



CHURCH DIVINITY SCHOOL OF THE PACIFIC

ANNUAL CAMPUS CRIME SAFETY AND FIRE SAFETY REPORT

AUGUST 19, 2016

INTRODUCTION

Church Divinity School of the Pacific (CDSP) highly values the individual and collective security of its students, faculty, and staff. This is so not only because it cares about individual safety, but also because safety is a pre-requisite for the creation of an academic community devoted to research, learning and teaching. Because of this everyone at CDSP has a role in making sure we have a safe environment

In addition, the Congress and Department of Education have established many requirements for campus crime policies and reporting. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), codified at 20 U.S.C. 1092(f) as part of the Higher Education Act of 1965 (HEA), and the Higher Education Opportunity Act (HEOA) of 2008 require that CDSP disclose policy information and crime statistics as part of a campus security report published annually.

This report serves as the campus security report for Church Divinity School of the Pacific for the academic year 2016 - 2017.

At CDSP, the Director of Administration has the responsibility for gathering statistics, identifying reportable crimes and providing them to the Department of Education and the public, and for the preparation of this report. The Dean of Students is responsible for student services including procedures for student disciplinary actions for sexual assault and rape. The campus security report can be viewed on the CDSP website and copies of it may be obtained from Church Divinity School of the Pacific, office of the Director of Administration.

The information in this report comes from a variety of sources, including the City of Berkeley Police Department, incidents reported to Church Divinity School of the Pacific, and the member schools of the GTU.

WHAT TO DO IN CASE OF AN EMERGENCY

CDSP participates in an alerting system provided by the Graduate Theological Union. The system is designed to notify the campus community of an imminent threat to safety and security. In the event of an emergency the GTU will activate the GTU-Alert system. If you are new to CDSP or if you have not set up your alert system please take a moment to do so. The GTU will use this system to notify you of an emergency (see below for guidance on how to sign up.)

PREPARE FOR AN EARTHQUAKE

Learn evacuation routes in the event of a serious earthquake. Make sure you have three days of emergency food and water in your apartment or home. Keep a small pack of non-perishable food items and water in your office.

CDSP has a detailed emergency plan. The emergency plan, along with substantial supplies of emergency food and water is stored in a container located in the rear parking lot behind the garden at the Parsons building.

The following staff members are keyholders for this container:

- President and Dean – W. Mark Richardson
- Director of Administration – Elsbeth Wetherill
- Director of Student Services and Registrar – Elly Rhee
- Operations Manager – Melville Hayes-Martin
- Superintendent of Buildings and Grounds – Steve Sibbitt
- Guest Services Coordinator – Wesley Capps
- Front Office Assistant for Emergencies – Stephen Baronian
- Parsons Steward – Joey Courtney
- Nichols Steward – Christie Fleming

In the case of a serious earthquake, the emergency plan will be initiated by the first keyholder to reach the container.

For more information about earthquake preparedness, please visit the following link:
<http://www.quakereadiness.com/links.html>

MISSING STUDENT NOTIFICATION POLICY

The school has developed a policy regarding the reporting, investigating and emergency notifications necessary in the event any resident student is believed to be missing. The policy provides that school officials be notified that a member of the CDSP community is or is suspected of being missing.

Upon notification that a member of the school community may be missing, the Office of the Dean of Students will conduct an investigation to determine facts regarding the report. If the investigator determines that the student may in fact be missing, the investigator will immediately notify the City of Berkeley Police Department.

The City of Berkeley Police Department will make the determination that the student is missing. If the police department has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the school will attempt to contact the emergency contact in accordance with the student's designation.

If the student is under 18 years of age and is not emancipated, the school will attempt to notify the student's custodial parent or guardian and any other designated contact person.

CAMPUS SAFETY

CDSP informs students and employees annually about campus security procedures and practices through dissemination of this report.

Church Divinity School of the Pacific does not have a campus law enforcement or safety staff. No employee of CDSP has, within the scope of his or her CDSP employment, police powers or the authority to arrest individuals.

Since CDSP does not have its own safety staff, CDSP urges persons affiliated with the school to make use of the extensive safety resources at the City of Berkeley Police and Fire Departments and the University of California at Berkeley. CDSP encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available from the City of Berkeley and the University of California. You may access this information at the following websites:

City of Berkeley Police Department: <http://www.ci.berkeley.ca.us/police/>

City of Berkeley Fire Department: <http://www.ci.berkeley.ca.us/fire/>

UC Berkeley: <http://police.berkeley.edu/>

The University of California operates a night escort service called BearWALK that CDSP students may use. The service provides escorts who will walk you to your car, a shuttle bus, public transportation, or home if you live nearby. Call **642-WALK after dark until 5:30 AM while UC Berkeley is in session**. Boundaries for the service are Vine Street to the north, Derby Street to the south, Milvia Street to the west and Prospect to the east. For more information go to: <http://police.berkeley.edu/>

CDSP'S MAIN SECURITY PROVISIONS

CONTACTING THE POLICE DEPARTMENT

Since CDSP does not have a police department or any individual with police authority, it relies on the Police Department of the City of Berkeley. You are encouraged to contact this department immediately in the event of a security emergency by calling 9-1-1 from a land telephone and 510-984-5911 from a cell phone. For non emergency calls please call 510-981-5900.

RESTRICTED ACCESS TO BUILDINGS

Most buildings at CDSP are not open to the public, but are intended for use by faculty, students, staff, vendors and others with legitimate business with the school. Access to these buildings is intended for the use of these people only.

The Flora Lamson Hewlett Library at the GTU is open to the public.

MAJOR CAMPUS EMERGENCY NOTIFICATION

The GTU maintains an alerting and warning service designed to contact faculty, students, staff and other interested parties to warn of situations on or near campus that may pose an immediate threat. The “GTU-Alert” system provides emergency, urgent and important information and instructions in other emergencies. This is an opt-in service. Members of the campus community must visit <http://www.e2campus.com/my/GTU/index.htm> or <http://www.GTUlink.edu> and follow the instructions to activate the service. You will be asked to provide your contact information, specifying whether you would like to be alerted by phone (cell, home, office TTY) or via text message or e-mail.

The GTU will activate this system in the event of an imminent threat to safety, in a serious emergency or on the occasion of an urgent situation. All personal information provided remains private and is not accessed by the GTU or others for any reason other than alerting you.

The GTU tests this system on a regular basis to ensure that it is functioning properly. The GTU Vice President for Administration and Finance and the consortial IT staff are authorized to determine the content of the emergency communication and to initiate the system in the event of an emergency. If the emergency notification system is initiated all those who have registered for its use by completing the enrollment steps will be notified.

ACCESS TO CDSP CAMPUS AND BUILDINGS

Access to all space on the CDSP campus is limited to the official occupant of that space and that occupant’s officers, employees, students, guests and/or invitees. All areas of the CDSP campus are closed between the hours of 10:00 p.m. and 7:00 a.m. unless special arrangements are made with the Director of Administration.

Keys and access cards allowing entry to CDSP buildings and offices are issued by the Facilities Department. The Facilities Department maintains a list of persons holding keys and access cards. Unauthorized copying or lending to unauthorized persons, of keys or access cards is expressly forbidden by CDSP. Violations of this policy may result in the loss of access privileges.

SECURITY OF CDSP CAMPUS BUILDINGS

Some CDSP buildings have security and fire alarm systems that sound an alarm in the event of fire or unauthorized entry. CDSP personnel monitor CDSP buildings.

Members of the CDSP community are charged with responsibility for safeguarding the spaces under their control, maintaining custody of the keys and access cards to which they have been entrusted, and reporting promptly the loss of any such keys or cards.

The Director of Administration has responsibility for close control of the activities of persons engaged in any form of maintenance or repair anywhere on the campus.

PROCEDURES TO REPORT CRIMINAL ACTIVITY AND EMERGENCIES

Members of the CDSP community, or any other person authorized to be present on the CDSP campus, should report any suspected criminal activity, fire, or other emergency that poses a threat to life or property.

If immediate danger to life or property exists, dial 911 from a land line or 510-981-5911 from a cell phone for the Berkeley Police Department.

If immediate danger is not present, call the Berkeley Police Department at 510/981-5900 to report criminal activity.

In all cases, report the incident to the CDSP Director of Administration or other senior administrator. You may use the attached Crime Incident Report or obtain a Crime Incident Report form from the CDSP Business Office in the Parson's building, 2451 Ridge Road, Berkeley. If you wish to make an anonymous report you may do so by the toll-free 24 hour hotline maintained by a third party company for CDSP at 844/278-0424. You may also visit <https://secure.ethicspoint.com/domain/media/en/gui/41158/index.html> and make a report on this website.

The Director of Administration will make sure every report received under this policy is investigated and take appropriate action to remedy the problem.

Church Divinity School of the Pacific urges that all crimes be reported. Since CDSP does not have a campus law enforcement staff, a report should be made to the City of Berkeley Police Department. After such a report is made, the crime should be reported to the Director of Administration. Incidents that may or may not be crimes may also be reported to "campus security authorities" defined as, in addition to the Director of Administration, those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for student and campus activities. Licensed counselors and campus clergy are exempt from reporting requirements when they are acting as such. CDSP encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Report.

CDSP maintains records of all crime and other security information for the CDSP community. The Director of Administration is responsible for gathering, recording and disseminating this information and for decisions regarding the content, time and manner of distribution. This includes collecting and preparing the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act.

Director of Administration
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INFORMATION ABOUT REGISTERED SEX OFFENDERS

Information about registered sex offenders under section 17010(j) of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S. Code 14071(j), may be obtained from the City of Berkeley Police Department. The Berkeley Police Department is located at 2100 Martin Luther King Way, Berkeley, CA 94704 and may be reached by phone at 510/981-5900.

Federal law requires persons who must register as sex offenders to provide notice to the state if they are employed by or a student at an institution of higher education. Since Church Divinity School of the Pacific does not have a campus police department, sex offenders must register with the chief of police of the City of Berkeley. They must notify the chief of police within 5 days of enrolling in CDSP, moving to the City of Berkeley, or of being convicted of an offense qualifying them as sex offenders. The Family Educational Rights and Privacy Act (FERPA) does not prohibit institutions from disclosing information about registered sex offenders.

“Megan's Law” makes available to adults and organizations information on "serious" and "high-risk" sex offenders in their local community. The information on a registered sex offender includes:

- name and known aliases;
- age and sex;
- physical description, including scars, marks and tattoos;
- photograph, if available;
- crimes resulting in registration;
- county of residence;
- zip code (based on last registration).

Viewing this information is free. The State of California maintains a website that provides detailed information about registered sex offenders that can be viewed by going to <http://meganslaw.ca.gov/>. This website provides you with a map of registered sex offenders by name, address, city, zip code, county, parks and schools. The website will provide you with detailed information about sex offenders in your area.

DRUG FREE CAMPUS AND WORKPLACE

Church Divinity School of the Pacific and other GTU campuses strive to maintain its campus community and workplace free from illegal use, possession, or distribution of alcohol or of controlled substances as defined in the Controlled Substances Act, 21 United States Code Sec. 812, and by regulation at 21 Code of Federal Regulations Sec.1308.

Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by CDSP employees and students in the workplace, or on CDSP premises, at official CDSP functions, or on CDSP business is prohibited. In addition, employees and students shall not use illegal substances in a manner that impairs work performance, scholarly activities, or student life. Abuse of alcohol (including underage

drinking) on CDSP premises is also not allowed. Violation of this policy will be considered cause for termination from employment or from a student's program of study.

Employees, including student employees, found in violation of this policy may be subject to corrective action, up to and including dismissal, or may be required at the discretion of CDSP to participate satisfactorily in a treatment program at their own cost. Students found in violation of this policy may be subject to corrective action, up to and including dismissal from academic programs as set forth in relevant CDSP policies and in campus regulations.

In addition, employees and students involved in such illegal activity are subject to legal sanctions under local, State, and Federal law. An employee convicted of any criminal drug statute for a violation occurring in the workplace is required to notify the Director of Administration of such conviction no later than five days from the date of conviction.

CDSP, the GTU, and its member schools comply with California State law, which prohibits possession or use of alcohol by or sale of alcohol to anyone less than twenty-one years of age. Abuse of alcohol on the CDSP campus is prohibited.

Persons who qualify under California Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on any CDSP owned or controlled property, including, but not limited to academic buildings, parking lots, library and offices, or during any CDSP sanctioned activity regardless of location. Failure to follow this policy may result in termination of employment and/or dismissal from academic programs, in addition to prosecution by police authorities.

The health risks associated with the use of illicit drugs and the abuse of alcohol are many. Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician, or from the CDSP Personnel Officer.

Several drug and alcohol counseling, treatment, and rehabilitation programs are available to CDSP faculty, students and employees. Check your health insurance program for the closest location. In addition you may find these resources helpful:

- The New Bridge Foundation, 1820 Scenic Avenue in Berkeley provides assessment, residential inpatient rehabilitation programs, partial day programs, outpatient individual and group counseling sessions and educational workshops. New Bridge accepts private insurance and is conveniently located directly across the street from The Flora Lamson Hewlett library.
- The Merritt Peralta Institute at Summit Medical Center provides residential inpatient, outpatient, day treatment, workshops and group counseling. It may be reached at 510/652-7000.
- A local Alcoholics Anonymous may be reached at 510/839-8900 and a local Narcotics Anonymous program may be reached at 510/444-4673.

See the personnel manual or student mailing for complete delineation of policy and educational programs for drug and alcohol abuse.

PROHIBITED SEXUAL MISCONDUCT AND TITLE IX

Church Divinity School of the Pacific is committed to creating and maintaining an environment free of all forms of harassment, exploitation, and intimidation. Every member of the CDSP community should be aware that such behavior is prohibited by law and school policy. CDSP will not tolerate sexual misconduct in any form, including acquaintance or date rape or violence, sexual assault, stalking or domestic violence. CDSP will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws prescribing such activity.

This policy affects students and employees of Church Divinity School of the Pacific. Students enrolled at other GTU schools should contact their school for policies on sexual misconduct and harassment. The CDSP Faculty Handbook governs faculty members of CDSP. For staff members and administrators, provisions contained in the CDSP Employee Handbook as well as memoranda of understanding prohibit conduct that violates the law and school policy, and provide for disciplinary action for inappropriate conduct.

SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

Victims and complainants of rape, sexual assault and misconduct have the right to be informed:

- about notifying appropriate law enforcement authorities with the assistance of CDSP personnel if requested;
- about off campus counseling, mental health and other services;
- that CDSP will change academic and living situations after an alleged report if those changes are requested by the victim or complainant and are reasonably available;
- that the victim or complainant and the accused are entitled to the same opportunities to have others present during a school proceeding; and,
- about the outcome of the school's disciplinary proceedings.

SEXUAL MISCONDUCT POLICIES AND DEFINITIONS

CDSP is a community of scholars and students that strives to be free of sexual misconduct and harassment. In fact, CDSP has no tolerance for such activities and takes all complaints and accusations of misconduct seriously. Such acts can profoundly impact a student's personal and academic life, a faculty member's ability to provide guidance and assistance to students, and a staff member's ability to provide the support services that the community needs. We therefore urge everyone in this community to take action if you believe an incident of misconduct or harassment has taken place. Our goal is to make you and others safe, respected and able to work productively at CDSP.

Sexual misconduct can include a wide range of behaviors, including sexual assault or harassment, partner and domestic violence, stalking, voyeurism, and other behaviors that have the effect of threatening another person. Not all misconduct involves sexual contact, as in the case of threatening speech or displaying photographs or other material of a sexual nature.

Many forms of sexual misconduct are also prohibited by federal law, including Title IX of the Higher Education Act of 1965, the Violence Against Women Reauthorization Act (VAWA) of 2013, and California state laws. Violation of these laws could result in criminal prosecution and civil liability in addition to disciplinary actions by CDSP.

CDSP prohibits all forms of sexual misconduct, including sexual and gender related violence of any form, assault, harassment, domestic violence, dating violence, and stalking. These terms each encompass a broad range of behavior. The following behaviors are among the forms of sexual misconduct that violate CDSP policy. Definitions and examples are provided to assist in the understanding of prohibited conduct.

Close personal relationships include dating, sexual and similar close personal relationships that are or are not consensually undertaken by the supervisor and the individual. Such relationships do not include the usual and customary socializing at CDSP of teacher-student; mentor-mentee; supervisor-employee; faculty member-graduate student; co-workers; and supervisor-student employee. A person provides supervision when she or he oversees, directs or evaluates the work of others, including but not limited to, managers, administrators, directors, deans, chairs, advisors.

DATING VIOLENCE — means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

DOMESTIC VIOLENCE — This is a form of sexual violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or someone similarly situated under California domestic or family violence law.

FORCE — is the use of physical violence or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats and coercion that overcome resistance or produce consent. For example, “Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”

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 in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity

FORCIBLE SEX OFFENSE — Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

FORCIBLE RAPE— (EXCEPT STATUTORY RAPE) The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because temporary or permanent mental or physical incapacity

FORCIBLE SODOMY — Oral or anal sexual intercourse with another person, forcibly or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

INCEST— Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

PROHIBITED CONDUCT — In the context of this policy, Prohibited Conduct refers to matters of sexual assault sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by law.

RAPE — is defined as “penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

The following scenarios illustrate incidents that are classified as Rape:

A female college student attended an off-campus party. She drank heavily until she had difficulty standing and was slurring her speech. Two male students offered to walk her home. Once in her dorm room, she passed out. She awoke the next day in pain and found used condoms in her bed. She reported that she was raped to the local police department. One night, a woman’s husband was very drunk and he accused her of sleeping around. He became enraged and pushed her onto the bed and penetrated her with an object. She was too afraid to struggle.

A student was drinking with a classmate. The classmate gave her a pill that he said would make her “feel really good.” After taking the pill, the woman did not recall what happened. A rape kit indicated semen from sexual penetration.

RAPE - ATTEMPTS TO COMMIT RAPE — are assaults or attempts to commit rape and are classified as Attempts to Commit Rape.

The following scenarios illustrate incidents that are classified as Attempts to Commit Rape:

A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.

At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a drug sometimes used to facilitate sexual assault, into the drink of his date. However, the man could not convince the woman to leave her friends and go home with him. After an investigation, detectives concluded that the man intended to rape the woman.

SEX OFFENSES, NONFORCIBLE— (Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

SEXUAL ASSAULT — is defined as the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, or touching, caressing, fondling, or touching of a person's genitalia, buttocks, or breasts.

SEXUAL ASSAULT WITH AN OBJECT— To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.

SEXUAL CONTACT - NON-CONSENSUAL— Any intentional sexual touching, however slight, with any object, by any person upon any other person, that is without consent or is by force. "Person" is regardless of gender status.

SEXUAL EXPLOITATION — is defined as taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or advantage of another person. The following scenarios illustrate incidents that are sexual exploitation:

Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior.

Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent.

Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.)

Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals.

Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge.

Sexually-based stalking and bullying.

SEXUAL HARASSMENT — is defined as any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Sexual harassment can take different forms depending on the harasser and the nature of the harassment.

The conduct can be carried out by school employees, other students, and nonemployee third parties, such as a visiting speaker. Students of any sex can be victims of sexual harassment and the harasser and the victim can be of the same sex. The conduct can occur in any CDSP program or activity and can take place in school facilities or at off-campus

locations such as a member school classroom, office or apartment. The conduct can be verbal, nonverbal, or physical

One form is quid pro quo or “this for that.” Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct results in adverse educational or employment action. An example is a student advisor asking a student to have sex in exchange for keeping quiet about a student’s violation of the plagiarism policy.

Another form of sexual harassment involves hostile environment. It is sexual harassment when an individual receives unwelcome sexual advances, unwanted verbal, physical, or visual behavior of a sexual nature, or is made to feel uncomfortable because of their gender or sexual orientation. Conduct that may constitute sexual harassment may include one or more of the following:

Physical conduct — unwanted touching, blocking normal movement, or interfering with studies or work.

Verbal conduct — epithets, derogatory comments, slurs, or humor of a sexual nature.

Visual conduct — leering, making sexual gestures, displaying suggestive objects or pictures, cartoon posters in a public space or forum.

Written conduct — letters, notes, or electronic communications containing comments, words or images as described above.

The following scenarios illustrate incidents that are classified as sexual conduct and may constitute sexual harassment if unwelcome:

A faculty member tells a student that his or her grade can be improved if the student performs a sexual act for the faculty member.

A student scrawls graffiti of a sexual nature on the book of another student.

A CDSP official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

SEXUAL INTERCOURSE, NON-CONSENSUAL (OR ATTEMPTS TO COMMIT THE SAME) — Any sexual intercourse, with any object or body part, by any person upon any other person, that is without consent or is by force. “Person” is regardless of gender status.

STALKING — is the act of willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family or suffer substantial emotional distress. For the purpose of determining whether stalking has occurred, harass means “engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose. Course of conduct means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Credible

threat means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct

STATUTORY RAPE—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

OTHER DEFINITIONS

ADVISOR OR SUPPORT PERSON — is a person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a CDSP faculty or staff member. Non-participating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding under this Policy. Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.

CLERGY MEMBER — means “ a priest, minister, religious practitioner, or similar functionary of a church or of a religious denomination or religious organization.” Communications made in confidence with a clergy member may be privileged under the “clergy-penitent privilege” described in Evidence Code sections 1032-1034. A person who meets this statutory definition may also meet the definition of a pastoral counselor for purposes of Title IX and Clergy Act, which dictate various campus officials’ obligations to report sexual assault to campus authorities.

COERCION — is a form of force which comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.

COMPLAINANT — A student, faculty or staff member who has made an allegation against another person of Prohibited Conduct.

CONSENT — is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. The individuals consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating relationship is not sufficient to constitute consent. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent must be affirmative and be ongoing throughout a sexual activity and can be revoked at any time. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other to engage in the sexual activity.

INCAPACITATION — is a state where someone cannot knowingly give consent. It may occur as the result of alcohol or other drug use. This Policy also applies to a person who is incapacitated as a result of sleep, mental disability or from taking rape drugs (Rohypnol, GHB, Burundanga, Ketamine, etc.)

PASTORAL COUNSELOR — means a person who is associated with a religious order or denomination, is recognized by that religious order or denominations as someone who provides confidential counseling, and is functioning within the scope of that recognition. 34 C.F.R. §§ 668.46(a). In this context, a pastor who is functioning as an administrator of CDSP or as a student advocate would not be exempt from the reporting obligations under Clery and Title IX.

PREPONDERANCE OF EVIDENCE — The standard used by CDSP, in compliance with directives by the Office of Civil Rights of the Department of Justice, in demonstrating facts in an investigation of a Title IX complaint. Preponderance of evidence means the greater weight of evidence, that the evidence on one side outweighs the evidence on the other side.

RESPONDENT — A student, faculty or staff member who is accused of engaging in Prohibited Conduct.

RETALIATION — Retaliation means any adverse action taken against a person because he or she reported a concern or conduct that may be prohibited or participated in an investigation of such a report or assisted another person in making such a report.

STANDARD OF EVIDENCE — In determining whether the elements of a complaint against a Respondent are sustained, CDSP will use a “preponderance of evidence” standard.

VAWA — refers to the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)). This act amended the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery) under the Campus Sexual Violence Elimination Act provisions (Campus SaVE Act).

WITNESS — refers to any individual who either witnessed an incident or who has relevant information regarding a case that is being investigated.

PREVENTION OF STALKING, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND RAPE

As a part of CDSP’s commitment to maintaining its campus and programs free from sexual misconduct and discrimination, this report and CDSP’s Title IX policies will be disseminated widely to the CDSP community through the CDSP website, student orientations, and other appropriate channels of communication.

The Title IX Coordinator is responsible for overseeing the CDSP’s efforts at training, prevention, and education as it relates under this Policy. The Title IX Coordinator and the Deputy Coordinators will receive appropriate training for the intake and handling of reports of sexual misconduct, including those that are victim-centered and trauma informed. CDSP will also provide other employees with online training relating to this Policy every two years.

In addition, in an effort to prevent all forms of sexual misconduct from occurring on the CDSP campus or within the CDSP community, CDSP will provide incoming students and faculty, at the start of the academic year, with a copy of this Policy, and may also provide additional materials designed to educate students on sexual misconduct and how to prevent

it from occurring. Education programs shall promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent all misconduct prohibited under this Policy from occurring, to empower victims, to identify safe and positive options for bystander intervention, and to help recognize warning signs of abusive behavior and how to avoid potential attacks. Students, faculty and staff of CDSP are all encouraged to take part in education and training programs provided by CDSP that are designed to prevent sexual misconduct. Church Divinity School of the Pacific uses a number of other means to prevent stalking, domestic violence, sexual assault and rape, including:

- having clear policies and serious consequences for violations of sexual misconduct.
- education and training for students, faculty and staff;
- encouraging students to inform themselves about crime prevention techniques, such as those offered by the City of Berkeley Police Department;
- encouraging students to make use of the public safety resources, such as the night escort service provided by the University of California at Berkeley;
- providing students who enroll in the Health Insurance Program for Students (HIPS) with access to services directly from their physician.

REPORTING A CONCERN

CDSP encourages all individuals to seek assistance from a medical provider and law enforcement as soon as possible after an incident that may be sexual misconduct. Prompt reporting helps to ensure preservation of evidence and facilitates the identification and location of witnesses. CDSP encourages anyone who has been a victim of prohibited conduct to report concerns immediately. Complaints should be filed as soon as possible, but within one year of the alleged discrimination. A report of sexual misconduct or a Title IX concern may be reported in a variety of ways, including: Reporting directly to the CDSP's Title IX Coordinator or one of the Deputy Coordinators; Submitted, anonymously or otherwise, on the third party website designed to host comprehensive and confidential reporting at <https://secure.ethicspoint.com/domain/media/en/gui/41158/index.html> By calling a toll free number to submit a report: 844-278-0424. CDSP will promptly review and thoroughly consider all reports of incidents that may be sexual misconduct, violations of Title IX, or other actions addressed in this Policy. CDSP will take prompt action to prevent, correct and discipline behavior that is found to violate this Policy, where appropriate, in the judgment of CDSP.

The filing of a report is independent of any criminal investigation or proceeding that may take place by governmental authorities or law enforcement, and both CDSP and criminal investigations may be pursued simultaneously.

Simultaneous notification will be provided in writing to both the accuser and the accused of: the results of institutional disciplinary actions arising from allegations of dating violence, domestic violence, sexual assault or stalking; procedures for appeal; change to results; when results become final.

RESPONDING TO SEXUAL ASSAULT AND RAPE

If you are the victim of assault your personal safety and well-being are most important. You are encouraged to go to a safe place as soon as you are able, and if you are comfortable doing so, sharing what has occurred with someone you trust. Sharing as much specific information as you can remember may help if you decide to report the assault to the school and or the police. You should also try to preserve any evidence of the assault, even if you are not certain you wish to report the assault to the police.

It is important for you to think about medical care even if you have chosen not to report the assault to the police. You should also be examined by a doctor as soon as possible for any injuries you may have suffered but cannot immediately see. This may also be a way for you to preserve evidence of the assault. Under some circumstances medical health care providers are required to report crimes such as sexual assault to the police department.

Since Church Divinity School of the Pacific does not maintain a police force, we encourage you to report all violations of the law involving sexual assault or rape immediately to the City of Berkeley Police Department. If you do so, the police should come to you and take an initial report. They will ask you questions to ascertain the type of crime committed, the description of the assailant, and any evidence that might be secured.

You may also go directly to a hospital emergency room and the hospital will call the appropriate authorities. Highland Hospital in Oakland has a Sexual Assault Response Team (SART), a team of specially trained nurse practitioners, rape advocates and police officers. They also have up to date equipment to help with evidence collection. If you go to the hospital directly, most of the questioning will take place there.

CDSP also encourages you to report incidents of sexual assault and rape to the Title IX Coordinator, or a Deputy Coordinator. Their contact information is:

Title IX Coordinator (for staff): Elsbeth Wetherill, Director of Administration
(510) 204-0733 ewetherill@cdsp.edu

Deputy Coordinator (for students): Ann Hallisey, Dean of Students
(510) 204-0716 ahallisey@cdsp.edu

Deputy Coordinator (for faculty): Ruth Meyers, Academic Dean
(510) 204-0720 rmeyers@cdsp.edu

You may also report to any other senior administrator of CDSP. Although you are not required to report incidents to the Police Department or District Attorney, CDSP encourages you to do so. CDSP officials will honor your request for confidentiality, but they shall report anonymous information to the Title IX Coordinator, so that the incident can be included in CDSP crime statistics.

CDSP encourages bystander intervention to prevent harm when there is a risk of domestic violence, dating violence, sexual assault or stalking. If you see something taking place that you believe is wrong, CDSP encourages you to speak up or contact someone who can assist you in preventing an incident from happening.

If you are a CDSP official and an incident is reported to you, you should inform the student of her or his right to inform the Berkeley Police Department or District Attorney. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of school officials to assist the student in notifying authorities of the incident.

Although CDSP does not maintain any on campus counseling services, there are other options available to you. Your health insurance provider may provide counseling services as part of your coverage and you should check with them first. There are other services available in the Berkeley area, including the following:

Bay Area Women Against Rape provides free 24-hour comprehensive services to victims of sexual assault. Website: <http://www.bawar.org> Telephone: 510/845-7273 or 510/845-RAPE.

Alameda County Medical Center, Highland Hospital Sexual Assault Center, 1411 E. 31st Street, Oakland provides 24-hour assistance, including medical treatment and examination, advocacy and counseling support for victims of sexual assault. Website: <http://www.highlandahs.org/our-services/specialty-services/medical-counseling>. Telephone: 510/534-9290 or 510/437-4688.

City of Berkeley Adult Clinic, 2640 Martin Luther King Jr. Way 510/981-5290.

City of Berkeley Domestic Violence Crisis Line 510/562-3731.

City of Berkeley Mobile Crisis Team (MCT) is available every day from 10:30 AM to 11:00 PM at 510/981-5254.

Men Overcoming Violence, 1385 Mission Street, Suite 300, San Francisco 415/626-6704.

There are also several national organizations that may be able to provide you with important information and assistance:

- National Domestic Violence Hotline, 800/799-SAFE (7233)
- National Sexual Assault Hotline, 800/656-HOPE (4673)
- Stalking Resource Center, 202/467-8700 • National Teen Dating Abuse Helpline, 866/331-9474

OFF CAMPUS COUNSELLING SERVICES

While there are many Bay Area resources for counseling services, two counseling centers may be of interest to the CDSP community.

The Interfaith Counseling Center of the Bay Area <http://interfaithcc.org/> offers a variety of services including psychotherapy, pastoral counseling, spiritual direction, and other counseling services. Trained and licensed therapists and counselors are available. Reduced fees may be available to CDSP & GTU students, faculty, staff and families. There are two Bay Area locations. An office is located in San Anselmo at 15 Austin Avenue, San Anselmo, CA

94960 and may be reached at 415/256-9701. In Berkeley the offices are at Durant House at First Congregational Church of Berkeley, 2345 Channing Way, Berkeley, CA 94709 and may be reached at 510/225-5595

4614 California, formerly the California Counseling Institute, is a collective of psychotherapists in private practice who share in a mission to aid the healing transformation of individuals, couples, and families from all backgrounds through the integration of psychotherapy and spirituality. 4614 California is not itself a business, but rather it is a place for independently operating therapists to work in community. 4614 California has offices in San Francisco at 4614 California Street and in Kensington at 4562 Oakview Avenue. Call 415/379-4591 to speak to someone.

CONFIDENTIALITY

CDSP will make reasonable and appropriate efforts to preserve the Respondent's and Complainant's privacy and protect the confidentiality of information.

Should the Complainant request confidentiality the Title IX Coordinator or Deputy Coordinator will inform him or her that CDSP's ability to respond may therefore be limited, but that where feasible, it will take reasonable steps to prevent prohibited conduct and limit its effects. The Title IX Coordinator or Deputy Coordinator will also inform the Complainant that it is not always possible to provide confidentiality and that the CDSP's decision to share information with others is subject to other considerations.

CDSP is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Names and other identifying details of the incident are not made public in the annual crime report. CDSP is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate crime, or sexual assault to law enforcement.

While CDSP strongly encourages and will assist the Complainant in filing a report with the Police or other trauma services, ultimately it is up to the Complainant whether or not to take this action. Except if required by governmental agencies, CDSP will not disclose a victim's identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

CONFIDENTIAL REPORTING OPTIONS

Persons who would like to speak to someone in confidence about an experience of sexual misconduct or about another's experience of sexual misconduct, should contact off-campus rape crisis counselors, domestic violence resources, private agencies, external mental health agencies and external clergy members. Victims of sexual assault, rape, domestic violence or stalking may request that CDSP change academic and living situations. CDSP will change those situations if it is able to do so and if the changes requested by the victim are reasonably available.

If a student, administrator, faculty or staff member is determined to have committed sexual assault, rape, acquaintance rape, or other forcible or non-forcible sex offense, action up to and including dismissal from academic programs or employment may be imposed by CDSP.

ANONYMOUS REPORTING

Anonymous reports, or reporting without disclosing the reporter's name, can be made, but anonymous reporting is not the preferred way. Depending on the information received, CDSP's ability to respond to an anonymous report may be limited. The Title IX Coordinator or Deputy Coordinator will review anonymous reports received by CDSP's anonymous reporting line and website and determine whether an investigation and response is appropriate.

CRIME STATISTICS

REPORTABLE OFFENSES

Under the federal “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, formerly the “Student Right to Know and Campus Security Act”, Church Divinity School of the Pacific annually distributes statistics from the Berkeley Police Department and includes crimes reported to CDSP but not appearing in the Police Department statistics.

The following crimes and reportable offences are included:

Murder or Manslaughter: the willful killing of one human being by another. **Negligent Manslaughter:** the killing of another person through gross negligence.

Sex offenses: any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Robbery: taking or attempting to take anything of value from the car, 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: unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: theft or attempted theft of a motor vehicle.

Arson: 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.

Domestic Violence: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by 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; or by 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. **Stalking:** willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

Hate Crimes: includes all the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias, including race, gender, religion, sexual orientation, ethnicity, national origin or disability. CDSP reports these crimes, regardless of if there was bodily injury or not, including crimes of larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property

In addition to these offences CDSP also reports crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. CDSP reports these crimes, regardless of if there was bodily injury or not, including crimes of larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property.

REPORT CATEGORIES

These offenses are reported according to their occurrence in the following location categories:

CAMPUS (1) Buildings or property owned or controlled by Church Divinity School of the Pacific within the same reasonably contiguous geographic area and used by the school in direct support of, or in a manner related to, CDSP's educational purposes, including residence halls; and (2) buildings or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by CDSP but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

NON-CAMPUS 1) Buildings or property owned or controlled by a student organization that is officially recognized by the institution; or (2) buildings or property owned or controlled by CDSP that is used in direct support of, or in relation to, CDSP's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. CDSP has no Non-Campus buildings or property.

PUBLIC PROPERTY All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property statistics are compiled and supplied by the City of Berkeley Police Department.

Students of Church Divinity School of the Pacific frequently attend classes, visit professors or otherwise make use of the facilities of the University of California at Berkeley. Since the University of California reports crimes separately from CDSP, those statistics are not provided in this report. University of California at Berkeley crime statistics may be obtained at <http://police.berkeley.edu/>.

SOURCES OF DATA

Church Divinity School of the Pacific relies on the City of Berkeley Police Department to provide statistics on crimes committed on campus, non-campus and public property as defined in the section of this report titled Reportable Offenses.

Church Divinity School of the Pacific also relies on crimes reported to “campus security authorities.” Although every effort is made to avoid duplication between Police Department and campus security authority incidents, individual incidents may be reported multiple times within the same calendar year.

“Campus security authorities” includes the Director of Administration, as well as officials of CDSP who have significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

CRIME STATISTICS FOR CHURCH DIVINITY SCHOOL OF THE PACIFIC

Campus

Offense Categories	Calendar Year		
	2013	2014	2015
Murder or manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offence – Forcible	0	0	0
Sex Offence – Non Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

VAWA:

Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests:

Alcohol	0	0	0
Drugs	0	0	0
Weapons	0	0	0

Disciplinary Actions:

Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Non-Campus

Offense Categories	Calendar Year		
	2013	2014	2015
Murder or Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offence – Forcible	0	0	0
Sex Offence – Non Forcible	0	0	0
Robbery	0	0	1
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

VAWA:

Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests:

Alcohol	0	0	0
Drugs	0	0	0
Weapons	0	0	0

Disciplinary Actions:

Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Public Offense Categories	Calendar Year		
	2013	2014	2015
Murder or Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offence - Forcible	0	0	0
Sex Offence - Non Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	3	1	2
Arson	0	0	0
Hate Crimes	0	0	0
<i>VAWA:</i>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<i>Arrests:</i>			
Alcohol	0	0	0
Drugs	0	0	0
Weapons	0	0	0
<i>Disciplinary Actions:</i>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

STUDENT HOUSING AND FIRE SAFETY REPORT

STUDENT HOUSING FACILITIES

Facility	Style	Safety System	Sprinkler
2480 Virginia Street	Apartment	Smoke and CO2 Alarm/Extinguishers	No
1700 Le Roy Avenue	Apartment	Smoke and CO2 Alarm/Extinguishers	No
2451 Ridge Road	Dormitory	Smoke Alarm/Extinguishers/Fire Alarm	No

STUDENT HOUSING FIRE REPORT

	2013/14	2014/15	2015/16
Number of fires	1	0	0
Number of injuries	0	0	0
Number of deaths	0	0	0
Property damage	\$5,000	0	0
Number of fire drills	2	3	6

CDSP had one fire in the garage of a student housing building. The automobile of a resident was demolished and there was superficial damage to the garage ceiling.

COOKING

Cooking is allowed only in designated kitchen areas. Due to fire hazard concerns kitchen appliances are not permitted in residence hall rooms.

ELECTRICAL APPLIANCES

Use of electrical appliances is permitted in the residence halls within certain guidelines.

Generally, appliances should require no more than one thousand (1,000) watts. Appliances used in the residence halls must be safe in design and structure and must be properly maintained. U.L. approved appliances are preferable. Electric heaters, electric burners, and toaster ovens are not allowed. Before leaving for breaks and holidays, residents must unplug all electrical appliances to guard against fire hazards.

ELECTRICAL CORDS AND OUTLETS

Multi-plug outlets and improper use of extension cords create fire and safety hazards.

Extension cords and multiple outlets are designed for minimum use for short periods of time. Therefore, please consider the following guidelines when using this equipment:

Too many appliances on one extension cord can cause the cord to overheat and may result in a fire. (Note: Two or more cords plugged together are theoretically still only one cord.)

Risk of shock or electrocution is increased when extension cords are placed in or through doorways that have metal doors or door frames and when cords are draped over metal objects or put in areas where they may be walked on.

The outlets in each room were designed for either one or two appliances. Using too many appliances at one time may cause a circuit overload. Multi-plug covers, cords, or other

splitters used to increase the number of appliances on one outlet are prohibited due to safety hazards and possible circuit overloads. However, a multi-plug power strip with an internal fuse is permissible.

This is not an exhaustive list of problems that can be caused by improper use of cords and outlets.

For further clarification, please contact Facilities and Maintenance at 510/204-0737 with additional questions.

FIRE POLICIES AND EVACUATION PROCEDURES

Fire and evacuation information is posted on each floor of the residence halls. Residents should be familiar with this information. CDSP considers fire safety extremely important, and students have an obligation to adhere to school regulations, as well as city and state statutes. Residents will participate in periodic fire drills each semester. Failure to respond appropriately to fire alarms will result in judicial action for those involved and will necessitate additional drills for all residents.

FALSE ALARM

Students are asked to respect the residential community and not set off false alarms. In the event of a false alarm, every effort will be made to identify the responsible individual(s). When such persons are identified, they will be referred to the Dean of Students for judicial action.

FIRE PREVENTION REGULATIONS

The following are prohibited in the residence halls because of their potential as fire hazards:

1. Open flames such as candles, incense, matches, and lighters;
2. Appliances with exposed heating elements;
3. Doors and walls in rooms that are more than one-half covered with paper or posters;
4. Use or possession of fireworks or firecrackers;
5. Use or possession of combustible paints, spray paint, or liquids;
6. Mopeds or other combustible engines;
7. Halogen lamps.

FIRE EVACUATION PROCEDURES

Detailed information is posted on each floor in the residence halls. When the alarm sounds, each resident should follow the established procedures:

- 1) Residents should leave their doors open as they exit their rooms. (If possible, residents should take their room key with them.)
- 2) Residents should begin an immediate and orderly evacuation along the designated evacuation route established for the area. Residents should not run. They should move quickly to the nearest designated stairwell and exit. They should exit the building and wait for instructions or permission to reenter the building.
- 3) CDSP staff or administrators will signal when the building is safe and ready for reentry. No one is allowed to reenter until this signal is given. Personnel authorized to give reentry instructions include CDSP administrators, or the CDSP security officer. Please note that firemen may indicate a building is safe, but they cannot give permission to reenter the building. Firemen should be treated with respect at all times. Anyone who does not evacuate or who does not comply quickly and properly with the instructions of a staff member will be reported to the Dean of Students. Failure to evacuate a building after a fire alarm has sounded will be subject to appropriate judicial action and a minimum fine of \$100.00.

MISUSE OF FIRE SAFETY EQUIPMENT

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and damage to other property. Fire safety equipment includes, but is not limited to, signs, extinguishers, smoke detectors, and pull stations.

SETTING FIRE

Any individual who intentionally and/or recklessly sets a fire (commits arson) in or near a school building is subject to immediate dismissal from the school, will be charged a fine of \$250 minimum, and may be charged for repairing any damage caused by the fire. In addition to being subject to school penalties, any student who starts a fire, damages or tampers with evacuation alarms, or misuses fire safety equipment also may be subject to prosecution in criminal court by the proper federal, state, county, or city authorities, and/or the City of Berkeley Fire Department in accordance with the Berkeley Fire Code and all statutes, laws, rules, and regulations.

EMERGENCY PLAN

CDSP publishes an emergency procedures plan, including instructions on evacuation, fire prevention, earthquake safety and other topics regarding emergency planning. This report may be obtained by contacting CDSP at 510/204-0705. CDSP tests this plan on a regular basis to ensure that it is functioning properly.

CRIME REPORT FORM

Federal law requires that employees of CDSP who have a “significant responsibility for student and campus activity” report crimes, even if the victim does not wish to be identified. This requirement includes faculty, student advisors, and any staff member directing student activities. Use the form below to report crimes and return the completed form to the Director of Administration

CDSP CRIME INCIDENT REPORT FORM

This form should be completed by CDSP staff, faculty or administrators. These individuals are required to report information they receive about crimes pursuant to the federal Clery Act. It is the policy of CDSP to encourage victims and/or witnesses to crimes to report such crimes to the Berkeley police department and to a CDSP administrator. If a person reporting a crime to you requests anonymity, this request must be honored to the extent permitted by law. If the person reporting this crime to you does not wish to be identified, please complete this form to the best of your ability without identifying that person.

If the person reporting this to you is willing to speak directly with the police, call the Berkeley police department at (510) 981-5900. If this is an emergency, call 911.

Return this completed form to the Director of Administration:

2451 Ridge Road, Berkeley, CA 94709
ewetherill@cdsp.edu
(510) 204-0733

CDSP CRIME INCIDENT REPORT FORM *page 1*

Section 1 - Campus Security Authority - Please identify yourself and the person reporting this to you.

Name: _____ Title: _____
Dept: _____ Phone: _____ Email: _____

Identify person reporting here: **Person does not wish to be identified**

Name: _____ Address: _____

Email: _____ Phone: _____

- Victim Witness
 Other: (please explain) _____

Section 2 – Location of incident – please be as specific as possible.

If incident occurred inside a building or parking structure, identify the address, building name, floor, and room number. If incident occurred outside, describe the nearest street address or intersection, whether on the street, sidewalk, park, or inside a vehicle. Be as specific as possible. Include any nearby landmarks.

Address: _____ Building name, floor, unit # _____

City / State: _____ Further description: _____

Occurred inside:

- Student Housing
- Academic building
- Parking structure
- Other building

Occurred outside:

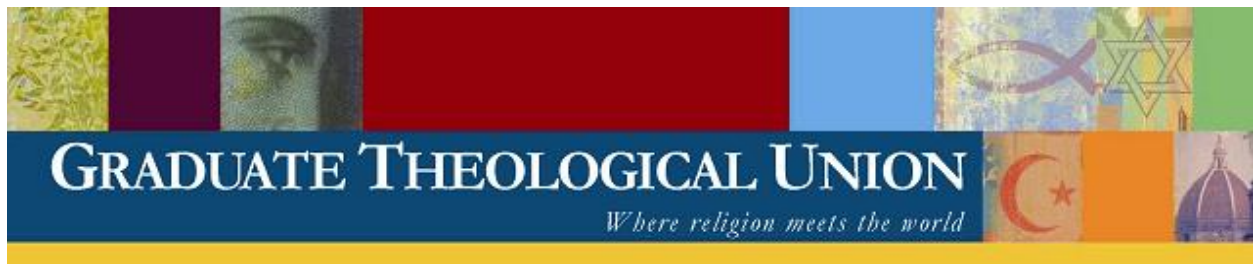
- Street
- Sidewalk
- Park
- Vehicle or Transit system

Section 3 - Description of incident - As clearly as possible, describe the incident as reported to you.

- Describe how, when and where the incident occurred.
- Describe the nature of the injury.
- Describe how and when the incident was reported to you.
- Check the boxes that apply to this.

To the best of your ability, indicate which of the following apply to this incident

- | | |
|--|---|
| <input type="checkbox"/> Murder and Non-Negligent Manslaughter | <input type="checkbox"/> Burglary |
| <input type="checkbox"/> Negligent Manslaughter | <input type="checkbox"/> Motor Vehicle Theft |
| <input type="checkbox"/> Forcible Sex Offenses | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Non-Forcible Sex Offenses | <input type="checkbox"/> Dating Violence |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Aggravated Assault | |
| <input type="checkbox"/> Alcohol, Drug, or Weapons violation in which the person was either: | |
| <input type="checkbox"/> Summoned, cited or arrested by police | <input type="checkbox"/> Referred for internal CDSP proceedings |
| <input type="checkbox"/> Hate Crime – any crime committed with a bias toward the victim's: | |
| <input type="checkbox"/> Race | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Ethnicity |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Disability |



GTU-ALERT

What is GTU-Alert?

GTU-Alert is the emergency warning system used by the Graduate Theological Union. The warning system is designed to increase the safety on the GTU campus by alerting subscribers in the event of an imminent threat to safety or security.

The GTU contracts with E2Campus, a leading provider of emergency alert systems, to furnish its alerting system. The GTU chose E2Campus to provide its alerting system because it is reliable and provides service 24/7. Cal Poly, Arizona State University, Lehigh University and Penn State use the same company.

Who can sign up?

Any member of the GTU community may sign up for the GTU-Alert. GTU-Alert is an opt-in system, meaning that you must sign up to receive emergency warning messages. There is no automatic sign up.

Can my friends or family sign up?

Yes, you can have your friends or family sign up to receive GTU emergency warnings. Just have them follow the sign up instructions below.

How do I sign up for GTU-Alert?

Members of the GTU community may sign up at: <http://www.e2campus.com/my/gtu/index.htm> or go to www.gtulink.edu and follow the links provided there. You will be asked to provide your name, school and preferred means of notification (for example, SMS, email, voicemail). The GTU does not use this information for any purpose other than emergency notification, and it will not show up in any GTU directory. Accounts on GTU-Alert will remain active as long as you maintain current contact information. You can delete your account at any time. The GTU will delete accounts with invalid contact information.

What happens if I register a blocked SMS number?

You will not receive alert messages if you register a SMS number that you or your cellular provider block from receiving text messages. If you believe you have a blocked SMS number, do not enter that field and choose another means of notification instead (i.e. email or voicemail).

When will GTU-Alert be used?

The GTU will activate the system only when absolutely necessary. It will activate the system in the event of an immediate threat to life or safety. The GTU may also activate GTU-Alert to send urgent or important messages when information will be helpful, but no individual action is immediately required.

For example, GTU-Alert will be activated if:

- Someone with a gun is threatening the GTU campus.
- There is a bomb threat that the Berkeley Police Department determines is credible enough to take precautions.
- There is an approaching wild fire, or after an earthquake has caused damage to buildings that could threaten life or safety.

What will alert messages say?

Active GTU-Alert messages will begin with the words “emergency,” “urgent” or “important.” Tests of the system will begin with the word “test.” The message will be very brief and in the event of a developing or fast moving situation, the initial message may be very general, such as “Emergency: Reports of a threatening situation - shelter in place until further notice.” As more information becomes available you will receive updates.

What do “emergency,” “urgent,” and “important” messages mean?

When a message begins with “emergency” it will usually mean that there is an immediate threat to life safety and that you should take some action, such as keep away from a dangerous area, evacuate the campus or take shelter. These messages are the most serious and you should follow them quickly and carefully. Emergency messages will usually be followed by additional messages containing further information as the situation evolves or is resolved.

When a message begins with “urgent” or “important” it will usually contain important information but you may not need to take any immediate action as a result of the message. Depending on the nature of the urgent or important alert there may or may not be additional messages.

“Urgent” indicates a serious event that is currently in progress or recently concluded. For example, a message may read “Urgent – shooting reported south of campus - suspect in custody” or “Urgent - wildfire in Berkeley hills – be prepared in case evacuation becomes necessary.”

When a message begins with “important” it will usually contain information you may find helpful but is not about an event that is an immediate threat to life or safety. For example, such a message might read: “Important – library is closed due to power outage” or “Important – large fire south of UC Berkeley campus, traffic rerouted.”

In all cases if the police or fire departments are present, you should follow their instructions. Since they are on the scene they will have more detailed knowledge about any possible threat and are in the best position to provide you with direction.

Who can activate GTU-Alert?

The Vice President for Administration and Finance can activate the GTU-Alert system. Staff at the Consortial IT department can also activate the system.

Who manages GTU-Alert?

Overall responsibility for GTU-Alert resides with the Vice President for Administration and Finance. Staff in the GTU consortial IT department manage and maintain the configuration of GTU-Alert. This includes performing regular system tests, maintaining administrator accounts, configuring new alert services, purging user accounts and working with the system provider, as necessary. IT staff may also provide end user assistance when needed.

Who do I contact if I think GTU-Alert should be activated?

If you encounter an *emergency* situation serious enough that you believe the GTU-Alert notification system should be activated, please follow the following steps:

1. First, make sure you are in a safe place.
2. Call 911 and report the emergency.
3. Notify the GTU by calling: (510) 982-1111
 - a. When prompted press 1 to report an emergency
 - b. Stay on the line and wait for one of the GTU-Alert administrators to answer
 - c. Be prepared to provide specific information on the nature and location of the emergency
 - d. The administrator you speak with is authorized to activate the alert notification system.

If the situation is not an emergency but serious enough that you believe the notification system should be activated please call the number listed in step 3 and follow the steps a through c.

Updates on emergency notices and other emergency situations.

When an emergency situation is ended an alert notifying you will generally be sent by GTU-Alert. For example, you might receive a notice that reads "Important – bomb threat cancelled."

In cases of ongoing long term emergencies such as closure of the entire GTU campus for an extended period, or a power outage that lasts for several days, the GTU may use the GTU-Alert number (510) 982-1111 to relay important information. In that case if you call the GTU-Alert number you will be prompted to "press 2" for updates. The GTU will use this recorded message to convey important updates on campus wide emergencies.

Respectfully Submitted,

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