



2017 Annual Security and Fire Safety Report

September 2018

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WWU Home Page.....www.wvu.edu

Alcohol/Drug Informationpws.wvu.edu/alcohol-and-other-drug-consultation-and-assessment-services-adcas

Annual Security Reportwww.wvu.edu/vpress/annualsafetyreport.shtml

Budget (Operating).....budgetoffice.wvu.edu/

Campus Safety..... www.wvu.edu/vpress/campussafety.shtml

Consultation & Sexual Assault Supportpws.wvu.edu/consultation-and-sexual-assault-support-casas

Office of Student Life/Dean of Students Office.....wp.wvu.edu/students

Emergency Preparedness www.wvu.edu/safe-campus-topics/emergency-preparedness-and-response

Equal Opportunity Office..... www.wvu.edu/eoo/

Environmental Health & Safety.....www.wvu.edu/depts/ehs/

New Student Services/Family Outreach.....www.nssfo.wvu.edu/index.shtml

Prevention and Wellness.....www.wvu.edu/pws/

Title IX, Sexual Harassment and Sexual Assault.....www.wvu.edu/eoo/titleix.shtml

Together Against Sexual Violencewp.wvu.edu/sexualviolence

University Communications and Marketing.....westerntoday.wvu.edu/

University Police.....www.wvu.edu/ps/police/index.shtml

Vice President for Enrollment & Student Services.....www.wvu.edu/vpress/vpoffice.shtml

General Information

ABOUT THIS PUBLICATION

The Annual Security and Fire Safety Report is published each fall by the Office of the Vice President for Enrollment and Student Services and the Office of University Communications, in collaboration with University Police, University Residences, the Dean of Students Office, Prevention and Wellness Services, the Equal Opportunity Office, and Environmental Health and Safety. This report is developed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and provides statistics for the previous three calendar years (2015, 2016 and 2017). It includes resources and information about a range of current policies, resources and educational programs and is intended to help members of the Western community make informed decisions about safety.

Each year, an email notice is sent to university students, faculty and staff informing them of the availability of this report. It is also available on the Vice President of Enrollment & Student Services website at www.wwu.edu/vpress/ and anyone can obtain a written copy by contacting this office. Information in this publication is current as of August 2018. Subsequent changes in policy or reported statistics will be reflected in the online version of the Annual Security and Fire Safety Report.

YOUR RIGHT TO KNOW: DISCLOSURE OF CONSUMER INFORMATION

Western Washington University is committed to providing full disclosure of all consumer information required by state and federal law to all students, their families and members of the campus community. Additional information may be found at <https://www.wwu.edu/your-right-know-disclosure-consumer-information>

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Western recognizes its responsibility to provide timely information to the campus community during emergencies. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or faculty, the university will use every appropriate communication tool to share information with the campus community as quickly as possible. The Western Alert system, described below, uses various notification tools:

- Email messages
- Cell-phone text messages
- Social media messaging
- Voice messages over the campus fire alarm system (building enunciation)
- The Western Washington University home page (www.wwu.edu)
- The WWU Emergency Communications web site (emergency.wwu.edu)
- Desktop notification

Emergencies may be reported to University Police by dialing 3911 from a campus phone or 360-650-3911 from a non-campus phone or cell phone.

'WESTERN ALERT' EMERGENCY NOTIFICATION SYSTEM

The WesternAlert emergency notification system gives Western the ability to share health and safety-related emergency information with members of the campus community quickly — by e-mail alerts, cell phone text messages, social media and/or the campus voice enunciation system. Faculty and staff must “opt in” to receive WesternAlert text messages (e-mail alerts are sent to student, faculty and staff official university accounts automatically). Parents, relatives and community members also can opt-in to receive WesternAlerts. To “opt in” to receive WesternAlert text messages, students, faculty, and staff should login to their MyWestern account online at mywestern.wvu.edu and click on “Web4U.” Select “Personal Information,” then “Cell Phone – View/Update.” Enter your cell phone number, and finish by pressing the “Update” button. Text messaging will only be used to communicate with you in two circumstances: during an event deemed an imminent threat to the health and safety to campus and during periodic tests of the WesternAlert system.

IN THE EVENT OF AN INCIDENT ON CAMPUS

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the safety or well-being of students, staff or faculty, the following notification process will commence. The Chief of University Police and Director of University Communications and Marketing, or their designees, will broadcast a WesternAlert immediately and without unnecessary delay, unless – in their professional judgment – the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the incident.

Members of the campus community should seek information by checking their cell phone or computer for text or e-mail messages, or by visiting the WWU emergency website at emergency.wvu.edu. WesternAlerts may be sent to the entire campus community or to a segment of the community, such as an area of campus, a residence hall, or a building.

Follow-up information regarding an incident and/or an “all clear” message (once the incident has been resolved) will be sent to impacted members of the campus community using any or all of the previously mentioned forms of notification. Western makes every reasonable effort to confirm that emergencies or dangerous situations are real before notifying the campus community. University Police work closely with staff from University Communications and Marketing, Environmental Health and Safety, the Student Health Center, and city and county emergency responders to assess reported incidents immediately and without delay.

TESTING THE WESTERN ALERT EMERGENCY NOTIFICATION SYSTEM

The university tests the WesternAlert emergency notification system on at least a biannual basis, to ensure that it is working properly. These tests are carefully identified and widely publicized. During 2017, Western Alert drills occurred on April 13 and October 19. These drills were preceded by an email sent to 18,000 Western community members and repeated announcements in Western Today (see [here](#) for an example). Please be advised that cell phone service provider may apply a small standard text message fee when recipients get an emergency alert. [For more information on Western’s emergency preparedness and response procedures, visit \[www.wvu.edu/safe-campus-topics/emergency-preparedness-and-response\]\(http://www.wvu.edu/safe-campus-topics/emergency-preparedness-and-response\)](http://www.wvu.edu/safe-campus-topics/emergency-preparedness-and-response)

Reporting Crimes on Campus

The University Police Department encourages anyone who is the victim of or witness to a crime to promptly report the incident to police. To report a crime or emergency from an on-campus phone, dial 3911. To report a crime or emergency from a cell phone or off campus phone, dial 360-650-3911.

When using a cell phone, it is important to remember that 911 does not automatically reach University Police; instead, it goes to a central dispatch location in Bellingham.

All students, faculty, and staff are encouraged to pre-program their cell phone with the University Police emergency number, 360-650-3911. On-campus police dispatchers are available 24 hours a day, 7 days a week.

When calling to report a crime or other emergency, on- or off-campus, be prepared to:

- Clearly identify yourself;
- State where you are calling from; and
- Briefly state the nature of your call.

If possible, stay on the line unless the dispatcher tells you that it's okay to hang up. If assistance is required from off campus, the dispatcher will summon appropriate police, fire, and/or medical services.

In cases involving sexual assault, dating or domestic violence, stalking, or sexual harassment, initial contact may be made by calling Western's confidential Consultation and Sexual Assault Support Services' (CASAS) at 360-650-3700. CASAS staff works with survivors to access all available resources in an effort to ensure that students continue to be academically successful and have the support necessary to heal from the incident(s). Resources and support are also available to assist students whose partner, friend or family member has experienced an act of violence.

Emergency blue light call boxes are located throughout the campus, in parking lots and commonly travelled areas. The emergency call boxes are blue and white, and have a blue light glowing above them. Each is connected directly to the University Police dispatcher and coded so the location of the phone is automatically identified. A map of emergency call box locations is available online from Campus Accessibility Map, Equal Opportunity Office, Western Washington University at www.wvu.edu/map/?features=accessibility by selecting "emergency phones" under "Features."

In addition, exterior courtesy phones with an emergency call button are located at the main entrance of each campus residence hall. The emergency call button connects directly to the University Police dispatcher and is coded so the location of the phone is automatically identified.

For additional information on reporting crimes on campus, contact University Police at 360-650-3555 or visit the Department of Public Safety website at www.wvu.edu/ps/police/index.shtml

For information on reporting crimes at Western's off-campus sites, see page 14 in this document.

CONFIDENTIAL CRIME REPORTING PROCEDURES

Western encourages community members to report crimes promptly to help ensure a safer campus. If you are the victim of or witness to a crime and you do not want to pursue formal action through the University or police, please consider making a confidential report to University Police. Confidential reports can be made to police by requesting non-disclosure to the public of personally identifying information. Depending on the circumstances of the report, you may be able to maintain confidentiality while taking steps to keep the community safe. Confidential reporting allows the University to keep and share accurate statistics on the number and types of reportable crimes that occur on campus, and to alert the campus community to possible danger. When confidential reports involve possible sexual assault, dating violence, domestic violence or stalking, all details of these reports are made available to the University's Title IX Coordinator/Equal Opportunity Office. The university completes publicly available recordkeeping requirements, including Clery Act reporting and disclosures, without the inclusion of identifying information about the victim(s).

CAMPUS SECURITY AUTHORITIES

While Western encourages all community members to promptly report crimes to police, some may prefer to report to other individuals or offices. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Campus security authorities at Western include the following staff:

University Residences

housing.wvu.edu/

All Resident Directors, the Assistant Directors of Residence Life, Manager of Guest/Housing Operations and Director of University Residences

Athletics

www.wvuvikings.com/

All head coaches and the Director of Athletics

Campus Recreation Services

www.wvu.edu/campusrec/

Director and Associate Director, and Assistant Director of Sports Clubs

Dean of Students Office

wp.wvu.edu/students/

Dean of Students, Associate and Assistant Deans of Students, Assistant Director and Coordinator of Student Activities, Student Activities Advisor, and Coordinator of Ethnic Student Center

Prevention and Wellness Services

www.wvu.edu/pws/

Director, Risk Reduction Specialist, Violence Prevention Specialists, Health Educator, Health Promotion & Communications Specialist, and Men's Violence Prevention/Mental Health Promotion Specialist

disAbility Resources for Students

www.wvu.edu/drs/

Registrar/Director, Assistant Director and Accommodation Counselor

New Student Services/Family Outreach

www.nssfo.wvu.edu/

Director, Assistant Director

Public Safety

www.wvu.edu/ps/

Police Chief, Assistant Chief, all Sergeants, Corporals and Officers

More Campus Security Authorities: Vice President of Enrollment and Student Services, Assistant Attorney General(s), Director of Student Health Center, Director of Counseling Center, Vice Provost for Equal Opportunity and Employment Diversity/Title IX Coordinator, Assistant Director of Equal Opportunity/Deputy Title IX Coordinator, Manager of Equal Opportunity Programs, Title IX/Civil Rights Investigator.

Please Note: Professional and pastoral counselors are not required to report crimes disclosed to them when acting in their professional roles; as a result, incidents shared with them may not be included in Western's published crime statistics unless also reported to University Police or to a campus security authority. Counselors are encouraged to inform students they are counseling of the option to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

Campus Safety

The safety and well-being of all members of the campus community is of great concern to Western. Many departments and employees are dedicated to making the campus a safe place to live and work. A safe environment depends on the cooperation and involvement of all students, staff, and faculty in looking out for themselves and for one another. We encourage all members of the Western community to use this report as a guide for safe practices, both on and off campus.

UNIVERSITY POLICE

The Western Washington University Police Department employs 15 officers, all of whom are commissioned by the state of Washington. They receive the same training and are vested with the same powers of law enforcement as city, county, and state police officers.

The University Police Department has primary responsibility for law enforcement on campus. They work closely with federal, state, and local law enforcement agencies, and have mutual-aid agreements in place with the Bellingham Police Department, Whatcom County Sheriff's Office, Washington State Patrol, and the police departments of Central Washington University, Eastern Washington University, The Evergreen State College, Washington State University, and the University of Washington.

University Police officers investigate all crimes reported on campus and enforce all applicable criminal and traffic laws. Persons cited or arrested by University Police have their cases adjudicated in Bellingham Municipal Court, Whatcom County District Court, and/or Whatcom County Superior Court.

University Police officers respond to all on-campus emergencies and provide a variety of public services, including bicycle registration and crime prevention education and assessment (e.g., reviewing building plans to assure campus security). During the academic year, University Police employs an average of 20 Public Safety Assistants (also known as “Green Coats”). These students are trained to assist police by providing services such as dispatching, safety escorts, and vehicle/foot patrols. They also check academic buildings and residence halls for unsecured doors and windows, and report hazardous conditions. Public Safety Assistants are on duty every day.

The University Police Department is located in the Campus Services Building at 2001 Bill McDonald Parkway, and operates 24 hours a day, 7 days a week.

CRIME PREVENTION PROGRAMS

Crime prevention programs are sponsored by various campus offices and organizations throughout the year. University Police, Environmental Health and Safety, Prevention and Wellness Services, the Equal Opportunity Office/Title IX Coordinator, and the Associated Students’ Resource and Outreach Programs share information with students, faculty and staff, through new student and faculty/staff orientation sessions, drop-in programs, public education efforts, and residence hall programs (upon request).

During the year, Prevention and Wellness Services offers programs on preventing domestic violence, dating violence, sexual assault and stalking to various student groups and staff including the Associated Students Resource and Outreach Program Board and Coordinators, Resident Directors and Resident and Community Advisors, numerous academic classes, members of the Student Appeals Board, University Police (particularly on interviewing skills for survivors of violence), undergraduate Western Wellcat interns, pre-doctoral and masters interns at the Counseling Center (clinical training for working with people who have experienced violence), sport club participants, varsity athletic teams, international students, and during pre-departure orientation for students preparing to study abroad (risk reduction strategies).

Prevention and Wellness Services also provided education programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking to student groups during 2015-2016. Each training educates attendees on the following topics:

- Definitions of sexual assault, domestic/dating violence and stalking/harassment.
- Definition of consent.
- Bystander intervention techniques.
- How to refer a person to appropriate resources and how to support them.
- Risk reduction strategies to prevent violence.
- Strategies focusing on alcohol and drug use/intoxication.
- Attendees are educated on warning signs of abusive or unhealthy behavior, such as coercion and emotional manipulation.
- Information about reporting options.

- Reporting procedures for each resource.
- What to expect from these resources (criminal proceedings vs. conduct system).
- Rights and responsibilities of survivors and perpetrators.
- Resources available to survivors of violence, even if they choose not to report.
- Attendees are given information about confidential resources, such as CASAS and the Counseling Center.
- Community resources are also discussed.

Bystander Intervention Training

Bystander Intervention Training provides a definition of the process and the skills for action. It teaches safe and positive options for acting 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, in-order to ensure safety and prevent sexual violence.

The process of Bystander Intervention Training includes empowering individuals through:

Awareness and knowledge:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Making the choice to act
- How to assess when it is safe to intervene directly. Never put one's self in harm's way.

Skill acquisition:

- Identifying and overcoming barriers to intervening
- How to intervene in a friendly and assertive manner
- How to approach the situation in a positive manner, staying level-headed, non-judgmental and open-minded
- How to use curiosity and questions effectively
- Identifying a wide variety of safe and effective intervention options for interventions

Confidence to act when the need arises:

- Practice taking action to intervene in a variety of circumstances that may occur
- Identify what would help ensure that action is taken and how to make that happen

ASSOCIATED STUDENTS PROGRAMS

LEGAL INFORMATION CENTER: Works to help students understand their legal rights and responsibilities and make informed choices, and encourages students to take an active role in their own legal issues through peer education, programs and events, and various resources. Location: Viking Union 517. Website: as.wvu.edu/legalinfo/ Phone: 360-650-6111.

QUEER RESOURCE CENTER: Provides programs, safe space, and resources to students who identify as Queer and their allies. Location: Viking Union 515. Website: as.wvu.edu/qrc/ Phone: 360-650-6120.

WOMXN'S IDENTITY RESOURCE CENTER: Supports and enables students who hold marginalized gender identities and expressions to fully and actively participate on WWU's campus. We strive to build a community that promotes: exploration of identities through an intersectional lens; solidarity against violence; and critical thinking around gender, race, culture, and other aspects of identity and social issues. Location is Viking Union 514, website as.wvu.edu/womxn/ Phone: 360-650-6114.

Specific Safe and Effective Options Include:

Direct options can be implemented individually, or others can be enlisted to assist or act as allies.

Direct options:

- Approach the situation and ask questions, such as “do you need help?”
- Remove one of the individuals from the situation
- Speak up about the offensive remark or the inappropriate action
- Express your concerns - talk to all parties involved about your concerns
- Create distraction
 - Attracting the attention of either individual involved
 - Asking either party for information or help with something
 - “Aren’t you Jane’s friend? Can you help me find her?”
 - “I’m having a ‘wardrobe malfunction and really need you to help me with...”
 - Engaging either party in a conversation:
 - “Don’t I know you? Didn’t I see you in Red Square the other day?”
 - “I just love that shirt. Where did you get it?”

Indirect options:

- Ask a friend/another bystander to step in
- Call 911 or another authority for assistance – this may also include asking the host of an event to step in
- Find other ways to get involved or disrupt an apparent risky situation
- Check your perception of the situation with others you trust – then decide the best course of action

Beyond the above basic information, Prevention and Wellness Services also provided the following trainings:

Training for all Varsity Athlete teams

Presentations have a strong focus on bystander intervention (how to recognize warning signs, how to confront violence-enabling attitudes and beliefs, and how to refer to appropriate resources). Students are also given opportunities to practice intervention skills through scenarios.

Training for Club Sports

Presentations have a strong focus on bystander intervention (how to recognize warning signs, how to confront violence-enabling attitudes and beliefs, and how to refer to appropriate resources). Students are also given opportunities to practice intervention skills through scenarios.

International students

These presentations have a strong focus on reaching out to international students to provide information about resources and how to access those resources.

Study Abroad program

These presentations have a strong focus providing information about safety, support resources and how to access those resources while abroad.

Student leaders

Student leaders, including Resident Advisors and Peer Health Educators get extensive training in “safe space.” They are trained to respond to disclosures of violence by being given the tools to emotionally support survivors of violence and to properly refer them to appropriate resources.

For additional information contact University Police at 360-650-3555, Environmental Health and Safety at 360-650-3064, or Prevention and Wellness Services at 360-650- 2993.

WESTERN STUDENT SHUTTLE

The Western Student Shuttle provides late-night transit service to all students with a valid Western I.D. from 11p.m. – 3 a.m. Monday through Saturday and 9 p.m. – 3 a.m. on Sunday. Additional information, including routes and schedules, is available at www.wvu.edu/transportation/westernstudentshuttle.shtml

PERSONAL SAFETY ESCORTS

University Police provides personal safety escorts to or from any location on campus. To request a safety escort, call 360-650-3555.

POLICE DAILY ACTIVITY LOG

University Police maintains a Daily Activity Log that records all crimes, fires, and other serious incidents that occur on campus or within the department’s patrol jurisdiction. It is searchable by date. The Daily Activity Log is available for public inspection at www.wvu.edu/ps/police/media_logs.shtml or by visiting the WWU Police Department in the Campus Services Building, 2001 Bill McDonald Parkway, during normal business hours (8 a.m.–4 p.m, Monday through Friday).

REGISTERED SEX OFFENDERS

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of registered sex offenders enrolled at or employed by institutions of higher education. The law also requires institutions to issue a statement advising members of the campus community where they can find information on registered sex offenders who are enrolled at or employed by the university.

In Bellingham, information regarding registered sex offenders may be obtained through the Bellingham Police Department, the Whatcom County Sheriff’s Office, or the Washington Association of Sheriffs and Police Chiefs (online). Information is also available, in person, from the University Police Department. The University policy regarding community notification can be found at www.wvu.edu/policies/policy5000.shtml

Bellingham Police Department 360-778-8800
University Police 360-650-3555

Whatcom County Sheriff’s Office 360-778-6600
Online.....www.cob.org/PIRSexOffenders/
or..... www.sheriffalerts.com
or..... www.thepublicrecords.com/pages/ml-waspc-org
or..... www.wvu.edu/ps/police/safeliving.shtml

SAFE CAMPUS HOTLINE

To help maintain the safety and security of Western’s community, the university has established a “SAFE Campus” hotline, 360-650-SAFE or 360-650-7233. Individuals who are concerned about a person’s actions or behavior, or believe they may pose a safety risk to members of the campus community, should call the SAFE Campus hotline immediately.

All information will be screened by trained personnel and forwarded to the Threat Assessment Team or appropriate university office for follow up. The SAFE Campus number is available 24 hours a day, 7 days a week.

SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, the university (excluding certain housing facilities) is open to all students, employees, contractors, guests, and invitees. During non-business hours, access to campus facilities is by appropriate authorization only. The University Police Department posts a schedule of building hours on their website at www.wvu.edu/ps/police/bldghours.shtml

Keys for offices, buildings and campus residence halls are closely controlled by the University Lock Shop and by the heads of campus departments and units. Reproduction of keys is authorized by the Office of Space Administration. Individuals must sign out keys through the Lock Shop, located in the Campus Services Building at 2001 Bill McDonald Parkway. For questions, contact the Lock Shop directly at 360-650-3557.

TIMELY WARNING POLICY

In the event that a situation arises – either on or off campus – that poses an ongoing or continuing threat to members of the university community, a campus-wide “timely warning” will be issued by University Police. The warning will be sent through Western’s official e-mail system to all students, faculty, and staff. Depending on the particular circumstances of the situation, University Police may use a range of other notification methods, including email, text messaging, phone calls and other electronic means, campus websites, posted flyers, and/or the Western Alert emergency notification system.

Anyone with information warranting a timely warning should report the circumstances to University Police immediately, by phone at 360-650-3911 or in person at 2001 Bill McDonald Parkway.

WEAPONS POLICY

The possession or use of firearms or other weapons on university property or at official university events by anyone other than duly appointed and commissioned law enforcement officers is strictly

prohibited. Members of the campus community and visitors who bring firearms or other weapons to campus must immediately place them in the university-provided storage facility, located in the University Police Department at 2001 Bill McDonald Parkway. Failure to do so may result in criminal charges and/or disciplinary action by the University. The storage facility is accessible 24 hours a day, 7 days a week. For additional information, refer to Western's Policy on Firearms and Dangerous Weapons at www.wvu.edu/ps/police/fire_arms.shtml or contact University Police at 360-650-3555.

Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (also known as the Clery Act) requires the annual publication of select campus crime, arrest, and referral statistics for the previous three years. Beginning with the 1999 calendar year, the Clery Act expanded reporting requirements to include crimes and arrests occurring in certain off-campus locations.

The Office of the Vice President for Enrollment and Student Services, the Dean of Students Office and the Office of University Communications coordinate the preparation of the Annual Security and Fire Safety Report. Crime and fire safety statistics are compiled from data provided by the University Police Department, Bellingham Police Department, Bellingham Fire Department, University Residences, the Dean of Students Office, and campus security authorities.

To gather statistics for extended education and off-site facilities, University Police requests information from each facility's staff as well as from local law enforcement authorities.

HATE CRIME REPORTING

The Clery Act requires institutions to report any crime involving bodily injury, intimidation, theft, or damage/destruction/vandalism of property that manifests evidence that the victim was targeted because of the perpetrator's bias against the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability status.

2015: One on-campus incident of intimidation characterized by race.

2016: One on-campus/residential facilities incident of stalking characterized by racial bias; One on-campus/residential facilities incident of stalking characterized by religious bias; One on-campus/residential facilities incident of intimidation characterized by a bias of sexual orientation.

2017: One on-campus/residential facilities incident of vandalism/intimidation characterized by gender bias and 3 on campus/residential facilities incidents of vandalism characterized by racial bias.

Western's Off-Campus Facilities

Western conducts academic activities that involve students at the following locations:

- Poulsbo Sea Discovery Center, Poulsbo, WA.
- Viqueen Lodge, Sinclair Island.
- Lakewood Facility, Bellingham, WA.
- Technology Development Center, Bellingham, WA.
- Scene Shop, Bellingham, WA.
- Art Studio, Bellingham, WA.
- Music Studio, Bellingham, WA.

Western also provides degree program classes on the campuses of Everett Community College, Olympic College in Bremerton, Peninsula College in Port Angeles, and North Seattle Community College, as well as in Burien, Mount Vernon, Poulsbo and Tacoma. Crime and safety information for these locations may be obtained by calling the institution's safety office directly (contact information is provided for each off-site location, below).

At all extended education centers and off-site locations, dial 911 if you need an immediate response to an emergency (police, fire or medical assistance).

For non-emergencies, use the following phone numbers to reach campus security and/ or local police during normal business hours (Monday through Friday, 8 a.m. – 5 p.m.).

WWU Police (Bellingham campus) 360-650-3555

WWU Extended Education Centers:

Everett Community College (Campus Safety & Security) 425-388-9990

North Seattle Community College (Campus Safety & Security) 206-934-3636

Olympic College, Bremerton (Office of Safety & Security) 360-475-7800

Peninsula College (Campus Safety) 360-417-6559

Other Off-Site Locations:

Lakewood (Whatcom County Sherriff's Office) 360-676-6650

Shannon Point Marine Center (Anacortes Police) 360-293-4684

Viqueen Lodge (Skagit County Sherriff's Office) 360-336-9450

When reporting a crime to local police or to police on another campus, please ask them to forward a copy of your crime report to the WWU Police Department.

Additionally, crime statistics and local resources are available through the local institution and links to those institution's Annual Security and Fire Safety Reports can be found here:

Skagit Valley College:

www.skagit.edu/wp-content/uploads/2017/12/security_cvv-fire-report-2014-16.pdf

Everett Community College:

www.everettcc.edu/administration/cwt-security/security/campus-safety-and-security

Olympic College (for Poulsbo or Bremerton):

www.olympic.edu/services/campus-security/annual-security-report

North Seattle College:

resources.northseattle.edu/safety/security-resources

Peninsula College (for Port Angeles)

pencol.edu/services/campus-safety/campus-crime-statistics

These statistics on the following pages represent crimes reported to a wide variety of officials, both on and off campus. (See page 14 for a detailed description.) Officials at WWU take a very proactive approach in the enforcement of University policies and local, state and federal laws. Higher numbers do not necessarily mean higher occurrences of crime. Higher numbers are often a result of comprehensive reporting and enforcement.

Crime Statistics: Bellingham Campus

Offense	Year	On Campus	Non-Campus Property	Adjacent Public Property	On Campus Housing Only	Unfounded
Murder and Non-Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	0	0	0
Aggravated Assault	2017	1	0	0	0	0
	2016	3	0	0	1	0
	2015	1	0	0	0	0
Burglary	2017	5	0	0	4	0
	2016	13	0	0	12	0
	2015	5	0	0	4	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2016	3	0	0	0	0
	2015	0	1	0	0	0
Arson	2017	0	0	0	0	0
	2016	1	0	0	1	0
	2015	1	0	0	0	0
Rape	2017	10	0	0	8	0
	2016	4	0	0	3	0
	2015	5	0	0	5	0
Fondling	2017	4	0	0	2	0
	2016	2 *	0	0	2 *	0
	2015	6	0	0	6	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

* Data has been corrected from a previous year's report.

† Data has been updated since the report was first published in September 2018 to correct an administrative error.

The number of persons referred for disciplinary action do not include persons who were also arrested and reported in the arrest categories above.

"On campus" is defined as 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

Offense	Year	On Campus	Non-Campus Property	Adjacent Public Property	On Campus Housing Only	Unfounded
VIOLENCE AGAINST WOMEN ACT OFFENSES						
Stalking	2017	13	0	0	5	0
	2016	8	0	0	3	0
	2015	7	0	0	3	0
Dating Violence	2017	2	0	0	1	0
	2016	0	0	0	0	0
	2015	3	0	0	1	0
Domestic Violence	2017	3	0	0	3	0
	2016	2	0	0	1	0
	2015	1	0	0	0	0

ARREST STATISTICS						
Arrests for Alcohol Violations	2017	15		2	2	0
	2016	1	1	2	1	0
	2015	0	0	0	0	0
Arrests for Drug-Related Violations	2017	11	0	1	0	0
	2016	5	0	1	4	0
	2015	1	0	1	0	0
Arrests for Illegal Weapons Possession	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
DISCIPLINARY REFERRALS						
Disciplinary Referrals for Alcohol Violations	2017	400	0	3	400	0
	2016	339 *	0	0	329 *	0
	2015	274	0	3	263	0
Disciplinary Referrals for Drug-Related Violations	2017	213	0	6	213	0
	2016	195 †	0	0	194 †	0
	2015	184	0	0	178	0
Disciplinary Referrals for Illegal Weapons Possession	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	0	1	0

property that is within or reasonably contiguous to the said area and 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).

“Non-campus building or property” is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution and any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This category includes any incidents reported at Poulsbo Sea Discovery Center, Poulsbo; Lakewood facility, Bellingham; Viqueen Lodge, Sinclair Island; Technology Development Center, Bellingham; Scene Shop, Bellingham; Art Studio, Bellingham; Music Studio, Bellingham.

“Adjacent public property” is defined as all public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus or immediately adjacent to and accessible from the campus.

Safety Policies for Campus Residence Halls

Campus residence halls are secured 24 hours a day. All residents have access to their building and their room. In the event a resident loses his/her room key, the lock is changed to minimize the risk of an unauthorized person gaining entry.

The staff of University Residences works closely with campus safety officials and others to make residence halls safer, more secure communities. All students in campus housing ultimately must share in this responsibility.

Staff members are trained to respond to emergency situations and address any safety or security issues arising. Full-time professional resident directors manage each building/complex and live on site. One of the resident directors is on call and available to respond 24-hours a day. Student staff are on call in every occupied building/complex from 9 p.m. to 7 a.m. daily.

University Residences staff collaborate with other campus offices to offer programs and information on a range of safety-related topics including sexual assault prevention, responsible alcohol use, and personal safety awareness. Detailed safety information, including information on residence hall policies and procedures, is provided to all campus residents on the University Residences website housing.wvu.edu.

MISSING STUDENT NOTIFICATION

Federal legislation requires any institution with on-campus student housing establish a missing student protocol. This protocol requires that anyone who believes a Western student is missing must be referred immediately to University Police so that Western can coordinate efforts to locate the student. Any individual with information that a student living on campus may be missing should notify University Police immediately. University Police can be reached 24 hours a day, 7 days a week at 360-650-3911.

A student may be considered “missing” if an absence occurs contrary to the student’s usual pattern of behavior or where unusual circumstances may have caused the absence. Unusual circumstances include, but are not limited to: a report or suspicion the missing student may be a victim of foul play, expressed suicidal thoughts, is in a life-threatening situation, or involved with persons who may endanger the student’s welfare.

Each student living in campus housing has opportunity to identify a designated emergency contact to be notified by the university in the event that student is determined to be missing. This emergency contact is confidential and only accessible to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If a student is determined to be missing, University Police will attempt to contact the student’s designated emergency contact (for students over 18 years old) or the student’s parent/guardian (for students under 18 years old) within 24 hours, as part of the investigation process. University Police will work closely with local and/or state law enforcement authorities within 24 hours to provide any information they may need to launch a missing person report.

Fire Safety

Western takes fire safety and prevention seriously and works to enhance its programs continuously. Staff from Environmental Health & Safety work with University Residences' staff to promote a safe living environment. More specifically, training and awareness is provided during new staff orientation (for all new University employees), during annual Resident Advisor fall training, and regular training for custodial staff. More comprehensive information can be found at www.wvu.edu/ehs/fire_safety/fire.shtml. Students, faculty and staff should report a fire emergency to x911 or 360-650-3911 and immediately notify University Police for a non-emergency fire incident at 360-650-3555.

All residence halls have building fire alarms, room detection equipment, common area detection equipment and central reportage of alarms. All buildings except for Edens North have a sprinkler system

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- Once you are safely away from danger, call University Police at 360-650-3911 to report the fire. If you are off-campus, dial 911. Tell the dispatcher the exact location of the fire and any known hazards (e.g., flammable materials) at the location.
- After you've left the building, stand by to direct emergency personnel to the location of the fire.

Additional information on fire safety – including what to do in a fire – is available on the Environmental Health and Safety (EHS) website at www.wvu.edu/ehs/fire_safety/fire.shtml. Find more about emergency planning information on Western's Public Safety website at www.wvu.edu/ps/emanagement/emanagement.shtml.

DESCRIPTION OF STUDENT HOUSING FIRE SYSTEMS

Fire Alarm: All facilities have combination automatic detection / manual initiation devices & notification system covering both student rooms & public areas connected to UPD in accordance with NFPA 72 standards. However, Edens North & Highland Lounge systems are legacy platforms which shall be updated within the next 5 years to Edwards EST-3 platform.

Security Alarm: Although full scale intrusion detection systems are not in place computer lab assets are monitored via sensors connected to UPD.

Fire Sprinkler: Most facilities have fire sprinkler system covering both student rooms & public areas in accordance with NFPA 13 & 25 standards. However, Edens North, Highland Hall & Highland Lounge buildings have no coverage but are upgrades are being planned within the next 5 years.

Fire Extinguisher: All facilities have portable suppression devices located in accordance with NFPA 10 standards.

Mass Notification: Some facilities have general voice enunciation alert capabilities providing UPD & the campus capability of broadcasting emergency messages throughout facilities as needed. However, a 10 year

plan has been developed to upgrade capabilities in order to meet Galain report recommendations which shall provide enhanced emergency notification.

Testing: All systems are testing in accordance with applicable National Fire Protection Agency (NFPA) codes previously listed, International Fire Code (IFC) & requires set forth by the Authority Having Jurisdiction (AHJ - Bellingham Fire Marshal). Annual testing is done on all systems at varying times throughout the year & monthly inspections are also done on fire extinguishers.

FIRE DRILLS

Each residence hall had three fire drills in 2017, one each in winter, spring and fall quarters.

PROHIBITED ITEMS*

The following items are prohibited in all campus student housing facilities, to prevent fire or the spread of fire:

- **Candles & Incense:** Burning candles, incense, torches, or open-flame devices is prohibited in University Residences. Careful use of candles or incense for birthdays or religious purposes is allowed with advance permission from your resident director.
- **Flammable Materials & Explosives:** Explosives, fireworks, gasoline, or any other flammable materials; and decorations made from cut, resin-bearing trees or vegetation such as fir, pine, cedar, spruce, and eucalyptus are prohibited in University Residences.
- **Hazardous Electronics:** Electric hotplates, burners, toasters, toaster ovens, electric blankets, space heaters and halogen lamps.

In addition, all power strips and extension cords must be UL (Underwriter Laboratory) approved and used only for their designed purposes and power loads. Residents are encouraged to use extension cords and power strips that sense leakage currents (such as Fire Shield®) and disconnect power when a fault is detected. This feature significantly reduces the potential for fire from cord fires, ground faults, surges and overloads.

Smoking is prohibited in all University Residences buildings and within 25 feet of doors, windows, and ventilation intakes. This includes, but is not limited to: all balconies and all public spaces such as lounges, stairwells, hallways, food service areas, and laundry rooms. Smoking is also prohibited at any outside area that may affect the air supply of residential buildings.

TRAINING

All resident advisors and resident directors receive annual training in fire prevention, evacuation, and response provided by Environmental Health and Safety.

EVACUATION PROCEDURES

All campus buildings fully evacuate upon activation of the fire alarm. When an alarm, a shouted warning, or the sensation of smoke or fire has alerted you:

- **Keep low to the floor to avoid smoke.** When escaping through a smoke-filled corridor, move quickly in a crouched position. If possible, place a wet cloth over your face and head.
- **Feel the door before opening it.** If it's hot, don't open it. If smoke or heat is present, close the door and stay in the room. Seal the cracks around the door with whatever is handy (a towel, etc.). If the phone works, call 911 and report that you are trapped. Be sure to give them your room number and location. If the phone does not work, hang a sheet, jacket, etc., out of the window to attract attention.
- **If the hall is free of smoke or heat,** close and lock your door and immediately exit the building by the closest stairwell. **DO NOT USE AN ELEVATOR!**
- **If the nearest exit is blocked, go to another exit.** If all exits are blocked, go back to your room. Close the door, hang something out of the window to attract attention, and signal for help.
- **Once outside the building, move away from the building** and watch for vehicle traffic. Do not re-enter the building until you have been given approval to reenter by police, fire officials, or university staff.

Important: Keep all fire exit and corridor doors closed at all times. These doors are fire rated to keep smoke and heat from entering stairways and adjoining corridors. If at any time you observe these doors propped open, please close them immediately.

FIRE SAFETY STATISTICS

The following fires were reported on campus: *

Address	Date fire was reported	Date/time Fire Occurred	Nature of the Fire	Estimated fire-related Damage	Fire-related injuries or deaths
Nash Hall, 689 High St., 6th floor women's restroom	5/7/2015	5/7/2015 at 8:25 p.m.	Arson (burnt toilet paper found in restroom)	None	None

There were no fires reported in 2016 or 2017 in any residence hall community. *

** This information has been updated since the report was first published in September 2018 to correct an administrative error.*

Prevention and Awareness Programs

Prevention programming is designed to be comprehensive, intentional, and integrated initiatives, strategies, and campaigns intended to end sexual violence. Programming is culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to changing community needs, research/best practice-based, and assessed for value, effectiveness, and accomplishing desired outcomes. Programming includes consideration of environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Prevention programming implements the values of providing **positive messages**, and **empower individuals to make positive, health enhancing choices in their lives**. All programs also teach essential skills for safe and effective intervention and strongly encourage **Bystander Empowerment through providing the awareness, knowledge, skills, and confidence to act to ensure their own and others' safety and to engage in the creation of a safe and healthy environment**.

Prevention campaigns include:

- Clear statement that the relevant offenses are prohibited;
- Definitions are reviewed for the key terms: dating violence, domestic violence, sexual assault, stalking, and consent in WA;
- Safe and positive options for bystander intervention
- Warning signs of abuse and information on risk reduction
- Procedures/options available for a survivor if sexual violence occurs, including re:
 - Preservation of evidence,
 - Options for reporting
 - Availability of assistance through the reporting process
 - The right to choose not to report – to anyone including the police
- Rights of survivors and institutional responsibilities (including assistance in implementing no contact orders)

- Potential outcomes of reporting - possible sanctions and available protective measures that may be implemented
- Information about how confidentiality will be protected
- Procedures for institutional disciplinary process and action
- Campus and community services for survivors
- Options for changing academic, living, transportation and working situations regardless of whether a report is made to law enforcement

Prevention & Wellness Services:

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

TRAINING: Campus-wide Awareness, Education & Prevention

STUDENTS

CAMPUS-WIDE THEME:	Training of student staff & Welcome of new students	Healthy Relationships (Reducing Risk & Consent)	It's On Us (Bystander intervention & personal responsibility to end sexual violence)	Stand up against Sexual Violence
IDENTIFIED STUDENT GROUPS:				
Event Scope	Summer	Fall Quarter	Winter Quarter	Spring Quarter
<p>Training for specific student groups</p> <p>Training focus on groups of students: particularly student leaders, as part of the solution;</p> <p>And for groups of students identified as potentially being at increased risk</p>	<ul style="list-style-type: none"> • Orientation Student Advisors • Resident Advisors <ul style="list-style-type: none"> ◦ Behind Closed Doors ◦ CASAS services • Peer Health Educators • Varsity Athletic Teams 	<ul style="list-style-type: none"> • Team leaders in varsity Sports • Team leaders in Club Sports • Clubs Sport teams • Varsity Athletic Teams • AS student employees • AS Board • International students • IPE Peer Advisors • Study Abroad students (preventing violence while abroad) • International students (staying safe in a new country) • ROP student staff • Peer Health Educators • Selected groups of student leaders • New Students/Residence Halls • Curriculum Infusion: Women's Studies; FIGS; others as arranged by request from faculty • AUAP • RAs: Safe Space Training: a safe space to speak, a safe space to be heard • Grad TAs • Fairhaven 	<ul style="list-style-type: none"> • Team leaders in varsity Sports • Team leaders in Club Sports • Club Sport teams • Varsity Athletic Teams – VP/BI • Western Wellcat interns • Study Abroad students (preventing violence while abroad) • Residence Halls • Peer Health Educators • Curriculum Infusion: Sex & Gender; Sex & Society; others as arranged by request from faculty • AUAP • Fairhaven 	<ul style="list-style-type: none"> • Club Sports teams • Varsity Athletic Teams - VP/BI • Study Abroad students (preventing violence while abroad) • Peer Health Educators • AUAP students • Study Abroad students (preventing violence while abroad) • Curriculum Infusion: as arranged by request from faculty • Fairhaven
Training for all NEW students	• Announcement: Sexual Assault Prevention (Required) for all new students)	Sexual Assault Prevention (required)	Sexual Assault Prevention (required)	Sexual Assault Prevention (required)

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators

OUTREACH: Ongoing Awareness & Education

STUDENTS

Comprehensive, Ongoing Awareness & Education Campaign for Sexual Violence Prevention: **ALL STUDENTS**

CAMPUS-WIDE THEME:	Training of student staff & Welcome of new students	Healthy Relationships (Reducing Risk & Consent)	It's On Us (Bystander intervention & personal responsibility to end sexual violence)	Stand up against Sexual Violence
Event Scope	Summer	Fall Quarter	Winter Quarter	Spring Quarter
Outreach Initiatives: Events & Programs	Transitions • Informational tabling Summerstart: • Informational Tabling • Critical Conversations presentations to Parents (encouraging conversations with their students) • Red Square Info Fair • Informational Tabling	• Bystander Intervention • Consent programing • Reporting options • Alcohol (and other substance) use& the connection with sexual violence • Safe Space training • Discussion Forum: what it means to be a Western student & prevent sexual violence/boundaries, communication, consent, social norms • Movie & discussion • Informational Tabling	• Sexual Decision-making • Get Explicit 101 (workshops) <ol style="list-style-type: none"> 1. Empathy Building 2. Awareness/myths 3. Bystander empowerment • Consent Education • Movie & discussion • Bingo • Information Tabling	• Safe Space training • Bystander Intervention • Consent Education • Movie & discussion • Sexy sundaes (ice cream) • Art Show (partner w/CC: Ian) • Information Tabling
Outreach Initiatives: Media Campaigns (Ideas)	• Promotion of Sexual Assault Prevention for all students new to WWU • Safety emphasis • Promotion of Title IX and other federally required information	• Safety – Only YES means YES; Get consent; Respect • Campus norms data • Bystander Intervention • Promotion of Title IX and other federally required information	• Safety – preventing SV • Bystander Empowerment • The best connection; Respect; Get consent • Campus norms data • Promotion of Title IX and other federally required information	• Respect • Campus norms data • Violence impacts everyone • Safety – preventing SV • Bystander Empowerment • Promotion of Title IX and other federally required information
Outreach Initiatives: Messaging	• Bathroom Poster (CASAS awareness)	• Residence Hall – informational messaging • Posters (reporting, alcohol & sexual violence) • Sexual Violence Prevention • Bystander Intervention • Tabling • Bathroom Poster (CASAS awareness) Domestic (partner) Violence Awareness Month - October	• Stalking Awareness Respect in Relationships (positive social norming) • LGBTQ Relationships • White Ribbon Week – ending partner violence • Tabling • Bathroom Poster (CASAS awareness) Dating Violence Awareness Month – Feb.	• Posters (reporting options & consent) • Tabling • Bathroom Poster (CASAS awareness) Sexual Assault Awareness & Prevention Month - April

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators

**Ongoing Awareness & Education Campaign for Sexual Violence Prevention:
EMPLOYEES – re: work with students**

CAMPUS-WIDE THEME:	Healthy Relationships (Reducing Risk & Consent)	It's On Us (Bystander intervention & personal responsibility to end sexual violence)	Stand up against Sexual Violence
TRAINING and PROGRAMMING for Employees			
Event Scope	Fall Quarter	Winter Quarter	Spring Quarter
Training for specific Staff groups	Coaches – Athletic Department University Police Counseling Center Interns Counseling Center staff Residence Life staff RDs: Safe Space Training: a safe space to speak, a safe space to be heard Faculty (resources, hot to refer, & how to support students and have a compassionate response to disclosures) by request	Faculty (resources, hot to refer, & how to support students and have a compassionate response to disclosures) by request	Faculty (resources, how to refer, & how to support students and have a compassionate response to disclosures) by request
Trainings for Employees	Safe Space Training: a safe space to speak, a safe space to be heard Staff & faculty groups by request	Safe Space Training: a safe space to speak, a safe space to be heard Staff & faculty groups by request	Safe Space Training: a safe space to speak, a safe space to be heard Staff & faculty groups by request
Outreach Programs & Projects	Collaboration with Club Sports staff Collaborations with Faculty Faculty – CASAS email & info slide Faculty – “don’t cancel class”	Collaboration with Club Sports staff Collaborations with Faculty Faculty – CASAS email & info slide Faculty – “don’t cancel class”	Collaboration with Club Sports staff Collaborations with Faculty Faculty – CASAS email & info slide Faculty – “don’t cancel class”

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators

TRAINING & OUTREACH: Ongoing Awareness & Education -- Off-Campus & Community

Comprehensive, Ongoing Awareness & Education Campaign for Sexual Violence Prevention:

THEME:	Healthy Relationships (Reducing Risk & Consent)	It's On Us (Bystander intervention & personal responsibility to end sexual violence)	Stand up against Sexual Violence
Event Scope	Fall Quarter	Winter Quarter	Spring Quarter
Training for specific Staff groups	Coaches – Athletic Department University Police Counseling Center Interns Counseling Center staff Residence Life staff RDs: Safe Space Training: a safe space to speak, a safe space to be heard Faculty (resources, how to refer, & how to support students and have a compassionate response to disclosures) by request	<ul style="list-style-type: none"> • Participation in the Whatcom County Commission Against Domestic Violence/ Audit Team and Safe Futures Task Force • Whatcom Community College 	<ul style="list-style-type: none"> • Participation in the Whatcom County Commission Against Domestic Violence/Audit Team and Safe Futures Task Force
Outreach	<ul style="list-style-type: none"> • Local Bars • Music house outreach (house parties) • NxNW • Gather • Local High schools • Whatcom Community College 	<ul style="list-style-type: none"> • Whatcom Community College 	

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

Campus-wide Awareness & Education CAMPAIGN THEMES

CAMPUS THEME:	Training of student staff & Welcome of new students	Risk Reduction	Healthy Relationships	Sexual Violence Awareness
Awareness & Education MEDIA CAMPAIGNS (suggested)				
Event Scope	Summer	Fall Quarter	Winter Quarter	Spring Quarter
Media Campaigns (Ideas)	<ul style="list-style-type: none"> • Promotion of Sexual Assault Prevention for all students new to WWU • Safety emphasis • Promotion of Title IX and other federally required information 	<ul style="list-style-type: none"> • Safety - No means no; Get consent; Respect • Campus norms data • Bystander Intervention • Promotion of Title IX and other federally required information 	<ul style="list-style-type: none"> • The best connection; Respect; Get consent • Campus norms data • Promotion of Title IX and other federally required information 	<ul style="list-style-type: none"> • Respect • Campus norms data • Violence impacts everyone • Promotion of Title IX and other federally required information
Awareness & Education TRAINING for Sexual Violence Prevention: <u>IDENTIFIED STUDENT GROUPS</u>				
Event Scope	Summer	Fall Quarter	Winter Quarter	Spring Quarter
<p><u>Training</u> for specific student groups</p> <p>Training focus on student groups, particularly student leaders, as part of the solution or groups identified as potentially being at increased risk</p> <p>[Some groups may receive training from multiple departments/offices]</p>	<ul style="list-style-type: none"> • Resident Advisors ◆ • Peer Health Educators ◆ 	<ul style="list-style-type: none"> • Varsity Athletes – Title IX Training ◆ • AS Board ◆ • AUAP Peer Advisors ◆ • AUAP students ◆ • ROP student staff ◆ • Selected groups of student leaders 	<ul style="list-style-type: none"> • Varsity Athletic Teams – Title IX training ◆ 	<ul style="list-style-type: none"> • AUAP students ◆
Training for all <u>NEW</u> students	• Announcement letter RE: Sexual Assault Prevention ◆ (Requirement 2017/2018)	• Announcement letter RE: Sexual Assault Prevention ◆ (Requirement 2017/2018)	• Announcement letter RE: Sexual Assault Prevention ◆ (Requirement 2017/2018)	• Announcement letter RE: Sexual Assault Prevention ◆ (Requirement 2017/2018)

◆ Indicates training and programs facilitated or provided by staff of the Equal Opportunity Office.

**Comprehensive Ongoing Awareness & Education Campaign for Sexual Violence Prevention:
ALL STUDENTS – on-going**

Campus Theme:	Risk Reduction	Healthy Relationships	Sexual Violence Awareness
Event Scope	Fall Quarter	Winter Quarter	Spring Quarter
<p>Featured CAMPUS-WIDE EVENTS ◆</p> <p>◆ Cost Note: Events run \$4,000-8,000 ea Nationally recognized Speakers run \$8,000-15,000 each National speakers are often more willing to provide a “day of various events” All Feature events require promotion across media venues</p>	<p>Suggestions:</p> <ul style="list-style-type: none"> • National Speaker • Forum 	<p>Suggestions:</p> <ul style="list-style-type: none"> • National Speaker • Forum 	<ul style="list-style-type: none"> • Participation in the Whatcom County Commission Against Domestic Violence/Audit Team and Safe Futures Task Force
<p>Trainings, Events & Programs</p>	<ul style="list-style-type: none"> • Title IX training 	<ul style="list-style-type: none"> • Sexual Decision-making* • Violence 101 workshops* <ol style="list-style-type: none"> 1. Empathy Building* 2. Awareness/myths* 3. Intervention skills* • Consent Education* 	<ul style="list-style-type: none"> • Safe Space training* • Bystander Intervention* • Consent Education*
<p>Outreach Projects</p>	<ul style="list-style-type: none"> • Posters, 5x8 cards and wallet cards (Title IX and EOO information) ◆ <p>Domestic (partner) Violence Awareness Month - October</p>	<ul style="list-style-type: none"> • Posters, 5x8 cards and wallet cards (Title IX and EOO information) ◆ <p>Dating Violence Awareness Month – Feb.</p>	<ul style="list-style-type: none"> • Posters, 5x8 cards and wallet cards (Title IX and EOO information) ◆ <p>Sexual Assault Awareness & Prevention Month - April</p>

◆ Indicates training and programs facilitated or provided by staff of the Equal Opportunity Office.

Ongoing Awareness & Education Campaign for Sexual Violence Prevention: EMPLOYEES

Campus Theme:	Risk Reduction	Healthy Relationships	Sexual Violence Awareness
Event Scope	Fall Quarter	Winter Quarter	Spring Quarter
Training for specific Staff groups	Coaches – Athletic Department ♦ University Police ♦ University Residences staff ♦	New Employees – Sexual Harassment Prevention training ♦ New Employees – Sexual Assault Prevention for employees ♦ On-going Employees – (every 3 years) Sexual Harassment Prevention training ♦	New Employees – Sexual Harassment Prevention training ♦ New Employees – Sexual Assault Prevention for employees ♦ On-going Employees – (every 3 years) Sexual Harassment Prevention training ♦
Feature campus-wide events ♦ ♦ Cost Note: Events run \$4,000-8,000 ea Nationally recognized Speakers run \$8,000-15,000 each National speakers are often more willing to provide a “day of various events” All Feature events require promotion across media venues	<u>Suggestions:</u> • National Speaker • Forum • Featured Campus or Community Speaker	<u>Suggestions:</u> • National Speaker • Forum • Featured Campus or Community Speaker	<u>Suggestions:</u> • National Speaker • Forum • Featured Campus or Community Speaker • Campus Climate Survey ♦ Suggested it be done on alternate (odd) years
Trainings for Employees	New Employees – Sexual Harassment Prevention training ♦ New Employees – Sexual Assault Prevention for employees ♦ On-going Employees – (every 3 years) Sexual Harassment Prevention training	New Employees – Sexual Harassment Prevention training ♦ New Employees – Sexual Assault Prevention for employees ♦ On-going Employees – (every 3 years) Sexual Harassment Prevention training ♦	New Employees – Sexual Harassment Prevention training ♦ New Employees – Sexual Assault Prevention for employees ♦ On-going Employees – (every 3 years) Sexual Harassment Prevention training ♦
Outreach Programs & Projects	Collaboration with Club Sports staff* Collaborations with Faculty* See “Featured CAMPUS-WIDE EVENTS ” from page 2 ♦	Collaboration with Club Sports staff* Collaborations with Faculty* See “Featured CAMPUS-WIDE EVENTS ” from page 2 ♦	Collaboration with Club Sports staff* Collaborations with Faculty* See “Featured CAMPUS-WIDE EVENTS ” from page 2 ♦

♦ Indicates training and programs facilitated or provided by staff of the Equal Opportunity Office.

Alcohol and Other Drugs

The Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act Amendments of 1989 require that universities: (1) promote the reduction of risk associated with alcohol and other drug use through the adoption and implementation of policies and programs designed to educate the university community about the dangers of alcohol and other drug abuse, and (2) prevent the unlawful possession, use or distribution of alcohol and other drugs by students and employees on university property or while involved in university business or activities.

Western's policies on alcohol and other drugs are outlined below, along with related information on university sanctions for violation of these policies; criminal sanctions for the illegal possession or distribution of alcohol and other drugs; the health risks of alcohol and other drugs; and places to get help concerning the use and/or abuse of alcohol and other drugs.

Please read this material carefully. There is much information here, some of it technical, and all of it vitally important. The university reviews its programs related to alcohol and other drugs annually for effectiveness and consistency of application, and makes appropriate changes (as necessary).

POLICY CONCERNING ALCOHOL AND OTHER DRUGS*

Western Washington University is committed to providing an environment which is free of alcohol and other drug abuse for students, faculty and staff. It maintains this commitment in support of academic excellence, work performance, and quality of life, as well as for the future well-being of all members of this community.

Western Washington University provides: (a) information about alcohol and other drugs and the reduction of associated risks; (b) appropriate intervention when alcohol or other drug use creates unwanted or unintended consequences; and (c) support for members of this community in reducing the risk of consequences associated with alcohol and other drug abuse.

Western Washington University will uphold state and federal laws pertaining to alcohol and other drug use. All students, faculty and staff are required to comply with these laws. Action will be taken on any violation of state or federal law or university regulations concerning alcohol and other drugs which: (a) occurs in or on property controlled or owned by Western Washington University; or (b) involves university business or activities; or (c) relates directly and materially to the fitness of staff or faculty members in their professional capacities.

*Approved by the Western Washington University Board of Trustees April 1999

The following are selected legal and university guidelines related to alcohol possession and consumption, unlawful possession or distribution of illicit drugs, standards of conduct, and disciplinary sanctions.

ALCOHOL

As set forth by local, state and federal law, no person under the age of 21 may acquire, possess or consume any alcoholic beverage. It is also unlawful for any person to provide alcoholic beverages to anyone under the age of 21, or to sell alcohol without a permit.

The punishment for a person convicted of violating any of the laws described above may include arrest, imprisonment, and/or fines. For full details, visit www.wvu.edu/vpess/alcohol_drug_information.shtml

Generally, possession and consumption of alcohol beverages is not permitted on any University property, including all campus buildings.

The exceptions – for persons of legal drinking age only – are:

- Events for which a banquet permit has been obtained. Authorization, in accordance with appropriate state laws, can be obtained from the Assistant Vice President for Enrollment and Student Services. Contact Linda Olson at 360-650-7729.
- Private dwelling places: Western's Residence Life policy defines private dwelling places such as individual residence rooms or apartments with the door closed.

CONTROLLED SUBSTANCES

There are numerous local, state, and federal laws related to the manufacture, distribution, possession, and/or use of controlled substances. Legal sanctions range from loss of financial aid and fines, to multi-year prison terms, and may be imposed for both misdemeanor and felony convictions. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenders.

A partial list of drugs considered to be controlled substances in Washington State includes: barbiturates, narcotics (opium, cocaine, and drugs extracted, derived or synthesized from opium and cocaine such as crack cocaine or heroin), hallucinogenic substances (LSD, peyote, psilocybin, PCP, MDA), marijuana, and methamphetamine.

Special Note Regarding Marijuana

Despite Washington state legislation legalizing marijuana for individuals 21 and older, it is still a violation of University policy to possess, use, manufacture, cultivate, distribute, provide or sell marijuana on WWU property or at an official WWU function.

SANCTIONS

Individuals who violate Western's regulations concerning alcohol and other drugs will be subject to sanctions including – but not limited to – written reprimand, termination of employment, suspension, expulsion, and/or referral for prosecution. The university will follow established procedures for violation of policies. For specific citations of those procedures, www.wvu.edu/vpess/alcohol_drug_information.shtml.

SUPPORT PROGRAMS FOR ALCOHOL AND DRUG ABUSE

Alcohol and Drug Consultation and Assessment Services (ADCAS) is a free, confidential, professional service for Western students who want assistance or information regarding their own or someone else’s use of alcohol, tobacco, or other drugs. ADCAS is located in Old Main 560 and can be reached by phone at 360-650-6865. Additional information is available at des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap.

The Washington State Employee Assistance Program provides support and resources to faculty and staff who want to change their drinking and/or drug use patterns. After hours assistance is available by calling 866-704-6364 (toll free). More information about the Washington State Employee Assistance Program is available at des.wa.gov/services/HRPayroll/eap/Pages/default.aspx.

Health Risks Associated with

Category	Drug	Possible Effects
Alcohol	Beer, wine, liquor	Muscle relaxation; impaired motor control, memory and judgment; depression; intoxication.
Cannabis	Marijuana, pot, hashish, hashish oil	Altered sense of time and visual perception; euphoria; memory interference; reduced coordination and reflex response capacity.
Enactogens	MDMA, Ecstasy, X, XTC	Increased heart rate, blood pressure and body temperature; sense of energy and alertness; feelings of empathy and enhanced positive emotions; thirst, dry mouth, teeth clenching, muscle tension, cramping and possible nausea. After effects: headache, irritability, depression, anxiety; desire to be alone; verbal and visual memory decrease up to 2 weeks.
Hallucinogens	LSD (acid), psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens	Altered sense of time, space and visual perception; disorientation; hallucinations; nausea; dilated pupils; cross sensory perceptions; dizziness; increased temperature, blood pressure and heart rate; sweating and chills.
Narcotics Opiates	Heroin, codeine, morphine, opium, percodan, percocet, fentanyl	Euphoria; drowsiness; nausea; respiratory depression.
Nicotine	Cigarette, cigar, pipe smoking; chewing tobacco	Increased heart rate and blood pressure; irritation of eyes, nose and respiratory tract; shortness of breath; decreased sensitivity to taste; depression.
Sedatives	Barbiturates, tranquilizers, ethaqualone, other depressants	Drowsiness; slurred speech; disorientation; impaired coordination.
Steroids	Anabolic steroids	Acne; aggressive behavior; anger management problems; cholesterol imbalance; impotence; psychosis.
Stimulants	Amphetamines, cocaine, crack, speed, diet pills; other natural and synthetic drugs	Increased alertness; increased pulse and blood pressure; euphoria; pupil dilation; insomnia; loss of appetite. Fatigue and some depression after effects wear off.
Club Drugs	GHB, Rohypnol, Ketamine	These drugs are often associated with sexual assaults due to their amnesia inducing and intoxication like effects. Partial or complete amnesia; intoxication effects similar to alcohol. Ketamine can create hallucinations.

Alcohol and Other Drugs

Complications	Dependence Potential
Severe impairment of all physical and mental functions; high risk of choking or injury from falls or accidents; loss of consciousness; coma; death due to anesthesia of brain centers controlling breathing and heart rate.	Yes
Fatigue; reactions ranging from mild anxiety to panic and paranoia; confusion, disorientation; hallucinations and distortions of sense perceptions.	Yes
Jitteriness, teeth clenching; dangerously high body temperature, hypertension, dehydration; confusion, sleep problems, anxiety, paranoia, hallucinations; permanent damage to parts of the brain critical to thought, memory and pleasure. At higher or repeated doses large temperature increase can be lethal.	Yes, possible
Impaired judgment leading to impulsive actions; paranoia; rapid mood swings; <i>bad trip</i> —fear, anxiety, paranoia, panic and hallucinations to match; exhaustion after use; depression; fears—often of death, of one’s mind not working right or flashbacks.	Unknown
Shallow and slow breathing; dizziness; vomiting; sweating; convulsions; coma; possible death.	Yes
Increased risk of: heart attack; cardiovascular disease; mouth, throat and lung cancer and other pulmonary diseases.	Yes
Shallow respiration; weak and rapid pulse; coma; possible death from depression of central nervous system functions.	Yes
Aggressive behavior; rage; psychosis; reduced fertility; stroke; liver damage; increased cancer risk.	Yes
Agitation; irritability; dizziness; confusion; tactile or visual hallucinations; seizure; convulsion; stroke; possible death. After effects: exhaustion; depression.	Yes
Nausea, vomiting; impaired coordination, confusion; muscle spasms; blurred vision, dizziness; slurred speech; hallucinations, unconsciousness, amnesia; aggressive behavior, rapid mood swings.	Yes for some in this category

Sexual Misconduct, Including Sexual Assault, Dating Violence, Domestic Violence and Stalking

WWU Mandated Initial Sexual Violence Prevention Education for Students

Western Washington University requires all students new to Western to complete Sexual Assault Prevention training, a web-based best practice training program to prevent sexual violence, designed specifically for college students.

By completing Sexual Assault Prevention training it ensures all students have a fundamental awareness of the issues relating to sexual violence. They are also engaged as part of the solution to sexual violence and participating in creating and maintaining a campus community that supports healthy relationships and fosters a safe environment for everyone.

It is hoped that through this training students will be better informed and build stronger skills to identify and intervene in situations where others' well-being or safety may be in jeopardy. This training also provides important information about every student's rights under Title IX, a civil rights law prohibiting sex discrimination, including sexual violence.

Prevention & Wellness Services

*Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence**

(Campus-wide intervention – initial prevention and awareness, and on-going programming and training)

Prevention & Wellness Services staff provide Sexual Violence Prevention and effective intervention training to a wide range of student groups throughout the year. One area of training focuses on student leaders as part of the solution. This group may include: Orientation Student Advisors, Resident Advisors, Peer Health Educators, and Varsity Athlete Teams, among others. Additional trainings are designed for groups of students identified as potentially at increased risk, such as: International students, students participating in Study Abroad, and new freshmen. Training is also promoted to faculty for potential inclusion in their course content.

Prevention & Wellness Staff also work collaboratively to infuse sexual violence prevention information into many programs, events, and activities that take place on campus through the year.

Additional programming highlights specific sexual violence-related outreach that encompasses awareness days, weeks, and month promotions, along with on-going campaigns promoting healthy relationships, importance of being an empowered and active bystander, and taking a stand against all forms of sexual violence.

Training is also provided for staff and faculty in covering how to have a compassionate response to disclosures, best options for assisting students who disclose sexual violence experiences, creating a safe space for

survivors in their classrooms or work spaces, increasing awareness of campus resources, and how to effectively connect a student to these resources.

Sexual Violence Prevention staff also, directly or in collaboration with other programs, provide training for many community groups. Audiences for these trainings vary from local community prevention coalitions, local businesses, police, community college and public school classes, large concentration off-campus student housing areas, and hosts of frequent, large music house parties.

**See Prevention & Wellness Services for more detail about sexual violence awareness and prevention programs, events, activities, and services.*

Prevention Education for Employees

Safe and positive options for bystander intervention are covered in the online Sexual Assault Prevention training for Faculty and Staff training required of all new employees. Aspects of bystander intervention and supporting survivors covered in the Sexual Assault Prevention training for Faculty and Staff training include:

- Educating yourself about reporting options and confidential resources so you can provide this information to others if they need it. Faculty and staff responsibility for reporting known or suspected sexual harassment and sexual violence to the Title IX Coordinator.
- Promoting positive social norms, for example by discouraging joking about sexual harassment or sexual violence.
- Building awareness to understand warning signs that may lead to sexual violence.
- Learning that there are multiple ways to be a bystander. These include (1) directly intervening by approaching the perpetrator or victim, (2) getting another person to intervene (for example by finding a friend of the person being targeted or by calling an authority over the space or the police), or (3) causing a distraction that interrupts the situation, for example by joining the conversation or spilling a drink.
- When observing unwanted sexual attention, if you overhear use of sexist or derogatory language, or if you know someone in an abusive relationship:
 - Notice that something is not right
 - Identify that a person needs help
 - Make the decision to act and develop a strategy for intervening
 - Intervene safely, either alone or with other people.

Consultation and Sexual Assault Support Services

For confidential Advocate services and support:

Call CASAS 360-650-3700

For after-hours or weekend immediate Advocate support and assistance:

Call DVSAS 360-715-1563

Bystander intervention is also covered during in-person Sexual Harassment Prevention Training and online Sexual Harassment Prevention Refresher Training provided to faculty and staff. Aspects of bystander intervention and supporting survivors covered in these trainings include:

- Faculty and staff responsibility for reporting known or suspected sexual harassment and sexual violence to the Title IX Coordinator, the reasons for this reporting requirement, and action taken by the Title IX Coordinator upon receipt of a report.
- What to do if a survivor reports sexual violence to you, including letting the person know:
 - You care about them
 - You must inform the Title IX Coordinator so that the survivor can be fully notified of available resources and reporting options
 - They can expect that a staff member in the EO Office will reach out to them to provide information about available resources
 - The university will provide support services to survivors whether or not they choose to report to the police or file a discrimination complaint.
- When observing unwanted sexual attention or inappropriate sexualized comments:
 - Identifying that someone is uncomfortable, or that someone may be uncomfortable even if discomfort is not visible
 - Assessing one's safety
 - Deciding to act, either by: (1) directly approaching the perpetrator, the person being targeted, or both individuals separately, about the situation, (2) indirectly interrupting the situation, for example by asking one party if they have tried the snacks, if they'd like to take a walk, if you can borrow their cell phone, or (3) calling for assistance.

Policies Regarding Sexual Misconduct Including Sexual Assault, Dating Violence, Domestic Violence, and Stalking

POL-U1600.04, PREVENTING AND RESPONDING TO SEX DISCRIMINATION, INCLUDING SEXUAL MISCONDUCT

This policy applies to all students, employees, agents, groups, third parties, individuals, and organizations that use University facilities and persons who participate in University programs and activities to the extent provided by law, regardless of sexual orientation or gender identity. This policy applies to all Western locations (e.g., main campus, satellite locations, Lakewood); locations where Western activities are taking place (e.g., field trips, away sporting events); Western sponsored transportation (e.g., buses to off-campus events); and off-campus non-Western sponsored events where the off-campus behavior creates a negative adverse impact back on campus.

Authority:

Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Washington Law

Against Discrimination [Chapter 49.60 RCW], and the Violence Against Women Reauthorization Act of 2013 [Campus Sexual Violence Elimination (SaVE) Act Provision].

Preamble:

Western prohibits sex discrimination, which includes sexual misconduct. Sexual harassment, gender harassment, and sexual violence are forms of sexual misconduct. Western is committed to preventing, addressing, and responding to sex discrimination. Sex discrimination, on or off campus, can have a serious impact on the quality of the educational and/or work experience. All students and employees have a right to work and educational environments free from sex discrimination. Therefore, Western adopts policies and programs aimed at preventing and responding to sex discrimination and prohibits retaliation against individuals who file or participate in sex discrimination complaints, as outlined in Title IX and Title VII. Western has numerous reporting options and resources for survivors of sexual misconduct, some of which are confidential and some of which have limited confidentiality as discussed below in Paragraph 2.

Definitions:

Sex Discrimination - Disparate treatment or disparate impact based on an individual's sex. This includes sexual misconduct in all its forms — sexual harassment, gender based harassment, and sexual violence, as well as other discrimination that treats or impacts people disparately on the basis of sex, gender, or gender identity.

Sexual Misconduct - An umbrella term for the following types of sex discrimination —sexual harassment, gender-based harassment, and sexual violence.

Sexual Harassment - Unwelcome conduct of a sexual nature. This includes unwelcome sexual advances or requests for sexual favors, or other unwelcomed verbal, physical, or cyber conduct of a sexual nature and can involve persons of the same or different sexes or sexual orientations. Sexual harassment also includes sexual violence, sexual assault, rape, domestic violence, stalking, sexual misconduct, and dating violence.

Consistent with the law, this policy prohibits two types of sexual harassment:

Quid Pro Quo: Sexual harassment that has a tangible educational or employment impact. This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a University activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a University program or activity. Generally, perpetrators will be agents or employees with some authority from the University.

Hostile Environment Sexual Harassment: Hostile environment harassment is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment or education. Harassment that creates a hostile environment ("hostile environment harassment") violates this policy. A hostile environment can be created by anyone involved in a University program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Al-

though repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

Gender-Based Harassment - Non-sexual harassment of a person because of the person's sex and/or gender and/or gender identity, including but not limited to harassment based on the person's non-conformity with gender and gender identity stereotypes.

Sexual Violence - Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (for example, due to the individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by employees, students, or third parties. All such acts of sexual violence are forms of prohibited sex discrimination.

• **Sexual Assault** - Any actual or attempted sexual contact or behavior with another person without that person's consent. (WA RCW 7.90.150 (6a) a sex offense as defined in RCW 9.94A.030, any violation of RCW 9A.44.096, or any violation of RCW 9.68A.090, or any gross misdemeanor that is, under chapter 9A.28 RCW, a criminal attempt, criminal solicitation, or criminal conspiracy to commit an offense that is classified as a sex offense under RCW 9.94A.030.)

• **Domestic Violence** - (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. (RCW 26.50.010)

• **Dating Violence** - Violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. the length of the relationship
 - b. the type of relationship
 - c. the frequency of interaction between the persons involved in the relationship

• **Stalking** - A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

1. He or she intentionally and repeatedly harasses or repeatedly follows another person; and
2. The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and

3. The stalker either:

- a. Intends to frighten, intimidate, or harass the person; or
- b. Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

(See RCW 9A.46.110)

Consent - Means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. (RCW 9A.44.010)

- If coercion, intimidation, threats, or forcible compulsion is used there is no consent.
- If a person is mentally incapacitated or physically helpless or impaired such that a reasonable person would believe the incapacitated person cannot understand the fact, nature or extent of the sexual situation, there is no consent. This includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious or because of an intellectual or other disability that prevents the person from having the capacity to give consent.
- There is no consent when there is force, expressed or implied, or use of duress or deception.
- Coercion, forcible compulsion, or threat of either invalidates consent.
- Silence or an absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.
- Consent can be withdrawn at any time.
- Past consent to sexual activities does not imply ongoing future consent.

Forcible Compulsion – Physical force which overcomes resistance, or a threat, express or implied, that places a person in fear of death or physical injury to herself or himself or another person, or in fear that she or he or another person will be kidnapped (RCW 9A.44.010)

Sexual Intercourse – (a) has its ordinary meaning and occurs upon any penetration, however slight, and (b) also means any penetration of the vagina or anus however slight, by an object, when committed on one person by another, whether such a persons are of the same or different sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes, and (c) also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or different sex. (See RCW 9A.44.010)

Sexual Contact – Any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party. (RCW 9A.44.010)

Mental Incapacity – That condition existing at the time of the offense which prevents a person from under-

standing the nature or consequences of the act of sexual intercourse or sexual contact whether that condition is produced by illness, defect, the influence of a substance or from some other cause. (See RCW9A.44.010)

Physically Helpless – A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act. (RCW 9A.44.010)

Family or Household Members - Spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.(RCW 26.50.010)

Retaliation - Any adverse action against any individuals because they have opposed discrimination (made a report or filed a complaint), responded to a complaint, served as a witness in an investigation, or participated in any manner in an investigation is strictly prohibited.

1. The University Does Not Discriminate on the Basis of Sex in its Programs and Activities and Will Not Tolerate Sex Discrimination, Including Sexual Misconduct. The University prohibits the crimes of sexual assault, dating violence, domestic violence, and stalking. Further, Title IX, Title VII, and the Washington Law Against Discrimination require the University to not discriminate on the basis of sex. Sex discrimination, including sexual misconduct, is unacceptable and may be cause for discipline even if it does not rise to the level of a violation of law.

2. The University is Committed to a Comprehensive Educational and Training Program to Promote Awareness of and Prevent Sex Discrimination, Including Sexual Misconduct.

A. The Vice Provost for Equal Opportunity is Western’s Title IX Coordinator. The Vice Provost is responsible for providing mandatory initial and refresher Sexual Harassment Prevention Training (SHPT) for University employees. New employees should complete this training within their first six months of employment.

B. SHPT includes information on Title IX obligations and the nature and consequences of sexual harassment, including sexual misconduct, and discusses reporting options, resources, and procedures for handling complaints.

C. The Vice Presidents and Deans are responsible for ensuring that their employees complete the mandatory SHPT and refresher training.

D. The University provides sexual violence primary prevention and awareness training to new, matriculated students and new employees. The Director, Prevention and Wellness Services is responsible for implementing this training for students and the Vice Provost for Equal Opportunity is responsible for implementing this program for employees.

In alignment with Western’s culture and values, participation in these programs is mandatory.

E. The Equal Opportunity Office (EOO), University Police, Enrollment and Student Services, Human Resources and other campus offices promote awareness of and provide additional communication about and training in the prevention of sex discrimination, including sexual misconduct, in implementing an ongoing prevention and awareness campaign for students and employees.

F. Primary prevention and awareness training for incoming students and new employees, and an ongoing prevention and awareness campaign, include the following:

A statement that the University prohibits sexual assault, dating violence, domestic violence and stalking; the definition of these four offenses; the definition of consent; discussion of safe and positive options for bystander intervention; information on risk reduction; information about engaging men in prevention of sex discrimination, including sexual misconduct, and; information about relevant investigative and disciplinary procedures at the University.

3. The University and Community Offer Support and Resources for Persons Affected by Sex Discrimination, Including Sexual Misconduct

Support services and reporting options are provided for survivors of sex discrimination, including sexual misconduct.

Confidential support resources are available to students through services provided by university psychologists, mental health counselors, survivor advocates, and other health care professionals, and to faculty and staff via the Employee Assistance Program. Some off-campus reports may also be legally privileged, such as reports to clergy, private legal counsel, or health care professionals.

When sexual misconduct complaints are made to the Vice Provost for Equal Opportunity/Title IX Coordinator, the Title IX Coordinator will work with the Student Conduct Officer who may issue an interim administrative no-contact order to all parties. No-contact orders may also be issued by the Student Conduct Officer as a sanction for Student Conduct Code violations, pursuant to an EOO investigation.

Protective measures or accommodations provided by the University to individuals who report sexual violence will be shared by the University only to the extent reasonably necessary in order to carry out the terms of the protective measure or accommodation.

Regardless of whether it occurred on or off campus, individuals who report to the University that they have experienced sexual violence will be provided with information in writing about the following:

- Procedures to follow regarding: preservation of evidence; to whom and how to report; the option of notifying law enforcement, including University and local police, and to be assisted by the University's Title IX Coordinator or CASAS in notifying law enforcement if the victim so chooses, or to decline to notify law enforcement, and; the victim's rights and University's responsibilities regarding protection and no-contact orders.
- Both the University-based and the community-wide victim advocacy, counseling, health and other resources listed in the Support Services and Reporting Options document linked to above;
- Options available, assistance available in obtaining, and how to request changes to academic, living, transportation, and working situations, or protective measures;

- How the University will protect confidentiality of victims and other necessary parties, including how publicly available recordkeeping will be completed without inclusion of personally identifying information about the victim, and how accommodations and protective measures will be kept confidential to the extent possible without limiting the University's ability to provide the accommodations or protective measures;
- The applicable University procedures for investigations and disciplinary proceedings, as contained in the Discrimination Complaint Procedure and Student Code of Conduct.

4. The University Provides Comprehensive Response System for Reporting and Addressing Sex Discrimination, Including Sexual Misconduct

A. The response system is available to students, employees and others on campus affected by sex discrimination, including sexual misconduct. Individuals have the right to file a criminal complaint and an institutional discrimination complaint simultaneously. Complaints against anyone to whom this policy applies may be made to the Vice Provost for Equal Opportunity/Title IX Coordinator or the police. As required by Title IX, the University will investigate reports of sexual violence even when no complaint is filed.

B. Institutional discrimination complaints regarding sexual violence are conducted by officials who, as relevant to their roles in these processes, receive annual training on issues related to sexual assault, dating violence, domestic violence, and stalking, and how to conduct investigation and hearing processes that protect victims' safety and promote accountability.

C. Victims of sexual violence are encouraged to preserve evidence that may assist in proving the sexual violence occurred or may be helpful in obtaining a protection order from a court with jurisdiction.

D. Vice Provost for Equal Opportunity/Title IX Coordinator investigates all discrimination complaints, including complaints of sex discrimination, including sexual misconduct.

Western's discrimination complaint procedure provides an administrative complaint process (not legal or criminal) for prompt, equitable and impartial investigation and resolution of sex discrimination complaints. (PRO-U1600.02A Discrimination Complaint Procedure)

The University will take steps to prevent recurrence of all forms of sex discrimination, and to correct its discriminatory effects on the complainant and others if appropriate. Interim measures may be taken to assist or protect the complaining individual(s) during the complaint process as necessary with the complainant's consent (e.g., interim no-contact orders issued to all parties, safety planning, arranging for changes in class schedule and/or living arrangements, counseling, modifying class requirements or testing schedules as needed, without penalty to the complainant).

Individuals who believe they have been discriminated against or are survivors of sexual misconduct are encouraged to contact the Vice Provost for Equal Opportunity & Employment Diversity, who also serves as the Title IX Coordinator, Equal Opportunity Office, Western Washington University, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu; or the Department of Education's Office for Civil Rights.

The standard of evidence used by the Title IX Coordinator in investigating allegations of discrimination is a preponderance of evidence (i.e., that it is more likely than not that the allegations are true).

E. **Chief, University Police** responds to and investigates all on-campus incidents of sexual misconduct when an individual seeks to file a criminal report. Off campus incidents are handled by the Bellingham Police or the police department with jurisdiction over the location where the alleged sexual misconduct occurred.

When the survivor of a criminal act chooses to seek a legal remedy, they are encouraged to report all crimes of sexual violence to the appropriate law enforcement agency (typically either University or Bellingham Police). University Police may be contacted by calling (360) 650-3911 in an emergency or (360) 650-3555 to make a report, and are located in the Campus Services Building, 2001 Bill McDonald Parkway. University officials and offices, including the Title IX Coordinator (for anyone affected by sexual misconduct) or CASAS (for students) can assist victims in reporting to law enforcement if the victim so chooses. The standard of evidence used in criminal proceedings is proof beyond a reasonable doubt.

F. When a report is investigated via the Discrimination Complaint Procedure or by University or local police, due process may mandate disclosure of information provided by the complainant or respondent to the Title IX Coordinator/Equal Opportunity Office or law enforcement with the other party and a limited number of witnesses.

G. When sexual violence is reported to the Title IX Coordinator or University Police, the University will keep the report confidential to the greatest extent possible while also providing protective measures and accommodations requested by the survivor and taking necessary action to keep other members of the campus community safe. If a survivor requests that their name not be revealed to the alleged perpetrator or requests that the University not investigate the report, the University will discuss with the survivor the limitations this places on the University's ability to hold the perpetrator accountable. Personally identifying information regarding complainants/survivors of sexual violence contained in records maintained by the University regarding sexual violence will not be publicly disclosed except to the extent required by law.

5. The University Takes Action Towards Violators of This Policy

Anyone who is found to be in violation of this policy will be subject to a range of sanctions.

As outlined in the Student Code of Conduct, when an investigation is conducted involving a student respondent, the Equal Opportunity Office or their designee will provide a copy of the written report of findings to the student conduct officer. The student conduct officer will consider this report and make a finding as to whether the code was violated and impose sanctions(s) as appropriate. Possible sanctions for students are: warning; conditional status; loss of privileges; no-contact orders; requirement to engage in educational activities, assessment, counseling or treatment; requirement to provide restitution; campus housing relocation or termination; suspension or deferred suspension from the University, and; expulsion from the University.

When an investigation is conducted involving a faculty or staff respondent, the Equal Opportunity Office or their designee will provide a copy of the written investigative report to the Vice President of the organizational unit in which the respondent is employed (and to the dean, if applicable). Possible sanctions for employees include written reprimand, leave without pay, a reduction of job responsibility or demotion, and termination of employment.

6. All Members of the University Community Ensure That Commitment to Preventing Sex Discrimination, Including Sexual Misconduct is an Integral Part of Western.

7. Employees Must Report Sexual Misconduct

Employees have a duty to promptly report to the Vice Provost for Equal Opportunity, Title IX Coordinator, known or suspected incidents of sex discrimination, including sexual misconduct (except for those employees statutorily barred from sharing such information). Students and visitors are also encouraged to report this.

8. The University Prohibits Retaliation

The University, based on civil rights law, prohibits retaliation or encouraging others to retaliate against anyone reporting or thought to have reported a violation of this policy. This means that any type of adverse action or behavior is prohibited against those who file a complaint or third-party report, or otherwise participate in an investigative or disciplinary process. Retaliation will be considered independently, whether or not a complaint is substantiated. The University will take strong responsive action if retaliation occurs.

IF YOU ARE AFFECTED BY SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING

Go to a safe place as soon as possible: your home, a friend's home, a locked car, or a busy public place.

- Get help. Contact a trusted person who can help you clarify what you want to do next.
- Preserve all physical evidence related to the sexual assault or rape. If the crime scene is accessible to you, try not to disturb it. Don't change or launder any bedding. Save your clothing. Changing clothes is okay, but do not launder what you were wearing at the time of the incident. Don't bathe, shower or douche until you've had a medical examination.
- Consider obtaining a medical examination in all cases of sexual assault. An exam will check for physical injury as well as the possibility of sexually transmitted diseases or pregnancy. It is important for your well-being. If done promptly, the exam can obtain important evidence that can be used in a criminal prosecution.

RESOURCES AND REPORTING OPTIONS

Western has a coordinated effort to prevent and effectively respond to all forms of sexual harassment, gender-based harassment and sexual violence, including sexual assault, dating violence, domestic violence and stalking. In accordance with Title IX of the Education Amendments of 1972, Western provides a number of resources and reporting options for students and employees who are survivors. These options are available to all, regardless of sexual orientation or gender identity. Western encourages students and employees to report sexual violence and to utilize available resources.

For information on helping a friend, family member, or co-worker who has experienced sexual violence, visit wp.wvu.edu/sexualviolence/how-to-help-2/

Western Washington University Counseling and Support Resources

CASAS (Consultation and Sexual Assault Support) - for students

Location: Old Main 585B

Phone: 360-650-3700

pws.wvu.edu/consultation-and-sexual-assault-support-casas

CASAS is a confidential resource for students who have been affected by sexual violence, and for friends or partners of those affected by sexual violence.

CASAS works with survivors to access all available resources in effort to ensure that students continue to be academically successful, and have the support necessary to heal from their experiences. CASAS also provides support to partners, friends or family members of those who have experienced sexual violence. Anyone who has experienced any form of sexual violence is encouraged to utilize this resource, whether it occurred days or years ago. CASAS provides a variety of support services, guiding students through the details of available reporting options, resources and services that include professional and peer advocacy, support options, academic and financial advocacy services, medical/legal referral assistance, accompanying survivors to the Student Health Service or to meet with the Title IX Coordinator/Equal Opportunity Office or University Police, as well as assisting with orders of protection, financial aid services, housing services, counseling services, and emergency leaves.

Western's CASAS staff may be reached at 360-650-3700. There is also information at that number about accessing assistance after hours. DVSAAS (Domestic Violence and Sexual Assault Services) in Bellingham can also provide assistance: www.dvsas.org/ including a 24-hour hotline 360-715-1563 or 877- 715-1563 (24 hours a day, 7 days a week).

Counseling Center - for students

Location: Old Main 540

Phone: 360-650-3164 (counselor on-call is available 24 hours a day)

www.wvu.edu/counseling/index.shtml

The Counseling Center provides confidential counseling, including crisis appointments and after-hours emergency services. The Counseling Center also assists students by referring them to other services on campus and to community resources that can offer more specialized or longer-term help with problems and concerns.

Student Health Center - for students

Location: Campus Services Building, 2001 Bill McDonald Parkway

Phone: 360-650-3400

www.wvu.edu/chw/student_health/

The Student Health Center provides confidential health care, including treatment for injuries and sexually transmitted infections, and emergency contraceptive services.

Employee Assistance Program - for employees

Phone: (877) 313-4455 (appointment scheduling); (866) 704-6364 (after-hours help line)

wp.wvu.edu/hr/2015/09/02/employee-assistance-program-eap/

The EAP provides confidential help to public employees regarding personal and work related problems. Consultations are available at no cost to covered employees and adult members of their households.

Human Resources - for employees

Location: Humanities Building, Floor 2

Phone: 360-650-3774

wp.wvu.edu/hr/2016/03/10/domestic-violence-resources-for-employees/

Human Resources can assist employees who are survivors of domestic violence, sexual assault or stalking and employees who have family members who are survivors. State law allows employees to take leave from work, with or without pay, to address legal or law enforcement needs and obtain medical, mental health and social services assistance related to sexual violence. HR administers this Domestic Violence Leave.

Western Washington University Reporting Options

University Police Department

(for students, employees, and others affected by sexual violence on campus)

Location: Campus Services Building, 2001 Bill McDonald Parkway

Phone: 360-650-3911 for emergencies, 360-650-3555 for non-emergencies

www.wvu.edu/ps/police/

Survivors of sexual violence may file a criminal report with University Police. University Police can also assist with safety planning and providing campus escorts. See POL-U5615.01 Responding to Campus Violence or Threats of Violence. Students may also work with CASAS, and anyone may work with Domestic Violence & Sexual Assault Services (DVSAS), to make a police report and/or file for legal no-contact orders.

Western's Title IX Coordinator/Equal Opportunity Office

(for students, employees, and others in the campus community affected by sexual misconduct)

Western's Title IX Coordinator: Dr. Sue Guenter-Schlesinger,

Vice Provost for Equal Opportunity & Employment Diversity

Location: Old Main 345

Phone: (360) 650-3307 (voice); 711 (WA Relay)

Sue.Guenter-Schlesinger@wwu.edu

www.wvu.edu/eoo

Survivors of sexual misconduct, including sexual violence, may file a discrimination complaint with the EO Office. This does not obligate the individual to file a police report. The EO Office coordinates closely with the Office of Student Life. The EO Office can help coordinate support for survivors of sexual violence, including counseling and medical services, safety planning, obtaining a no-contact order against the perpetrator, academic support, and residence hall room changes. Survivors have the right to support from Western even if they do not want to file a complaint. The Discrimination Complaint Procedure is online at www.wvu.edu/eoo/complaint-procedure.shtml. The EO Office acts as a neutral, third-party investigator. All findings are made using a preponderance of evidence standard, determining whether it is more likely than not that the alleged conduct occurred. The Equal Opportunity Office and Title IX Coordinator do not take disciplinary action, but inform relevant decision-makers (e.g. Dean of Students, Human Resources, relevant Vice President or Dean) of their findings so that appropriate action may be taken. The Title IX Coordinator can also provide assistance even in situations in which the survivor requests that their identity be kept confidential and/or does not wish to

file a discrimination complaint (e.g., change a class or residence hall). Title IX and Western's Discrimination Complaint Procedure prohibit retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation.

Off-Campus Resources and Reporting Options, available to anyone

DVSAS (Domestic Violence and Sexual Assault Services) of Whatcom County

Location: 1407 Commercial Street, Bellingham
Phone: 360-715-1563 or 877-715-1563 (24 hours a day, 7 days a week)
www.dvsas.org

DVSAS offers free and confidential services, including a 24-hour helpline seven days a week, walk-in services weekdays from 9am to 5pm, support groups, emergency shelter, and legal, medical and social services advocacy. The DVSAS website, www.dvsas.org, lists many community resources for survivors.

Bellingham Police Department (for offenses that occurred off campus)

Location: 505 Grand Avenue, Bellingham
Phone: 911 for emergencies, 360-778-8000 for non-emergencies
www.cob.org/gov/dept/police

Contact the police to make a criminal report.

PeaceHealth St. Joseph Medical Center

Location: 2901 Squalicum Parkway, Bellingham
Phone: 360-734-5400
www.peacehealth.org/st-joseph/Pages/default.aspx

The hospital's services include providing treatment for injuries and sexually transmitted infections. The hospital provides rape kit assessments with a sexual assault nurse examiner. An advocate for sexual assault survivors is called whenever a patient reports being sexually assaulted and the patient decides whether to have the advocate accompany them through the exam process. CASAS advocates can also accompany a survivor to the hospital or health provider. Seeking medical treatment can preserve evidence.

Washington State Domestic Violence Hotline

Phone: 800-562-6025 (24 hours a day, 7 days a week)
TTY: 800-787-3224 (24 hours a day, 7 days a week)
wscadv.org/get-help-now/

The Washington State Domestic Violence Hotline is a confidential resource and referral line. Trained advocates are available to assist with advocacy, emergency/crisis assistance, emotional support and safety planning. They can also help find domestic violence resources available in your specific area, such as safe shelter for victims and children, counseling and advocacy programs, legal advocacy and referral.

RAINN (Rape, Abuse, and Incest National Network)

Phone: 800-656-HOPE

www.rainn.org

The Rape, Abuse & Incest National Network is the nation's largest anti-sexual assault organization. RAINN provides the National Sexual Assault Hotline at 1.800.656.HOPE and the National Sexual Assault Online Hotline at www.rainn.org. The organization provides many resources about sexual violence, including resources about how to help a loved one who has experienced sexual violence.

To report an offense to the U.S. Department of Education Office for Civil Rights: Students, staff and faculty may report incidents of sexual assault, dating violence, domestic violence, and stalking, to the U.S. Department of Education's Office for Civil Rights, 915 Second Avenue – Room 3310, Seattle, WA 98174-1099. Telephone: 206-607-1600 or 206-607-1647 (TDD). E-mail: OCR.Seattle@ed.gov

Whenever an alleged victim reports sexual misconduct to Western Washington University, the University will protect that person's identity to the extent possible without limiting the University's ability to provide requested accommodations and protective measures, assure due process, and keep the community safe.

Western Washington University does not release any personally identifiable information about victims in response to requests made under Washington's Public Records Act without the victim's consent unless required to do so by law or court order. The University redacts all such information from any materials subject to release.

REDUCING YOUR RISK OF SEXUAL ASSAULT

Sexual assault is a serious concern that affects people of all gender identities. Research shows that sexual assault affects one in five college women, and one in 16 men. Roughly 84 percent of all sexual assaults are committed by someone the survivor knows. Often, they involve alcohol and sometimes other drugs. Although personal safety can never be guaranteed, there are steps you can take to reduce your risk of being the victim of sexual assault.

These include:

- Always use the buddy system or travel in groups, especially when going to parties or other events on- or off-campus.
- Be assertive about communicating what you want from another person. Ask the person you are with to do the same.
- Trust your instincts. If a situation feels uncomfortable or unsafe to you, there is probably a good reason.
- Be aware of the effects of alcohol and other drugs on your body. Use of substances can interrupt the ability to make sound decisions and impair the ability to communicate clearly.
- Do not leave your drink unattended or accept a drink or other drugs from someone you don't know, especially at a bar or a party.

- Avoid being alone with an unfamiliar person, particularly when alcohol or other drugs are involved. If you are alone, make sure that your friends know where you are, who you are with, and how long you'll be gone.

Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

In addition to, or instead of reporting sexual assault, dating violence, domestic violence or stalking to University Police, reports may also be made to the Vice Provost for Equal Opportunity & Employment Diversity/Title IX Coordinator. Survivors of sexual assault, dating violence, domestic violence, or stalking are encouraged to contact the Vice Provost for Equal Opportunity & Employment Diversity/Title IX Coordinator to discuss the investigation process or to file a complaint:

Equal Opportunity Office
Old Main 345
(360) 650.3307 (voice) or 711 (WA Relay)
eoo@wwu.edu

As provided in POL-U1600.04, Preventing and Responding to Sex Discrimination, Including Sexual Misconduct, the Vice Provost for Equal Opportunity & Employment Diversity/Title IX Coordinator or their designee investigates all discrimination complaints, including complaints of sexual assault, dating violence, domestic violence, or stalking. All investigations are conducted pursuant to the formal complaint process outlined in Western's Discrimination Complaint Procedure, PRO-U1600.02A. This Procedure provides an administrative complaint process (not legal or criminal) for prompt, equitable and impartial investigation and resolution of sexual misconduct complaints. The following narrative summary describes the current practice and steps taken when handling a complaint of sexual violence (sexual assault, dating violence, domestic violence, or stalking). The Discrimination Complaint Procedure is currently under revision, and the most current version of the Procedure can always be found online at www.wwu.edu/eoo/complaint-procedure.shtml.

Right to an advisor In all proceedings as a practice under the discrimination complaint procedure, complainants and respondents have the right to and will be provided with the same opportunities to have other individuals present. This includes the right to be accompanied to any meeting under the procedure or subsequent disciplinary proceedings by an advisor or support person of the individual's choice. For students who have experienced sexual misconduct, this includes the right to a support person from CASAS. For unionized employees, this includes the right to have a union representative present. During proceedings

with EOO, advisors and support people may communicate with the individual they are present to support; their role is not to directly address the EOO investigator.

Time limit extensions Time limits set forth in PRO-U1600.02 and outlined below may be extended by the Vice Provost at his or her discretion, or upon written application to the Vice Provost by the complainant, respondent, or the unit Vice President or Dean. The Vice Provost shall inform the parties when extensions of the time limits are made.

Filing the complaint To initiate a complaint, the complainant submits a formal complaint form, which includes a written statement describing the allegations. This form is available in the Equal Opportunity Office (EOO). Upon receipt by the EOO, the complaint is be marked with the date received. Upon receipt by the EOO, the complaint form designates the date the complaint is received.

Interim measures to protect the complainant The University will take steps to prevent recurrence of all forms of sex discrimination, and to correct its discriminatory effects on the complainant and others if appropriate. Interim measures may be taken to assist or protect the complaining individual(s) during the complaint process as necessary with the complainant's consent (e.g., interim no-contact orders issued to all parties, safety planning, arranging for changes in class schedule and/or living arrangements, counseling, modifying class requirements or testing schedules as needed, without penalty to the complainant). From 1600.04

Support Services. Confidential support resources are available to students through services provided by university psychologists, mental health counselors, survivor advocates, and other health care professionals, and to faculty and staff via the Employee Assistance Program. Some off-campus reports may also be legally privileged, such as reports to clergy, private legal counsel, or health care professionals.

Determining whether complaint is subject to procedures Within ten (10) working days of the case filing date, the Vice Provost or their designee determines whether the facts alleged in the complaint fall within the jurisdiction of the EOO. If not, the complainant is notified in writing. No appeal may be taken internally of this determination.

Steps taken to proceed with complaint If the Vice Provost determines that the complaint falls within the jurisdiction of the EOO, s/he:

- i) Provides a copy of the complaint to the respondent(s), together with a copy of the Discrimination Complaint Procedures, and request a written response to the allegations;
- ii) Informs the appropriate Vice President(s) and the complainant(s)' and respondent(s)' Dean or unit head of the complaint;
- iii) Consults with the complainant, the department chair or unit head, and the respondent(s), all of whom may identify other persons having personal knowledge of the alleged incidents and all of whom will be advised not to disclose information about the allegation outside the complaint process.

Written response may be filed Within ten (10) working days after receiving notification of the complaint, the respondent may submit to the Vice Provost a written response to the complainant's allegations. The respondent is encouraged to provide a written response; however, refusal to answer a charge or to participate in an investigation will not prevent the process from proceeding. Refusal to respond may result in the investigation proceed-

ing solely on the basis of the complainant's testimony and evidence.

Investigation and report Within sixty (60) working days after determining jurisdiction, the Vice Provost or her/his designee:

- i) Reviews the respondent(s) response and conducts an investigation. The investigation includes interviewing the complainant and respondent. The investigation may also include interviewing those persons identified by the parties as having personal knowledge of the alleged incidents and others identified in the investigation whose testimony may shed light on the complaint, and collecting and reviewing relevant documents and materials;
- ii) Prepares a written investigative report which explains the investigation process, summarizes the information obtained, and makes findings of fact and determines whether there has been a violation of the University's sexual misconduct policy (POL-U1600.04). The standard of evidence used by the Title IX Coordinator in investigating allegations of discrimination, including sexual misconduct, is a preponderance of evidence (i.e., that it is more likely than not that the allegations are true);
- iii) Provides a copy of the investigative report to the complainant(s), respondent(s), the appropriate Vice President, and the appropriate dean.

Requests for confidentiality When a report is investigated via the Discrimination Complaint Procedure or by University or local police, due process may mandate disclosure of information provided by the complainant or respondent to the Title IX Coordinator/Equal Opportunity Office or law enforcement with the other party and a limited number of witnesses.

When sexual violence is reported to the Title IX Coordinator or University Police, the University will keep the report confidential to the greatest extent possible while also providing protective measures and accommodations requested by the survivor and taking necessary action to keep other members of the campus community safe. If a survivor requests that their name not be revealed to the alleged perpetrator or requests that the University not investigate the report, the University will discuss with the survivor the limitations this places on the University's ability to hold the perpetrator accountable. Personally identifying information regarding complainants/survivors of sexual violence contained in records maintained by the University regarding sexual violence will not be publicly disclosed except to the extent required by law. From POL-U1600.04

Review by Vice President and sanctions Within 10 working days after receiving the investigative report, the appropriate Vice President or designee will determine appropriate actions in response to the findings. The Vice President's response is documented in writing and provided to all appropriate parties, including the EOO. Should the resolution of a complaint result in disciplinary action(s) for the respondent, the respondent(s) may seek review of the action(s) using the appropriate appeal procedures.

When the respondent is a student, any discipline is imposed by the Student Conduct Officer, to whom this responsibility is delegated by Vice President for Enrollment and Student Services. The student conduct officer considers the final report and makes a finding as to whether the Student Conduct Code was violated and imposes sanction(s) as appropriate. Possible sanctions for students are: warning; conditional status; loss of privileges; no-contact orders; requirement to engage in educational activities, assessment, counseling or

treatment; requirement to provide restitution; campus housing relocation or termination; suspension or deferred suspension from the University, and; expulsion from the University. From POL-U1600.04

When an investigation is conducted involving a faculty or staff respondent, the Equal Opportunity Office or their designee provides a copy of the written investigative report to the Vice President of the organizational unit in which the respondent is employed (and to the dean, if applicable), and the Vice President determines any appropriate sanctions. Possible sanctions for employees include written reprimand, leave without pay, a reduction of job responsibility or demotion, and termination of employment. From POL-U1600.04

Retaliation Prohibited Retaliating against participants in Equal Opportunity Office proceedings is serious misconduct, and is subject to sanction. The Discrimination Complaint is available to anyone who wishes to allege that a false complaint was filed or that retaliation has taken place.

Alternate Complaint Processes. A person who believes that s/he has been the subject of discrimination, including sexual violence, prohibited by state or federal law, may choose to file a discrimination complaint by contacting the appropriate state or federal agency, including the U.S. Department of Education, Office for Civil Rights and the Equal Employment Opportunity Commission.

Discrimination Complaint Procedure

The Discrimination Complaint Procedure (PRO-U1600.02A) , in its entirety is as follows:

Introduction

The University is committed to resolving complaints of illegal discrimination at the earliest and most informal level, conducting internal investigations in a timely and effective manner, adhering to the principles of due process in all investigations and hearings, and providing prompt corrective action if discrimination is found to have occurred. No individual shall be penalized, or retaliated against in any way by a member of the University community for his or her participation in this complaint procedure.

Purpose and Jurisdiction

This procedure is limited to complaints which allege discrimination on the basis of race, color, creed, religion, national origin, sex (including sexual harassment), sexual orientation, gender identity, gender expression, age, marital status, disability (including failure to provide reasonable accommodation), veteran status, or genetic information. Aggrieved parties will be referred to as complainants. Persons alleged to have engaged in illegal discrimination will be referred to as respondents.

This procedure is internal to the University and applies to incidents that take place at the University or are related to University operations. Individuals who may use this procedure include, but are not limited to:

- Staff (exempt and non-exempt)
- Faculty

- Students
- Individuals applying for enrollment or employment to the University
- Users of University services

Supervisors, unit heads, department chairs and others in leadership are charged with the responsibility of ensuring nondiscrimination in the employment and academic environment. To facilitate investigation, complaints should be brought forward to the Equal Opportunity Office as soon as possible after the alleged act of discrimination.

Individuals also have the right to file complaints of discrimination with the appropriate state or federal agency or a lawsuit in a court with jurisdiction.

Responsibility for Implementation

The Vice Provost for Equal Opportunity and Employment Diversity, Title IX and ADA Coordinator (Vice Provost) has overall responsibility for assuring University compliance with nondiscrimination laws and regulations.

The Equal Opportunity Office (EOO) investigates complaints and provides advice on all aspects of discrimination.

The Senior Vice President for Enrollment and Student Services has responsibility for administration of the student conduct system and for determination of any disciplinary actions against students which might arise from a complaint of student misconduct. Procedures for this action are detailed in the Student Rights and Responsibilities Code, found in the University General Catalog and in the Washington Administrative Code at Chapter 516-23 WAC.

Procedure

Discretion in the sharing of information is essential in matters involving allegations of illegal discrimination. Improper disclosure of information may be the basis for claims of unprofessional conduct, student conduct code violations, or charges of slander and retaliation.

1. Informal Resolution

a. Discussion with respondent. Complainants are urged to discuss with the respondent or bring to the attention of the respondent any inappropriate behavior in order to make the respondent aware of the manner in which his/her action is received and allow for self-corrective action.

b. Discussion with leadership encouraged. If attempts to discuss their concerns with the respondent are unsuccessful or ill-advised, complainants are encouraged to discuss their concerns with the appropriate supervisor or department chair who is responsible for taking corrective action. The matter may be concluded by mutual consent at this point. Supervisors and chairs are encouraged to utilize the expertise of the EOO when handling such matters and are advised to maintain documentation sufficient to demonstrate a timely, appropriate and adequate response.

c. Role of the Equal Opportunity Office. If resolution satisfactory to the complainant does not occur, the complainant may contact the next person in the administrative line or the EOO to seek resolution. The center will assign a staff member to discuss options for handling the situation and make referrals to appropriate resources and support services. If the EOO has jurisdiction over the complaint, the complainant may authorize an attempt at informal resolution.

At any point in the process, the complainant may inform the EOO that the situation is resolved or that no further University action is desired.

2. Formal Complaints

a. Filing the formal complaint. A complainant who is not satisfied with the outcome of the informal resolution process may file a written complaint with the Vice Provost for Equal Opportunity and Employment Diversity. The complainant will submit a formal complaint form (available from the EOO) which will include a written statement describing the alleged discrimination. Upon receipt by the EOO, the complaint shall be marked with the date received. That date shall be referred to as the case filing date.

b. Time Limit Extensions. Time limits set forth in these procedures may be extended by the Vice Provost at his or her discretion, or upon written application to the Vice Provost by the complainant, respondent, or the unit Vice President or Dean. The Vice Provost shall inform the parties when extensions of the time limits are made.

c. Determination of whether complaint is subject to procedures. Within ten (10) working days of the case filing date, the Vice Provost or designee shall determine whether the facts alleged in the complaint fall within the jurisdiction of the EOO. If not, the complainant shall be notified in writing. No appeal may be taken internally of this determination. A complainant or respondent who feels that action is warranted even though the EOO has found otherwise may make a complaint through other internal procedures, such as the appropriate grievance committee, or externally to an agency such as the Equal Employment Opportunity Commission.

d. Steps taken to proceed with complaint. If the Vice Provost determines that the complaint falls within the jurisdiction of the EOO, s/he shall:

- i) Provide a copy of the complaint to the respondent(s), together with a copy of these procedures, and request a written response to the allegations;
- ii) Inform the appropriate Vice President(s) and the complainant(s)' and respondent(s)' Dean or unit head of the complaint;
- iii) Consult with the complainant, the department chair or unit head, and the respondent(s), all of whom may identify other persons having personal knowledge of the alleged incidents and all of whom will be advised not to disclose information about the allegation outside the complaint process.

e. Written response may be filed. Within ten (10) working days after receiving notification of the complaint, the respondent may submit to the Vice Provost a written response to the complainant's allegations. The respondent is encouraged to provide a written response; however, refusal to answer a charge or to participate in an investigation will not prevent the process from proceeding. Refusal to respond may result in the investigation proceeding solely on the basis of the complainant's testimony and evidence.

f. *Investigation and report.* Within sixty (60) working days after determining jurisdiction, the Vice Provost or her/his designee shall:

- i) Review respondent(s) response and conduct an investigation. Investigation may include interviewing those persons identified by the parties as having personal knowledge of the alleged incidents and others identified in the investigation whose testimony may shed light on the complaint and collecting and reviewing relevant documentation and materials;
- ii) Prepare a written investigative report which explains the investigation process summarizes the information obtained, and makes findings as appropriate.
- iii) Provide a copy of the investigative report to the complainant(s), respondent(s), the appropriate Vice President, and the appropriate dean.

g. *Review by Vice President.* Within 10 working days after receiving the investigative report, the appropriate Vice President or designee will determine appropriate actions in response to the findings. The Vice President's response shall be documented in writing and provided to all appropriate parties, including the EOO. Should the resolution of a complaint result in disciplinary action(s) for the respondent, the respondent(s) may seek review of the action(s) using the appropriate appeal procedures.

i) *Sanctions.* Sanctions to be considered by the Vice President can vary in type, intensity and duration, depending on the specifics of each case. All sanctions, with the exception of termination or dismissal, may include mandatory training sessions.

Examples of sanctions to be considered are:

- a. Letters of reprimand;
- b. Community/public service;
- c. Monetary compensation to complainant;
- d. A reduction of job responsibility or demotion;
- e. Denial or postponement of leaves or salary increases;
- f. Suspension from employment;
- g. Dismissal or suspension from the University.

3. Complaint Initiated by Administration

The President, Provost, Vice Presidents, Deans, Directors, Supervisors or Chairs, if given sufficient cause, may request that the EOO conduct an investigation. The administrator requesting the investigation will then act as the complainant and must specify the persons, with their permission, who are alleged to be the victims of the questionable conduct. The EOO will use the same notification and process guidelines outlined in the internal complaint procedure. In the event that the investigation indicates that illegal discrimination has occurred, appropriate disciplinary action may be taken. The administrator who initiated the complaint will not be involved in reviewing the findings or determining sanctions. Appeal of any such action may be filed under the appropriate grievance procedure or relevant disciplinary process.

4. Investigation or Informal Resolution Initiated by Equal Opportunity Office

If there is reason to believe that discrimination or harassment may have occurred but the person alleging discrimination or harassment and/or administrators do not choose to file a complaint, then the Vice Provost for Equal Opportunity and Employment Diversity may initiate an investigation into the matter or attempt to resolve the matter informally.

5. Filing a False Complaint

Filing a false complaint is considered to be serious misconduct and such offenses will be subject to the full range of sanctions. A finding that discrimination did not occur will not in itself be the basis for a charge of false complaint.

6. Retaliation Prohibited in Equal Opportunity Discrimination Investigations

Retaliating against participants in these proceedings is serious misconduct, and is subject to sanction. The procedure described in this document will be available to anyone who wishes to allege that a false complaint has been filed or that retaliation has taken place.

7. Alternative Complaint Process

a. *Internal.* The complainant may not elect to use other internal grievance procedures (such as the faculty grievance procedure, student conduct code, or labor agreement grievance procedure) for complaints pertaining to claims of illegal discrimination.

b. *External.* A person who believes that s/he has been the subject of discrimination prohibited by state or federal law may choose to file a discrimination complaint by contacting one of the following agencies within their established time limits.

Washington State Human Rights Commission

711 S. Capitol Way, #402
P.O. Box 42490
Olympia, WA 98504-2490
Phone: (800) 233-3247
TTY: (800) 300-7525

U.S. Equal Employment Opportunity Commission Seattle Field Office

909 First Avenue, Suite 400
Seattle, WA 98104-1061
Phone: (800) 669-4000
TTY: (800) 669-6820

U.S. Equal Employment Opportunity Commission

131 M Street, NE
Washington, DC 20507
Phone: (202) 663-4900
TTY: (202) 663-4494

U.S. Department of Education Office for Civil Rights

915 Second Avenue Room 3310

Seattle, WA 98174-1099

Phone: (206) 607-1600

TDD: (206) 607-1647

U.S. Department of Education Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Phone: (800) 421-3481

TDD: (800) 877-8339

U.S. Department of Labor

Office of Federal Contract Compliance Programs Seattle District Office

300 Fifth Avenue, Suite 1100

Seattle, WA 98104

Phone: (206) 398-8005

U.S. Department of Labor

Office of Federal Contract Compliance Programs Frances Perkins Building

200 Constitution Ave., NW Washington, DC 20210

Phone: (800) 397-6251

TTY: (877) 889-5627

Student Conduct Code

Western Washington University students enjoy the same basic rights, privileges, and freedoms granted to all members of society. At the same time, acceptance of admission to the university carries with it an obligation to fulfill certain responsibilities and expectations as a member of the Western Washington University community.

As a condition of enrollment at Western, students must assume responsibility for their own actions and maintain an environment conducive to the academic success, safety, and well-being of others. In addition, they are expected to be truthful, respect the rights of others, and abide by all university policies and procedures, as well as all local, state, and federal laws and regulations. All students are responsible for understanding and complying with the responsibilities and expectations set forth in this code.

The student conduct process at Western is designed to be a learning process that promotes an understanding of students' responsibilities as members of the university community.

The objectives of the student conduct system, as set forth in this code, are twofold: to ensure that students act in a manner consistent with high standards of behavior, and to maintain the safety and well-being of all members of the university community.

Any member of the university community may file a complaint against a student for a violation of the student conduct code. A complaint should be made in writing to the Office of Student Life (student.life@wwu.edu).

On February 10, 2017, Western's Board of Trustees voted to approve a new student conduct code after significant work by a committee composed of students, staff and faculty. This code replaced an emergency code that was in place since fall 2016. The full Washington Administrative Code can be found [here](#). A copy of the Code can be requested by contacting the Office of Student Life.

The University will apply a preponderance of evidence standard to determine violations of the Student Conduct Code.

The Student Conduct Code applies to all conduct that occurs on university property or in connection with any official university function. Western Washington University does not act as a policing agent for students when they are off campus. However, the university reserves the right to take action if a student's conduct is determined to adversely affect a substantial university interest.

Student conduct that occurs off campus may be subject to the student conduct code when it:

- (a) Adversely affects the safety or well-being of any member of the university community; or
- (b) Involves academic work or any records, documents, or identifications of the university.

In determining whether to exercise jurisdiction over such conduct, a conduct officer shall consider the seriousness of the alleged offense, the risk of harm involved, and whether the alleged complainant(s) are members of the university community. Any question of interpretation or application of jurisdiction shall be referred to the dean of students for final determination.

Students are responsible for their conduct from the time they have confirmed their enrollment at Western through the awarding of their degree. This includes conduct that occurs before classes begin, after classes end, and during periods between actual terms of enrollment. Students who are found to be in violation of the code may be subject to sanctions under the code.

A student with a pending conduct violation may not avoid the conduct process by withdrawing from the university. In these circumstances, a conduct hold will be placed on the student's official record, preventing them from registering for classes, requesting an official transcript, or receiving a degree from the university. This hold will remain in place until the student has met with the conduct officer to discuss the alleged conduct violation(s).

WAC 516-21-030

Alleged violations of the Code will be resolved through the student conduct process, respecting fairness and due process for all involved parties. Students accused of violating the Code have the following rights: to receive prior written notice to attend meetings with a conduct office or appeals board; to provide evidence on their own behalf; to be accompanied by an advisor; to remain silent or decline to answer any question(s); to review information relied upon by the conduct officer or appeals board in making a determination; to receive written notifi-

cation of the findings, decision, and basis for each; to request an appeal of a decision by a conduct officer; and to request a review of an appeal.

An individual who has filed a complaint alleging violence or sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination have the following rights: to receive prior written notice to attend meetings with a conduct office or appeals board; to provide evidence on their own behalf; to be accompanied by an advisor; to remain silent or decline to answer any question(s); to review information relied upon by the conduct officer or appeals board in making a determination; to receive written notification of the findings, decision, and basis for each; to request an appeal of a decision by a conduct officer; and to request a review of an appeal.

Additionally, an individual who has filed a complaint alleging sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination have the following additional rights: to be notified of the availability of counseling, academic support, and general assistance and support resources, both on campus and in the surrounding community; to have past behavior unrelated to the alleged behavior excluded; to be free from questioning about their sexual history involving anyone other than the respondent; to submit an oral or written impact statement to the conduct officer, and/or appeals board, and/or dean of students for consideration; to request an administrative no contact order against the respondent(s) during the conduct process; to have alternative accommodations to avoid being in the physical presence of the respondent during the conduct process; and to be free of any form of retaliation.

Additional information about student rights in the conduct process can be found in the Student Conduct Code WAC 516-21-250.

Counseling Services at Western

The Counseling Center provides professional counseling for a wide variety of student concerns and issues. The Center offers group counseling, short-term individual and couples' counseling, and psycho-educational workshops and classes designed to help students gain the skills necessary to be successful at Western. The Counseling Center is located in Old Main 540, and is open from 8:30 a.m. - 4:30 p.m. Monday through Friday when classes are in session. Call 360-650-3164 to schedule an appointment; same day appointments are available for students whose concerns are urgent. An on-call counselor is available when the Counseling Center is closed; to access the on-call counselor, call the Counseling Center at 360-650-3164 and select Option 1.

The Washington State Employee Assistance Program offers counseling and support to assist faculty and staff in resolving personal or work-related problems. To schedule an appointment during office hours, call 877-313-4455 (toll free).

ACCESS TO SERVICES FOR PERSONS WITH DISABILITIES

Western is committed to providing a campus community, workplace, and academic environment that is fully accessible to students, faculty, and staff of all abilities. Under state and federal law, no qualified per-

son will be denied access to, or participation in, a University program or activity on the basis of their disability. For additional information, visit www.wvu.edu/disability, or contact the following offices.

FOR STUDENTS:

- DisAbility Resources for Students

Location: Old Main 120

Phone: 360-650-3083

Video phone: 360-255-7175

Website: www.wvu.edu/drs/

FOR FACULTY AND STAFF:

- Human Resources Disability Services (to request a work-related accommodation)

Location: HU203

Phone: 360-650-3774

WA Relay: 711

Website: wp.wvu.edu/hr/2015/09/02/workplace-accommodation/

- Equal Opportunity Office/ADA Coordinator

Location: Old Main 345

Phone: 360-650-3307

WA Relay: 711

Website: www.wvu.edu/eoo/disability.shtml

