Columbia College

2015 Annual Safety Report

Including

Student Housing Fire Safety & Prevention Report

Welcome to Columbia College. We hope your time spent here will be rewarding and safe. Columbia College and the Yosemite Community College District (YCCD) are committed to the safety and well being of our students, faculty, staff, and community visitors. Although Columbia College enjoys an idyllic setting and very low crime rate, no community will ever be totally risk free. As members of the college community, students, faculty, and staff share in the responsibility of maintaining a safe and healthy environment. By reading the information presented in this report, you have taken the first step in becoming a partner in ensuring your own safety. It is only through everyone’s cooperation and vigilance that Columbia College will remain a beautiful and safe environment to learn and work.

The information contained in this report was prepared under the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act [20 U.S.C. 1092(f)]. The report presents a description of Columbia College’s security/safety policies and crime statistics for the most recent calendar year and the two preceding years.

Columbia College Security Department—Authority and Jurisdiction
Through Yosemite Community College Board Policy #3500, the YCCD Board of Trustees has authorized Columbia College Campus Security to provide for the safety and security of the persons and property of Columbia College. In addition, Campus Security responds to emergency situations, reports any unlawful activity to the district and local law enforcement, assists in medical emergencies, provides escort service on request, and enforces campus parking regulations.

The Tuolumne County Sheriff is the local law enforcement agency with jurisdiction for Columbia College. Columbia College maintains a Memorandum of Understanding with the Tuolumne County Sheriff for law enforcement response to reported criminal activity occurring on campus. Campus Security officers are not sworn law enforcement officers and do not have arrest power other than the power of citizens’ arrest. Campus security officers do have the authority to ask persons for identification and determine whether individuals have lawful business at Columbia College.

To Report a Crime or Other Emergency
All crime victims and witnesses are strongly encouraged to immediately report a crime to Campus Security. Campus Security is on duty at the Columbia College main campus 24 hours per day, seven days per week. The Campus Security Office is located in the Public Safety Center on Columbia College Drive. Campus Security can be contacted by:

- Telephone: 588-5167
- Or, 5167 from any school phone
- Cell: 566-5476
- Pager: 708-0171

Students are encouraged to report any problems with the safety of the campus environment to Campus Security. In addition to Campus Security, you may report a crime to any campus administrator or specifically to the following areas:

- Vice President of College & Administrative Services
  588-5112
- Vice President of Student Learning
  588-5107
- College Nurse/Health Services
  588-5204  Juniper Building, Room 2

It is our goal to provide assistance whenever a report is made and to ensure all crimes are included in our annual security report.

Emergency Phones are located in each classroom and all administrative offices on the main campus. Emergency phones are also located outside the following buildings:

- Aspen
- Redbud
- Juniper
- Public Safety Center
- Manzanita
- Sequoia
- Oak Pavilion
- Tamarack

Emergency Call Boxes are located:
- Student Parking Lots “A” and “C”
- Oak Pavilion Parking Lot
- Between Redbud and Tamarack Buildings
- Manzanita Disabled Parking Lot

Emergency phones and call box locations are shown on the campus map found in this report.

For a life-threatening or imminent danger situation dial 911. You may DIRECT dial 911 from any campus emergency phone. For non-life threatening emergencies Contact Campus Security.
Voluntary Confidential Reporting
Psychological counseling sessions are considered privileged and the holder of the privilege is the client. Crime information can be forwarded anonymously at the request of the client to Campus Security. The counselors do not disclose information to security staff without the consent of the client, unless there is an immediate threat to safety. Any reporting of statistics to comply with the Jeanne Clery Act is done by reporting numbers and not names so the information provided by clients remains confidential.

Psychological counseling services by a professionally trained and licensed psychological counselor are available at no cost to students. An appointment can be made by calling the Health Services office at 588-5204.

Emergency Response and Evacuation Procedures
Emergency Response Actions are detailed in Section 5 of the College Comprehensive Emergency Operations Plan (CEOP). Steps are identified for immediate coordination of response to an incident, including the command structure and roles of Executive Leadership, Incident Managers, Command Staff and General Personnel. All Institution staff are required to have received National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training in conformance with NIMS training requirements for Institutions of Higher Education.

Response and Emergency Notification process are documented in Section 7 of the CEOP. The Institution’s Campus Security personnel receive the initial call for service. This includes calls on campus and from local fire and sheriff dispatch centers. There is always an “On-Duty” Administrator to begin the process of determining the level of the incident. Both Campus Security and College Fire personnel are on-site to help assess the situation, as both are on campus 24/7. When the situation has been assessed, a predetermined communication tree is initiated. This includes all staff, public radio broadcasts, local newspaper, web page alerts, on-campus public announcement systems, e-mails, campus web page announcement, campus phone notifications (VOIP) paging, and AlertU notifications. Messages are preformatted and reviewed by Incident Command Staff before being released. This entire process occurs within minutes.

Persons responsible for carrying out this process include President’s Office, Vice President’s Office, Campus Leadership, Campus Security, College Fire and Facility personnel. Each employee has access to a “Quick Reference for Emergency Response” guide at their workstation and they receive training on the components and guidelines of the CEOP.

The Institution has already established communication channels with local radio, newspapers and public transportation systems. These local entities assist with public announcements and notices on their web sites. This includes Clarke Broadcasting, Calaveras Enterprise, Union Democrat, KZSQ (92.7), KKBN (93.5), KVML (1450 AM), Tuolumne Transit and Calaveras Transit. All messages are preformatted and screened by appropriate Incident Command staff.

The Institution tests the emergency response and evacuation procedures on an annual basis, including publicizing its procedures in conjunction with the test. Description of the exercise as well as the date and time of the exercise is well documented. In May 2010, “Active Shooter” training was conducted with Tuolumne County Sheriff. In November 2010, a IED explosive device training will occur with Tuolumne County Emergency Operations Center. Additionally, the campus goes through an evacuation of the entire campus with either fire or snow drills (or actual events).

Missing Person Process—Student Housing
Columbia College has a privately owned student housing complex located adjacent to the main campus. Security for residents and facilities are the responsibility of “California Student Housing” and not College Security. Tuolumne County Sheriff responds to both College and Student Housing calls for service. If a resident of California Student Housing has not been seen on campus or within the housing complex for more than 24 hours and acquaintances do not know where the student may be, the Director of Housing should be notified.

Residents under the age of 18 will have their parent(s) or guardian(s), if not emancipated, notified if they are determined missing for more than 24 hours. Law enforcement will be notified for any resident missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, Tuolumne County Sheriff’s Department and 911 should be notified.

If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At California Student Housing’s discretion, in addition to a confidential contact, the Housing reserves the right to contact a parent and/or guardian. It is the resident’s responsibility to promptly report changes to their contact information.

Information about campus safety and incidents is shared between Columbia College security staff and California Student Housing security and management staff.

Annual Disclosure of Crime Statistics
Columbia College Security has the responsibility of gathering the data used to prepare the annual campus crime statistics. The data is obtained from reports made to the Campus Security office, local law enforcement agencies, and campus authorities. In the case of college departments, the data is gathered the day of the report. Data is obtained annually from local law enforcement agencies.
Campus crime, arrest, and referral statistics include those reported to Columbia College Security, designated campus officials, student judicial affairs, and local law enforcement agencies. In addition to this report, crime statistics reports are available from the college web site: www.gocolumbia.edu or through the United States Department of Education web site: http://ope.ed.gov/security. Printed versions of this report are available at the Public Safety Center and the Library, Columbia College. The Annual Safety Report and Fire Report may be viewed and printed from the college's web site www.gocolumbia.edu.

Timely Warnings
On occasion, you may see a timely warning notice describing a recent crime trend or situation that, in the judgment of the college administration, constitutes an ongoing or continuing threat. The warning will be issued through the college e-mail system, the student weekly bulletin, and posted on the Campus Security web page at www.gocolumbia.edu. In such instance, a copy of the notice will be posted at the California Student Housing complex. The campus will be notified in the event of an immediate on-campus emergency by use of the college's zone paging system, the campus emergency communication system. Emergency information will also be posted using the college voicemail and local radio stations. In addition, the college utilizes a cellular telephone text messaging system known as CC Alert. Anyone can subscribe to CC Alert to receive emergency campus alerts at the following website: www.gocolumbia.edu.

Security of and Access to Campus Facilities
The Columbia College campus employs a multi-layered security system. In addition to a lock and key system and security patrol, some facilities are equipped with electronic intrusion alarm systems and multi camera video surveillance systems. Campus Security maintains a visible presence on campus with frequent patrols of the campus grounds, buildings, and parking lots on foot, bicycle, electric cart, and vehicle. Security officers and college custodial staff report any discovery of defective doors, locks, interior/exterior light problems or other safety hazards immediately to the Facilities Operations department which maintains campus facilities.

Student Housing
California Student Housing, located on campus property, is an apartment-style housing complex privately owned and operated by CSH Pogacar Properties, 8375 La Riveria, Sacramento, CA 95826. Security of and access to housing facilities is the responsibility of CSH Pogacar Properties. Resident students are issued stamped keys. Please contact CSH directly at (209) 533-3039 to obtain information on their Supervision/Safety/Staff Assistance/Residence Assistant policies and procedures.

Security Awareness and Crime Prevention Programs

Escort Service
An escort service is available to the students, faculty, and staff of Columbia College. A request may be made to Campus Security at 588-5167 or 566-5476 (cell).

Campus Evening Shuttle
Shuttle service operates during the evening hours from 5:30 p.m. to 9:30 p.m., Monday through Thursday. The shuttle provides transportation from the parking lots to major campus areas, making a continuous loop every 10 minutes. The shuttle driver is equipped with two way radio communication with Campus Security.

Motorist Assist Program on the Columbia College Campus
Dead battery? Locked out of your car? Call Campus Security at 588-5167 or 566-5476 (cell). Campus Security can assist you with your minor vehicle problems on campus.

Emergency Procedures and Security and Safety Information
Students have access to several resources for increased safety awareness and crime prevention:

• Columbia College Campus Security web site provides emergency information.
• Columbia College Health Services Office provides educational workshops and information tables to students and staff on a variety of safety and health related topics.
• Columbia College Facilities/Safety Committee provides safety information to college staff on a range of safety topics. Students are welcome to attend.
• Quick Reference Guide to Emergency Response is provided to all employees and is a hands-on resource. Training on the college's emergency procedures is regularly provided by the college Facilities/Safety Committee.

Criminal Activity Off-Campus
Columbia College operates no off-campus housing or off-campus student organization facilities.

Alcohol, Drugs, and Weapons Policies
Columbia College and the Yosemite Community College District (YCCD) complies with Public Law 101-226 Drug-Free Schools and Communities Act Amendment of 1989, the U.S. Drug-Free Workplace Act of 1988, and all federal, state, and local laws pertaining to controlled substances, including alcohol. The possession, sale, or consumption of an alcoholic beverage in any premises owned and/or leased/rented by the college is prohibited other than exceptions authorized by the college and allowed by law for fundraising purposes only. College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus and any premises owned and/or leased/rented by the college.

Columbia College abides by the Gun-Free School Zone Act of 1995 which regulates the possession of firearms in school zones or on the ground of public or private universities or colleges.

Violation of these laws and policies may subject an individual to arrest by law enforcement. Any student violating these policies is subject to disciplinary action as outlined in the Student Code of Conduct. The Yosemite Community College District Board
Policy 5500 has specified those standards of student behavior which it considers essential to its educational mission and its community life. The Student Code of Conduct governs the behavior of students and guests on campus and at college-sponsored activities. Employees of Columbia College are subject to disciplinary action under Board Policy. Criminal prosecution is separate from any administrative discipline that may be imposed by Columbia College.

**Alcohol and Substance Abuse Information**

Columbia College and the Yosemite Community College District (YCCD) have programs to prevent the abuse of alcohol and drugs by students and employees. The program includes dissemination of informational materials, educational workshops, mental health counseling services, referrals, and college disciplinary actions.

The YCCD Benefits Office coordinates the employees’ assistance program. The Columbia College Health Services Office provides leadership in the presentation of the students’ prevention program.

**SEXUAL MISCONDUCT**

The Student Code of Conduct prohibits sexually violent acts, termed “Sexual Misconduct” by Columbia College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking, and sexual harassment. While Columbia College utilizes different standards and definitions than the California State Penal Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX, and the Clery Act, which mandates the contents of this report.

It is the policy of Columbia College to notify law enforcement (Tuolumne County Sheriff) when sexual misconduct occurs, typically without providing identifying information about the incident, unless a victim wishes that information to be shared, or an emergency requires disclosure. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement, but may also respect a victim’s request not to do so.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, the Columbia College utilizes a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention programming.

It is the policy of Columbia College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student’s first semester. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as the California law definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Columbia College complies with state and federal laws and provides students and staff members with educational, preventive, and reporting information concerning sexual assault, domestic violence, date violence, and stalking. Students are supplied this information as part of their new student orientation. Staff members are supplied this information as part of an annual Comprehensive Emergency Operations Plan and Disaster Preparedness training. Additionally, students electing to live in the on campus resident facility known as, “California Student Housing” are provided this information. Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Columbia College takes the matter very seriously. Columbia College employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the Columbia College Student Code of Conduct and can be found at the following link:

http://www.gocolumbia.edu/academics/student_code.php
A student wishing to officially report such an incident may do so by contacting:
Melissa Raby
Vice President of Student Services/Title IX Campus Coordinator
Columbia College – Manzanita Bldg., Rm. 275
11600 Columbia College Dr., Sonora CA 95370
(209) 588-5132
rabym@yosemite.edu

Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through the Columbia College resolution process.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact law enforcement (Tuolumne County Sheriff) by dialing 911 and/or Campus Security at (209) 588-5167.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis. If you are on campus during regular business hours, you may go to Columbia College Health Services, located in the Juniper building or by calling 588-5204. Psychological counseling services by a professionally trained and licensed psychological counselor are available at no cost to students. A consultation appointment can be scheduled by calling the Columbia College Health Services office at (209) 588-5204.

(For additional assistance after normal business, please refer to the information listed in Item #4 below)

3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.

   - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

   - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.

   - If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

   - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

   - Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

   - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Campus Security (Phone 588-5167) or the campus Title IX Coordinator so that those orders can be observed on campus.

4. Even after the immediate crisis has passed, consider seeking support from the following listed Sexual Support Services:

   - Mountain Women’s Resource Center Crisis Line at (209) 533-3401
   - Calaveras Crisis Center at (209) 736-4011,
   - Tuolumne County Victim Witness at (209) 588-5440
   - Kene Me-Wu Family Healing Center at 1-800-792-7776 (For Native American Families dealing with family violence including sexual violence)

   - Center for Non-Violent Community; 24-hour Crisis Line 209-533-3401; Toll free 800-454-4766 Address: 19043 Standard Sonora, CA 95370

   Psychological counseling services by a professionally trained and licensed psychological counselor are available at no cost to students. A consultation appointment can be scheduled by calling the Columbia College Health Services office at (209) 588-5204.

6. Contact the campus Title IX Coordinator if you need assistance with Columbia College concerns, such as no-contact orders or other protective measures. The campus Title IX Coordinator will also assist in any needed advocacy for students who wish to obtain protective or restraining
orders from local authorities. Columbia College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. Columbia College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Legal Definitions
Rape is generally defined by states as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Under California State law, rape is defined as [Example: sexual intercourse against the will of the victim that can occur under a variety of circumstances, including:

- Where the victim is prevented from resisting due to alcohol or drugs.
- Where the assailant uses physical force or the threat of force to overpower and control the victim.
- Where the victim fears that s/he or another will be injured if the victim does not submit.
- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
- Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
- Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
- Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
- Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the "spousal rape law."

Other Sexual Offenses
Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal). The complete California State law, rape and sexual assault offense definitions can be found at the following link: http://www.leginfo.ca.gov/

In California, sexual consent is defined as: Affirmative Consent - An affirmative, unambiguous, and conscious decision by each party to engage in sexual activity. Silence or lack of resistance does not constitute consent.

Yosemite Community College District policies and procedures can be found at the following link: http://www.yosemite.edu/Trustees/boardpolicy.htm

Sexual Harassment
Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of Columbia College that sexual harassment is prohibited. All members of Columbia College community, especially officers, faculty, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. Columbia College Sexual Harassment Policy can be found at the following link: http://www.yosemite.edu/Trustees/newpolicyandprocedures/3430%20Sexual%20Harassment.pdf

Any complaints or inquiries regarding sexual harassment of a student by an officer, other student, faculty member, or staff member should be brought to the immediate attention of: Melissa Raby Vice President of Student Services/Title IX Campus Coordinator Columbia College – Manzanita Bldg., Rm. 275 11600 Columbia College Dr., Sonora CA 95370 (209) 588-5132 rabym@yosemite.edu

Columbia College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the campus Title IX Coordinator (Listed above), the student may inquire or complain to any Department Chair or any officer of Columbia College at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, Columbia College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from Columbia College for serious or repeated violations.

Sex Offenders
In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Columbia College is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the state of California and to provide notice of each institution of higher education in California at which the person is employed, carries out a vocation, or is a
student. This information can be found at the following link:
http://www.meganslaw.ca.gov/

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to Columbia College no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in Columbia College. Such notification may be disseminated by Columbia College to, and for the safety and well-being of, the Columbia College community, and may be considered by Columbia College for enrollment and discipline purposes.

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

**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.

A. **Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. **Incest** — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

**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 purposes of this definition:
   i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   ii. Dating violence does not include acts covered under the definition of domestic violence.

C. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

A. By a current or former spouse or intimate partner of the victim;

B. By a person with whom the victim shares a child in common;

C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

D. 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

E. By any other person against an adult or youth victim who is protected.

**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 purposes 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.

**CAMPUS PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL HARASSMENT, AND OTHER ACTS OF SEX AND GENDER DISCRIMINATION**

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct. The Columbia College Student Code of Conduct can be found at the following link: http://www.gocolumbia.edu/academics/student_code.php

Procedurally, when Columbia College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or
law enforcement for support, Columbia College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an on- or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but Columbia College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of Columbia College can be found online at the following link: http://www.gocolumbia.edu/academics/student_code.php

The Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, Columbia College acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is also responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by Columbia College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with California law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim's identification. Additionally, Columbia College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the Columbia College appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Columbia College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator and/or to officials of the U.S. Department of Education:
Melissa Raby
Vice President of Student Services/Title IX Campus Coordinator
Columbia College – Manzanita Bldg., Rm. 275
11600 Columbia College Dr., Sonora CA 95370
(209) 588-5132
rabym@yosemite.edu

SEXUAL ASSAULT PREVENTION

Bystander Intervention - A bystander or witness is 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. Anyone can prevent sexual violence before it happens, including stepping in during an incident and/or speaking out against ideas and behaviors that support sexual violence.
The following are examples of five steps toward taking action:

1. Notice the event along a continuum of action
2. Consider whether the situation demands your action
3. Decide if you have a responsibility to act
4. Choose what form of assistance to use
5. Understand how to implement the choice safely
(Adopted from Darley and Latane 1968)

Recognizing general warning signs of domestic violence and abuse
• Seem afraid or anxious to please their partner
• Go along with everything their partner says and does
• Check in often with partner to report where they are and what they’re doing
• Talk about their partner’s temper, jealousy or possessiveness

Recognizing general warning signs of physical violence
• Have frequent Injuries with the excuse of “accident”
• Frequently miss work, school or social occasions without explanation
• Dress in clothing designed to hide bruising or scars (e.g. wearing long sleeves In the summer or sunglasses indoors)

Be Prepared
While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted:
• Carry a whistle and have it easily accessible. Often loud noises that draw attention to you and you’re attacker will often stop an attack.
• Be aware of your surroundings. Knowing where you are and who is around you, may help you find a way to get out of a bad situation.
• Try to avoid isolated areas. It is more difficult to get help if no one is around.
• Walk with purpose. Even if you don’t know where you are going, act like you do.
• Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
• Try not to load yourself down with packages or bags. This can make you appear more vulnerable.
• Make sure your cell phone is with you and charged and you have cab money.
• Don’t allow yourself to be isolated with someone you don’t know or trust.
• Avoid putting music headphones in both ears so that you can more aware of your surroundings, especially if you are alone.

Be Aware
Many cases of sexual assault happen when the victim is under the influence of drugs or alcohol. If you decide to drink, make sure it’s done in moderation so that you will still be aware of your surroundings and decisions. Many sexual partners use what are known as “date rape drugs” which can cause you to be totally defenseless against attack. For this reason, never leave your drink sitting on a table unattended. Drugs have no odor, color or taste; and you may not be able to detect It when you return to your drink. Avoiding the intoxication of alcohol and drugs is a great way to be aware, so that you can avoid dangerous situations and sexual assault.

Be Informed
Many acts of sexual assault happen to children, which is why it Is important to be informed about who your child Is spending time with. Saying that your child is fine as long as they are with a family member couldn’t be further from the truth. This Is because the majority of sexual assaults that happen to children are done by someone In their family or who they know already. You should take note of any person who expresses to strong of an interest in your child, because offenders are known to buy children gifts and take them to places like a zoo or park. You should also do background checks and get references on any person who will be providing you with childcare services.

Be Wise
There are many wise things a person can do to reduce the chances they’ll be a victim of sexual assault. One thing you can do is walk in places with adequate lighting and avoid places with bushes and dark alleys. Offenders often use these places to hide and launch ambushes. You should also remember to keep your car doors locked when away from your vehicle. This will prevent potential assailants from entering and waiting inside your vehicle.

Tips for Dating Smart
• Know your limits- and let you date know them from the start
• Be clear about what is okay for you. Don’t expect you date to read your mind.
• Trust your gut. If you feel uncomfortable leave.
• Don’t get in over your head. If someone pushes you to do something you don’t want to do, you have the right to leave.
• Stay in control. Alcohol is the most common date-rape drug. It Is involved in 75% of sexual assaults reported.
• Tell a friend where you are going, especially if you are on a first or blind date.
• Avoid secluded places, until you know your date better.
• Always charge your cell phone and keep It with you.
• Always carry enough money to take a taxi home.
• Pat attention to what you hear. A person may have a bad reputation for a reason.

To reduce the risk of sexual assault:
• Don’t leave your beverage unattended or accept a drink from an open container
• When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together
• Be aware of your surroundings at all times
• Don’t allow yourself to be isolated with someone you don’t know or trust
• Think about the level of intimacy you want in a relationship, and clearly state your limits

(Reproduced from RAINN (Rape Abuse & Incest National Network) web site: www.rainn.org)

Definitions of Terms included in Reported Crime Statistics

**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

**Sexual Assault**—Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient or against the person’s will where the victim is incapable of giving consent. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, sexual assault with an object, fondling, and attempted rape.

**Forcible Sex Offenses**—Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly. There are four types of forcible sex offenses: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non-forcible Sex Offenses**—Incidents of unlawful, non-forcible sexual intercourse. There are two types of non-forcible sex offenses: incest and statutory rape.

**Domestic Violence**—A felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person whom the victim shares a child in common, a parent, a child, a present or former household member, or a person who has or had a dating or engagement relationship.

**Dating Violence**—The Violence Against Women Act defines “dating violence” to mean violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such relationship is determined based upon a consideration of the length of the relationship, the type of relationship, and the frequency of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking**—The Violence Against Women Act defines “stalking” to mean “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

**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

**Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle

**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.

**Illegal Weapons Violations**—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

**Drug Law Violations**—The violation of laws prohibiting the production, distribution and/or use of certain 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

**Liquor Law Violations**—The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages not including driving under the influence and drunkenness.

**Arrest**—Persons processed by arrest, citation, or summons.

**Referred for Disciplinary Action**—The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

This publication (Annual Safety Report) is made available to community members at various campus locations and is posted on the college website at http://www.gocolumbia.org
## COLUMBIA COLLEGE REPORTED CRIME STATISTICS
for Three Year Period 2012–2014

11600 Columbia College Drive, Sonora, CA 95370

### CRIMINAL OFFENSE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total College &amp; Student Housing</th>
<th>Columbia College</th>
<th>California Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
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### HATE CRIMES

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<th>Activity</th>
<th>Total College &amp; Student Housing</th>
<th>Columbia College</th>
<th>California Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
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</table>

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses:

- Murder/Non-negligent manslaughter
- Simple Assault
- Negligent Manslaughter
- Burglary
- Sex Offenses – Forcible
- Destruction, damage, vandalism of property
- Sex Offenses – Non-forcible
- Motor Vehicle theft
- Robbery
- Arson
- Aggravated Assault
- Larceny-theft
- Intimidation
California Student Housing
Fire Safety and Prevention Information

(From the California Student Housing Resident Handbook)

Emergency Procedures
Because each life is precious, any resident not following these safety guidelines at all times may face immediate eviction. We each share responsibility in maintaining a safe environment. A copy of this information will be posted in each room.

EMERGENCY INFORMATION ABOUT FIRES AND PREVENTING FIRES

FIRE PREVENTION:
Preventing fires is everyone’s responsibility, as literally hundreds of lives are at stake if we do not use proper judgment. Everyone’s cooperation is needed.

A few basic rules to remember include:

1. Be certain the smoke detector in your room is always in good working order. It could save your life. The detector will begin beeping intermittently if a new battery is needed. Notify a resident staff member if your smoke detector is beeping or not working properly.
2. Never smoke or burn any object (such as incense or candles) in, on, or near student housing buildings. Smoking of a cigarette is only allowed outside. Smokers are expected to use the proper receptacle for putting out and disposing of cigarette debris. Do not toss cigarettes into trashcans or onto the ground.
3. Do not tamper with fire alarm equipment, emergency exits or activate a false alarm. This will result in disciplinary action and a $500.00 fine.
4. Do not use combustible materials for decorative purposes.
5. Keep all materials that could catch fire away from hot surfaces. Do not cover light bulbs with a cloth or block the heating / cooling unit in any way.
6. Be familiar with the location of the exits.
7. No matter how many false alarms may occur in the facility, you must treat each one as if it is signaling a real fire. If you fail to evacuate or take excessive time evacuating the building, you could lose your life. You are responsible to cooperate with staff and evacuate the building in a timely manner. Failure to cooperate with staff or failure to evacuate in a timely manner will result in disciplinary action.
8. After leaving the building, keep a safe distance away from it and do not interfere with housing staff or Emergency Personnel operations.
9. Return to the building only after told that it is safe to do so. Do not re-enter the building when you hear the alarm stop alarming, as it may not be safe to enter. You need to wait until you are given verbal clearance to re-enter by a housing staff or Emergency Personnel.

10. If smoke does enter your room, open a window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
11. If you cannot open a window, remain close to the floor. The best breathing air will be within 18 inches of the floor.
12. Above all, do not panic. The Columbia College Fire Department is familiar with campus residential communities and will be on the scene in minutes.

If You Discover A Fire:

1. Call 911 and report the location of the fire from outside the building.

EVACUATION:
1. When evacuating CSH, getting out safely is the main priority.
2. Grab your identification and a cell phone if it is possible to do so quickly. Do not pack. Leave all other belongings behind and exit the building in a prompt manner.
3. Proceed at least 500 feet away from the buildings and meet at the opposite end of the emergency (either the dumpsters or the recycling bins). Do not leave the housing area unless directed by staff, police or fire authorities.
4. Contact your roommates. Report any missing or injured persons to a Resident Assistant.
5. Do not re-enter the building until the proper authorities have given permission.

ELECTRICAL SAFETY GUIDELINES:
In an effort to promote fire safety, each resident must abide by the following regulations:

1. Only UL listed electrical products are allowed in the building.
2. Only 3-prong grounded multi-plug adapters / power strips are allowed.
3. No multi-plug adapters or surge protectors are allowed in the bathroom under any condition.
4. Papers, clothing, and all combustible material are to be kept away from adapters, outlets, cords and power strips.
5. All extension cords must be 3-prong grounded cords and no longer than 6 ft. in length.
6. No additional lighting (decorative or other) is allowed in the bathroom at any time.
7. Electrical items used in bathrooms must be unplugged when not in use.
8. This includes hair dryers, electrical razors, clothing irons, and any item with an electrical plug.
9. Hair dryers draw a lot of electricity and should only be used in the bathroom.
10. No type of cooking or food/beverage warming device / appliance is allowed in any bedroom or bathroom
11. The outlets are not designed to support such devices.
12. If you have an additional lamp in your room. The light bulb must have a shade over the bulb at all times. This shade must be a store manufactured. The light bulb cannot exceed the rating of the fixture. All combustible material must be kept away from the light bulb and the cord at all times.
13. Do not operate too many electrical items off of any single outlet (no more than 1000 watts).
14. No smoke detector or sprinklers shall be covered or obstructed in any manner.
15. If a detector is covered or obstructed in any manner, the resident(s) of the room will face eviction. The smoke detectors are an important safety item.
16. Nothing shall be mounted within 12 inches of the smoke detector in any direction.
17. Anyone tampering with any fire equipment (including fire exits) will face eviction and legal penalties.
18. Personal fans should not be left on when no one is in the room/bathroom.
19. You are responsible to report cracked outlet/switch plate covers to the Housing Office immediately.
20. You are responsible to report cracked, broken or missing room light covers (moon covers) immediately.

**Health & Safety Inspections**
Routine maintenance needs to be completed throughout the semesters (approx every 6 weeks). A 24-hour notice will be posted to obtain entry into units for general repair and check smoke detectors. We encourage residents to be present, however if no residents are present a staff member will use their key to obtain entry. Upon entry, all violations will be reported to the office.

During the October and April Health & Safety inspections we change the batteries in the bedroom smoke detectors – therefore changing them twice a year.

**Sprinkler System**
1) California Student Housing Fire sprinkler system is inspected quarterly by Signal Service.
2) An annual inspection, testing, and maintenance of our Sprinkler system is completed by Cisco Fire Sprinkler, Inc.

Annual Fire Inspection Reports are available upon request from Tuolumne County Fire Department.

California Student Housing requires staff members to complete a training on fire sprinkler use and are issued a fire extinguisher. (5 employees)

Each building is equipped with 2 external fire extinguishers and are inspected annual by Sonora Fire & Safety Equipment.

California Student Housing indicates two mandatory fire drills – one in the fall and one in the spring.

**FIRES – ON CAMPUS STUDENT HOUSING FACILITIES**
California Student Housing
11800 Columbia College Drive, Sonora CA 95370
(Privately owned, not operated by Columbia College)

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address (Unit #)</th>
<th>Number of Fires</th>
<th>Status*</th>
<th>Category**</th>
<th>Cause***</th>
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<td>0</td>
<td>N/A</td>
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</tr>
</tbody>
</table>

* Active or Inactive
** Category = Unintentional, Intentional or Undetermined
*** Causes:
A. Cooking
B. Smoking Materials
C. Open flames
D. Electrical
E. Heating equipment
F. Hazardous products
G. Machinery/Industrial
H. Natural
I. Other