

2014

# Annual Crime Report & Clery Act Compliance Information



***Your Right to Know  
Safety at:***

Lake Washington Institute of  
Technology  
Safety & Security Department

10/1/2014

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## Safety on the Lake Washington Institute of Technology Campus

Welcome to Lake Washington Institute of Technology! The following information is designed to give you basic facts about Security concerns at Lake Washington Institute of Technology (LWTech) and the surrounding Kirkland community. It is our wish that your time on the LWTech Campus is safe and productive.

Historically, LWTech has been a relatively safe haven from the busy outside world; however, King County is one of the fastest growing areas in the State and it is prudent to be aware that we are no longer isolated from the pressure of an encroaching population. Please understand crime prevention is everyone's responsibility; with that in mind, LWTech takes many common-sense precautions to help ensure the safety of the campus community, and expects its faculty, staff, students, and guests, to do their part to help maintain a safe environment.

Crime does not stop at the campus property line. The key to preventing crime is awareness. While LWTech Campus Safety and Security is the primary agency responsible for creating a safe and secure environment, all LWTech employees and students must work together to share this responsibility; LWTech Security is committed to community policing and collaborative problem solving. Many incidents can be avoided if people take basic precautions to prevent their own victimization. If you have any questions about Campus safety and security at Lake Washington Institute of Technology, please visit our Department at: [www.lwtech.edu/security](http://www.lwtech.edu/security). The LWTech Office of Campus Safety and Security is located in the first floor of the East Building, Room E-145.

## Annual Security Report (Clery)

Lake Washington Institute of Technology Policy Statement on Availability of the 2014 Annual Security Report:

The Lake Washington Institute of Technology (LWTech) 2014 edition of the Annual Security Report (ASR) is available at the Office of Campus Safety and Security or on-line at the Security Department website. The ASR includes statistics for the three previous years on certain reported crimes that occurred: On-Campus; Off-Campus buildings/property owned or controlled by LWTech; and on Public property within/immediately adjacent to, and accessible from, the Kirkland and Redmond Campuses. The ASR also includes LWTech policies on: Campus security; Reporting a crime (including confidential reporting); Sexual assault and sex-offender registration; Timely warnings; Alcohol/substance abuse; Security awareness/crime prevention programs, and other matters.

The ASR is available at the Safety and Security Office, East Building, Room E-145, 11605 132<sup>nd</sup> Avenue NE, Kirkland, WA 98034, or by accessing the following website: <http://www.lwtech.edu/security>.

## What is Clery?

As part of the federal Higher Education Act of 1965 [and codified at 20 USC 1092 (f)], the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (now known as the Clery Act), requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

Originally enacted by Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, the Clery Act was the result of the efforts of Howard and Connie Clery to honor the death of their daughter, Jeanne, who was murdered at Lehigh University in 1986. In 1987, Howard and Connie Clery founded the non-profit Security On Campus, Inc., to promote legislation in regard to on-going campus safety and security issues. In 1997, Amendments to the Act were renamed in memory of Jeanne Clery.

All private and public institutions of post-secondary education participating in federal student aid programs are subject to provisions of this federal law. Colleges and Universities can be assessed "fines" up to \$27,500.00 by the U.S. Dept. of Education for violations of the Act's provisions; in addition, institutions face a corresponding loss of federal student financial aid. Total "fine" for each violation: A \$55,000.00 net loss to the institution per violation. The U.S. Dept. of Education is the federal agency charged with investigating complaints of Clery Act violations and assesses "fines" or other enforcement actions.

## **Disclosure of Crime Statistics**

The Lake Washington Institute of Technology (LWTech) Office of Campus Safety and Security prepares an Annual Security Report (ASR) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and must be filed with the U.S. Department of Education in October of each year (October 1 this year). The full text of the ASR can be located on our web site at [www.LWTech.edu/security](http://www.LWTech.edu/security) (Click on "Security"). This report is prepared in cooperation with the local law enforcement agencies surrounding the main LWTech Kirkland and Redmond Campuses, the LWTech Offices of Administrative Services, Student Services, Judicial Affairs, and Campus Safety and Security. Each entity provides updated information on their educational efforts and programs to comply with the Act; this information is compiled and listed in the ASR.

Required campus crimes, arrest and referral statistics include those reported to LWTech Security, designated Campus Security Authorities (CSA) including but not limited to directors, deans, department heads, designated HR staff, judicial affairs, advisors to students/student organizations, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses. LWTech Counseling Services inform their clients of the procedures to report crime to Campus Security on a voluntary or confidential basis, should they feel it is in the best interest of their client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a counseling session.

## **Availability of Annual Security Report (ASR)**

All institutions of higher education must publish an Annual Security Report (ASR) by October 1 of each year containing the last three calendar years' required campus crime statistics and certain security policy statements including the law enforcement authority of LWTech Campus Security, where students should go to report a crime, and sexual assault policies that assure basic victims' rights. A notice of the report's availability will be sent to all current students and college/university employees; prospective students and employees will receive notice of the report's availability and their right to request a hard copy of the report. The location and availability of the report will also be posted on the College web site at [www.LWTech.edu/security](http://www.LWTech.edu/security) Required crime statistics are filed with the U.S. Department of Education in October of each calendar year (October 17, this year) and each year a notice is sent to current (enrolled) students and current (employed) faculty and staff informing them of the web address where they can access the ASR. Copies of the ASR may be obtained at the Lake Washington Institute of Technology Office of Campus Safety and Security located in the East Building, Room E-145; in the Office of the Registrar/Enrollment Services, West Building, Room W-201D; and, in the Human Resources Office, East Building, Room E-215-B. Prospective students and employees may obtain a copy of the ASR from the Registrar/Enrollment Services Office (425-739-8156) and/or the HR Office (425-739-8251). The web site address for the ASR will also be listed in LWTech Enrollment and Employment application packets and the College Class Schedule.

## **Clery Crime Statistics**

All colleges and universities must disclose crime statistics for their campuses, student residential facilities (if applicable), public areas immediately adjacent to or accessible from the campus, and certain non-campus facilities including Greek housing (if applicable), and remote classrooms. The statistics must be obtained from Campus Security or Police, Campus Security Authorities (CSA's, those campus officials who have significant responsibility for students and campus activities), and local law enforcement. Professional mental health and religious counselors are exempt from crime statistic reporting, but may refer clients to the campus confidential reporting system; the institution must indicate if a confidential reporting system exists or not.

Clery Crime categories include:

- Murder/non-negligent manslaughter
- Negligent manslaughter
- Sex offenses
  - Forcible sex offenses
  - Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Liquor law violations\* (arrest or campus judicial referral)
- Drug law violations\* (arrest or campus judicial referral)
- Illegal weapons violations\* (arrest or campus judicial referral)

\*If both an arrest and referral are made for liquor, drug, or weapons law violations, only the arrest is counted.

Crime statistics are categorized geographically as: “On-campus,” “Student residential facilities, on-campus,” “Non-campus buildings,” and/or “Public property;” these areas are identified on campus maps. The Annual Security Report (ASR) must indicate if any of the above reported crimes or incidents involved bodily injury and are thus reported as “hate crimes.” Additionally, the crimes of larceny, vandalism, intimidation, and simple assault must be listed as hate (bias) crimes if the facts of the case indicate the offender was motivated to commit the offense because of his/her bias against the victim’s race, gender, religion, sexual orientation, ethnicity/national origin, and/or disability.

### **Clery Act Crime Definitions**

- Murder/non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter: The killing of another person through gross negligence.
- Sex Offenses:
  - Forcible Sex Offense: Any sexual act directed against another person, forcible and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent (Forcible rape, forcible sodomy, forcible assault with an object, forcible fondling).
  - Non-Forcible Sex Offense: Unlawful, non-forcible sexual intercourse (Incest and statutory rape).
- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking or entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (SUV's, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATV's, and snowmobiles.
- Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above.
- Drug Law Violations: The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance... Relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, Methadone): and dangerous non-narcotic drugs (Barbituates, Benzedrine).
- Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- Hate Crimes: Crimes that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Hate crimes, by category of bias include: Race, gender, religion, sexual orientation, ethnicity/national origin, and disability. Any of the non-required crimes, where it was determined by Law enforcement that the motive was bias:
  - a. Larceny/Theft –
    - 1) Pocket Picking - theft of articles from another person's physical possessions by stealth where the victim usually does not become immediately aware of theft. (If use of force or threat of force is present, this will be counted as a strong arm robbery.
    - 2) Purse Snatching – grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
    - 3) Shoplifting – theft from within a building which is either open to the general public or where the offender has legal access.
    - 4) Theft from Building – theft from within a building which is either open to the general public or where the offender has legal access.
    - 5) Theft from Coin Operated Machine or Device – theft from a machine or device which is operated or activated by the use of coins.
    - 6) Theft from a Motor Vehicle – theft of articles from a motor vehicle, whether locked or unlocked. Note: Do not count theft of motor vehicle parts or accessories.
    - 7) All Other Larceny – all thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

- b. Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, but the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
  - c. Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
  - d. Destruction/Damage/Vandalism of Property (Except Arson) – to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Domestic Violence: A felony or misdemeanor crime of violence committed a) A current or former spouse or intimate partner of the victim. b) A person with whom the victim shares a child in common. c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. d) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. e) Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. a) The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. b) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.
  - Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) Fear for the person’s safety or the safety of others; or b) Suffer substantial emotional distress. For the purpose of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

### **How to Report a Crime or Emergency**

Faculty, staff, students, and guests are encouraged to report all crimes and public safety-related incidents on the LWTech campuses immediately. To report a crime or other emergency on the Kirkland or Redmond Campuses of Lake Washington Institute of Technology, call 911 (on campus 9-911), **then**, the Lake Washington Institute of Technology Campus Security at: 425-739-8224.

Local Law Enforcement may be reached by calling the following numbers:

Kirkland Police: 911 (on campus 9-911) or 425-587-3400

Redmond Police: 911 (on campus 9-911) or 425-556-2500

King County Sheriff’s Office: 911 (on campus 9-911) or 206-296-4190

All LWTech Incident Reports are forwarded to the Vice President of Student Services for review in regard to possible student conduct code violations. LWTech Security will investigate Incident Reports when appropriate; additional information obtained in such investigations will also be forwarded to the VP of Student Services.



If assistance is required of local Police agencies, LWTech Security will make that contact. If a sexual assault or rape should occur, staff on scene, including Campus Security and local Police, will offer a wide variety of services to assist the victim including privacy, medical response, mental health counseling, and contact of significant others, should the victim so require. Crimes should be reported to Campus Security to ensure the victim of appropriate services, to ensure inclusion in the annual crime statistics report, and to aid in providing timely warning notices to the community, when appropriate.

All crimes should be reported immediately. Please report any suspicious activity or person you see loitering in any campus building, common area, or parking lot. In addition, reports may be made to any LWTech Official at 425-739-8100.

**FOR CRIMINAL ACTIVITY OR MEDICAL EMERGENCIES CALL 911 FIRST (on campus 9-911), THEN CALL LWTech SECURITY!**

### **Security Crime Log Information**

The Daily Crime Log is a public record of all crimes reported to LWTech Security. Institutions that maintain a Campus Police or Security Department are required to disclose, in the Daily Log, any crime that occurred on campus... or within the patrol jurisdiction of the campus police or security department and is reported to the campus police or security Department. The Daily Crime Log lists the date and type of crime, and the location and disposition of the crime, when known. Unlike the Timely Warning, restricted to listed Clery Crimes, the Daily Log includes all crimes reported to Security; State definitions may be used to define these crimes. Reports must be logged into the Daily Crime Log within two business days; however, certain listed information may be withheld to protect victim confidentiality, ensure the integrity of ongoing investigations, or to keep a suspect from fleeing. Only the most limited information necessary may be withheld; even then it must be released, "once the adverse effect... is no longer likely to occur."

The Daily Crime Log must be available during normal business hours to employees and students as well as the general public (parents, local press, etc.). The Daily Crime Log will remain open for 60 days; subsequent to that, the Log must be available within two business days of a request for Log information.

### **Crime Prevention Tips:**

- **IF you see something suspicious, or observe a criminal or medical emergency, CALL 911 (on campus 9-911), then LWTech Campus Security at extension 8224 or dial 425-739-8224.** Post these numbers where you can readily find them to use in the event of an emergency.
- **ALWAYS** lock offices and/ or classrooms when leaving the room, even for a few minutes. Never leave personal property in plain view. How long does it take for a thief remove your property? Seconds. In just a short few seconds your day is ruined, you have become a victim. Take your wallet or purse with you when leaving the room, or secure them in a cabinet or desk. Identity theft is America's fastest growing crime. It takes only a moment for a thief to ruin your credit by stealing a wallet or purse containing your driver's license, debit/credit card(s), check-book, Passport, Social Security Card, etc.; it takes considerably more time to return your life to financial viability. If you should suffer such a loss, call the appropriate government departments (Licensing, Social Security, etc.) and financial institutions, **THEN:** Call Kirkland Police at 911 (on campus 9-911) and LWTech Security at #8224. With thousands of dollars of equipment in most offices and classrooms, it is imperative to lock these rooms when leaving, even for a brief moment. Record personal property information (make, model, serial number) with Campus Security. Report all thefts of personal and or College property, including home, auto, office, or classroom keys, to Kirkland Police at 911 (on campus, 9-911) and LWTech Campus Security (#8224) immediately.



- **NEVER** leave your vehicle unlocked. Store valuables left in your vehicle in the glove box or trunk; keep your valuables out of sight. Valuables left in plain view are an open invitation for a thief to break out your window and relieve you of your property. Thefts such as these are crimes of opportunity; be smarter than the thieves, keep things out of sight and deny them the opportunity to steal from you and make you their victim. Report suspicious persons lurking about and/or thefts to Kirkland Police at 911 (on campus 9-911) and Campus Security (#8224) immediately.
- **WHEN** walking at night, try to stay on well-lit walkways, and always, always walk with others. Remember, there's safety in numbers. Call Campus Security at 425-739-8224 for a Personal Safety Escort if you have no one else to walk with. Report suspicious persons to Kirkland Police at 911 (on campus 9-911) and Campus Security (#8224) promptly.
- **OBSERVE** all Washington State traffic laws when on campus. Come to a complete stop at all Stop signs. No speeding or otherwise driving too fast for conditions. Observe all right – of – way rules at intersections, and always use your turn signals. Be cognizant of pedestrians at all times and **REMEMBER:** Pedestrians have the right of way! **PLEASE DRIVE SAFELY!**

### **Campus Safety & Security Operations**

The LWTech Office of Campus Safety and Security is the campus law enforcement division of the College and reports directly to the Vice President of Administrative Services. Campus Safety and Security works closely and directly with all Departments of the College to ensure uniform application and clear understanding of LWTech safety and security policies and procedures to all faculty, staff, and students. Current staff consists of a campus Safety and Security Manager (un-armed), a Security Technician (un-armed), and contracted off-duty Kirkland Police Officers (armed). Campus Safety and Security personnel are on duty from 6:30 am to 10:30 pm Monday through Friday, 7:00 am to 5:00 pm on Saturday, and closed on Sunday's.

Under the direction of the Campus Safety and Security Manager, full time College staff and contracted Security and Police Officers uphold applicable local, state, and federal laws and Lake Washington Institute of Technology policies and procedures. LWTech Campus Security services include Haz-Mat management, criminal response and investigations, medical emergency response, fire emergency response, personal safety escorts, motor vehicle accident investigations and traffic control, parking enforcement, and College policies including alcohol and drug use and abuse and weapons violations.

For criminal and/or medical emergencies, call 911 (on-campus phones call 9-911). For important campus incidents and other emergency situations dial extension 8224 or dial 425-739-8224.

It is our express goal to make Lake Washington Institute of Technology a safe place in which to work and learn. Welcome!

### **Campus Law Enforcement Authority**

Limited campus law enforcement authority is granted to LWTech Safety and Security by the Board of Trustees of the Lake Washington Institute of Technology and the Washington Administrative Codes. As such, Campus Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Lake Washington Institute of Technology.

Under WAC 495D-116-170, LWTech Security Officers have the authority to issue Campus traffic and parking citations which are billed to financial accounts of students, faculty, and staff, or to the private residences of those persons not affiliated with the school. Campus Security Officers do not have arrest powers; all criminal incidents are referred to local Police (Kirkland Police Department, Redmond Police Department, and the King County Sheriff's Department) who have jurisdiction on or adjacent to the Kirkland and Redmond Campuses, respectively. While the College has no written Memorandum of Understanding (MOU's) with the Kirkland, Redmond, or the King County Sheriff's Office, LWTech Security maintains a highly professional working relationship with these Agencies. Crime victims and witnesses are strongly encouraged to immediately report criminal activity to the appropriate Police Departments and LWTech Campus Safety and Security. Prompt reporting will assure timely warning notices of Campus crime and assist in full disclosure of crime statistics.

Law enforcement arrests and incidents involving LWTech students and employees are forwarded to the Vice President of Student Services so the best interests of the community can be served. On-going training is afforded Campus Security as well as contracted Officers. LWTech Security considers personal and property safety a priority; incident reports and safety concerns are reviewed and acted on accordingly. Criminal incident reports generated by Campus Security will be referred to Kirkland Police Department for criminal law considerations. Serial numbers of stolen property are recorded by Campus Security and passed through local law enforcement to the National Crime Information Center (NCIC).

Students and employees are required to comply with directives of Campus Security and Police Officers and any other College Officials; students are required to present valid ID when requested. Campus Security enforces College policy, rules, and regulations as well as local, state, and federal laws, and reports criminal violations to local authorities. To report criminal or medical emergencies, call 911 (on campus 9-911); for other important campus incidents, call LWTech Campus Security at 425-739-8224. Try to remain calm when calling in an emergency; when asked, calmly state your name, the nature of your emergency (criminal or medical), and the location of the emergency when prompted by 911 Operators.

## **Campus Security Authorities (CSA's)**

Campus security authority is a term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

At LWTech the following employees fall into the category of Campus Security Authority because they have significant responsibility for student and campus activities:

President of Lake Washington Institute of Technology  
Vice President of Administrative Services  
Vice President of Student Services  
Vice President of Instructional Services  
Manager, Safety and Security

Dean of Students  
Dean of Gen. Ed.  
Dean of Technology  
Dean of Applied Design  
Associate Dean of Instruction

Director of Workforce Development  
Director of Business Development  
Director of eLearning  
Principal/Dean, High School Programs  
Director, Physical Therapist Assistant Program  
Associate Dean of TriO

Director of Nursing  
Director of Early Learning Center  
Interim Director Title III  
Director of International Programs  
Director of Facilities

### **Safety Awareness and Crime Prevention**

During orientation for each quarter, LWTech Campus Safety and Security offers video and oral presentations on personal safety and personal property protection. Through informational Campus Security seminars faculty, staff, and students are given information on personal safety and theft prevention, the state of Campus safety and security, the Annual Security Report, and the safety of the surrounding community. LWTech Security disseminates important and emergency information to the Campus through flyers, posters, pamphlets, Campus e-mail, Campus Public Address, and the Campus News videoconference sites located throughout Campus. Faculty, staff, and students are encouraged to be aware of their responsibility for their own security and the security of others, in conjunction with Campus Security. As part of the Security Department's personal safety program, faculty and students are urged to walk to their cars at night in groups, or request a Security Department Personal Safety Escort at any time of the day or night, anywhere on Campus.

### **Voluntary Confidential Crime Reporting**

Even if a victim of crime does not want to pursue action within the College judicial system or the local or state criminal justice system, the victim may still want to consider making a confidential report. With the victim's permission, the Security Manager, or other LWTech designee can file a report on the details of the incident without revealing the victim's identity.

The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of that victim, and others. Which such information, LWTech can keep accurate records of the number of incidents involving faculty, staff, students, and guests, and determine if there is a pattern of crime with regard to a particular location, day of the week, time of day/night, the assailant's method(s) of crime, and then alert the campus community to potential danger. Confidential reports are counted and disclosed in the annual crime statistics for the College (without victim identification).

### **Limited Voluntary Confidential Reporting**

Lake Washington Institute of Technology Campus Safety and Security urges anyone who is the victim or witness of any crime to promptly report the incident to Campus Security or local Police. Because Police reports are public records under state law, LWTech Security cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities.

### **Timely Warnings**

Timely Warnings are initiated by Campus Security when a crime constitutes an ongoing threat to students and employees; it may be activated by the Campus PA system, E-mails, Text messages, Campus runners (word of mouth) and information flyers. Timely Warning reports may be made by Campus Security, other College Officials, and/or local Police agencies; Timely Warnings only cover listed Clery crimes. Contact LWTech Campus Safety and Security with all criminal or other emergency information at 425-739-8224, or stop at the Security Office, East Building, Room E-145.

## Alcohol and Substance Abuse

Students, faculty, staff and administration support the board policy and the law in having a drug and alcohol-free campus. Drugs and alcohol are not permitted anywhere on campus, including parking lots and cars. Violation of this rule may result in immediate termination or suspension. Anyone consuming, distributing, possessing or under the influence of controlled or illicit substances on the campus is subject to suspension, probation, termination, arrest, and prosecution. Any involvement with drugs may also terminate eligibility for financial aid programs.

Appropriate provisions regulate the possession, use and sale of alcoholic beverages in Federal/State laws, [Chapter 495D of the Washington Administrative Code](#) (opens new window) and campus policies. Illegal drug possession, use or sale is prohibited in accordance with federal and state laws, including [Chapter 495D of the Washington Administrative Code](#) (opens new window).

Kirkland Police Department officers have the authority to enforce laws concerning the possession, sale, or use of alcoholic beverages or illegal drugs through criminal arrest or civil citation. The [Lake Washington Institute of Technology Student Conduct Code](#) (opens new window) may also apply to infractions of these laws.

**Drug and Alcohol Education Programs:** Drug and alcohol prevention and assistance is available to students through the Student Development Counselor located in the West Building, Room W207E.

Community Help-Line numbers for drug and alcohol abuse include:

- 24-hour Crisis Clinic: (206) 461-3222
- Drug and Alcohol Hot-Line: (206) 722-3700 or 1-800-562-1240
- Teen-Line: (206) 722-4222 or 1-800-562-1240

## Alcohol and Illegal Drugs

Faculty, staff, students, and administration support the board policy and the law in having a drug and alcohol-free campus. Drugs and alcohol are not permitted anywhere on campus, including parking lots and cars. Violation of this rule may result in immediate termination or suspension. Anyone consuming, distributing, possessing or under the influence of controlled or illicit substances on the campus is subject to suspension, probation, termination, arrest, and prosecution. Any involvement with drugs may also terminate eligibility for financial aid programs.

Drug and alcohol prevention and assistance is available to students through Student Development & Retention, West Building, 207. There are also several community Help-Line numbers:

- 24-hour Crisis Clinic: 206.461.3222
- Drug and Alcohol Hot-Line: 206.722.3700 or 1.800.562.1240
- Teen-Line: 206.722.4222 or 1.800.562.1240

Generally, the possession, sale, and/or use of alcohol is strictly prohibited on the LWTech Campus; however, an exemption to this is granted for the College Winemaking Program, the Chef City Grill, and other authorized functions. The possession, sale, use, or distribution of illegal drugs is specifically prohibited on Campus through the LWTech Student Conduct Code [WAC 495D-121-160 \(13\)](#)

## Behavioral Intervention Team

BIT is a multidisciplinary team established to identify students in distress who are exhibiting behaviors that may impede their academic success and provide early interventions that are supportive instead of punitive. As staff and faculty, we are faced with a variety of student behaviors on a daily basis. Student behaviors can be classified into 3 categories: Conduct violation, At-Risk and Emergency/Crisis. Please report any unusual student interactions that may be considered dangerous.

## Missing Student

This policy contains the official notification procedures of Lake Washington Institute of Technology for missing students. The purpose of this policy is to promote the safety and welfare of the LWTech community and assist in locating members of the LWTech community who, to the best of our knowledge, are missing. If a member of the LWTech community believes a student is missing, he or she should **immediately** notify LWTech Security at 425-739-8224 (East Building, Room E-145).

Once the determination is made by Campus Security, a Missing Person Report (MPR) will be generated and LWTech will initiate an investigation and attempt to locate the missing person. If the missing person is under the age of 18 and not emancipated, LWTech will notify the custodial parent or guardian no later than 24 hours after that determination is made. Students have the option of identifying a confidential emergency contact person in place of their parents and registering that name with Campus Security...

After having gone missing for 24 hours, LWTech Security will notify the Kirkland Police Department (KPD) and the student's emergency contact.

The LWTech Missing Person Procedure is as follows:

1. Report missing persons directly to Campus Security; however, if another College student or employee takes the report, that person will immediately notify Campus Security. Once a report is received, Campus Security will obtain the missing person's photo ID, class schedule, and attempt to locate via a search of the missing person's vehicle (if on campus), checking into appropriate classes, and contacts with instructors, classmates, and other known friends.
2. No later than 24 hours after the person is determined to be missing, contact will be made with the missing person's parents or emergency contact. Local Law enforcement will be notified.
3. If LWTech Security, at any time after receiving the missing person report, finds indications of foul play, KPD will be notified immediately. Report missing persons to LWTech Campus Safety and Security at East Building, Room E-145; call #8224 or 425-739-8224, or e-mail us at [security@LWTech.edu](mailto:security@LWTech.edu).

## Sexual Assault Prevention & Response

If you are a victim of sexual assault at Lake Washington Institute of Technology, your first priority is to get to a place of safety; you should then obtain necessary medical treatment. LWTech Security strongly advocates that a victim of sexual assault report the incident in a prompt manner; time is a critical factor for evidence collection and preservation. A sexual assault should be directly reported to Campus Security or another Campus Security Authority (CSA). Filing a Police report through Campus Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from Officers. Filing a Police Report will:

- Ensure the victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts LWTech Security, local Police will be notified. The victim may choose to have the investigation pursued through the criminal justice system and the campus judicial system, or limit the investigation to one of them only. Campus Security, or other specially trained college authority, will guide the victim through available options, and support the victim in their decisions. Various counseling options are available through LWTech Counseling Services and the Employee Assistance Program (EAP); other support services are available through the local Rape Crisis Center and local support groups.

The College judicial system allows the victim, and the accused, each to be allowed to choose a person who has no formal legal training to accompany them throughout a judicial conduct hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the College Sexual Misconduct policy may be suspended or expelled from the College. The College will work with student victims to change their academic calendar after an alleged sexual assault, if such changes are reasonably available.

## Bystander Intervention

**Bystanders** are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to Intervene, speak up, or do something about it.”<sup>1</sup> “They are someone who is present and thus potentially in position to discourage, prevent, or interrupt an incident.”<sup>2</sup>

**Bystander intervention** is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence. Bystander intervention doesn’t have to jeopardize the safety of the bystander.<sup>2</sup>

Bystander intervention and “bystander education programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk for sexual violence. This approach gives community members specific roles that they can use in preventing sexual violence, including naming and stopping situations that could lead to sexual violence before it happens, stepping in during an incident, and speaking out against ideas and behaviors that support sexual violence. It also gives individuals the skills to be an effective and supportive ally to survivors after an assault has taken place.”<sup>3</sup>

“Someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something.”<sup>2</sup> “It is important to note that when sexual assault prevention educators talk about bystanders, they typically mean people who know each other, such as friends, classmates, colleagues, or members of sports teams. The dynamics of bystander behavior – and the impediments to action – are very different when people know the perpetrator or victim, versus when they are strangers.”<sup>2</sup> Bystander intervention can be something as small as a young adult telling his/her friend that his/her sexist language is offensive or as great as a college student calling the police if s/he witnesses an act of sexual violence from a dorm window. Regardless of the level of intervention, there are safe ways to help prevent sexual violence.

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<sup>1</sup> Banyard, V. L., Plante, E. G., & Moynihan, M. M. (2004). *Bystander education: Bringing a broader community perspective to sexual violence prevention*. *Journal of Community Psychology*, 32, 61–79.

<sup>2</sup> Katz, J. (2011, December 01). *Penn State: The mother of all teachable moments for the bystander approach*. Retrieved from [http://www.jacksonkatz.com/pub\\_pennstate.html](http://www.jacksonkatz.com/pub_pennstate.html)

<sup>3</sup> National Sexual Violence Resource Center, (2011). *It's time to incorporate the bystander approach into sexual violence prevention*. Retrieved from National Sexual Violence Resource Center website: <http://www.nsvrc.org/saam>



## Sex Offender Registry & Access to Related Information

The federal Campus Sex Crimes Prevention Act, enacted Oct. 28, 2000, effective Oct. 28, 2002, requires institutions of higher education to issue statements advising the campus community where law enforcement agency information provided by a State about registered sex offenders may be obtained. A sex offender already required to register under state law must also register with the state the name of each institution of higher education at which the person is employed, carries on a vocation, or is a student.

Washington state convicted sex offenders must register in accordance with: RCW 9A.44.130 *Registration of sex offenders and kidnapping offenders--Procedures--Definition--Penalties.*

*(1) 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 for the county of the person's residence of the person's intent to attend the institution. Persons required to register under this section who are enrolled in a public or private institution of higher education on June 11, 1998, must notify the county sheriff immediately. The sheriff shall notify the institution's department of public safety and shall provide that department with the same information provided to a county sheriff under subsection (3) of this section.*

*(2) This section may not be construed to confer any powers pursuant to RCW 4.24.500 upon the public safety department of any public or private institution of higher education.*

*(3)(a) The person shall provide the following information when registering: (i) Name; (ii) address; (iii) date and place of birth; (iv) place of employment; (v) crime for which convicted; (vi) date and place of conviction; (vii) aliases used; (viii) social security number; (ix) photograph; and (x) fingerprints.*

*(b) Any person who lacks a fixed residence shall provide the following information when registering: (i) Name; (ii) date and place of birth; (iii) place of employment; (iv) crime for which convicted; (v) date and place of conviction; (vi) aliases used; (vii) social security number; (viii) photograph; (ix) fingerprints; and (x) where he or she plans to stay.*

For information about sex offenders in any county in the state of Washington, please contact the appropriate County Sheriff's Department.

For information about registered sex offenders living in or attending college in King County, contact: the King County Sheriff's Office, Sex Offender Registration, 516 Third Avenue, Room W-150, Seattle, WA 98104-2312.

Information provided by law enforcement agencies concerning registered sex offenders attending LWTech may be obtained from the Office of the Vice President of Student Services.

Sex Offender Registration Information may also be obtained at the King County Sheriff's Dept. website at: [www.icrimewatch.net/index.php?AgencyID=54473](http://www.icrimewatch.net/index.php?AgencyID=54473)



## **SEXUAL ASSAULT REPORT FORM**

Reporting Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sex Offense Classification (see definitions below): \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Stranger or Acquaintance: \_\_\_\_\_ Location: \_\_\_\_\_

Was either the survivor or the assailant under the influence of alcohol or drugs (circle one): YES NO (or) UNKNOWN

Briefly describe the incident: \_\_\_\_\_  
\_\_\_\_\_

**Check the appropriate answer to the following questions:**

Did the crime occur on LWTech owned, controlled, or leased property? Yes: \_\_\_\_ No: \_\_\_\_

Did the crime occur at an LWTech-sponsored activity or event? Yes: \_\_\_\_ No: \_\_\_\_

Did the crime occur in a building or on the street? Building: \_\_\_\_\_ Street: \_\_\_\_\_

Witness Names (If Known): \_\_\_\_\_

Was Police/Emergency Medical Services Called? (Circle one): YES NO (or) UNKNOWN

**Sex Offenses- Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**A. Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**B. Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**C. Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**D. Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses- Nonforcible:** Unlawful, nonforcible sexual intercourse.

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

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

Sex Offenses definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program (NIBRS).

Please forward this completed form to:  
Anthony T. Bowers, Manager, Safety and Security  
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
Campus Safety and Security  
East Building, Room E-145  
11605 132<sup>nd</sup>. Avenue, NE  
Kirkland, WA 98034  
Phone: 425-739-8135

## **Campus Access Policy**

During normal business hours Lake Washington Institute of Technology will be open to faculty, staff, students, parents, contractors, guests and invitees. During non-business hours LWTech facilities are locked; access is restricted to authorized students and employees through Campus Safety and Security or other on-duty College staff. During an extended closure, only authorized personnel will be granted access to Campus property and facilities. Campus Security Officers carry keys to all LWTech Buildings and are available during business hours to access buildings and rooms for authorized entry. Remember: Service calls such as this are prioritized; criminal or medical emergency calls have a higher priority than do building and/or room access calls.

Campus facilities may have different hours of accessibility; in such cases, these areas will be secured and accessed by appropriate persons in accordance with operating schedules as developed by the Department responsible for that facility.

Emergencies may necessitate changes and/or alterations from normal business hour access times; security assessments of campus facilities will be conducted, as needed. Administrators from Student Services, College Services, Facilities and Campus Safety and Security will periodically review results of landscaping, lock, alarm, lighting, and communication assessments to determine appropriateness of access schedules and alter schedules, as needed.

## **Physical Plant/ Property Safety**

LWTech is committed to Campus safety, be it physical plant (buildings) or other College property (grounds, equipment, furniture, Motor Pool, etc.). LWTech Custodial Services, Maintenance, and Security personnel conduct routine Campus safety surveys; deficiencies are corrected by LWTech Facilities staff.

## **Off-Campus Criminal Activity**

Lake Washington Institute of Technology does not monitor off-campus criminal activity.

## **Anti-Terrorism Policy**

Any act of terrorism on an LWTech Campus will most assuredly have a negative impact on the psyches and the physical aspects of our every-day community life. Acts of terrorism include, but are not limited to chemical and biological threats, conventional and radiological explosive events, and nuclear blast events. While none of these situations are desirable, they are survivable. It should be noted here that in the event of a catastrophic terrorist event we may need to “shelter in place” for up to 72 hours to allow time for County, State, and Federal emergency officials to render aid. In the event of use of any weapon of mass destruction (WMD) on our campus, the Federal Bureau of Investigation (FBI) will have complete operational control of the situation. Upon transfer to the clean-up and recovery stage, the Federal Emergency Management Agency (FEMA) will assume operational control until the event is concluded and control is returned to LWTech.

The essence of any effective response to terrorist attack is to remain calm and as clear-headed as possible; such situations call for the utmost in common sense. With that in mind, prepare to survive should you be faced with a catastrophic event.

Of the events listed above, it is important to note that only chemical, conventional explosive, and nuclear blast events are readily detectable; it is abundantly clear when these events take place. What may not be clear is the difference between a conventional and a radiological explosion as the external appearance is the same; a radiological explosion uses a conventional explosive event as a vehicle to disperse radiological agents (also known as a “dirty bomb”). Depending on the material used in a “dirty bomb,” the negative effects of radiation exposure may take hours or days to manifest themselves upon humans exposed to the event. The explosion itself is obvious; the unknown part is if it is a “conventional” or “dirty” event. It is best to treat conventional explosions as potential radiation threat.

The first responder to a terrorist act will:

- 1) Call 911 (on campus 9-911) then LWTech Security at extension 8224 or 425-739-8224.
- 2) Determine, if possible, the type of event at hand.
- 3) Initiate the appropriate emergency response.
- 4) Assist in establishing a quarantine perimeter.
- 5) Assist responding police and fire personnel.

Contamination considerations preclude a first responder's return to the general population until examined and released by health officials. Additional information may be obtained from the [homeland security website](#) to reach local, state, and federal agencies and other, valuable, anti-terrorism and emergency response information.

**Biological Events:** Biological events are hard to identify immediately; often, the effects of biological agents are delayed. Biological agents may cause extreme sickness or death and may or may not be contagious to others. If a report is received of a biological event on campus:

- 1) Notify 911 (on campus 9-911) then LWTech Security immediately at extension 8224 or 425-739-8224. LWTech Security will establish an initial quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by officials.
- 2) If the report is from your immediate area, it is important to remain there until cleared to leave by emergency response officials; to leave without clearance is to put even more people in potential danger.
- 3) Public health officials will determine what type of biological event has occurred and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact biological agent in question. Be patient.
- 4) While in the quarantine area do what you can to protect yourself. Get as far away from the event as possible, while remaining in the quarantine area, and cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, or towels. Tissue or paper towels will work if nothing else is available. When possible, wash thoroughly with soap and hot water. Remember, within the confines of your quarantine area, if possible, get upwind from the source of contamination.
- 5) Note personal health symptoms as well as those around you. Write this information down if possible to pass on to health officials. Remain calm, await treatment and subsequent release.

**Chemical Events:** Chemical events involve the deliberate release of a toxic gas, liquid, or solid and may cause immediate serious illness and/or death. Chemical events are easier to identify than biological events; some common chemical event symptoms include watering of the eyes, muscular twitching, choking, breathing problems, and loss of coordination. Chemically contaminated areas may include large numbers of dead or dying people, birds, fish, or small animals. If a report is received of a chemical event on campus:

- 1) Notify 911 (on campus 9-911) then LWTech Security immediately at extension 8224 or 425-739-8224.

2) LWTech Security will establish an initial quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded, as heavy night air does not facilitate chemical dispersion. If a wind exists, a larger perimeter will be emplaced downwind to prevent further human contamination.

3) If the report is from your immediate area, it's important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials; to leave without clearance puts even more people in danger.

4) If persons within a contamination area cannot identify the chemical agent, public health officials must determine the type of chemical agent and the proper course of action; however, it's important to remember: It make take significant time to determine the exact chemical agent in question. Be patient.

5) While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible (while remaining in the quarantine area). When possible, remove clothing and wash thoroughly; look for a hose, faucet, or other source of water. Long, continuous watering down of contaminated skin is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub the chemical into your skin. Cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of chemical intake into your respiratory system. Remember, within the confines of your quarantine area; get upwind from the source of contamination.

6) Note personal health symptoms as well as those of people around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment/release.

**Conventional Explosive Events:** A conventional explosive event is one that does not include the release of biological, chemical, or radiological materials. It is an event that may cause serious injury or death by way of debris hurled violently from the source of the explosion, from powerful sub- and super-sonic shock waves released as a result of the explosion, secondary building collapses and/or fires. Conventional explosive events are easy to identify; loud noise, debris flying through the air, shock waves, and fire are usual indicators of such an event.

If a report is received of a conventional explosive event on campus:

1) Notify 911 (on campus 9-911) then LWTech Security immediately at extension 8224 or 425-739-8224.

2) LWTech Security will establish an initial quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded, as heavy night air may fuel fires or facilitate contamination of chemical or biological agents in the explosion area.

3) If a report is from your immediate area, it is important to get upwind and away from the source of the explosion as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance puts even more people in potential danger.

4) If persons within the explosion area are unable to identify the exact location of the event, Emergency Response personnel must determine if other, secondary explosives may be in the immediate area and take the proper course of action to eliminate the danger of additional explosions; however, it is important to remember that it may take a significant amount of time to determine the exact location of additional explosive devices and the safety of the explosion area. Be patient.

5) While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible. When possible treat injuries with available first-aid until arrival of emergency medical personnel; wash thoroughly when possible. If necessary, cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of contaminating your respiratory system from dust and smoke from the explosion. Remember, within the confines of your quarantine area, get upwind from the source of contamination.

6) Note personal health symptoms as well as those of people around you. Write this information down if possible to pass on to health officials. Remain calm, await treatment and release.

**Radiological Explosions:** A radiological explosion is known as a “dirty bomb.” Dirty bombs use conventional explosives to disperse radiological agents. Depending on the radiological material used in a “dirty bomb,” the negative effects of radiation exposure may take hours or days to manifest themselves upon those exposed to the event. The explosion itself is obvious; the unknown here is if it is a “conventional” or “dirty” event. It is best to treat all “conventional” explosions as a potential radiation threat. If a report is received of a radiological, or “dirty bomb” explosive event on campus:

1) Notify 911 (on campus 9-911) then LWTech Security immediately at extension 8224 or 425-739-8224. LWTech Security will establish an initial quarantine perimeter of approximately 500 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded to regulate radiological dispersion. If a wind exists, a larger perimeter will be emplaced downwind to prevent further human contamination.

2) If the report is from your area, get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.

3) If persons within the contamination area are unable to identify the radiological agent used, public health officials must determine the type of agent and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact radiological agent in question. Be patient.

4) While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible while remaining in the quarantine area. Shield yourself with whatever is available; buildings, cars, natural barriers are all good sources for shielding. Minimize your exposure to the radiological agent; when possible, remove clothing and wash thoroughly; look for a hose, faucet, or other source of water. Long, continuous watering down of contaminated skin and clothing is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub the radiological agent into your skin. Cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of radiological intake into your respiratory system. Remember, within the confines of your quarantine area; get upwind from the source of contamination, put barriers between you and the contamination, minimize the time of your exposure.

5) Note personal health symptoms as well as those of others around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment and release.

**Nuclear Explosion:** A nuclear explosion is potentially the most devastating of all terrorist threats, provided it is delivered in military proportions (a bomb or missile). A military-type nuclear blast generates massive amounts of intense light and heat and a punishing shock wave that spreads nuclear contamination into the air, water, and ground surfaces for mile and miles around. Few people have the ability to generate delivery of this type of weapon, at least one of sufficient size to cause the damage they are noted for. However, the nature of terrorism is such that we cannot preclude the threat of a devastating nuclear blast. If a report is received of a nuclear explosion on or around campus:

1) Notify 911 (on campus 9-911) then LWTech Security immediately at extension 8224 or 425-739-8224. The sheer destructive power of such an event precludes a response such as would be generated by conventional or radiological explosions. King County, Washington State, and US government officials will take immediate control of the situation; quarantine perimeters will likely be established as much as a mile or more from the impact zone. Survivors may not leave the quarantine area until released by officials. If a wind exists, a larger perimeter will be emplaced downwind to prevent further human impact from radiation contamination.

2) It is important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. The destructive power of radiation is limited to time and distance; limit your exposure time. Stay upwind at all times. Put barriers such as buildings, cars, or natural formations between you and the source of radiation and remain there until cleared to leave by emergency response officials. To leave without clearance puts even more people in potential danger of radiation sickness. Health officials must determine the type of radiation released and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact radiological agent in question. Be patient.

3) While in the quarantine area do what you can to protect yourself. Once you minimize your exposure, get as far away as possible in your quarantine area, and make appropriate use of available shielding, look for available sources of water. When possible, remove clothing and thoroughly wash your skin; long, continuous watering down of contaminated skin and clothing is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub contamination into your skin. Cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of contaminating your respiratory system. Remember, within the confines of your quarantine area; get upwind from the source of contamination, put barriers between you and the contamination, minimize the time of your exposure.

4) Note personal health symptoms as well as those of people around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment and release.

### **Hazing Policy**

Hazing, including any method of initiation (on or off campus) into a student organization, living group, or team is prohibited. Hazing is defined as any activity that causes, or is likely to cause, bodily danger or physical harm; personal degradation or disgrace; or serious mental or emotional harm. For an individual or group to engage in or conspire to engage in any such activities are grounds for disciplinary action. If any club or organization engages in hazing, that group risks losing any and all College-related privileges. State law also provides that a person who participates in hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards.



Activities that could be described as hazing include, but are not limited to:

- Compelled ingestion, forced consumption, or vomit-inducing exercises of alcohol, drugs, or foods
- Encouraging the rapid consumption of alcohol in a short period of time; drinking games
- Paddling, striking, or branding of an individual
- Causing an individual to be indecently exposed; total or substantial nudity
- Excessive exercise
- Sleep deprivation
- Activities which are physically burdensome or threaten the health of the individual
- Activities that expose personal values to compromise or ridicule
- Transportation and abandonment
- Confinement of an individual to an unreasonably small, unventilated, unsanitary, or unlighted areas
- Assignments of pranks to be performed
- Compelled personal servitude
- Any activities that interfere with academic pursuits or with normal life functions

## **KIRKLAND CAMPUS CRIME STATISTICS: 2011-2013**

CLERY OFFENSE	*On-Campus			**Non-Campus			***Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	NA	NA	N/A	0	0	0
Negligent Manslaughter	0	0	0	NA	NA	N/A	0	0	0
Sex Offenses:									
Forcible Sex Offenses									
Non-Forcible Sex Offenses	0	0	0	N/A	N/A	N/A	0	0	0
	0	0	0	NA	NA	N/A	0	0	0
Robbery	0	0	0	NA	NA	N/A	1	1	0
Aggravated Assault	0	0	0	NA	NA	N/A	0	0	0
Burglary	0	0	1	NA	NA	N/A	1	1	0
Motor Vehicle Theft	1	0	0	NA	NA	N/A	1	1	0
Arson	0	0	0	NA	NA	N/A	0	0	0
Liquor Law Violations	0	0	0	NA	NA	N/A	0	0	0
Drug Law Violations	2	1	3	NA	NA	N/A	0	1	0
Illegal Weapons Violations	0	1	0	NA	NA	N/A	0	0	0
Hate Crimes:									
Race									
Gender	0	0	0	NA	NA	N/A	0	0	0
Religion	0	0	0	NA	NA	N/A	0	0	0
Sexual orientation	0	0	0	NA	NA	N/A	0	0	0
Ethnicity/national origin	0	0	0	NA	NA	N/A	0	0	0
Disability	0	0	0	NA	NA	N/A	0	0	0
Domestic Violence	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	0
Stalking	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0

## **REDMOND CAMPUS CRIME STATISTICS: 2011-2013**

CLERY OFFENSE	*On-Campus			**Non-Campus			***Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/non-negligent manslaughter	0	0	0	NA	NA	N/A	0	0	0
Negligent manslaughter	0	0	0	NA	NA	N/A	0	0	0
Sex Offenses									
Forcible Sex Offenses									
Non-Forcible Sex Offenses	0	0	0	N/A	N/A	N/A	0	0	0
	0	0	0	N/A	N/A	N/A	0	0	
Robbery	0	0	0	NA	NA	N/A	0	0	0
Aggravated Assault	0	0	0	NA	NA	N/A	0	0	0
Burglary	0	0	0	NA	NA	N/A	0	0	0
Motor vehicle theft	0	0	0	NA	NA	N/A	0	0	0
Arson	0	0	0	NA	NA	N/A	0	0	0
Liquor law violations	0	0	0	NA	NA	N/A	0	0	0
Drug law violations	0	0	0	NA	NA	N/A	0	0	0
Illegal Weapons Violations	0	0	0	NA	NA	N/A	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action									
Hate crimes:									
Race									
Gender	0	0	0	NA	NA	N/A	0	0	0
Religion	0	0	0	NA	NA	N/A	0	0	0
Sexual Orientation	0	0	0	NA	NA	N/A	0	0	0
Ethnicity/national origin	0	0	0	NA	NA	N/A	0	0	0
Disability	0	0	0	NA	NA	N/A	0	0	0
Domestic Violence	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Dating Violence	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Stalking	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0