Security and Fire Safety Report

General Information ............................................................................................................. 2
Campus Safety ...................................................................................................................... 6
Reporting Crimes on Campus ............................................................................................ 11
Western’s Off-Campus Facilities ....................................................................................... 14
Campus Crime Statistics ..................................................................................................... 15
Safety Policies for Residence Halls ..................................................................................... 20
Fire Safety .......................................................................................................................... 21
Alcohol and Other Drugs .................................................................................................... 24
Sexual Misconduct, Including Sexual Assault, Dating Violence, Domestic Violence and Stalking ......................................................................................................................... 29
Procedures for Campus Conduct Action ............................................................................. 43
Counseling Services at Western ......................................................................................... 44

WWU Information on the Web

WWU Home Page .............................................................................................................. www.wwu.edu
Alcohol/Drug Information .................................................................................................... www.wwu.edu/pws/about_adcas.shtml
Budget (Operating) ............................................................................................................ www.wwu.edu/upb/
Campus Safety .................................................................................................................. www.wwu.edu/vpess/campussafety.shtml
Consultation & Sexual Assault Support .......................................................................... www.wwu.edu/pws/about_casas.shtml
Office of Student Life/Dean of Students Office ............................................................... wp.wwu.edu/students
Equal Opportunity Office ................................................................................................. www.wwu.edu/eoo/
Environmental Health & Safety ......................................................................................... www.wwu.edu/depts/ehs/
New Student Services/Family Outreach .......................................................................... www.nssfo.wwu.edu/index.shtml
Prevention and Wellness ................................................................................................... www.wwu.edu/pws/
Title IX, Sexual Harassment and Sexual Assault ............................................................. wp.wwu.edu/sexualviolence and www.wwu.edu/eoo/titleix.shtml
University Communications and Marketing ..................................................................... westerntoday.wwu.edu/
University Police .............................................................................................................. www.wwu.edu/ps/police/index.shtml
Vice President for Enrollment & Student Services .......................................................... www.wwu.edu/vpess/vpoffice.shtml

SAFE Campus Hotline – (360) 650-7233
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, the Equal Opportunity Office, and Environmental Health and Safety. It is designed to provide information to all students, faculty and staff regarding their safety and well-being at Western Washington University. Sources of additional information on these topics are listed throughout the publication.

Please note: Information in this publication is current as of August 2016. Subsequent changes in policy or reported statistics will be reflected in the online version of the Annual Security and Fire Safety Report, available at www.wwu.edu/vpess/annualsafetyreport.shtml

WWU GENERAL INFORMATION*

Founded in 1899, Western Washington University is consistently ranked as one of the top public master’s granting universities in the West. The university is accredited by the Northwest Commission on Colleges and Universities. Additional information is available in the 2016-2017 General Catalog: catalog.wwu.edu.

For the 2016-2017 academic year, annual tuition and fees for resident undergraduate students at Western is $7,653.75. For resident graduate students (excluding MBA students), annual tuition and fees is $10,503.75; for non-resident undergraduate students, it is $21,597.75; and for non-resident graduate students (excluding MBA students), it is $20,787.75. Additional information on required fees and costs can be found at wp.wwu.edu/sbo/tuition-and-fee-schedule/

WWU STUDENT PROFILE*

Enrollment – All Students, Fall 2015

• Undergraduate Enrollment: 14,152
  Full-time: 13,247
  Part-time: 1,155
• Graduate Enrollment: 908
  Full-time: 481
  Part-time: 449

Call 911 or x3911 (campus phones)
For a safety escort call x3555
(available dusk to dawn on campus)

To Report a Crime or Emergency

• Undergraduate Student Gender:
  Men: 5,813
  Women: 7,434
• Undergraduate Student Race/Ethnicity:
  American Indian or Alaska Native, non-Hispanic: 57
  Native Hawaiian or other Pacific Islander, non-Hispanic: 35
  Asian, non-Hispanic: 977
  Black/African American, non-Hispanic: 246
  Hispanic/Latino: 1,135
  White, non-Hispanic: 10,476
  Race/Ethnicity Unknown: 111
  Non-Resident Alien: 138
  Two or more races, non-Hispanic: 1,277
• First-Year Retention Rate: 82.4%
• Six-Year Graduation Rate: 72%
• Student to Faculty Ratio: 18.4 to 1

*Data source: WWU Common Data Set 2015-16

WWU EMPLOYEE PROFILE*

Faculty, Fall 2015

• Full-Time Faculty: 595
• Part-Time Faculty: 330
• 88.5% of full-time faculty hold terminal degrees

Staff, Fall 2015

<table>
<thead>
<tr>
<th>Occupational category</th>
<th>Reported values</th>
<th>FTE</th>
<th>PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of staff</td>
<td>1,683</td>
<td>425</td>
<td></td>
</tr>
<tr>
<td>Instructional Staff</td>
<td>598</td>
<td>330</td>
<td></td>
</tr>
<tr>
<td>Library and Instructional Support Occupations</td>
<td>79</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Management Occupations</td>
<td>78</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Business and Financial Operations Occupations</td>
<td>171</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Computer, Engineering, and Science Occupations</td>
<td>143</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Community Service, Legal, Arts, and Media Occupations</td>
<td>82</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Healthcare Practitioners and Technical Occupations</td>
<td>29</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Service Occupations</td>
<td>120</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sales and Related Occupations</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Office and Administrative Support Occupations</td>
<td>281</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Natural Resources, Construction, and Maintenance Occupations</td>
<td>81</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
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. A summary of required information, and where to access it, is as follows:

<table>
<thead>
<tr>
<th>Information</th>
<th>Where to Find It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Employment Rates</td>
<td><a href="http://www.wwu.edu/careers/employment_salarystatus.shtml">www.wwu.edu/careers/employment_salarystatus.shtml</a></td>
</tr>
<tr>
<td>Athlete Completion Rates</td>
<td><a href="http://www.wwuvikings.com/ot/academic-excellence.html">www.wwuvikings.com/ot/academic-excellence.html</a></td>
</tr>
<tr>
<td>Diversity at Western</td>
<td><a href="http://www.wwu.edu/diversity/">www.wwu.edu/diversity/</a></td>
</tr>
<tr>
<td>Equal Opportunity and Title IX</td>
<td><a href="http://www.wwu.edu/eoo">www.wwu.edu/eoo</a> wp.wwu.edu/sexualviolence/</td>
</tr>
<tr>
<td>Financial Aid Information</td>
<td><a href="http://www.finaid.wwu.edu/client_services/">www.finaid.wwu.edu/client_services/</a></td>
</tr>
<tr>
<td>Graduation and Transfer Rates</td>
<td>west.wwu.edu/factbook/</td>
</tr>
<tr>
<td>Measles Immunity Requirement</td>
<td><a href="http://www.wwu.edu/chw/student_health/measles.shtml">www.wwu.edu/chw/student_health/measles.shtml</a></td>
</tr>
<tr>
<td>Policy on Using Copyrighted Materials</td>
<td>atus.wwu.edu/kb/what-you-need-know-about-copyrights-and-file-sharing</td>
</tr>
<tr>
<td>Student Records Policy</td>
<td><a href="http://www.wwu.edu/policies/policy7000.shtml">www.wwu.edu/policies/policy7000.shtml</a></td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td><a href="http://www.wwu.edu/disability/">www.wwu.edu/disability/</a></td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td><a href="http://www.wwu.edu/dos/office/conduct/index.shtml">www.wwu.edu/dos/office/conduct/index.shtml</a></td>
</tr>
<tr>
<td>Transfer of Credit Policies</td>
<td><a href="http://www.wwu.edu/registrar/bach_information/transfer_credits.shtml">www.wwu.edu/registrar/bach_information/transfer_credits.shtml</a></td>
</tr>
<tr>
<td>Voter Registration Information</td>
<td><a href="http://www.sos.wa.gov/elections/default.aspx">www.sos.wa.gov/elections/default.aspx</a></td>
</tr>
</tbody>
</table>

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:

- E-mail 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)

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 Western Alert 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. Students, faculty and staff must “opt in” to receive Western Alert text messages (e-mail alerts will be sent to your official university account automatically). Parents, relatives and community members also can opt-in to receive Western Alerts. To “opt in” to receive Western Alert text messages, students, faculty, and staff should login to their MyWestern account online at mywestern.wwu.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 Western Alert 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, or their designees, will broadcast a Western Alert 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.wwu.edu. Western Alerts 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 Western Alert emergency notification system on at least a biannual basis, to ensure that it is working properly. These tests will be carefully identified and widely publicized. Please be advised that your cell phone service provider may apply a small standard text message fee when you receive an emergency alert. For more information on Western’s emergency preparedness and response procedures, visit [www.wwu.edu/ehs/emergency_preparedness/emergencypreparedness.shtml](http://www.wwu.edu/ehs/emergency_preparedness/emergencypreparedness.shtml).

**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, stalking/harassment, and 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).
WESTERN STUDENT SHUTTLE

The Western Student Shuttle provides late-night transit service to all students with a valid Western I.D. from 11 p.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.wwu.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.wwu.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.–5 p.m, Monday through Friday).

REGISTERED SEX OFFENDERS

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the

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.wwu.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.wwu.edu/qrc/ Phone: 360-650-6120.

WOMEN’S CENTER: Is committed to supporting, educating, empowering, and connecting all people on campus around gender related interests and issues. Provides a safe space to share experiences, resources and referrals, and programs that raise awareness and spark and foster dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities. Location: Viking Union 514. Website: as.wwu.edu/women/ Phone:360-650-6114.

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.wwu.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.wwu.edu/qrc/ Phone: 360-650-6120.

WOMEN’S CENTER: Is committed to supporting, educating, empowering, and connecting all people on campus around gender related interests and issues. Provides a safe space to share experiences, resources and referrals, and programs that raise awareness and spark and foster dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities. Location: Viking Union 514. Website: as.wwu.edu/women/ Phone:360-650-6114.
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.wwu.edu/policies/policy5000.shtml

Bellingham Police Department .............................................. 360-778-8800
University Police ................................................................. 360-650-3555
Whatcom County Sheriff’s Office ....................................... 360-676-6600
Online................................................................................. www.cob.org/PIRSsexOffenders/
or.................................................................................. www.sheriffalerts.com
or.................................................................................... ml.waspc.org/
or.................................................................................... www.wwu.edu/ps/Police/sex_offenders.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.wwu.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.wwu.edu/ps/police/fire_arms.shtml or contact University Police at 360-650-3555.

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 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.wwu.edu/eoo/map/

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.wwu.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 for mal 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.wwu.edu/
All Resident Directors, the Assistant Directors of Residence Life, Manager of Guest/Housing Operations and Director of University Residences

Athletics
www.wwuvikings.com/
All head coaches and the Director of Athletics

Campus Recreation Services
www.wwu.edu/campusrec/
Director and Associate Director, and Assistant Director of Sports Clubs

Dean of Students office
wp.wwu.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.wwu.edu/pws/
Director, Risk Reduction Specialist, Violence Prevention Specialists, Health Educator, Wellness Outreach Coordinator

disAbility Resources for Students
www.wwu.edu/drs/
Registrar/Director, Assistant Director and Accommodation Counselor

New Student Services/Family Outreach
www.nssfo.wwu.edu/
Director, Assistant Director

To Report a Crime or Emergency

Call 911 or x3911 (campus phones)
For a safety escort call x3555
(available dusk to dawn on campus)
Public Safety
www.wwu.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.

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.

Western’s Off-Campus Facilities
Western conducts academic activities that involve students at the Hannegan Environmental Center in Bellingham and at the Shannon Point Marine Center in Anacortes. In addition, the Associated Students operates the Lakewood facility at Bellingham’s Lake Whatcom and the Viqueen Lodge on Sinclair Island.

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.).

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWU Police (Bellingham campus)</td>
<td>360-650-3555</td>
</tr>
<tr>
<td>WWU Extended Education Centers:</td>
<td></td>
</tr>
<tr>
<td>Everett Community College</td>
<td></td>
</tr>
<tr>
<td>(Campus Safety &amp; Security)</td>
<td>425-388-9998</td>
</tr>
<tr>
<td>North Seattle Community College</td>
<td>206-934-3636</td>
</tr>
<tr>
<td>(Campus Safety &amp; Security)</td>
<td></td>
</tr>
<tr>
<td>Olympic College, Bremerton (Office</td>
<td>360-475-7800</td>
</tr>
<tr>
<td>of Safety &amp; Security)</td>
<td></td>
</tr>
<tr>
<td>Peninsula College (Campus Safety)</td>
<td>360-417-6559</td>
</tr>
</tbody>
</table>

Other Off-Site Locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakewood (Whatcom County Sheriff’s Office)</td>
<td>360-676-6650</td>
</tr>
<tr>
<td>Shannon Point Marine Center (Anacortes Police)</td>
<td>360-293-4684</td>
</tr>
<tr>
<td>Viqueen Lodge (Skagit County Sheriff’s Office)</td>
<td>360-336-9450</td>
</tr>
</tbody>
</table>

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.

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 CRIMES
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, gender identity, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability status. There were two reports of hate crimes in 2013, three reports in 2014 and one report in 2015.
## ARRESTS FOR ALCOHOL VIOLATIONS

<table>
<thead>
<tr>
<th>Category/Venue</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>12</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>On Campus - Residential Facilities only</td>
<td>3</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Non-Campus Building or Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjacent Public Property</td>
<td>13</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## ARRESTS FOR DRUG-RELATED VIOLATIONS

<table>
<thead>
<tr>
<th>Category/Venue</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>1</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>On Campus - Residential Facilities only</td>
<td>0</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Non-Campus Building or Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjacent Public Property</td>
<td>10</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

## ARRESTS FOR ILLEGAL WEAPONS POSSESSION

<table>
<thead>
<tr>
<th>Category/Venue</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

## DISCIPLINARY REFERRALS

## DISCIPLINARY REFERRALS FOR ALCOHOL VIOLATIONS

<table>
<thead>
<tr>
<th>Category/Venue</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>331</td>
<td>331</td>
<td>274</td>
</tr>
<tr>
<td>On Campus - Residential Facilities only</td>
<td>317</td>
<td>320</td>
<td>263</td>
</tr>
<tr>
<td>Non-Campus Building or Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjacent Public Property</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

## DISCIPLINARY REFERRALS FOR DRUG RELATED VIOLATIONS

<table>
<thead>
<tr>
<th>Category/Venue</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>180</td>
<td>235</td>
<td>184</td>
</tr>
<tr>
<td>On Campus - Residential Facilities only</td>
<td>180</td>
<td>225</td>
<td>178</td>
</tr>
<tr>
<td>Non-Campus Building or Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjacent Public Property</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## DISCIPLINARY REFERRALS FOR ILLEGAL WEAPONS POSESSION

<table>
<thead>
<tr>
<th>Category/Venue</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>On Campus - Residential Facilities only</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Non-Campus Building or Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjacent Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

These statistics 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.
## Annual Security and Fire Safety Report

### Category/Venue 2013 2014 2015

#### MOTOR VEHICLE THEFT
- **On Campus**: 2 2 0
- **On Campus - Residential Facilities Only**: 0 0 0
- **Non-Campus Building or Property**: 0 0 1
- **Adjacent Public Property**: 0 0 0

#### ARSON
- **On Campus**: 1 0 1
- **On Campus - Residential Facilities Only**: 1 0 1
- **Non-Campus Building or Property**: 0 0 0
- **Adjacent Public Property**: 0 0 0

#### FORCIBLE SEX OFFENSES *
- **On Campus**: 3 5 —
- **On Campus - Residential Facilities Only**: 3 4 —
- **Non-Campus Building or Property**: 0 0 —
- **Adjacent Public Property**: 0 0 —

#### NON-FORCIBLE SEX OFFENSES *
- **On Campus**: 0 0 —
- **On Campus - Residential Facilities Only**: 0 0 —
- **Non-Campus Building or Property**: 0 0 —
- **Adjacent Public Property**: 0 0 —

#### RAPE *
- **On Campus**: — — 5
- **On Campus - Residential Facilities Only**: — — 5
- **Non-Campus Building or Property**: — — 0
- **Adjacent Public Property**: — — 0

#### FONDLING *
- **On Campus**: — — 6
- **On Campus - Residential Facilities Only**: — — 6
- **Non-Campus Building or Property**: — — 0
- **Adjacent Public Property**: — — 0

#### STATUTORY RAPE *
- **On Campus**: — — 0
- **On Campus - Residential Facilities Only**: — — 0
- **Non-Campus Building or Property**: — — 0
- **Adjacent Public Property**: — — 0

#### INCEST *
- **On Campus**: — — 0
- **On Campus - Residential Facilities Only**: — — 0
- **Non-Campus Building or Property**: — — 0
- **Adjacent Public Property**: — — 0

#### VIOLENCE AGAINST WOMEN ACT OFFENSES

#### STALKING
- **On Campus**: 1 2 7
- **On Campus - Residential Facilities Only**: 0 2 3
- **Non-Campus Building or Property**: 0 0 0
- **Adjacent Public Property**: 0 0 0

#### DATING VIOLENCE
- **On Campus**: — — 3
- **On Campus - Residential Facilities Only**: — — 1
- **Non-Campus Building or Property**: — — 0
- **Adjacent Public Property**: — — 0

#### DOMESTIC VIOLENCE
- **On Campus**: 2 1 1
- **On Campus - Residential Facilities Only**: 0 1 0
- **Non-Campus Building or Property**: 0 0 0
- **Adjacent Public Property**: 0 0 0

---

* The FBI defines “forcible sex offenses” as: rape and attempted rape, forcible sodomy, sexual assault with an object and forcible fondling. The FBI defines “non-forcible sex offenses” as: incest and statutory rape. The crime definitions used to collate the statistics in this report conform with the requirements of the FBI Uniform Crime Reporting Program. For definitions, please see [www.wwu.edu/vpess/crimedefinitions.shtml](http://www.wwu.edu/vpess/crimedefinitions.shtml)

† The Violence Against Women Act altered reporting under the categories of “Forcible Sex Offenses” and “Non-Forcible Sex Offenses,” which are no longer required. Beginning in 2015, universities report the categories of “Rape,” “Fondling,” “Statutory Rape” and “Incest.”

— Denotes no required reporting for the year.
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 pm to 7 am 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.wwu.edu.

MISSING STUDENT NOTIFICATION

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.

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.

Any individual with information a student living on campus may be missing should notify University Police as soon as possible. University Police can be reached 24 hours a day, 7 days a week at 360-650-3555 or 360-650-3911.

If a student is determined to be missing, University Police will make contact with 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 to provide any information they may need to launch a missing person report and investigation. For additional information about Western’s missing student notification procedures, contact University Residences at 360-650-2960.

Fire Safety

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.wwu.edu/ehs/fire_safety/fire.shtml. The EHS website also has emergency planning information at www.wwu.edu/ehs/emergency_preparedness/emergencypreparedness.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 announcement 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.
Building | Fire Alarm | Room Detection | Common Area Detection | Central Reportage* | Sprinkler System
--- | --- | --- | --- | --- | ---
Birnam Wood | YES | YES | YES | YES | YES
Buchanan Towers | YES | YES | YES | YES | YES
Buchanan Towers East | YES | YES | YES | YES | YES
Edens Hall | YES | YES | YES | YES | YES
Edens North | YES | YES | YES | YES | NO
Fairhaven Complex | YES | YES | YES | YES | YES
Higginson Hall | YES | YES | YES | YES | YES
Highland Hall | YES | YES | YES | YES | YES
Mathes Hall | YES | YES | YES | YES | YES
Nash Hall | YES | YES | YES | YES | NO
Ridgeway Alpha | YES | YES | YES | YES | YES
Ridgeway Beta | YES | YES | YES | YES | YES
Ridgeway Delta | YES | YES | YES | YES | YES
Ridgeway Gamma | YES | YES | YES | YES | YES
Ridgeway Kappa | YES | YES | YES | YES | NO
Ridgeway Omega | YES | YES | YES | YES | YES
Ridgeway Sigma | YES | YES | YES | YES | YES

* Central reportage provided through FireWorks for Birnam Wood, Buchanan Towers, Edens Hall, Fairhaven Complex, Higginson Hall, Highland Hall, Nash Hall, and Ridgeway Delta, Gamma, Omega, and Sigma. Central reportage provided through McCullough Loop for Edens North, the Highland Hall Main Lounge, Mathes Hall, and Ridgeway Alpha, Beta, and Kappa.

**FIRE DRILLS**

All residence halls have mandatory supervised fire drills.

**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-<br>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 re-enter 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**

One fire was reported in Western’s on-campus student housing facilities in 2012, one in 2013 and none in 2014:

<table>
<thead>
<tr>
<th>Case number</th>
<th>Date fire was reported</th>
<th>Date/time Fire Occurred</th>
<th>Nature of the Fire</th>
<th>Estimated Damage</th>
<th>Location of the Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-0894</td>
<td>11/14/13</td>
<td>3:58 p.m.</td>
<td>Arson</td>
<td>No estimate of damage available</td>
<td>Ridgeway Sigma</td>
</tr>
<tr>
<td>15-0341</td>
<td>5/07/2015</td>
<td>8:25 p.m.</td>
<td>Arson</td>
<td>None</td>
<td>Nash Hall sixth floor womens restroom</td>
</tr>
</tbody>
</table>

In 2013, 2014 and 2015, no fires were reported in the following halls: Buchanan Towers, Buchanan Towers East, Edens Hall, Edens North, Fairhaven Complex, Higginson Hall, Highland Hall, Mathes Hall, Ridgeway Alpha, Ridgeway Beta, Ridgeway Delta, Ridgeway Gamma, Ridgeway Kappa, and Ridgeway Omega.

**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.wwu.edu/vpess/alcohol_drug_information.shtml](http://www.wwu.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.
### Health Risks Associated with Alcohol and Other Drugs

<table>
<thead>
<tr>
<th>Category</th>
<th>Drug</th>
<th>Possible Effects</th>
<th>Complications</th>
<th>Dependence Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Beer, wine, liquor</td>
<td>Muscle relaxation; impaired motor control, memory and judgment; depression; intoxication.</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cannabis</td>
<td>Marijuana, pot, hashish, hashish oil</td>
<td>Altered sense of time and visual perception; euphoria; memory interference; reduced coordination and reflex response capacity.</td>
<td>Fatigue; reactions ranging from mild anxiety to panic and paranoia; confusion, disorientation; hallucinations and distortions of sense perceptions.</td>
<td>Yes</td>
</tr>
<tr>
<td>Enactogens</td>
<td>MDMA, Ecstasy, X, XTC</td>
<td>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.</td>
<td>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.</td>
<td>Yes, possible</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>LSD (acid), psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens</td>
<td>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.</td>
<td>Impaired judgment leading to impulsive actions; paranoia; rapid mood swings; bad trip—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.</td>
<td>Unknown</td>
</tr>
<tr>
<td>Narcotics</td>
<td>Heroin, codeine, morphine, opium, percodan, percocet, fentanyl</td>
<td>Euphoria; drowsiness; nausea; respiratory depression.</td>
<td>Shallow and slow breathing; dizziness; vomiting; sweating; convulsions; coma; possible death.</td>
<td>Yes</td>
</tr>
<tr>
<td>Opiates</td>
<td></td>
<td>Increased heart rate and blood pressure; irritation of eyes, nose and respiratory tract; shortness of breath; decreased sensitivity to taste; depression.</td>
<td>Increased risk of: heart attack; cardiovascular disease; mouth, throat and lung cancer and other pulmonary diseases.</td>
<td>Yes</td>
</tr>
<tr>
<td>Nicotine</td>
<td>Cigarette, cigar, pipe smoking; chewing tobacco</td>
<td>Drowsiness; slurred speech; disorientation; impaired coordination.</td>
<td>Shallow respiration; weak and rapid pulse; coma; possible death from depression of central nervous system functions.</td>
<td>Yes</td>
</tr>
<tr>
<td>Sedatives</td>
<td>Barbiturates, tranquilizers, ethaqualone, other depressants</td>
<td>Acne; aggressive behavior; anger management problems; cholesterol imbalance; impotence; psychosis.</td>
<td>Aggressive behavior; rage; psychosis; reduced fertility; stroke; liver damage; increased cancer risk.</td>
<td>Yes</td>
</tr>
<tr>
<td>Steroids</td>
<td>Anabolic steroids</td>
<td>Increased alertness; increased pulse and blood pressure; euphoria; pupil dilation; insomnia; loss of appetite. Fatigue and some depression after effects wear off.</td>
<td>Agitation; irritability; dizziness; confusion; tactile or visual hallucinations; seizure; convulsion; stroke; possible death. After effects: exhaustion; depression.</td>
<td>Yes</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Amphetamines, cocaine, crack, speed, diet pills; other natural and synthetic drugs</td>
<td>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.</td>
<td>Nausea, vomiting; impaired coordination, confusion; muscle spasms; blurred vision, dizziness; slurred speech; hallucinations, unconsciousness, amnesia; aggressive behavior, rapid mood swings.</td>
<td>Yes for some in this category</td>
</tr>
</tbody>
</table>
• 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.wwu.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 www.wwu.edu/pws/about_adcas.shtml.

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**Get Help When You Need It**

Call ADCAS at 360-650-6865 or the Washington State Employee Assistance Program at 877-313-4455 (toll free)

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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.

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

The first three links below may all be accessed at www.wwu.edu/EOO/policies.shtml

- **Link to University policy POL-U1600.04, Preventing and Responding to Sex Discrimination, Including Sexual Misconduct:** www.wwu.edu/policies/docs/1000%20University%20Administration/POL-U1600.04%20Preventing%20and%20Responding%20to%20Sex%20Discrimination%20Including%20Sexual%20Misconduct.pdf
- **Link to University policy POL-U1600.02, Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation:** www.wwu.edu/policies/docs/1000%20University%20Administration/POL-U1600.02%20Ensuring%20Equal%20Opportunity%20and%20Prohibiting%20Discrimination%20and%20Retaliation.pdf
- **Link to PRO-U1600.02A, University Discrimination Complaint Procedure:** www.wwu.edu/policies/docs/1000%20University%20Administration/PRO-U1600.02A%20Discrimination%20Complaint%20Procedure.pdf
- **Link to Student Rights and Responsibilities Code:** www.wwu.edu/dos/office/conduct/index.shtml

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

Note: This policy is current under revision to reflect the transition of sexual violence complaint investigations from the Student Conduct Officer to the Title IX Coordinator/Equal Opportunity Office.

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 (i.e., main campus, satellite locations, Lakewood); locations where Western activities are taking place (i.e., field trips, away sporting events); Western sponsored transportation (i.e., 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, 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. Although 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 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 understanding 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 RCW 9A.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 and Title VII 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, 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 Assistant Dean of Students/Student Conduct Officer (hereafter referred to as Student Conduct Officer), the Student Conduct Officer 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.

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 or disciplinary 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. Complaints against students by students may also be made to the Student Conduct Officer. As required by Title IX, the University will investigate reports of sexual violence even when no complaint is filed.
B. Institutional discrimination and disciplinary 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 sexual 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., 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); eo@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. **Student Conduct Officer** See WAC 516-21 for the Student Conduct Code. The procedures applicable provide for prompt, fair, and impartial investigation and resolution of sexual misconduct reports. The standard of evidence used in investigating allegations of sexual misconduct is a preponderance of evidence (i.e., that it is more likely than not that the allegations are true). The Student Conduct Officer may take immediate interim measures in cases of sexual misconduct by imposing sanctions, including administrative no-contact orders. The Student Conduct Officer may be contacted by calling (360) 650-3706, and is located in Viking Union 506.

G. When a report is investigated via the Discrimination Complaint Procedure or Student Conduct Code, 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, Student Conduct Officer, or law enforcement with the other party and a limited number of witnesses.

H. When sexual violence is reported to the Title IX Coordinator, University Police, or the Student Conduct Officer, 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 Toward 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, 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. Possible sanctions for employees include written reprimand, leave without pay, 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 re-
taliate 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 SEXUALLY ASSAULTED

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 rape or 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.wwu.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
www.wwu.edu/pws/about_casas.shtml
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 provide 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 University Police, as well 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. DVSAS (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.wwu.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.wwu.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)
www.wwu.edu/hr/eap/eap.shtml
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
wpwwu.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
wwwwwu.edu/pspolice/

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
wwwwwu.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 wwwwwu.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, 360-778-8800 for non-emergencies
wwwcob.org/government/departments/police/index.aspx

Contact the police to make a criminal report.

PeaceHealth St. Joseph Medical Center
Location: 2901 Squalicum Parkway, Bellingham
Phone: 360-734-5400
wwwpeacehealth.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 Campus Conduct Action

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.

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 person will be denied access to, or participation in, a University program or activity on the basis of their disability. For additional information, visit www.wwu.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.wwu.edu/drs/

FOR FACULTY AND STAFF:

- Equal Opportunity Office
  Location: Old Main 345
  Phone: 360-650-3307
  TTY: 360-650-2535
  Website: www.wwu.edu/eoo/disability.shtml