# 2015 Annual Security & Fire Safety Report

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Public Safety

Mission Statement
Concordia University is committed to the safety and welfare of all campus members and visitors. Concordia University has adopted a series of policies and procedures designed to ensure that every possible precaution is taken to protect persons and property on campus.

The mission of the Concordia Public Safety Department is to maintain and improve campus livability by working with students, staff, and faculty to preserve life, promote a safe environment, respond to emergencies, maintain human rights, protect property, and promote individual responsibility and campus commitment.

Organization
The Director of Public Safety reports to the Dean of Students. The Concordia University Public Safety Department works closely with all University departments to ensure that safety and security procedures are uniformly conveyed in a clear and consistent manner to the entire campus community. The Public Safety Department offices are located in Hagen Center.

Public Safety Department Officers are responsible for all safety and security services to the University campus. This includes all crime report investigations, medical emergencies, fire emergencies, traffic and other accidents that occur on campus. Their duties also include the enforcement of all University policies.

Police Authority
The members of the Concordia University Public Safety Department cooperate fully with members of the Portland Police Bureau, the Multnomah County Sheriff's Office, the District Attorney's Office of Multnomah County, and other local and federal law enforcement agencies. Crime reports are taken and written by members of the Public Safety Department and are forwarded to those agencies.

Public Safety Officers are certified as Private Security Officers by Oregon’s Department of Public Safety Standards and Training. Arrest powers are granted by the Oregon Legislature. See Oregon Revised Statutes (ORS) 133.005, 133.220, 133.225, 161.249, 161.255 and other applicable laws that were enacted to assist private security and campus law enforcement. Concordia Public Safety Officers are not armed.

Federal Campus Safety Legislation
This report and summary of policies have been provided to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990; last amended 1998) and the Drug-Free Schools and Communities Act Amendments of 1989 (PL101-226); and the Violence Against Women Reauthorization Act of 2013 (VAWA) as stated in the Department of Education Final Rule 34 CFR Part 668 as published in the Federal Register Vol. 79 No. 202 October 20, 2014. Information is reviewed and updated annually.

The Annual Security and Fire Safety Report is prepared by the Department of Public Safety with the assistance and input of professional staff from the Student Affairs Division, including the Executive Vice Provost, Dean of Students, Title IX Coordinator, Director of Equity Compliance, Coordinator for Equity and Advocacy, Director of Counseling, and Director of Health/Wellness. This 2015 Report contains comparative crime and fire safety data from the prior three years—2014, 2013, 2012.

Registered Sex Offender Information
Information concerning registered sex offenders may be obtained by contacting the Sex Offender Registration Unit of the Oregon State Police at 503-378-3720, extension 4429. By providing the Zip Code of Concordia University (97211), the Oregon State Police will be able to provide a list of supervised and non-supervised registered sex offenders in the immediate area.
Crime Reporting:
Campus Public Safety officers submit written police reports which are transmitted to the Portland Police Bureau (PBB). PPB maintains all crime statistics occurring on or near the campus in their Portland Police Data System (PPDS). They routinely forward these reports and statistics to the Oregon Law Enforcement Data System (LEDS), the Oregon Department of Motor Vehicles (DMV) and the National Crime Information Center (NCIC).

All criminal activity, safety or medical emergencies, and suspicious circumstances should be reported immediately by calling Public Safety at 503-280-8517 or 911. Additionally, persons may come to the Public Safety Office to report crimes on a voluntary, confidential basis. Confidential reports will be included in the University’s annual crime statistics. If a student is a victim of a crime which occurs in or on non-campus property, but not within the same reasonably contiguous geographic area of the University, and used in direct support of, or in relation to, the institution’s educational purpose, they must report the crime to Public Safety to ensure inclusion of the crime in the annual crime statistics. Those statistics will be added to the Portland Police Bureau and Student Affairs statistics forwarded to and compiled for this report by the Department of Public Safety.

Emergency Numbers
Concordia Public Safety: x8517 (503-280-8517) Portland Police Bureau: 911

Non-Emergency Numbers

Campus Security Authorities
In addition to statistical recording of crimes that are reported to or by the Department of Public Safety, the Clery Act also requires reporting of crimes by Campus Security Authorities. By definition, a Campus Security Authority (CSA) is essentially anyone, including a student leadership position, who by function (not title) has contact with students and significant responsibility for student and campus activities. At Concordia University, in addition to Public Safety staff, these are defined as:

- **Student Affairs**
  (Dean, Associate Dean, Residential Life Staff, Academic Advisors, Disability Services, Director-Student Activities, Intramurals)
- **Office of Service Leadership**
  (Director, Asst. Directors, Program Coordinators)
- **Athletics**
  (Director, Assistant Directors, Coaches, Trainers)
- **Staff & Faculty**
  (Advisors to Student Clubs and Organizations)

A CSA must report all of the crime categories contained in the Annual Security & Fire Safety Report reported to them by a student if it occurred:

- On Campus
- In On-Campus Student Residences
- On Public Property adjacent to the campus
- At Off-Campus Venues routinely used for Athletic Events & Activities
- On Property Owned or Controlled by Concordia University

Campus Security Authorities are also encouraged to offer referrals to campus assistance and support resources, including:
• Victims’ Assistance programs for sexual harassment & assault and hate crimes
• Available Medical Treatment
• Counseling Services

The Clery Act exempts Licensed Mental Health Counselors and Pastoral Counselors from the CSA requirements.

At Concordia University, a letter and reporting form is sent at the beginning of the Fall semester to designated Campus Security Authorities reminding them of their obligations under the Clery Act. During the Spring semester, a letter and reporting form is sent to CSA’s asking them to report any prior calendar year incidents that were reported to them.

**Security and Access to Campus Facilities**

All campus academic and administrative buildings are unlocked each morning and locked each evening by Public Safety personnel. The University has installed electronic control locks in some buildings and residence halls where they can be secured, unlocked, and monitored automatically. Electronic control locks are installed on exterior entrances of campus residence halls and apartments. Authorized people may enter using their access card during the authorized hours. University apartments and residence rooms are individually keyed and those keys are issued to the residents by Student Affairs. Security surveillance cameras are installed throughout campus in exterior and interior locations; video footage is accessed and maintained on an internally maintained server. Emergency call phones are flush mounted at exterior entrances of dorms and key buildings.

Public Safety Officers and Resident Assistants patrol and respond to security, safety, and livability issues.

The Physical Plant Services Department maintains buildings and grounds with a concern for safety. They provide access cards to authorized maintenance company contractor personnel, but only during maintenance visitation hours.

**Crime Prevention**

The cooperation and involvement of the entire campus community in campus crime prevention is absolutely necessary. The Public Safety Department is committed to more than just reacting to reported suspicious activity and crimes. It also attempts to deter the opportunity for criminal activity. Public Safety provides timely notice to the campus community on crimes considered threats to security by issuing e-mail alert messages and posting alerts in residence hall and building common areas.

The Public Safety Department coordinates with Student Affairs to provide presentations to the campus community on criminal activity and crime prevention.

**Escort Program**

Officers will provide escorts to students, faculty, and staff to and from their vehicles or buildings.

**Presentations**

Crime prevention presentations, materials, and reports are made to groups upon request and during student and staff orientations.

**Women Strength Classes**

These classes are free and designed for teens and adult women. You may register by calling 503-823-0296.
Brochures/Pamphlets
Crime prevention materials are available upon request at the Public Safety Office and in the Student Affairs Office. Materials include topics of rape, date rape, suicide, drug laws, alcohol, carjacking, how to protect your car, first aid, university emergency procedures, and others.

Emergency Preparedness and Response

Emergency Notification System
Concordia University is committed to comprehensive, real-time communication in the event of a campus emergency including severe weather, natural disasters, weapons-bearing individuals, and other situations that pose an immediate threat to the security and safety of those on campus. CU Alert is an automated communication system using Blackboard Connect that has the ability to simultaneously send voice, text, and email messages to students, faculty and staff to notify you in the event of a campus emergency.

A CU Alert will be sent without delay for any situation or incident that constitutes and imminent threat to life, health or safety.

Alerts are also sent when there is a police, fire, or medical response on or nearby campus in order to clarify for the campus community the nature of the event, provide specific directions for safety, describe active suspects or vehicles, and to alleviate any undue concern.

Emergency Notification can occur independently or in coordination with the Critical Incident Management Team noted below under Emergency Response Protocol. The Provost, Chief Student Affairs Officer, or the Dean of Students will devise content, approve, and send the alert. The Director of Public Safety and the Public Information Officer may provide context and input into the message. These professional staff are all members and receive alerts to the Critical Incident Management Team.

Public Safety and any member of the Critical Incident Management Team can send an FYI or Pre-Alert Blackboard Connect message to members of the Team, so a determination can be made on issuing a CU Alert and/or activating the Team.

Active Shooter on Campus
Specific response protocols for students, staff and faculty are posted on-line as well as a Department of Homeland Security funded video presentation. 911 and Campus Public Safety are immediately called. Decisions to shelter-in-place and/or evacuate are dictated by the incident dynamics and proximity to the active threat. Additional training on appropriate response is provided to students, staff and faculty.

Emergency Management Plan
Concordia University has an Emergency Management Plan designed to effectively and efficiently coordinate the use of CU and community resources to protect life and property immediately following and during a critical event on the CU campus. It is put into effect whenever an event affecting the CU Campus cannot be controlled through normal channels and procedures.

The plan also provides a management structure for coordinating and deploying essential resources which is consistent with established practices relating to coordination of resources through the use of the National Incident Management System (NIMS) and also the Multiagency Coordination System (MACS) functions to ensure cooperative response efforts with external agencies.
Response Protocol
As specified by the NIMS, CU uses the Incident Command System (ICS) as its management structure during an operational response to an emergency situation or incident. This provides an orderly and predetermined alignment of responsibilities among key CU management personnel and facilitates coordination with external emergency response agencies and organizations as needed. A Critical Incident Management Team (CIMT) is activated by the Incident Commander as dictated by the severity and/or scope of an emergency situation or incident.

Emergency Situations or Incidents are events that 1) cause significant disruption of university facilities, infrastructure and/or operations or that 2) may or have caused serious bodily harm, injury or illness. Level 1 incidents are smaller, localized, with little outside assistance required (significant injury, death, power outage, severe weather). Level 2 Incidents have serious impact on building integrity and major disruption to normal operations and outside assistance required (fire, active shooter, explosion, chemical spill). Level 3 incidents are of large proportions, impacting a significant portion or all of campus and/or the neighborhoods beyond. Multi-agency coordination is required (e.g., catastrophic or natural disaster like earthquake, flood, plane crash).

Drills, Testing, and Evacuation Procedures
Residential Life professional staff coordinate unannounced fire drills four times per year in each of the on campus housing units. Manual pull stations are activated in the building, students exit the building via stairwells and proceed to the designated evacuation meeting area. Residential Life and Public Safety staff monitor the efficiency of the evacuation and conduct head counts at the evacuation meeting area. The drills are documented. In addition, the Fire Alarm sensors and sprinkler systems are inspected annually by an outside vendor.

Announced and unannounced drills and exercises may also be conducted of other buildings on campus for emergency evacuation in the event of a fire, active shooter, catastrophic event, or other emergency. In addition, the Critical Incident Management Team meets monthly and often conducts Tabletop Exercises and/or Emergency Simulations at the CU Homeland Security Simulation Center.

Drug and Alcohol Policy
Concordia University would be remiss in its duty to provide for both its students and the well-being of its employees if it did not take a strong stand against illegal drugs, the abuse of alcohol, and the other harmful substances. There is to be no possession, transportation, distribution, manufacture, consumption or sale of alcohol or illegal mood altering substances on property owned or controlled by the University, or as part of any university activities. This standard of conduct applies to all students, staff, faculty, conferees, guests and visitors. Disruptive or self-abusive behavior including intoxication and display or storage of alcoholic beverage containers anywhere on campus is considered a violation. This policy reflects our conviction that the use of these substances within the context of this community is inappropriate for moral, educational, and developmental reasons. This policy also applies to those who are of legal age 21 for possession of alcohol and marijuana in the State of Oregon.
Sanctions imposed for any violations of University policies or standards of conduct include one or more of the following:

- requirement to complete an educational workshop
- requirement to participate in other special educational programming
- referral for prosecution
- separation from the University

Students, staff, and faculty should refer to the student, staff, or faculty handbook for further information. Student Handbooks are available through Student Affairs. Faculty and staff may obtain a handbook from the Director of Human Resources. Concordia University intends to extend support and assistance to individuals who encounter problems resulting from misuse of, or addiction to, alcohol and other drugs.

While sanctions are outlined to assure clarity about the consequences the university may invoke, it is hoped that intervention with a student or employee will be a cooperative effort in which the university’s offer of help will be met with a willingness on the part of the individual to secure needed assistance. Students need to contact the nurse, counselor, or Student Affairs personnel for assistance. To further this intent in the case of employees, and their families, refer to your health plan for assistance or check with the CU Human Resources Department Benefits and Compliance Specialist.

In compliance with the Drug-Free Campus Schools Act the University provides the following: Driving under the influence of intoxicants can occur with a .08 blood alcohol concentration. For drivers under 21, any detectable alcohol in the bloodstream is grounds for losing your driver’s license.

Adults can be convicted of misdemeanors, subject to fines, and in some situations be jailed for providing a minor with alcohol.

Information on the health risks of alcohol and drugs, Concordia University and community resources, and University policies in these areas can be found at [http://www.cu-portland.edu/sites/default/files/pdf/AlcoholOtherDrugs.pdf](http://www.cu-portland.edu/sites/default/files/pdf/AlcoholOtherDrugs.pdf).

**Dating Violence and Sexual Assault**

Concordia University has a policy and detailed processes to address dating violence, domestic violence, stalking, sexual harassment, and sexual assault. Detailed information may be found in the document *The Concordia University Policy and Procedure for Civil Rights Equity Grievance and Resolution* that can be accessed under Student Affairs on the Concordia University website [http://www.cu-portland.edu/student-affairs/title-ix-and-equity-protection](http://www.cu-portland.edu/student-affairs/title-ix-and-equity-protection). The document lists the University officials and staff who are campus reporting authorities and conduct investigations and hearings. They have undergone training for these responsibilities and provide campus education programs to promote the awareness of rape, acquaintance rape, domestic violence, sexual assault and stalking.

Campus student education programs include a brochure, *You are Not Alone*, which define sexual misconduct, options for reporting it, and campus and Portland area resources & contact information. In addition, as part of college orientation all new students under age 21 undergo a mandated training, *It’s On Us*, which addresses relationships, consent, sexual assault, alcohol use and promoting awareness of sexual misconduct and behavioral interventions. A session on *Bystander Intervention* is included in the Fall in the Student Success Seminars and during *Sexual Assault Prevention Week*. This dedicated week also includes seminars and film discussions on cultivating a community that does not tolerate sexual violence.
and supporting survivors of sexual assault. New employee orientation includes a mandated on-line training module on *Sexual Harassment in the Workplace*.

As part of the Concordia University Title IX Policy, “Sexual Misconduct” also includes Relationship Dating (dating and/or domestic) and Stalking.

- **Dating Violence** is committed by a person who is or has been in a social relationship of a romantic or intimate relationship with the victim; it includes but is not limited to, sexual or physical abuse or the threat of such abuse.
- **Domestic Violence** occurs between family or household members related by blood, marriage, or adoption; or persons cohabitating or in a past or present sexually intimate relationship. It includes attempts or acts of bodily injury, placing a person in fear of imminent bodily injury, or engaging in involuntary sexual relations by force or threat of force.
- **Stalking** is repeated and unwanted contact that causes the victim reasonable apprehension regarding their personal safety or a member of the victim’s immediate family or household.

Concordia University expects all community members to take reasonable and prudent actions to prevent or stop an act of harassment, discrimination and/or sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority (examples: Public Safety Officers, Residence Life Staff, Title IX Coordinator, etc.). Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

Both the accuser and accused may have an advocate of their choice present during the internal disciplinary hearing & any related meeting, receive written notice of the outcome, may appeal the results, and receive notice when the results are final. If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors, campus health service providers, off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies, or on or off-campus members of the clergy/chaplains. Campus counselors, campus health service providers, and the campus pastor will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or parishioner.

The results of any disciplinary hearing conducted by the University against the alleged perpetrator of a violent crime, sexual assault or sexual misconduct will be made available to the alleged victim or to the victim’s next of kin, if the victim is deceased.

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning**: A formal statement that the behavior was unacceptable and a warning that further infractions of any University policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation**: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any University policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- **Suspension**: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically
placed on probation through the remainder of their tenure at University. This sanction will be noted as a Conduct Suspension on the student’s official transcript.

- **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend University-sponsored events. This sanction will be noted as a Conduct Expulsion on the student’s official transcript.

- **Withholding Diploma:** The University may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending, or as a sanction if the student is found responsible for an alleged violation.

- **Revocation of Degree:** The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.

- **Other Actions:** In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

### Missing Student Notification

Concordia University has a policy to provide procedures for reporting, investigating and making emergency notifications regarding any resident student who is believed to be missing. If you believe a student is missing you should notify the Department of Public Safety (503-280-8517), Student Affairs (503-280-8512), or the Dean of Students (503-280-6286).

Reasonable measure will be taken to determine whether or not the student is at their on-campus place of residence and whether or not someone familiar with the student has seen or heard from the student recently or are aware of where he or she may be. If the reported missing student is not a Resident Student, Public Safety will conduct a preliminary investigation to verify the situation and determine the relevant circumstances.

A student in on-campus housing, regardless of age, may identify one or more individuals as an emergency contact other than a custodial parent or guardian for strictly missing person purposes. Students have the option annually to make such designation or upon moving into on-campus housing during the school year.

Emergency contact information is registered confidentially; is accessible only to authorized campus officials; and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation.

If a determination is made that a student is missing, the following will occur with 24 hours:

- The missing student’s designated emergency contact will be notified as soon as possible.
- The student’s custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.
- Appropriate local law enforcement will be notified even if the student has not registered a contact person in their My.CU account.
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A: On campus  B: Residence Halls  C: Public Property  D: Non-Campus

Data Sources: Portland Police Bureau Statistical Analysis Unit; Concordia University Public Safety and Student Affairs Departments
Higher Education Opportunity Act
Campus Fire Safety Annual Compliance Report

Reporting Year 2014

Overview
The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an Annual Fire Safety Report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Concordia University in Portland, Oregon.

General Statement of Concordia University Resident Housing
At Concordia University, all residence halls (East, Coates, Weber, Elizabeth, Neils, Concordia Place) are covered with a fire detection system and all but Neils have a fire suppression system. Fire detection systems are tested monthly by Public Safety, Residence Life staff and the alarm monitoring company and have an annual certified inspection by an external vendor. Fire suppression systems are inspected monthly by Public Safety and have an annual certified inspection by an external vendor. Fire extinguishers are present in all halls, are inspected monthly by Public Safety and replaced yearly by an external vendor.

Residence Hall Fire Safety Systems

<table>
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<tr>
<th>Residence Hall</th>
<th>Fire Detection System (smoke, heat, ion)</th>
<th>Fire Suppression System</th>
<th>Fire Extinguishers</th>
<th>Redundant Monitoring System</th>
<th>Fire Drills Conducted Each Year</th>
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Residence Hall Fire Drills
Fire drills are a supervised evacuation held four times a year at the beginning of each academic calendar term (Fall, Spring, Summer). Fire drills are also conducted for classroom and other buildings on campus. Residence Hall fire drills are scheduled by Student Affairs in conjunction with Public Safety and the City of Portland Fire Bureau.

Emergency procedures in case of a fire are posted in each resident room telling what action to take, how to evacuate, and where to assemble.

Fire Life Safety Education
Residence Life Policy on Fire safety is stated in the Student Handbook and prohibits, smoking, open flames, usage of open element appliance, candles with burned ends, propane grills, charcoals BBQ’s, and space heaters.

Residence Life Policy on Evacuation from residence halls is stated in the Student Handbook and is discussed with students when they move into the halls. Residence Life Fire Safety Inspections conducted periodically to ensure resident compliance with safety regulations.
Reporting a Fire
Students reporting a fire should contact Campus Public Safety. If the fire event is no longer a danger they should contact their Resident Hall Advisor (RA) to report the incident to Public Safety.

Fire Log
A Fire log is kept at the Public Safety Department and is open to the public during normal business hours.

Fire Safety Improvements and Upgrades
Concordia University annually reviews the fire systems in our residence halls and makes upgrades, repairs, or revision when problems are identified.

Statistics and Reports of On-Campus Student Housing Fires
During the Calendar Year 2014 there were no fires, fire-related injuries or property damage in Concordia University Residence Halls