the Associate Dean for Student Formation will make a decision regarding any findings of responsibility and issue any consequent disciplinary sanction. Both the reporting party and the responding party will be simultaneously informed in writing of the factual findings, determination of responsibility, and any sanctions that affect the reporting party.

During any stage of the investigation, if the Associate Dean for Student Formation reasonably suspects that the responding party poses an imminent threat of harm or disruption to the campus community, the Associate Dean for Student Formation in consultation with the Vice President of Student Affairs/Dean of Students may immediately remove the responding party from campus housing, study abroad programs, and/or restrict the responding party's movement on campus.

#### **4. Disciplinary Sanctions**

Sanctions against a student who has violated the University policy on Sexual Offenses will vary depending on the severity of the violation. Action against a student found to have violated the policy may include policy review, a no-contact order, residence building probation or suspension, seminary probation or suspension, expulsion, referral for both on-campus and off-campus behavior, probation or termination from university employment, alcohol or marijuana education courses, change of residence building, academic courses, or seminary employment or transportation, educational programming projects, being disallowed to participate in various seminary clubs, activities and events, a reflection paper, regulations set as to when the student is allowed to be on campus, parental notification, fine assessed to the student's account, hours of counseling, community service or campus improvement hours, or restrictions place on/or dismissal from Study Abroad opportunities.

Both the reporting party and responding party must be informed simultaneously in writing of the outcome of the factual findings, determination of responsibility, and any sanctions affecting the reporting party proceeding within three (3) business days of the Hearing decision. Upon request, the seminary will disclose the results of any disciplinary proceeding conducted by the seminary against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim. Or the next of kin, if the victim is deceased. To assist the Hearing in formulating appropriate sanctions, the reporting party may make a statement of impact of the assault. The responding party will also be afforded the right to provide a statement to the

Hearing.

### **5. Appeal Process**

Any disciplinary action against a student who has violated the University policy on sexual assault, dating/domestic violence, and/or stalking may be appealed following the process identified in the Student Handbook in effect at the time of the sanction. The request for an appeal will only be granted if one or both of the following two conditions are met:

- 1) If new information becomes available that directly pertains to the details of the incident under investigation and could not have been known at the time of the investigation, or
- 2) If the process as outlined in the Student Handbook was not followed throughout the investigation and the procedural failure would materially affect the outcome. A written appeal must be submitted to the Vice President for Student Affairs/Dean of Students within five (5) business days of such information becoming available. The Vice President for Student Affairs/Dean of Students will review the appeal and determine whether the evidence warrants the case to be re-opened. Should the Vice President for Student Affairs/Dean of Student approve the appeal, a California Lutheran University Title IX Investigator (or designated alternate) will reevaluate the case. Both the reporting party and the responding party will be simultaneously informed in writing of any change to the results (of the factual findings, determination of responsibility, and any sanctions that affect the reporting party) that occur prior to the time that such results become final as well as when the results become final.

### **Initiating a Sexual Assault/Dating Violence/Domestic Violence/Stalking Complaint when the Alleged Assailant is a PLTS of Cal Lutheran Employee**

Students and employees initiating a complaint at Pacific Lutheran Theological Seminary who feel that they have been sexually assaulted, or involved in a dating violence, domestic violence, or stalking incident, or any faculty, staff, administrator, or student who witnesses any of the above crimes should promptly report the incident to a professional staff member in Campus Safety. Students and employees initiating a complaint of sexual harassment should promptly notify the Associate Vice President for Human Resources.

#### **1. Filing a Report**

The professional staff member in Campus Safety will meet with the complainant to review the details of the allegation and explain the subsequent steps involved in a sexual assault investigation. A completed incident report will be promptly submitted and an investigation will begin. In cases of complaints of sexual harassment the AVP for Human Resources or representative will initiate the investigation (See Administrative and Staff Handbook, Section Two, K. Harassment, Formal Complaint Procedure.)

*Immediate Response:* The professional staff member(s) of Campus Safety will initiate an immediate response to separate the complainant and respondent from engaging each other in common areas, residence halls, campus buildings, and student activities. They will further outline options to change the complainant's or respondent's academic, living situations, and/or employment location if those changes are requested by the complainant or respondent and are

reasonably available. Residence Life has the discretion to remove the complainant or respondent from a hostile living situation.

## **2. Investigation**

The Campus Safety or Human Resources Department representative will inform both parties of the respective time and place of the interviews and that contact between the parties will be limited to necessity (See Immediate Response). Both the complainant and respondent have the right during interviews to be accompanied by an advocate, although said advocate does not have the right to participate in any interviews or hearings. Proceedings will provide a prompt, fair, and impartial investigation and resolution; and be conducted by representatives who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking.

The representative will investigate the incident by separately questioning the complainant, respondent, and any identified witnesses. The purpose of the questioning is to ascertain to reasonable **conclusion** if it is more likely than not that there has been a violation of the University's policies and what immediate responses need to occur. The investigation process will be conducted in such a manner that protects the safety of the complainant(s) and promotes accountability. Should this questioning not produce a reasonable conclusion, the respondent may be found not responsible or not in violation of University policy. However, complainants may still seek options such as filing a no-contact order and report the incident to the Berkeley Police Department. At the conclusion of the interviews, the representative will make a decision regarding any findings of responsibility and recommend disciplinary actions. Both the complainant and the respondent will be simultaneously informed in writing of the findings however the specific disciplinary action recommended, if any, to the respondent will remain confidential in sexual harassment cases.

During any stage of the investigation, if the representative reasonably suspects that the respondent poses an imminent threat of harm or disruption to the campus community, the representative may recommend to the Assistant Vice President for Human Resources and the appropriate Vice President that the respondent be placed on administrative leave until administrative remedies have been exhausted.

## **3. Disciplinary Sanctions**

Disciplinary Action against an employee who has violated the University policy on Sexual Misconduct will vary depending on the severity of the violation. Disciplinary action against an employee found to have violated policy may include a written warning, suspension from employment, or termination. All disciplinary actions will be approved by the President of the University. Both the complainant and respondent will be informed simultaneously in writing of the findings of the investigation and that prompt disciplinary action was taken, when appropriate, and any change that occurs prior to the time that such results become final.

## **4. Appeal**

Any disciplinary action against an employee who has violated the University policy on Sexual Misconduct is final. It is the sole discretion of the University to determine if an employee has demonstrated factors that constitute "just cause" for disciplinary action (See Administrative and

Staff Handbook, Section Two, H. - Separation.)

During any stage of the investigation, if the representative reasonably suspects that the respondent poses an imminent threat of harm or disruption to the campus community, the representative may recommend to the Assistant Vice President for Human Resources and the appropriate Vice President that the respondent be placed on administrative leave until administrative remedies have been exhausted.

### **Recording Investigative Materials and Reports**

The permanent disciplinary record of a student who violated the policy on Sexual Offenses will reflect this violation if and only if the allegations of the complainant are found to be true. However, a separate file including the incident report and findings of the Seminary Hearing Board will be kept for at least seven (7) years from the date of the final report.

### **Privacy of Information**

To the extent that maintaining the privacy of all parties to a complaint of sexual assault or harassment does not impede the Seminary's obligation to fully investigate and respond to allegations and reports, the privacy of all parties to a complaint will be respected.

At Pacific Lutheran Theological Seminary, an individual can speak with professionals who have legally protected abilities to maintain confidentiality and protect the identity of those with whom they work. Campus Pastors have legally protected obligations to protect the identities of patients, clients, and those who seek their support and counsel if there is not imminent danger of harm to others or self.

As required by law, all disclosures to any Seminary employee of an on-campus sexual assault are tabulated for statistical purposes by Campus Safety, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually under the federal Clery Act. This type of publicly-available record keeping will be accomplished without including identifying information about the victim, to the extent possible by law. The institution will also notify Cal Lutheran's Title IX Coordinator, JimMcHugh (805-493-3684, mchugh@callutheran.edu) in writing that a sexual assault complaint has been filed and an investigation will be conducted. The Title IX Coordinator is the sole administrator who has the authority to make the decision as to whether or not we can maintain a student's request for confidentiality while also meeting CLU's obligation to provide a safe and nondiscriminatory environment for all students.

The Family Educational Rights and Privacy Act (FERPA) prohibits the disclosure of conduct records to any third party without written permission from the student(s) involved. Requests from parents, family members, and concerned students for information about the complainant and/or the respondent will not be honored without written permission from the student(s) involved.

## **Security and Access Policy**

Access to all space on PLTS campus is limited to the official occupant of that space and that occupant's officers, employees, students, guests and/or invitees. Access to PLTS the residence buildings at 1300 Delaware Street are limited at all times to residents, their guests, and PLTS Facilities and Residential Life. All other areas of PLTS campus are closed between the hours of 10:00 p.m. and 7:00 a.m. unless special arrangements are made with the Facilities Department.

Keys allowing entry to PLTS buildings and offices are issued by the Facilities Department. The Facilities Department maintains a list of persons holding keys. Unauthorized copying or lending to unauthorized persons, of keys is expressly forbidden by PLTS. Violations of this policy may result in the loss of access privileges.

Members of PLTS community are charged with responsibility for safeguarding the spaces under their control, maintaining custody of the keys to which they have been entrusted, and reporting promptly the loss of any such keys.

The Facilities Supervisor has responsibility for close control of the activities of persons engaged in any form of maintenance or repair anywhere on the campus.

## **Campus Law Enforcement Authority**

Pacific Lutheran Theological Seminary informs students and employees annually about campus security procedures and practices through dissemination of this report.

PLTS does not have an on-campus safety department or staff. No employee on the PLTS campus has, within the scope of his or her employment, police powers or the authority to arrest individuals.

Since PLTS does not have its own safety staff, PLTS urges persons affiliated with the school to make use of the extensive safety resources at the City of Berkeley Police and Fire Departments and the University of California at Berkeley. PLTS encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available from the City of Berkeley and the University of California. You may access this information at the following websites:

City of Berkeley Police Department: <http://www.ci.berkeley.ca.us/police/default.html>

City of Berkeley Fire Department:  
<http://www.ci.berkeley.ca.us/DepartmentHome.aspx?id=10180>

UC Berkeley: <http://public-safety.berkeley.edu/csp/scproserv.html>



The University of California operates a night escort service that PLTS students are encouraged to use. The service provides escorts who will walk you to your car, a shuttle bus, public transportation, or home if you live nearby. Call 642-WALK from 6:00 p.m. to 2:00 a.m. Boundaries for the service are: Cedar (north), Parker (south), Shattuck (west) and Prospect (east).

## **Timely Warnings**

In the event that a situation arises on or off campus that constitutes an on-going or continuing threat in the judgment of the PLTS Emergency Operations Team in coordination with Thousand Oaks administrators, a campus-wide “timely warning” will be issued. The warning will be issued through the Seminary e-mail system to students, faculty and staff, and the Campus Emergency Notification Alert System that uses email, text message, and voice messages to mobile, office, and home phones. This alert system is tested annually by sending a test message to those who have registered.

If Pacific Lutheran Theological Seminary learns of an immediate threat to the health or safety of students, faculty, or staff on the Campus or surrounding areas, the PLTS Emergency Operation Team will notify the Campus community via the Seminary e-mail system and the Campus Emergency Notification Alert System in not more than 30 minutes of confirmation of the threat. Depending on the circumstances of a crime or event that is not an immediate threat, the PLTS Emergency Operations Team may also post a notice in residence buildings, Giesy Hall, Founders’ Hall, Sawyer Hall, and the Chapel of the Cross.

The PLTS Emergency Operations Team works with the City of Berkeley Police to obtain updated information on ongoing criminal activities that could affect the PLTS Campus. Anyone with information warranting a timely warning should report the circumstances to members of the PLTS Emergency Operations Team, other senior administration, or Thousand Oaks Campus Safety by phone at (805) 493-3911.

## **Campus Emergency Response and Evacuation Procedures**

### **Immediate Actions**

In the case of major earthquake, firestorm, or other campus emergency, the PLTS Emergency Operations Team will take charge and be in communication with administrators on the Thousand Oaks campus. The PLTS EOT will coordinate necessary measures depending on the nature of the emergency.

### **Fire, Wildfire, and Firestorm**

If a fire, wildfire, or firestorm threatens the campus, the PLTS community should gather at the designated gathering place nearest them (the Beasom parking lot or the parking lot behind the Chapel) and report to the officer in charge in preparation to evacuate the campus and meet at the designated meeting place:

The Delaware Apartments  
1300 Delaware Street, Berkeley

## **Major Earthquake**

Pacific Lutheran Theological Seminary has policies and procedures to deal with a major emergency or disaster affecting the campus and surrounding areas. In most cases, Facilities and local community agencies respond to everyday emergencies. In the event of an earthquake, the Seminary may need to activate the School Disaster Plan noted below, which will override normal administrative activities.

First ascertain your own and immediate family's personal safety; if evacuation of buildings is necessary, seminarians, staff, faculty, guests and commuters should proceed to the designated Evacuation Site at the Founders' Hall Fountain.

The disaster plan is located in the office of the Facilities Supervisor in the Sawyer Annex. The first few people to come to the Fountain should go directly to the office and get the binder marked EMERGENCY PREPAREDNESS PLAN. Designate one responsible person to be the overall coordinator. The overall coordinator's file, if followed, will begin implementation of the plan.

A check-in table will be set up as quickly as possible. Everyone should report to the attendance coordinator at the check-in table. This is important so that everyone can be accounted for. (It will not be necessary to call local police or the fire department as these agencies automatically go into a disaster mode, and they will contact School officials.)

Please read the attached information carefully on Evacuation Sites and Procedures During, After, and Before an earthquake.

### **During a Major Earthquake**

Earth shaking does not kill you – building collapse and resulting fires do. Injuries and deaths are increased by human panic, so it is imperative that you remain calm. Remember these points:

- a. Stay where you are! Chances of injury increase with movement. Don't run outside. Stay calm; try to calm others. Think before taking action.
- b. If indoors, stay there until the shaking stops. Move to a safe place such as an interior door jamb, under a strong table or desk or in a corner away from windows.
- c. If outdoors, get into an open area away from trees, buildings, walls, or power lines.
- d. If in a high rise, move away from windows and outside walls. Do not use elevators.
- e. If driving, pull over and stop. Avoid overpasses and power lines. Stay inside the car until the shaking stops.
- f. Avoid tall buildings and power lines if you are outdoors. Move to an open area. If you are in an automobile, stop driving. Stay in your car. Don't stop where buildings can topple down on you. A car is an excellent shock absorber and will shake violently on its springs during an earthquake, but it is a fairly safe "cocoon" from which to assess your situation. Balconies, parapets, power line walls, towers, overpasses, etc. may fall after the shaking stops. Never assume downed power lines are dead. People, metal, and damp objects are good electrical conductors; stay clear of power lines to avoid shock or serious burns.
- g. If ceiling debris falls on you, assume a crouching position with your back up, head down and shielded by your arms. If you are caught just outside a building, stand under the nearest strong

doorway.

h. Duck, cover, and hold onto whatever you are using as cover.

#### After a Quake

a. After you have taken care of your own and your immediate family's personal safety (items below), go to the Evacuation Site at the Founders' Hall Fountain and report to the Check-In Desk (to verify the safety of individuals in the community) then to Team Leaders who will have been trained and will provide instructions. When checking in inform people if you have needed skills such as First Aid or CPR.

b. Check for injuries. Examine yourself first, then others. Don't move the seriously injured, except away from danger of further injury.

c. Evacuate the building quickly and in an orderly way. Help others to evacuate, especially the physically limited.

d. Do not light flames, or operate electric switches or use the telephone if there is a possibility of a gas leak. If you smell gas, clear the area and notify a Team Leader, Building Manager or Facilities.

e. Check for broken glass. Be sure you are wearing shoes before moving about. Watch for falling glass from shattered windows.

f. Don't eat or drink from containers near shattered glass. Be cautious of damaged containers.

g. Clean up spilled poisons, drugs, and flammable substances.

h. Check the water supply. If faucets operate, collect a small emergency supply. Remember, water demand may be heavy due to fire-fighting requirements, so use it sparingly. Emergency water is available in toilet tanks, ice cubes, canned vegetables, etc.

i. Refrain from flushing toilets. Sewer lines may be broken.

j. Check shelves for objects ready to fall.

k. If telephones are working, make only emergency calls and do not use phones at all if gas is present.

l. Use automobiles for emergencies only.

m. Stifle rumors. They tend to add to fear and confusion.

n. Refrain from sightseeing and discourage others from doing so. Crowds create confusion and hinder the efforts of emergency personnel. Cooperate fully with Seminary and local officials in charge of emergency procedures.

Note: Aftershocks are secondary tremors. Occasionally they do additional damage, mostly to already weakened structures and unstable, precariously placed objects.

#### Before a Quake

a. Even though PLTS has formulated a community response and has supplies, you are responsible for preparing for your own safety, and the safety of your dependents. Therefore, take time to organize and maintain a supply of emergency food, water, medication, and first-aid items. Also make sure you have at least one flashlight and a battery-operated radio with extra batteries. (See the list below for suggested supplies.)

b. Know what to do in advance. In a crisis, the human mind tends to cease functioning rationally. By knowing exactly what to do in advance, you lessen your chances of being in a helpless daze. You can react immediately and calmly to assist others as well as yourself.

c. Know where fire extinguishers are in your building.

- d. Identify indoor danger spots: windows, mirrors, hanging objects, fireplaces, and tall, unsecured furniture. Don't hang heavy objects over your bed.
- e. Know the safe spots: inside door jambs, under sturdy tables and desks, against inside walls. Identify all alternative exit routes.
- f. Keep breakables, heavy objects, flammable substances, and hazardous liquids in secure cabinets or on bottom shelves. Don't place heavy bookcases where they might block exits or injure people.
- g. Keep a flashlight close to your bed. Have shoes handy to allow quick exits in spite of broken glass under the bed or on the floor elsewhere.
- h. If children are living with you, teach them what to do to protect themselves in case you're not able to get to them during a quake. Know their school's disaster plan.
- i. Be sure your family members and loved ones know to come to the Founders' Hall Fountain and report to the check-in desk.
- j. Keep additional supplies in the trunk of your car (see list below).
- k. Develop two evacuation routes from home, office, and classroom.

#### Suggested Supplies to Keep on Hand

- a. Liquids: One gallon of water per person per day for a minimum of five days. Remember to calculate how much water your pets (if you have pets) will need in five days too.
- b. Foods: A five-day supply of non-perishable foods which do not require cooking, such as tuna, canned fruits, peanut-butter, crackers, granola bars, meal-replacement bars etc. Be sure to have a can opener on hand. It is best to store the food in water-tight containers. Again, remember the food for pets.
- c. For Autos: Bottled water, snack foods (people and pets), medicines, first-aid kit, blanket, flashlight, toilet tissue, etc.

#### **Missing Student Policy**

In compliance with the California Higher Education Act, the University has established the following protocol to assist in locating residential students reported missing.

#### **Seminary Protocol:**

Upon notification from any entity that a residential student may be missing, several resources will be used by the Seminary to assist in locating the student.

An investigation may include:

- Contacting known associates of the students
- Contacting departments within the Seminary
- Searching on campus locations
- Keying in to a student's assigned room
- Issuing a picture of the missing student to the campus community
- Collaboration with Information Systems and Services for access to student email logs and portal login records

Residence Life or the Student Life Office will notify law enforcement personnel, not later than 24 hours after a student is determined missing.

Once law enforcement has determined that a student is missing, PLTS will initiate emergency contact procedures in accordance with the student's designation (*see below.*)

### **Student Rights:**

Residential students have the option of confidentially identifying an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing. Students can register this confidential information with Reception when submitting their Student Information Form.

Under the provisions of this law, students under 18 years of age are considered minors and not emancipated individuals. As such, the institution is required to notify a custodial parent or guardian not later than 24 hours after the time that the residential student is determined missing.

Any individual of the campus community who has reason to believe that a residential student is missing should immediately notify a member of the PLTS Emergency Operations Team or Thousand Oaks Campus Safety.

## **Fire Life Safety Report**

### **Fire Incidents**

Pacific Lutheran Theological Seminary keeps an annual detailed report of all fire related incidents on campus, including the cause, cost, and injuries as a result of each incident. This report can be reviewed on the PLTS website or by requesting it from the PLTS Facilities Department.

Any fire related incident on or in PLTS student housing, whether or not the fire department is called and responds, is to be reported to the Facilities Department and Thousand Oaks Campus Safety. If the fire related incident involves student housing, once Facilities is advised it will notify the Residence Life Coordinator or designee as soon as possible.

### **Daily Fire Log**

All fires on campus are entered into the Fire Log within two business days of the occurrence. Posting of a fire in the Fire Log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. The Fire Log is available for viewing upon request and is kept in the Facilities Office.

**Future Improvements-** Improvement to the Campus Housing fire and life safety systems will be addressed as needed.

### **Mandatory Fire Drills**

All on-campus housing is required to participate in fire evacuation drills. These drills are supervised by Facilities with support from Residence Life, Student Life, and Thousand Oaks Campus Safety. Fire drills are conducted by simulation of smoke detector alarm and ensuring all occupants evacuate the building in an orderly manner to a predetermined evacuation points.

**Fire Safety Regulations**

Pacific Lutheran Theological Seminary fire safety regulations regarding policies and rules on portable electrical appliances, smoking, and open flames in student housing are located in the University Student Handbook. These regulations are in place to protect the PLTS community, and will be enforced at all times. Disciplinary action could result if regulations are not being followed. Periodic residence inspections are performed at various times throughout the year, performed by Facilities; along with regular fire and life safety walk through in common areas, performed by Facilities.

## Campus Crime and Housing Fire Statistics

The following pages contain the Campus Crime and Security Survey for 2013, 2014, and 2015 and the Campus Fire Statistics for 2013, 2014, and 2015 as required by the U.S. Department of Education.

### Category of Bias for Hate Crimes Reported in 2013

Criminal Offenses	Race	Religion	Gender/ Gender Identity	Sexual Orientation	Disability	Ethnicity/ National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling						
Statutory Rape						
Incest						
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0

**Category of Bias for Hate Crimes Reported in 2014**

<b>Criminal Offenses</b>	<b>Race</b>	<b>Religion</b>	<b>Gender/ Gender Identity</b>	<b>Sexual Orientation</b>	<b>Disability</b>	<b>Ethnicity/ National Origin</b>
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0
<b>Fondling</b>						
<b>Statutory Rape</b>						
<b>Incest</b>						
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Liquor Law Arrests</b>	0	0	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0
<b>Drug Law Arrests</b>	0	0	0	0	0	0
<b>Drug Law Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	0	0	0	0	0	0
<b>Illegal Weapons Possession Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0
<b>Larceny Theft</b>	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Destruction, Damage, Vandalism of Property</b>	0	0	0	0	0	0



**Category of Bias for Hate Crimes Reported in 2015**

<b>Criminal Offenses</b>	<b>Race</b>	<b>Religion</b>	<b>Gender/ Gender Identity</b>	<b>Sexual Orientation</b>	<b>Disability</b>	<b>Ethnicity/ National Origin</b>
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0
<b>Fondling</b>						
<b>Statutory Rape</b>						
<b>Incest</b>						
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Liquor Law Arrests</b>	0	0	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0
<b>Drug Law Arrests</b>	0	0	0	0	0	0
<b>Drug Law Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	0	0	0	0	0	0
<b>Illegal Weapons Possession Violations Referred for Disciplinary Action</b>	0	0	0	0	0	0
<b>Larceny Theft</b>	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Destruction, Damage, Vandalism of Property</b>	0	0	0	0	0	0

**Pacific Lutheran Theological Seminary Crime Statistics**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Negligent Manslaughter</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Rape</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Fondling</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Statutory Rape</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Incest</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Robbery</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Aggravated Assault</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	1	0
Public Property	0	0	0
<b>Burglary-Forcible Entry</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Burglary-Unlawful Entry-No Force</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0

	2013	2014	2015
<b>Motor Vehicle Theft</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	1
Public Property	1	0	0
<b>Arson</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Liquor Law Arrests</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Drug Law Arrests</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Drug Law Violations Referred for Disciplinary Action</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Illegal Weapons Possession Arrests</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Illegal Weapons Possession Violations Referred for Disciplinary Action</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Domestic Violence</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	1	0
Public Property	0	0	0
<b>Dating Violence</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Stalking</b>			
On-Campus Property	0	0	0
*Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0

\*Crimes included in the residential facilities column are included in the on campus category.

### Fire Life Safety Systems

	Smoke/CO Detectors						Outside		
	Suites	Common Area	Pull Station	Fire Sprinkler	Unit Horns	Strobe Lights	Monitoring Central Station	Fire Extinguishers	Type
<b>CAMPUS</b>									
BEASOM HALL	Yes	Yes	X		X			X	110 V-BELL SYSTEM
	Yes	Yes							Hrd. Wired-Bat back up
FOUNDERS HALL	Yes	Yes						X	BATT. OPP.
SAWYER HALL -KITCHEN	Yes	Yes	X					X	ANSUL-STOVE
BAY & CANYON ROOMS	Yes	Yes							BATT. OPP.
SAWYER APT	Yes	Yes						X	BATT. OPP.
SAWYER KITCHEN APT	Yes	Yes							BATT. OPP.
GIESY		Yes	X		X			X	110V- BELL SYSTEM
CHAPEL / CHAPEL CLASSES		Yes						X	
FOUNDERS ANNEX OFFICES/STORAGE	Yes								BATT. OPP.
SAWYER ANNEX OFFICES								X	
<b>NON-CAMPUS</b>									
1300 DELAWARE	Yes	Yes						X	Hrd. Wired-Bat back up
905 CRESTON	Yes	Yes						X	BATT. OPP.

	<u>DATE YEAR</u>	<u>Fires</u>	<u>Injuries</u>	<u>Deaths</u>	<u>Cause</u>	<u>Damage</u>	<u>Fire Drills</u>	<u>Date performed</u>
<b>CAMPUS HOUSING</b>								
BEASOM HALL/DORMS	2015	0	0	0	0	0	0	
	2014	0	0	0	0	0	1	9/18/14
	2013	0	0	0	0	0	0	
FOUNDERS HALL/DEAN RES. priv. res.	2015	0	0	0	0	0	0	
	2014	0	0	0	0	0	0	
	2013	0	0	0	0	0	0	
BUNK HOUSE ROOMS-3 -temp stay	2015	0	0	0	0	0	0	
	2014	0	0	0	0	0	0	
	2013	0	0	0	0	0	0	
BAY & CANYON ROOMS -temp. stay	2015	0	0	0	0	0	0	
	2014	0	0	0	0	0	0	
	2013	0	0	0	0	0	0	
SAWYER APT. priv. res	2015	0	0	0	0	0	0	
	2014	0	0	0	0	0	0	
	2013	0	0	0	0	0	0	
SAWYER KITCHEN APT. ROOMS-2 temp stay	2015	0	0	0	0	0	0	
	2014	0	0	0	0	0	0	
	2013	0	0	0	0	0	0	
<b>NON-CAMPUS HOUSING</b>								
1300 DELAWARE APTS. UNITS-42	2015	0	0	0	0	0	1	9/25/2015
	2014	0	0	0	0	0	0	
	2013	0	0	0	0	0	0	
905 CRESTON HOUSE/priv. res.	2015	0	0	0	0	0	0	
	2014	0	0	0	0	0	0	
	2013	0	0	0	0	0	0	