Mission Statement: Seattle Central Community College Safety/Security employees are public safety professionals dedicated to building partnerships to foster a safe and secure environment at Seattle Central Community College.
The present day college started as the Broadway High School in 1902. In 1946, Broadway High School transitioned to a vocational training and adult educational school, Edison Technical School. Edison Technical School started offering college classes in 1965 and one year later (1966) became the first community college in Seattle, Seattle Central Community College.

In 1995, Seattle Central began administering the Seattle Vocational Institute (SVI), which provides for short term job training programs. The SVI is located at 2120 South Jackson, it has a quarterly enrollment of about 500 students.

The College has two (2) other off campus branches; the Wood Construction Center and the Seattle Maritime Academy.

Wood Construction Center, located at 23 Avenue and South Lane provides classes in carpentry, marine carpentry, cabinetmaking and mill working.

Seattle Maritime Academy, located on the Lake Washington Ship Canal near the Ballard Bridge offers marine deck and marine engineering technology.

The College enjoys a student, faculty and staff population of nearly 15,000 individuals (including approximately 3,000 students from more than 50 nations), plus a significant number of visitors to Central’s many programs. The College campus is located in a safe area of the city, but no campus is free from crime, whether it is urban, suburban, or rural.

All members of the College community, therefore, should take reasonable precautions. Seattle Central Community College Safety and Security is committed to working with all members of the community to make our campus a safe and secure environment. The College has developed a series of policies and procedures to assist in these efforts. Seattle Central has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crime is serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions.

The following information has been prepared to increase your awareness of the current programs that exists to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act (HEOA).
The College's Safety and Security Department

Seattle Central Community College, Safety and Security is responsible for providing safety and security services for the Main Campus, located at 1701 Broadway, Seattle Vocational Institute (SVI) 2120 South Jackson and the Wood Construction Center, 23 Ave and South Lane.

The Main Security Office is located 1701 Broadway, Room BE 1108, Seattle, WA. 98121. The Department is directed by a Director, Safety and Security who reports to the Vice-President of Administrative Services. The college safety/security staff consists of a Director; Communications Officer; Sergeant; seven (7) full time uniformed officers and four (4) part-time uniformed officer. SCCC Safety and Security officers patrol the Main Campus on foot.

Working Relationships with Other Law Enforcement Agencies

Seattle Central Safety and Security maintains a close working relationship with the Seattle Police Department (SPD). The Safety and Security staff occasionally works with other law enforcement agencies in Seattle and King County, including the King County Sheriff’s Office and Washington State Patrol. Meetings are held with these agencies on both a formal and informal basis when necessary. Seattle Central Officers and SPD communicate regularly on the scene of incidents that occur in and around the campus area. The Director of Safety and Security work closely with SPD Detectives when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. There is no written memorandum of understanding between Seattle Central Security and SPD.

Training

Unlike other colleges and universities Seattle Central Community College Safety and Security Department is a non-sworn department. Campus Security Officers have no powers of arrest and work closely with local, county and state law enforcement agencies for investigations, information sharing and training. Training subjects include criminal law, civil law, public relations, race relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. All Safety/Security Officers are certified in standard first aid and CPR/AED.
Reporting Procedures

General Procedures for Reporting a Crime or Emergency
Community members (students, faculty, staff, and guests) are encouraged to report all crimes and public safety-related incidents to Seattle Central Safety and Security in a timely manner. This publication focuses on Seattle Central Safety and Security because it patrols the Seattle Central Main Campus.

To report a crime or an emergency on the Main Campus, call Safety and Security at extension 5442 or, from outside the College phone system, (206) 934-5442. To report a non-emergency security or safety-related matter, call SCCC Safety and Security at extension 5442 or, from outside the College phone system, (206) 934-5442.

This publication contains information about on- and off-campus resources and is made available to all SCCC community members. The information about “resources” is not provided to infer that those resources are “crime reporting entities” for Central. Crimes should be reported to the Safety and Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the King County Rape Crisis Center would not be included in the SCCC crime statistics. SCCC Safety and Security sends a request each year to all campus security authorities that encourages them to inform the persons they are working with of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

Notification to the Seattle Central College Community about Reported Crimes
In an effort to provide timely notice to the College community, and in the event of a serious incident which may pose an on-going threat to members of the college community, a blast email Crime Alert is sent to all on campus computers. The alerts are generally written by the Director of Safety and Security or a designee. Updates to the college community about any particular case resulting in a Crime Alert may be distributed via blast email, may be posted on the College’s website. Crime Alert posters may also be posted by Seattle Central Safety and Security in campus buildings when deemed necessary. When Crime Alerts are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance area of the affected building(s) for no longer than seven (7) days.
Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Seattle Central Safety and Security. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members and a Crime Alert would not be distributed. The SCCC Director of Safety and Security reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

A daily crime log is available for review at the Safety and Security Office at 1701 Broadway, Room BE 1108, from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime.

Statistical Disclosure of Reported Incidents
Incidents reported to SCCC Safety and Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure.

Reporting Methods Available on Campus
SCCC Safety and Security can be contacted from on-campus telephones by dialing a 4 digit extension. For an emergency or in progress incident, dial 911, then dial extension 5442 and for a non-emergency, dial 5442.

Reporting a Crime to the Seattle Police Department (SPD)
Any community member reporting a crime to SCCC Safety and Security has the right to report the crime to the Seattle Police Department (SPD). Campus Security Officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

Off-Campus Crimes
If SPD is contacted about criminal activity occurring off-campus involving SCCC students, SPD may notify SCCC Safety and Security. However, there is no official SPD/SCCC policy requiring such notification.
Confidential Reporting Procedures
If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a SCCC Safety and Security Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The SCCC Response to Student Organizations
Seattle Central Community College does not have any officially recognized student organizations that have housing facilities “on or off-campus.”

Access to Campus Facilities at Seattle Central Community College
Seattle Central Community College is a public institution and the SCCC Campus is open to the public. Instructional and administrative buildings on campus are open for use from 6:00 am to 11:00 pm Monday through Thursday and 6:00 am to 5:00 pm Friday. Saturday only the buildings scheduled for use will be open and all other buildings will be locked and alarm systems armed. Sunday the campus is closed and no one is allowed in any building on campus.

Maintenance of Campus Facilities
Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. SCCC Safety and Security regularly patrols the main campus and reports malfunctioning lights and other unsafe physical conditions to Campus Operations for correction. Other members of the College community are helpful when they report equipment problems to SCCC Safety and Security or Campus Operations.
Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the SCCC Safety and Security, the Seattle Police Department (SPD and non-police officials (as defined below)). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all College Deans, Directors, and Department Heads. Statistical information is requested and provided to SCCC Safety and Security by the employees at the College’s Counseling Center, even though they are not required by law to provide statistics for the compliance document. All of the statistics are gathered, compiled, and reported to the College community via this brochure, entitled “Your Right to Know”, which is published by SCCC Safety and Security. SCCC Safety and Security submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

Specific Information about Classifying Crime Statistics

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act/HEOA). The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault.

For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson.

For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.
The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people the Executive Vice-President for Instruction and Student Services representative referred to the Student’s Rights and Responsibilities Office for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes a referral that resulted in a student being charged by Rights and Responsibilities Office and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate/bias crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Specific Information about the Crime Statistics Reported by SCCC
The column “On-Campus (ONC)” includes crime statistics from incidents that were reported to SCCC Safety and Security. If an incident was reported to both SCCC Safety and Security and SPD, the statistics would be counted under the “On-Campus (ONC)” column. The crime statistics provided by SPD are provided based on the crime definitions in the Revised Codes of Washington (RCW), not based on the Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS), as required by the federal law. Crime statistics for the categories of minor assault, larceny and vandalism are not required by law, but are still provided in the interest of informing the community about the most frequent crimes that occur at Seattle Central.
Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the State of Washington (Revised Code of Washington (RCW) 9A.44.130) any adult or juvenile residing whether or not the person has a fixed residence, or who is a student, is employed, or carries on a vocation in this state who has been found to have committed or has been convicted of any sex offense or kidnapping offense, or who has been found not guilty by reason of insanity under chapter 10.77 (RCW) of committing any sex offense or kidnapping offense, shall register with the county sheriff for the county of the person's residence, or if the person is not a resident of Washington, the county of the person's school, or place of employment or vocation, or as otherwise specified in this section.

Where a person required to register under this section is in custody of the state department of corrections, the state department of social and health services, a local division of youth services, or a local jail or juvenile detention facility as a result of a sex offense or kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person. In addition, any such adult or juvenile who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the sheriff of the county of the person's residence of the person's intent to attend the institution. The sheriff shall notify the institution's department of public safety and shall provide that department with the person's: name; address; date and place of birth; place of employment; crime for which convicted; date and place of conviction; aliases used; social security number; photograph; and fingerprints.

In the State of Washington, the Washington State Patrol and local Sheriff’s Offices (King County Sheriff’s Office) maintain sex offender information. When sex offender information is received from local law enforcement agencies the Safety/Security Department cross checks the information against current lists of registered students and employees to determine if additional notification of the college community is warranted. When necessary, sex offender information is made as a college alert.

Pertinent web site addresses for securing related information are:

http://www.metrokc.gov/sheriff/services/sex_offender_search/
http://www.co.pierce.wa.us/pc/abtus/ourorg/sheriff/sexoffendersearch.htm
http://ml.waspc.org/index.aspx
Responding to Emergencies
The Emergency Operations Plan includes information about Incident Teams; the College’s operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Seattle Central Safety and Security Officers and the Director have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually SCCC Safety and Security, Seattle Police and Fire Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other SCCC departments and other local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for SCCC are publicized each year as part of the institution’s Clery Act compliance efforts, and that information is available on the SCCC Safety and Security website. Detailed information and updates to the SCCC Emergency Operations Plan and departmental Contingency and Continuity Plans are available upon request.
Notification to the Seattle Central Community about an Immediate Threat

When the College receives information from any office or department on the college campus, such as SCCC Safety and Security, a Dean’s Office, Department Head that a situation poses a threat or immediate threat to the health and safety of the SCCC community.

If SCCC Safety and Security can confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SCCC community, SCCC Safety and Security will work collaboratively with the College Administration to determine the content of the emergency message and will use some or all of the systems described below to communicate the immediate threat to the SCCC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. SCCC Safety and Security and the Administration will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to SCCC Safety and Security, SPD, and/or the Seattle Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event of a serious incident that poses an immediate threat to members of the SCCC community, the College has various systems in place for communicating information quickly.

Some or all of these methods of communication may be activated in the event of an immediate threat to the SCCC campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or PDA (employees can sign up for this service on the Public Safety website), and emergency messages that scroll across computer screens when logged into the College system. The College will post updates during a critical incident on the SCCC Main website. Individuals can call SCCC’s recorded information telephone line for updates. Members of the larger community who are interested in receiving information about emergencies on campus can check the SCCC Main website or call (425) 235-2352 to obtain updates in the event of an emergency on campus.
SCCC community members are encouraged to notify SCCC Safety and Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. SCCC Safety and Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SCCC Safety and Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Evacuation Procedures
An evacuation drill is coordinated by the Health and Safety Committee at SCCC (with assistance from by Campus Operations and Safety and Security) during each academic school year for all buildings on the College’s main campus. Thus, the emergency response and evacuation procedures are tested yearly for the entire campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At SCCC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by SCCC Safety and Security and the College’s Health and Safety Committee to evaluate egress and behavioral patterns.

A report is prepared by the College’s Public Information Specialist that identifies deficiencies and recommends improvements to the appropriate departments/offices for consideration. Students receive information about evacuation and shelter-in-place procedures during the first week of each quarter and during other educational sessions that they can participate in throughout the year. SCCC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.
Shelter-in-Place Procedures –

What it means to “Shelter-in-Place”
If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance
If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock your doors, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”
A shelter-in-place notification may come from several sources, including SCCC Safety and Security, other College employees, City of Renton Police or Fire Department, other State or local authorities, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”
No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
Locate a room to shelter inside. It should be:
An interior room (if possible);
Above ground level; and
Without windows or with the least number of windows.
If there is a large group of people inside a particular building, several rooms
maybe necessary.
Shut and lock all windows (tighter seal) and close exterior doors.
Turn off air conditioners, heaters, and fans.
Close vents to ventilation systems as you are able. (College staff will turn off
the ventilation as quickly as possible.)

Make a list of the people with you and ask someone to call the list in to
SCCC Safety and Security so they know where you are sheltering. If only
students are present, one of the students should call in the list. Make your-
self comfortable.
Annual Fire Safety Report
SCCC Safety and Security publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for SCCC. This report does not include statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (SCCC does not provide residence for our student). The compliance document is available for review 24 hours a day on the SCCC Public Safety website at http:

If a fire occurs in a Seattle Central Community College building, community members should immediately notify 911 and then call SCCC Safety and Security at (206) 934-5442 on campus extension 7871. SCCC Safety and Security will respond, to assist with evacuation and directing fire and emergency response personnel to the scene. Fire alarms alert community members of potential hazards and community members are required to heed the warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically dial to the fire alarm monitoring company and they will contact SCCC Safety and Security.

If a member of the SCCC community finds evidence of a fire that has been extinguished, and the person is not sure whether SCCC Safety and Security has already responded, the community member should immediately contact SCCC Safety and Security to investigate and document the incident.

If a false alarm occurs on the SCCC main campus, an email message is distributed to the campus, typically within the next business day, informing the campus of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teachable moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations.

**Fire Protection Equipment/Systems**

College buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at an off-campus monitoring company.
Health and Safety Inspections
The City of Seattle Fire Department inspects the Colleges Buildings once a year inspections are primarily designed to find and eliminate safety violations. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; space heaters; etc.) or prohibited activity (e.g., tampering with life safety equipment; etc.).

Fire Safety Tips
Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of College Policy.
- Almost ¾ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in or within 25 feet of any SCCC building or on the main campus except in designated area.

Educating of Members of the College Community
Campus security and fire safety procedures are discussed during new student orientation (first day of classes during each academic quarter). The Director of Safety and Security, participate in forums, Faculty and Staff meetings to explain College security, safety, and fire safety measures and procedures at SCCC.
The Director of Safety and Security upon request will conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. During these presentations, the following information is typically provided: general crime prevention and security awareness, safety education, discussions about topics such as alcohol abuse, domestic violence, self defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. Participants are encouraged to be responsible for their own security and safety and for the security and safety for others on campus.

In addition, SCCC Safety and Security organizes and sets up crime prevention and education display at the Safety and Security Office throughout the year. The information provides an opportunity for SCCC Safety and Security to hand out both security and safety-related information.

New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

On the SCCC main Campus, SCCC Safety and Security provides an escort service for community members that need assistance. An Officer will meet the person and walk them to their vehicle or next class, this service is offered during the academic school hours. It can be requested by calling (206) 934-5442 or extension 5442 from an on-campus telephone.

SCCC Safety and Security promotes the Operation Identification program, engraving serial numbers or owner’s recognized numbers (e.g. driver’s license number) on items of value, and makes engravers available upon request free of charge by coming to SCCC Safety and Security and they will assist you with your engraving.

**Victim Assistance Services**

**Resources for Support and Assistance**

SCCC Student Services (425) 235-5840
SCCC Public Safety Department – Business (206) 934-5442
Harbor View Medical Center
Seattle Police Department – Emergency 9-1-1
Seattle Police Department – Business
King County Sheriff’s Office – Emergency 9-1-1
King County Sheriff’s Office – Business (206) 296-3311
King County Sexual Assault Resource Center (206) 632-7273
Responsibilities of the College Community
Members of the College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

1. Report all suspicious activity to SCCC Safety and Security immediately.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night. Use the SCCC Safety and Security escort service.
4. Carry only small amounts of cash.
5. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
6. Carry your keys at all times and do not lend them to anyone.
7. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
8. Do not leave valuables in your car, especially if they can be easily noticed.
9. Engrave serial numbers or owner’s recognized numbers, such as a driver's license number, on items of value.
10. Inventory your personal property and insure it appropriately with personal insurance coverage.

Notification of Missing Students
Seattle Central Community College does not have on-campus resident life (housing for students). SCCC is not required to address Missing Students. SCCC Safety and Security will work with the City of Seattle Police Department or other local or regional law enforcement agencies upon request. When they have reason to believe that a student who attends SCCC is missing, SCCC Safety and Security will generate a missing person report and assist with the investigation.

Alcohol and Drug Policies
Seattle Central Community College and SCCC Safety and Security are committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The College enforces compliance with State and local alcoholic beverage laws on campus and at College sponsored activities. The College affirms its adherence to the following principles:

• The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the College community and to the community at large.
The promotion of alcoholic beverage consumption as the primary focus of on-campus activities is inappropriate because it invites members of the College community to violate College policies and procedures and State and local laws and ordinances.

Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.

Those that choose to consume alcoholic beverages should do so responsibly and in moderation.

Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.

The responsibility for proper consumption of alcoholic beverages and for compliance with State and local laws rests with each individual member of the College community.

Seattle Central Community College is in compliance with the federal Drug-Free Schools and Communities Act of 1989. Each year SCCC renews its commitment to the letter and spirit of that law with an informational letter to students and employees. The College does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the SCCC community should know that disciplinary action, which may include revocation of other privileges, or suspension or expulsion from the College, may be taken in order to protect the interests of the College and the rights and safety of others. Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact an employee assistance program or student counselor.

**Firearms and Weapons Policies**

Seattle Central Community College is committed to maintaining a safe and secure environment that supports the academic/educational goals and mission of the College. According to the SCCC Firearms and Weapons policy, members of the College community, including faculty, staff, and students, as well as visitors, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of the College or in any building under College control, whether or not a federal or state license to possess the same has been issued to the possessor. There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to on SCCC property.
Emergency Medical Response Procedures
Students, faculty, staff, and guests should report any emergency medical situations to SCCC Safety and Security immediately at extension 5442 or, from outside the College phone system, (206) 934-5442, a SCCC Safety and Security officer (s) will respond to the scene.

RESPONSE TO SEXUAL ASSAULT
The SCCC Code of Student Conduct
Rape and all forms of sexual assault are violations of the Seattle Central Community College’s Code of Student Conduct.

Male Victims
While most victims of sexual assault are women, some men are also victims. Male victims at SCCC receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Prevention and Education Programs
Programs and information are available through the following resources:

- King County Sexual Assault Resource Center (206) 632-7273
- SCCC Student Services
- SCCC Public Safety Department – Business (206) 934-5442
- Harbor View Medical Center
- Seattle Police Department – Business (425) 430-7500
- King County Sheriff’s Office – Business (206) 296-3311

Guidelines for Assistance

1. IF YOU ARE RAPED OR SEXUALLY ASSAULTED:

   • Get to a safe place as soon as you can.
   • Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
   • Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
   • Contact SCCC Safety and Security (follow procedures outlined on page 3 of this brochure).
   • Talk with an advocate or a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
   • Contact someone you trust to be with you and support you.
Past Abuse
Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

2. MEDICAL TREATMENT
It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services
A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. The exam can be conducted without the involvement of law enforcement personnel. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is performed by an emergency department physician or gynecologist. A nurse is present throughout the procedure, and a support person of your choice can also be present. Hospital emergency rooms follow the national standards for victim care, rape exams, and evidence collection procedures. Note: Ordinarily the police will be contacted by Hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean that you have to proceed with criminal charges. In addition, it is recommended that a survivor use a hospital in the county/state where the incident occurred.

Transportation
SCCC Safety and Security cannot provide transportation to the Hospital, but will assist the victim with emergency contacts and stay with the person(s) until help arrives.

Non-Emergency Medical Procedures
Even if you do not have evidence collected at the Hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged with your family Doctor.
3. COUNSELING AND EMOTIONAL SUPPORT
Seattle Central Community College does not have counseling or emotional support available for victim(s). Persons will be referred to off-campus assistance, King County Sexual Assault Resource Center (206) 632-7273, provides a confidential hotline and advocacy services 24 hours a day, seven days a week, as well as free short-term individual and group counseling.

4. REPORTING TO THE SCCC SAFETY AND SECURITY
The reasons for reporting to SCCC Safety and Security are: 1) to take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety; 2) to apprehend the assailant; 3) to seek justice for the wrong that has been done to you; and 4) to have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, a SCCC Safety and Security officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

5. CONFIDENTIAL REPORTING
If you are assaulted and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report to SCCC Safety and Security. With your permission, a SCCC Safety and Security officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record about the number of incidents involving students, employees and visitors; determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

6. COLLEGE DISCIPLINARY ACTION
If you have been sexually assaulted by another student or group of students and are considering College action, you are encouraged to discuss the matter with the Executive Vice-President of Instruction and Student Services. This will allow you a chance to review the College procedures should you decide to file a formal complaint through the College’s disciplinary/judicial system. This discussion does not obligate you to pursue official action.
If you decide to take part in the College’s adjudication process, you should contact the Executive Vice-President of Instruction and Student Services. Charges may either be filed directly by you or by the College on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the College’s Code of Student Conduct regulations. Individuals could be subject to disciplinary action pending review by the College. Those students found responsible for violating the Code in this way could be suspended or expelled. Pursuant to the College’s disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic situation on campus after the alleged incident takes place if such changes are reasonably available.

In accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

7. CRIMINAL INVESTIGATION AND CHARGES
If you want to press criminal charges, call the Seattle Police Department. It is recommended that you contact the SCCC Safety and Security Department before you notify the local police, so they can assist you with the legal processes. SCCC Safety and Security can notify the appropriate authorities or the complainant may contact them directly. Depending on the timing of your report and preference, it may be possible for you to make a statement in the presence of a SCCC Safety and Security officer and the local police at the same time. Be advised that questioning can be difficult. Remember, you may request that a support person be with you during police interviews. If it is possible for the assailant to be apprehended, the suspect will be taken by police before the local Superior Court judge and charged with the appropriate offense(s) at a preliminary arraignment. You do not need to be present for this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the usual conditions of bail is that the suspect not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call SCCC Safety and Security and the local police. Under some circumstances bail may be revoked and additional charges may be filed if necessary.