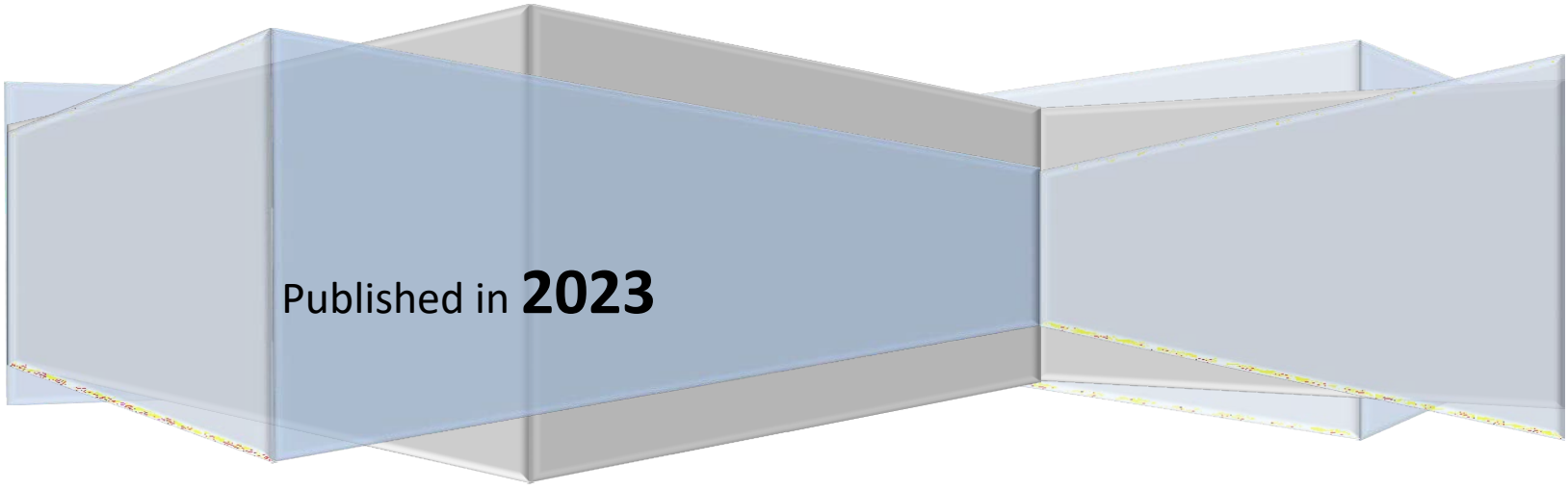
Green River College

2022 Annual Security and Fire Report

Submitted by: **Derek Ronnfeldt, Director of Campus Safety**



Published in **2023**

President's Message

Dear Green River College Community,

Thank you for your interest in our commitment to safety at Green River College. This annual report contains valuable information for prospective or current members of our campus community and complies with important provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report also provides information about Green River College's Office of Campus Safety, including descriptions of the services and programs provided by the College.

One of Green River's primary duties is providing for the safety and well-being of all of our students, faculty, staff and visitors. Our Core Values state that we must preserve the safety of our College, for all members of the community to learn, work and engage with our campuses.

At Green River, your safety and security are a top priority.

If you have any questions or suggestions concerning this publication, please contact the Green River Office of Campus Safety at 253-288-3350 or 253-833-9111 ext. 3350.

Dr. Suzanne M. Johnson
President

Table of Contents

President's Message 2

Table of Contents 3

Quick Reference Resources 4

The Clery Act and other Federal Regulations about Safety on College Campuses 5

Overall Safety Considerations for All Green River College Campus Locations 10

Responding to Emergencies and Emergency Notifications 18

Missing Student Policy 31

Security Awareness and Crime Prevention Programs for Students and Employees 32

Bystander Intervention Programs 35

Individual Responsibility 36

Alcohol and Drugs 36

Preventing and Responding to Crimes of Violence or Non-Forcible Sex Offenses 45

Crime Statistics 55

Fire Safety Report and Statistics 64

Green River College Fire Log and Fire Statistics 69

APPENDIX 1--General Emergency Numbers and Services 72

APPENDIX 2--CCA Emergency Kit Contents 74

APPENDIX 3: List of Green River Policies & Procedures applicable to this report 76

APPENDIX 4: List of Clery Non-Campus Locations for Calendar Year 2022 77

APPENDIX 5: List of Law Enforcement Jurisdictions for Crime Information for 2022 78

APPENDIX 6: List of Campus Security Authority Personnel for 2022 79

APPENDIX 7: Maps of Green River College Campuses' Clery Geography 83

APPENDIX 8: Decision/Flow Maps for Clery processes 87

Quick Reference Resources

On- and Off-campus Emergency & Quick Reference contact numbers

Local Law Enforcement Agency

Emergency

Auburn	. . . . .	911
Enumclaw	. . . . .	911
Kent	. . . . .	911

Non-Emergency

Auburn	. . . . .	253-288-2121
Enumclaw	. . . . .	360-825-3505
Kent	. . . . .	253-852-2121

Green River College Safety Department

Main Auburn Campus

Emergency	. . . . .	911
Emergency/Business	. . . . .	253-288-3350

Auburn Center Campus

Emergency	. . . . .	911
Emergency/Business	. . . . .	253-288-3350

Kent Campus

Emergency	. . . . .	911
Emergency/Business	. . . . .	253-288-3350

Enumclaw Campus

Emergency	. . . . .	911
Emergency/Business	. . . . .	253-288-3350

Fire Department (off-campus)

Emergency

Auburn	. . . . .	911
Enumclaw	. . . . .	911
Kent	. . . . .	911

Non-Emergency

Auburn (Valley Regional Fire Authority)	. . . . .	253-288-5800
Enumclaw	. . . . .	360-825-5544
Kent	. . . . .	250-856-4300

Counseling Services (On-Campus)

Counseling Services	. . . . .	253-351-6670-

King County Public Health Centers (Off-campus)

Auburn Public Health Center @ 901 Auburn Way N, Suite A, Auburn, WA	. . . . .	206-477-0600
Kent Public Health Center @ 25742 104th Ave SE, Kent, WA	. . . . .	206-477-6950

Background Information

Named after the river that flows through most of its service area, Green River College (GRC) is located in Auburn, Washington in the southern part of King County, situated on a hillside at the northern edge of a large, forested area stretched over 180 acres. It was established in 1965 as a community college and in 2014, when 4-year degrees were added, the College went through a process to change the name to Green River College. Now, Green River College offers two-year associate and applied associate degrees, and also offers applied baccalaureate degrees. Since inception of the Auburn main campus, three other smaller sites have been established due to community and program demand: Kent Campus, Enumclaw Campus, and the Auburn Center. The Downtown Auburn Campus was decommissioned in the Fall of 2016. GRC's service district is comprised of 11 school districts. In 2016-2017, it served over 18,755 unduplicated students (with nearly 11% International students, 10% Running Start students, and just over 3% identified as US Veterans). Green River College is primarily a commuter campus, however, since 2005, the college has offered housing at our Campus Corner Apartments (CCA), with a residential capacity of 343 students.

Introduction

Green River College is committed to providing a secure and safe environment for our students, staff, faculty, and visitors. To demonstrate how we work to achieve this, we are pleased to present our Annual Security and Fire Report for the calendar year 2022. This report is prepared by Campus Safety, which is responsible for ensuring the safety of the Green River College community which includes protection from criminal activity.

This report will provide the reader with information about safety and security at all Green River campuses (main campus on 320th Street in Auburn, WA, and the much smaller satellite campuses located in downtown Auburn, and in the cities of Enumclaw and Kent). Included is information about:

1) Federal regulations which mandate this report, 2) geography from which the crime data is gathered, 3) an overview of campus safety, 4) emergency procedures, 5) descriptions of campus safety awareness and crime prevention programs (to help with risk reduction), 6) Green River College policies about alcohol and drugs, 7) preventing and responding to personal violence and sexual assault, 8) the process for responding to reports of missing students, and 9) crime data. In conjunction with the previously mentioned topics, the College's Annual Fire Report is also included, as well as a description of fire safety systems in Campus Corner Apartments, fire statistics, and fire/emergency resources available to students, staff and faculty.

The Clery Act and other Federal Regulations about Safety on College Campuses

Clery regulations overlap with other federal statutes, thus all have some shared areas of focus. These regulations include:

- **Student Right to Know** -- On November 8, 1990, President George H. W. Bush signed the "Student Right to Know and Campus Security Act of 1990." This disclosure act is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.
- **Jeanne Clery** -- Amendments enacted to the Student Right to Know Act in 1998 renamed Title II. This Act is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is named after Jeanne Clery, who at 19 years old, was raped and murdered in her Lehigh University residence hall in 1986. Her parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on

campus in the three years prior to Clery's murder.

- **Title IX** -- Prior to the Clery Act, Title IX was enacted by the federal government in 1972 as part of a larger educational package. The most pertinent provision of Title IX requires that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. New federal guidelines emerged and were enacted on August 14, 2020. Although many changes were implemented, here are the changes to Title IX practices that are most significant:
    - Imposes procedural requirements intended to protect complainants and respondents from discriminatory practices.
    - Narrowly defines sexual harassment for purposes of Title IX and imposes new jurisdiction requirements.
    - Requires a formal written complaint to trigger an investigation.
    - Requires live hearings for employees and students.
    - Imposes new evidentiary requirements.
      A summary of the final rule by the department of Education can be accessed here: Summary of Major Provisions of the Department of Education's Title IX Final Rule and Comparison to the Notice of Proposed Rulemaking

- **Higher Education Opportunity Act of 2008 (HEOA):** Reauthorized the Higher Education Act of 1965, as amended (HEA), and specifies campus requirements for Emergency Response and Evacuation, Fire Logs and Safety, and Missing Students. HEOA is meant to be used in conjunction with the Clery Act, and a significant portion of this report details GRC's Emergency Operations Plan (EOP).

- **Campus Sexual Violence Elimination (SaVE) Act and Violence Against Women Act (VAWA):** SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal statutes for domestic violence, provide additional protections to victims such as quicker access to restraining orders, the ability to break housing contracts without penalty, and funding for safe houses. It has been updated and modified numerous times, most notably to expand the coverage to include all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014.
    - Reporting Requirements: One of the updates is the Campus SaVE provision which modifies the Clery Act by putting new requirements on schools about what to report and how to report it. The implementation of **VAWA's** SaVE provision and the new Clery reporting requirements must comply with Title IX's equal protection clauses. In short, the Campus SaVE Act refers to Section 304 of the reauthorized VAWA. It is a set of amendments to the Clery Act. Thus, what is referred to as the Campus SaVE Act is, in fact, the Clery Act.
    - O What does the SaVE provision require an institution of higher education (IHE) to do?
      The SaVE Act requires institutions to provide educational training on sexual assault and similar topics to all new students and employees, create written procedures and methods for reporting and handling on-campus sex crimes, and include additional types of crimes in Clery reports.

Overall, this Annual Security and Fire Report verifies that Green River College has written procedures and policies that comply with all of the following: Student Right To Know Act, Clery Act, Title IX, the DCL, HEOA, SaVE and VAWA.

Compliance with the Clery Act

Compliance with these laws requires an institution-wide effort and support from college leadership. Please note that while there is some overlap between the Clery Act and Title IX (through VAWA), most of each law does not concern the other. Whereas we offer a myriad of services and prevention strategies to continuously improve the safety of the campus community, ultimately, each individual is responsible for his/her own personal safety. We expect that the learning of and practicing of preventative measures serve to substantially reduce the probability of someone becoming a victim.

Thus, our objective with the Annual Security and Fire Report is to provide effective and accurate written information that will help foster a safe and healthy environment for our students and employees and provide information prospective and current students and employees need to make informed decisions regarding their individual safety. We seek to inform our community about the occurrence of crime on our campuses, our campus security and safety policies, and our most recent initiatives to prevent and respond to crime and emergencies. Compliance with the Clery Act requires GRC to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make campus security policies available to the public. The act also requires GRC to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education (ED) annually. To be in full compliance, GRC must do the following:

- Publish, provide information about, and distribute an Annual Security and Fire Report to current and prospective students and employees by October 1st of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sexoffenses.
- Provide students and employees with timely warnings of crimes that represent an ongoing threat to their safety. GRC must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years and logs older than 60 days must be made available within two business days uponrequest.
- Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in our Campus Corner Apartment (CCA) student housing facilities; in public areas on or near campus; and in certain non-campus buildings, such as remote classrooms. GRC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.
- Inform students residing in any on-campus housing facility about missing student notification procedures.
- Provide fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Security and Fire
- Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths, and property damage of each fire.
- Submit the collected crime and fire statistics to ED eachfall.

Green River College has a vested stake in the safety of our students and employees. Information about crime prevention, fire safety, security authority, crime reporting policies, disciplinary procedures, and other matters of importance are contained in the following pages. This report also contains information about campus crime and fire statistics. The report is available on the Internet where it is posted on the Green River College Campus Safety webpage https://www.greenriver.edu/campus/campus-safety/.
Quarterly, every member of the Green River community receives an email that describes the report and provides its website address. A paper copy of the report may be requested from Campus Safety. For more

information, contact Campus Safety at 253-288-3350.

Policies for the Disclosure of Crime Statistics & the Annual Security Report (Green River Annual Security & Fire Report) and Notice of Availability

This report is prepared by GRC Campus Safety and is in compliance with the Green River College Policy SA-28 for the Preparation of the Disclosure of Crime Statistics, including crime statistics for residential students https://www.greenriver.edu/campus/campus-safety/clery-act/ . It complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and uses information maintained by the Green River College Campus Safety Office, to include information provided by other College offices such as Student Affairs, Campus Corner Apartments, Office of Judicial Affairs, Human Resources, Facilities, Study Abroad, International Programs, Campus Security Authorities, and local law enforcement agencies surrounding campus and those off-campus classroom locations. Each of these offices provide updated policy information, maintains current procedures, and reports crime data.

Appendix 3 of this report also references institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs, and are available on our webpage at: http://www.greenriver.edu/about-us/policies-and-procedures.htm. The College sends a notice by email of the availability of this Annual Security and Fire Report (ASFR) on or before October 1st of each year to every member of the campus community. Information about the ASFR is also included in new employee paperwork, and at New Student Advising and Enrollment (NSAE) sessions.

Anyone, including prospective students and employees, are to be advised about the ASFR. Prospective students are advised at Outreach events through a written brochure about the ASFR availability. There is also a notice on the Green River College Admissions webpage that directs viewers to visit the Campus Safety website to obtain information about safety incidents. Additionally, prospective employees are notified in their application process on GRC Job Announcements. Lastly, anyone can review the ASFR on the GRC Campus Safety webpage. A paper copy of the report may be obtained by contacting the Campus Safety Office at 253-288-3350.

The Campus Safety department will maintain the Daily Incident Crime Log and Fire Log for 7 years in accordance with the Clery Act requirement. In addition, the following records, including but not limited to, copies of incident and crime reports, arrests and referrals for disciplinary action, timely warning and emergency notification reports, documentation of letters to and from local law enforcement agencies, letters to and from campus security authorities, correspondence with Clery Handbook personnel regarding Clery compliance, and copies of notices to students and employees regarding the availability of the Annual Safety and Fire Report will be retained for seven years. All documentation will be dated and kept in locations to be easily accessible and retrievable.

NOTE: For the complete list of the records to be retained, refer to *The Handbook for Campus Safety and Security Reporting*, published by the US Department of Education.

Definitions of Clery Geography at Green River College

Clery regulations are specific about the types of property or geography from which the crime data is gathered for the college. To help with this, there are specific descriptions for each of the types of Clery Geography locations for Green River College. The crime data stated in this report is for the previous three years concerning reported crimes that occurred in designated Clery Geography for Green River College. The Clery Geography for Green River includes all four campus locations. For the purposes of The Clery Act, these four locations are considered separate campuses because:

- Green River College controls or owns the site(s)
- The site(s) are not reasonably geographically contiguous with the main campus
- The site(s) have an organized program of study
- The site(s) have at least one person on site acting in an administrative capacity

The specific campus locations are locally known as:

- Green River College main campus, 12401 SE 320th Street, Auburn, WA 98002 (253-833-9111)
- Green River Enumclaw Campus, 1414 Griffin Avenue, Enumclaw, WA 98002(253-288-3400)
- Green River Auburn Center, 1221 D Street NE, Auburn, WA 98002 (253- 288-3455)
- Green River Kent Campus, 417 Ramsay Way, Suite 112, Kent, WA 98032(253-856-9595)

Clery Regulations are specific about the types of property or geography from which an institution's crime data is gathered. To this end, and to help with clarification, the following are definitions of Green River's Clery Geography and maps for each campus are located in Appendix 7.

On-Campus: This is any building or property owned or controlled by Green River College within the same reasonably contiguous geographic area and used by Green River College in direct support of, or in a manner related to the institution's educational purposes, and any building or property that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes.

On Campus Residential: NOTE: Residential buildings are considered a subset of On-Campus Geography, and statistics for Green River College's Residential Housing (Campus Corner Apartments) are recorded and included in two places—the On-Campus Category and the On Campus Residential category. This category is only included for the main Green River College campus. It is not included in the crime data for the other three campus locations because those sites do not have any associated residential housing component.

Non-Campus Building or Property: This includes any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes is frequently used by students and is not within the same reasonably contiguous geographic area of the institution. Note: Green River does not have other buildings that are owned by any student organization.

Green River College does use other non-campus locations. One is the Pacific Raceways parking lot located 2.3 miles northeast of the Auburn main campus at 31099 144th Avenue SE, which is used for overflow parking for the main campus. Also, there are many other non-campus locations which are predominately used for other programs (including Adult Basic Education or ABE, English Speakers of Other Languages or ESOL, Community and Continuing Education or CCE, or Washington Environmental Training Center or WETRC, or others). Whereas most of these locations are the same, some change from quarter to quarter, depending on program needs and enrollment. The college has a system to identify those changes and has a process in place to query all appropriate police jurisdictions for needed crime data. A list of the non- campus Clery Geography locations for calendar year 2020 is located in Appendix 4.

Public Property: This includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

- The Auburn main campus for Green River College (12401 SE 320th Street, Auburn, WA) has two public property thoroughfares going through the campus. See map in Appendix 7 which includes

the intersection of SE 320th Street with 124th Avenue SE:

- SE 320th Street from 150 feet west of the west entrance to the east entrance will include the public sidewalk bordering the south side and the street lanes themselves. From 150 feet west of the west entrance going east to the east entrance, Green River Clery Public Property includes the sidewalks on the south and north sides of SE 320th Street. That portion of the north side without sidewalks of 320th opposite of the main campus, the Green River Clery Public Property ends at the side of the public right a way. At the point that there is a sidewalk on the north side, the Green River Clery Public Property includes the north sidewalk as well.
- 124th Avenue SE from the intersection with 320th Street to 316th Street SE, Green River Clery Public Property, includes the public sidewalk bordering on the west side and the east side. From 31920 124th Ave SE to 12401 SE 318th Way, the Green River Clery Public Property includes the public street of 124th Avenue SE including the sidewalks on both the west and east. From 31799 to 31595 on 124th Avenue SE the Green River Clery Public Property includes the public street, and the west sidewalk. Since there is no public sidewalk on the east portion of this stretch of 124th Avenue SE, Clery Public Property stops at the edge of the side of 124th Avenue SE.
- The portion of SE 316th Street bordering the north side Lea Hill Park to the intersection of SE316th Street and 124th Avenue SE including the sidewalks on the south side of the street. The sidewalk on the north of this section is not Clery Public Property.
- Lea Hill Park at the intersection of 124th Avenue SE and SE 316th Street, Auburn, WA.
- The forested area located next to the Auburn main campus buildings that extends to Highway 18 to the east, and southeast and southwest down to the Green River.

- Green River College Auburn Center (located at 1221 D Street NE, Auburn, WA): includes the public sidewalk on the east side of the building, the public thoroughfares on those sides of D Street NE, and the parking lot on the west side of the building.
- Green River College Kent Campus (located at 417 Ramsay Way, Suite 112, Kent, WA): includes the sidewalk and the public parking lot directly west of Building 1 to the Dwell Apartments, and the sidewalk, and that portion of Ramsey Way located directly east of the Kent Campus, including the public sidewalk (but not the parking garage located at 301 Railroad Avenue North, Kent, WA. See map in Appendix 7.

NOTE: The GRC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries or adjacent to the identified Clery Public Property boundaries. In addition, Green River College does not include any crime data occurring inside public transit buses at the public bus stops adjacent to any of the campus locations.

Overall Safety Considerations for All Green River College Campus Locations

This section includes information about campus safety, including access to and security of all campus locations, security considerations for maintaining campus facilities, relationships with other agencies, how to report a criminal offense, accurate and timely reporting, alternatives to filing a police or safety incident report, individual responsibility, pastoral and personal counselors, monitoring process for criminal activity, timely warnings, and the daily crime log. The policy for facility access and maintenance for safety purposes is located at: https://www.greenriver.edu/campus/policies-and-procedures/student- affairs-policies/sa-29-facility-access-maintenance-for-safety/.

Scope of the Green River College Department of Campus Safety

The mission of Green River College Campus Safety is to provide a safe and secure campus environment for

all members of the College community. This mission is achieved through active participation of all College members and partnerships with local law enforcement and community partners.

Green River College's Department of Campus Safety is responsible for preparing the Annual Security and Fire Report as required by the Jeanne Clery Act for the following campus, housing, and non-campus locations:

- Green River College Auburn (main) Campus located at 12401 SE 320th Street, Auburn, WA 98092
- Green River College Kent Campus located at 417 Ramsay Way, Suite 112, Kent, WA98032
- Green River College Auburn Center located 1221 D street NE, Auburn, WA98002
- Campus Corner Apartments located at 31920 124th Avenue SE, Auburn, WA98092
- Green River College off-campus parking located at Pacific Raceway parking lot at 30415 144th Avenue SE, Kent, WA
- Green River College Auburn (main) Campus trail system located in on-campus property which is adjacent to the buildings of the Auburn (main) Campus at 12401 SE 320th Street, Auburn, WA 98092

Safety issues at our Enumclaw campus, which is much smaller in size and student use, are handled by the identified jurisdiction of the local law enforcement agency in which it resides. This Green River Campus location (including its associated local law enforcement jurisdiction) is:

- Green River College Enumclaw Campus at 1414 Griffin Avenue, Enumclaw, WA 98022: falls under the jurisdiction of the Enumclaw Police Department

Safety issues for Green River College non-campus locations are referred to the jurisdiction of the local law enforcement agency in which they reside. A list of those jurisdictions is located in Appendix 5.

Green River College Campus Safety staff members are non-sworn, licensed, security officers through the State of Washington, and are contracted through Pierce County Security. Green River Campus Safety staff cannot make arrests, and when circumstances rise to that level of intervention, Campus Safety calls upon the assistance of the appropriate law enforcement agency. The Campus Safety Director, who oversees safety operations, is a full time GRC staff member.

The Campus Safety Office is located at 12401 SE 320th St, Auburn, WA 98092, Student Affairs Building, Rm. 156. Except for the Director of Campus Safety, the Assistant Director of Campus Safety, and the Coordinator for Transportation and Parking, the college contracts out the college safety operations to an outside entity, Pierce County Security. All Campus Safety staff are hired through Pierce County Security but are supervised and led by the Green River Campus Safety Director, Derek Ronnfeldt, who previously held a position as the Detective Commander for the Illinois State University Police Department for over 27 years. At Green River, the Director of Campus Safety reports directly to the Vice President of Student Affairs. The hierarchy of Campus Safety staff includes the Director, Assistant Director, the Contract Site Supervisor, Shift Supervisors, and patrol officers. The other GRC Campus Safety staff member is the Coordinator for Transportation and Parking. In addition, there are work-study students, who work as Campus Safety Ride Assistants and Safety Ride Drivers. Campus Safety has two vehicles used for patrol and emergency response and operates five shuttle buses used primarily to facilitate off-site parking, but which could also be used to provide mass evacuations. Staffing is typically lower during breaks.

Green River College Campus Safety staff have received training in criminal law, civil law, public relations, sexual violence, interpersonal communication, cultural competency, crisis intervention, critical incident response, and all facets of protection of persons and property. All Campus Safety staff are also certified in standard first aid and CPR.

Security Considerations in Maintaining Campus Facilities at all four campus locations

Green River College maintains campus facilities in a manner that minimizes hazardous conditions.

- Auburn (main) Campus: Walkways are illuminated with lighting; malfunctioning lights and door locks can be reported to Facilities (253-288-3333) or to Campus Safety (253-288-3350). All building entrance doors have been outfitted with magnetic security locks using electronic door access (EDA) that have been programmed to be unlocked or locked at pre-determined times when classes are in session, during weekends, and between quarters. All staff are issued Identification cards that, upon confirmation of a faculty or staff member's scope of employment, will allow them access to buildings and rooms that they have been assigned. Specific keys needed for the older buildings (which do not have electronic door access) for staff are checked out based on their employment locale and needs. The Facilities Department keeps a record of all keys.
    - For the Auburn (Main) Campus during Fall, Winter, and Spring Quarters, Green River has contracted with nearby Pacific Raceways to utilize their gravel parking lot for excess main campus parking. Campus Safety personnel operate a total of five shuttle buses that run between the Pacific Raceways Parking Lot and the College from 7:30 AM to 3:45 PM (not utilized during the pandemic). In addition, Campus Safety officers provide extra security and monitor traffic in and out of the East and West Entrance Gates and the Pacific Raceways lot.
    - There are three Campus Safety Blue Light poles located in the Campus Corner Apartment (CCA) residential housing area, and one call button pole located near the Performing Arts Center on the Auburn (Main) Campus. These poles have a call button that when pressed will contact Campus Safety.
    - Green River College former Child Care Center building (Bldg. 32) which is at present not being utilized, is patrolled by Campus Safety staff 24 hours a day.
- Kent Campus: The entrance to the campus is locked when the campus is not in use. The public parking lot east and adjacent to the Kent Campus is well lit and Campus Safety staff patrol the site while classes are in session. The building in which the campus is located is part of a number of buildings making up a major shopping area known as Kent Station. Kent Station has their own security guards, which monitor this area, as well as the Kent Police Department.
- Auburn Center Campus: Open Monday through Saturday, offering varying schedules. Campus Safety staff maintain a presence at this location. During any emergency situation, Auburn Police also respond.
- Enumclaw Campus: This building is scheduled to be open Mondays through Thursdays from 8:00 AM to 10:00 PM, and on Fridays from 8:00 AM-4:00 PM. Staff is always scheduled to be there during those open times. At no time is the building open without Enumclaw staff present.

There is increased security staff presence at the bus stop on the Auburn (main) Campus in the afternoon/evening while classes are in session to help ensure that this is a safe place for students to come and go from campus. In addition, surveillance cameras have been installed in various locations on the main campus, as well as at the Auburn Center Campus and Kent Campus. These help ensure safety for our college community.

Relationships with other Agencies

Green River College's Campus Safety Department maintains a close relationship with local emergency response and police departments that have jurisdiction over our campuses. One department assists the

other within their authorities during mutual investigations.

- Auburn (main) Campus and the Auburn Center: Auburn Police Department (APD) has primary law enforcement jurisdiction over these sites.
- The Pacific Raceway Parking Lot: The King County Sheriff's Office (KCSO) has law enforcement authority.
- Kent Campus: Kent Police Department (KPD) has law enforcement jurisdiction.
- Enumclaw Campus: Enumclaw Police Department (EPD) has law enforcement jurisdiction.

When incidents arise, all non-sworn Campus Safety personnel are licensed by the State of Washington to provide response services for the preservation of life and property. They work closely with the local law enforcement agency, who has primary jurisdiction in the investigatory and response modes. The Campus Safety Department also works with the appropriate law enforcement investigation's unit when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information.

Campus Safety personnel provide response assistance for the fire department and provide training support for emergency drills. Fire and emergency medical aid coverage for the four campus locations are specific for their individual sites.

- For the Auburn main Campus and the Auburn Center Campus, fire coverage/safety falls under the Valley Regional Fire Authority's jurisdiction. There is a VRFA station located one and a half blocks north of the main campus.
- For the Auburn Center, the VRFA station is located on the east boundary of the campus.
- The Kent Fire Department Puget Sound Regional Fire Authority located in Kent provides coverage for the Kent Campus.
- The Enumclaw Fire Department (KCFD #28) provides coverage for the Enumclaw Campus.

A table in Appendix 5 provides the law enforcement agency contact information for the extensive list of Green River College non-campus buildings or property. Since Green River has a widespread Community and Continuing Education program, including this list demonstrates the far-reaching efforts of the College to gather the appropriate crime data. Letters of inquiry about crime data are sent to each law enforcement agency as appropriate to the location and dates/times of the student presence for classes. Responses are kept at the Campus Safety office.

Currently, Green River College has a formal Memorandum of Understanding (MOU) with the Auburn Police Department related to providing law enforcement personnel in case of emergency situations. There are contracts in place for off-site parking with the Lutheran Church on 124th Ave SE, and with Pacific Raceways, on 31001 144th Avenue SE, Kent, WA 98042. Future MOUs are to be explored with the City of Kent and the City of Enumclaw. A contract for patrol services is in place with Pierce County Security (PCS) for 2016 through 2020, with the option for 1-year extensions through 2022.

How to Report a Criminal Offense

Reporting any crime or notifying law enforcement of suspicious activity helps to protect Green River College property and the campus community. To report a crime, members of the campus community should contact the Green River College Campus Safety Department at 253-288-3350, report directly to the Campus Safety Department at the Student Affairs Building, rm. 156 or call 9-1-1. Reports may also be made to an identified Campus Security Authority (CSA); see information in Table 1 below. For any suspicious activity or circumstance that could cause an emergency situation and necessitate the need of an emergency notification or timely warning notification to campus, contact Green River College Campus Safety Department.

A secondary method of crime reporting is to contact an identified Campus Security Authority (CSA). CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with the college. These groups or individuals fall into the following categories: A secondary method of crime reporting is to contact an identified Campus Security Authority (CSA). CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with the college. These groups or individuals fall into the following categories:

- Green River Campus Safety Department
- Any individual or individuals with responsibility for campus security but who do not constitute a campus safety department employee
- Any individual or organization specified in Green River's statement of campus security as one organization to which students and employees should report criminal offenses
- An official of Green River College who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; an official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution

Green River College maintains a list of those individuals (including their titles) who have been determined to fulfill one or more of those categories/groups listed above. The list is updated on a quarterly basis and can be found in Appendix 6. At Green River, the CSAs include but are not limited to the following positions listed in Table 1 below:

Table 1: Positions considered having Campus Security Authority status

Position	**Area of College**
Director of Residential Life and Housing	GRC Student Housing
Assistant Director of Residential Life and Housing	GRC Student Housing
Title IX Coordinator for Employees	Human Resources
Dean of Branch Campuses & Continuing Studies	Instruction
Dean of Instruction (Trades Technology)	Instruction
Dean of Instruction (Business, English, Humanities)	Instruction
Dean of Instruction (Fine Arts, Mathematics)	Instruction
Dean of Instruction (Health Sciences, Nursing and Education)	Instruction
Dean of Instruction (Science & Adjunct Faculty)	Instruction
Dean of Library, Curriculum & Media Services	Instruction
Director of Extended Learning	International Programs
Director of IESL, HSP, and FFS	International Programs
Director of International Housing	International Programs
Director of International Services & Operations	International Programs
Director of International Student Advising	International Programs
Dean of Student Affairs: Campus Life	Student Affairs
Senior Director of Student Affairs	Student Affairs
Director of Athletics & Recreation	Student Affairs
Director of Campus Safety, Transportation & Parking	Student Affairs
Director of Career & Advising	Student Affairs

Position	Area of College
Director of Enrollment Services & Completion	Student Affairs
Director of Financial Aid Services	Student Affairs
Director of Judicial Affairs & Compliance	Student Affairs
Director of Office of Diversity, Equity, & Inclusion	Student Affairs
Director of Outreach & Service Learning	Student Affairs
Director of Outreach & Recruitment	Student Affairs
Director of Running Start & College in the High School	Student Affairs
Director of TRiO Student Support Services	Student Affairs
Director of Student Placement, Communication, and Wellness	Student Affairs
Manager of International Student Activities	Student Affairs
Program Coordinators for Diversity, Equity & Inclusion	Student Affairs
Manager of International Student Activities	Student Affairs
Program Coordinators for Diversity, Equity & Inclusion	Student Affairs
Student Life Club/Organization Advisors	Student Affairs
Student Life Office Assistant III	Student Affairs
Student Life Program Coordinator Student Life Office Assistant III	Student Affairs
Student Life Program Coordinator	Student Affairs
Student Life Program Support Supervisor	Student Affairs
Title IX Coordinator for Students	Student Affairs
Other Campuses	
Enumclaw Campus – Operations Director	Branch Campus
Kent Campus—Director of Instructional Support & Operations	Branch Campus
Kent Campus—Program Coordinator	Branch Campus
Kent Campus—Program Manager	Branch Campus
Auburn Center Campus—Operations Manager	Branch Campus
Part-Time Positions	
Student Leadership positions (Community Leadership Education	Student Affairs
Athletic Coaches, assistant coaches, and Trainers	Student Affairs
Resident Assistants	GRC Student Housing

Please note that a CSA is not responsible for determining authoritatively whether a crime took place—that is the function of Campus Safety and/or law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime. This is the responsibility of law enforcement. It is also not the responsibility of a CSA to try to convince a victim to contact law enforcement if the victim chooses not to do so.

Pastoral and Professional Personal Counselors

There is an exemption of Clery CSA mandated reporting for two types of positions, college professional personal counselors and pastoral counselors. Green River does not have any pastoral counselors but does have four full time faculty members, whose professional responsibilities include personal counseling. Thus, when these faculty counselors are acting within the scope of their employment, they are not considered CSAs and are not required to report crimes for inclusion in the annual disclosure of

crime statistics. However, our campus faculty counselors are encouraged, when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

On Campus Confidential Resources

Counseling Services 253-351-6470
Campus Advocate (contracted community based Domestic Violence Advocate) 253-333-6016

Monitoring and Recording Criminal Activity at Off Campus Organizations

Green River College does not have any officially recognized student organizations that have housing facilities off campus. The College relies on close working relationships with local law enforcement agencies to receive information about incidents involving students. However, local law enforcement agencies do this out of a courtesy, and they are not required to notify or involve Campus Safety when they respond to a call involving private property.

If the College is notified of a situation in which a campus community member is the victim of an off campus crime, Campus Safety may issue a Timely Warning notification, detailing the incident and providing tips so that other community members may avoid similar incidents.

Limited Voluntary Confidential Reporting

Green River College encourages anyone who is the victim of or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, GRC cannot hold reports of crime in confidence. Anonymous reports to CSAs or Campus Safety may be filed for statistical reporting purposes. A student's privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, GRC reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies on a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide Timely Warning notification as well as inclusion in the annual crime statistics.

Alternatives to Immediately Filing a Police or Safety Incident Report

Victims and witnesses may also report a crime through the College system or the criminal justice system at a later date.

The alternatives available for people to use instead of filing a report immediately about a crime incident include:

- Report the crime to a CSA or Campus Safety at a later date
- Make a complaint to a Dean within the division of Student Affairs. Such a complaint may be used for actions which include, but are not limited to, on campus disciplinaryproceedings
    - Dean of Enrollment & Completion—253-288-3307, SA 206E
    - Dean of Campus Life— 253-333-6024, SU 240E
- Make an anonymous report to the Campus Safety Department; 253-288-3350, SA 156
- Contact a different department/office for help: Campus Corner Apartments Office, 31920 124th Avenue SE, Auburn, WA 98092,253-876-0700, or the Title IX Coordinator/Executive Director of Human Resources 253-288-3320, AD 2

The victim of a crime who does not want to pursue action within the College's judicial system or the criminal justice system may still consider making a report to an alternative campus authority. A student or employee

can notify the Office of the VP of Student Affairs or the Office of Human Resources about a crime and they can file an internal report without revealing their identity.

The College cannot guarantee confidentiality but does guarantee privacy. The purpose of a confidential report is to comply with the reporting individual's wish to keep the matter confidential, while taking steps to ensure their future safety and the safety of others. Further options will be discussed with the reporting party. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Monitoring Campus, Non Campus and Public Property for Criminal Activity

At the beginning of each quarter, Green River College collects data about all non-campus locations for college and other GRC events and activities, including days of the week and time of day. This information is added to a spreadsheet. Campus Safety personnel then adds local law enforcement and fire jurisdictional contact information. Between January and July of each calendar year, letters of inquiry are sent to these local police jurisdictions inquiring about specific Clery crimes associated with each address during those specific dates/times. These letters are sent by certified mail, and their associated certification labels are included in the Campus Safety Office correspondence file. When these letters are answered, their contents are analyzed, and any crime deemed to be within the exact Clery geography of that location is added to the crime data for that year.

Green River College Notifications of Timely Warning Policy

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to Green River College Campus Safety in a timely manner, to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. The Timely Warning Policy (SA-92) can be found at: https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-92-timely-warning-notifications/

Depending on the circumstances of the crime, especially in situations that could pose an immediate or ongoing threat to the community and individuals within the community, the Campus Safety Director or his/her designee shall distribute a "Timely Warning Notification" to staff, faculty, and students.

The "Timely Warning Notifications" are written by the Director of Campus Safety or his/her designees. The Timely Warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action, and will include the following:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

In some cases, GRC may need to keep some facts confidential to avoid compromising an ongoing investigation, and/or to protect the privacy of the individuals involved.

Updates about any particular case shall be distributed via blast email to all college email addresses and will be posted on the Campus Safety website. Anyone with information that warrants a timely warning

notification should immediately report the circumstances to Campus Safety by phone at (253) 288-3350, or in person at the Student Affairs Building, Rm. 156.

Responding to Emergencies and Emergency Notifications

In light of recent emergent events that have happened on college campuses, Green River College mindfully began strengthening its planned response to adapt to any emergency. Thus, Green River College actively examines ways to prepare for and respond to emergency situations, which are often dynamic.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to Green River College Campus Safety at extension 3350 from any college phone or 253-288-3350 from an external phone or calling 9-1-1. A comprehensive list of Automated External Defibrillators (AED) and First Aid Kit locations throughout the main campus can be found under the resources tab of the "Emergency Operations" web page at: https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/emergency-operations-plan/emergency-operations-center-eoc/emergency-resource-locations/

General Emergency Information

Green River has a well-developed process for significant emergencies or dangerous situations involving an immediate threat to the health and safety of students, employees, and visitors. The process is detailed in the Green River College Emergency Operations Plan (EOP), which includes information about the College's operating status parameters; incident priorities; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The EOP is designed to take an all- hazards approach to both natural and human caused hazards. Divisions, departments, offices, and individuals are encouraged regularly to familiarize themselves with information in this plan. The EOP and other preparedness resources available on the Campus Safety website are located at https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/.

College departments are responsible for developing their individual contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts emergency response exercises each year, which may include one or more activities, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The Green River Campus Safety Director has received training in the Incident Command System and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually; Campus Safety, City of Auburn Police Department and/or Valley Regional Fire & Rescue at the two Auburn campuses; Campus Safety, the Kent Police Department, and/or Kent Fire & Rescue at the Kent campus; and the Enumclaw Police Department, and/or Enumclaw Fire & Rescue at the Enumclaw campus and local law enforcement agencies for any other Green River off-campus buildings/properties (See Appendix 5). They typically respond and work together to manage the incident. Depending on the nature of the incident, other Green River College departments and other local, state, or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Green River College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Green River College Campus Safety website at the following link: https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/what-to-do/ Detailed information and updates to the Green River College Emergency Operations Plan are available at

https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/emergency-operations-plan/emergency-operations-center-eoc/.

All members of the Green River College community are advised on an annual basis through email that they are required to notify Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. In addition, Campus Safety has a statement on its website saying, *"Campus community members are required to report these serious incidences or occurrences"* to them. Campus Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does indeed pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community, or the appropriate segments of the community, that may be affected by the situation. This will be done following the Green River College Emergency Notification protocols.

Emergency Notification to Green River College About an Immediate Threat

In the event Campus Safety receives information from any office or department on the college campus, and confirms that a situation may pose a threat, or is an immediate threat to the health and safety of the Green River College, the Director of Campus Safety will notify the Vice President of Student Affairs and the Executive Director of College Relations, who will determine the content of the **Emergency Notification** message. Some or all of the systems described below will be used to communicate the threat to the Green River College Community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Vice President of Student Affairs and the Executive Director of College Relations will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification through one or more of the following systems: blast email, alerts using e2campus to include SMS messages and automated phone calls, campus telecommunications public address systems, building captains, website, social media, desktop alerts and notifications to radio and TV stations to broadcast messages, unless issuing a notification will, in the judgment of the first responders (including, but not limited to, Auburn Police, Kent Police, Valley Fire Authority, and King County) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

These methods of communication for Emergency Notification include network emails and emergency text messages that can be sent to a phone or PDA. Individuals can sign up for this service through the Campus Safety website by using the College Alert System at: https://www.greenriver.edu/campus/campus-safety/emergency-safety-alerts/ Students are not automatically signed up when registering for classes, but can sign up if they choose to do so. In addition, the College can send emergency "push" messages that appear on the screens of college-owned computers connected to the College network. The College will also post updates during a critical incident on the Green River College main website. Students, employees, and members of the larger community who are interested in receiving information about emergencies on campus are encouraged to also sign up for these emergency message systems (free of charge).

Emergency Operations Center

Green River College activates its Emergency Operations Center (EOC) during times an emergency response is being tested or is actually needed. The EOC is designed to guide the campus and employees to respond appropriately when emergency situations exist. The EOC developed the campus-wide Emergency Operations Plan (EOP). The EOP is an "all-hazards" document that contains concepts and

procedures that apply regardless of the nature or origin of an emergency or disaster. The response to any major crisis or disturbance will be conducted within the framework of this plan. Critical to this goal is being knowledgeable about what to do in the event of an emergency.

The Green River College EOP is operated under the Incident Command System (ICS) as designed by the National Incident Management System (NIMS). The ICS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

The primary objective of the ICS is the management of assigned resources for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. The Incident Commander manages major functions until span of control restrictions require the delegation of emergency functions.

Emergency Operations Center Locations--The Emergency Operations Center is a designated location from which the Green River Emergency Operations Team will coordinate and gather the appropriate resources for the situation. There are secondary locations pre-identified in case of building failure.

How to Report an Emergency

The campus community is encouraged to call 9-1-1 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to campus. They should also contact Campus Safety (253-288-3350) to facilitate additional assistance to emergency first responders.

General Emergency Procedures

No emergency is ever the same; therefore, no single response can dictate how an emergency will be handled. Green River College will do everything within its power and resources to prevent the loss of life and property.

Minimum guidelines for reacting immediately to an emergency:

- Always assess if anyone is injured and the severity of injuries. Immediately call Campus Safety at 253-288-3350 or dial 9-1-1. Please note that calls to 9-1-1 made from a campus phone can be identified to Campus Safety by location
- Provide traffic control assistance to enable emergency vehicles to respond.
- Never speculate about the circumstances of an emergency.
- Follow directions given by law enforcement or emergency response personnel.
- Remain calm; keep each other informed as much as possible; reassure others.
- Do not speak to the media; direct them to Campus Safety, the Executive Director of College Relations or the Vice President for Student Affairs
- Closely monitor all communication channels available at the time to keep informed of developments, especially before traveling to campus.

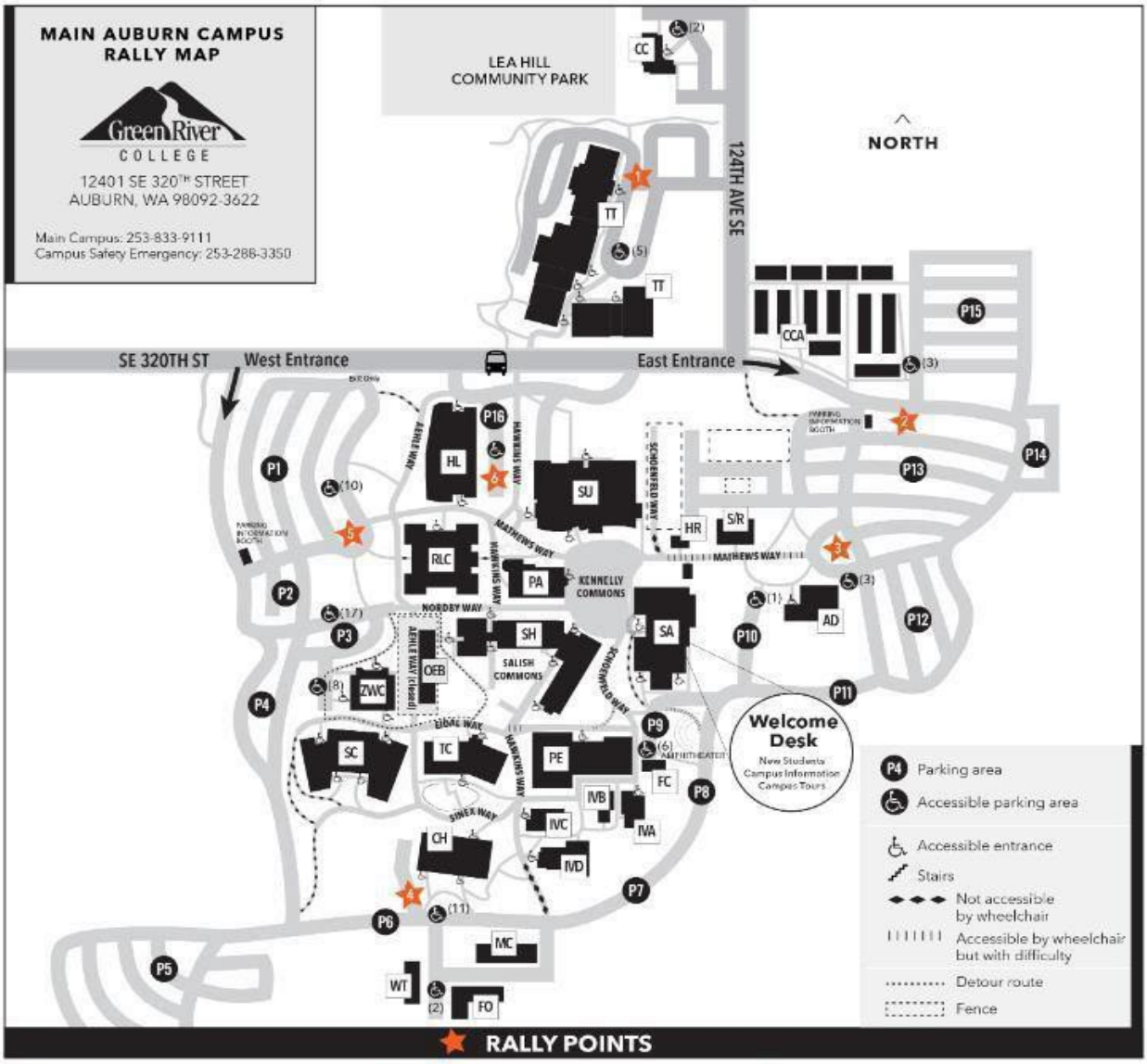
Logical Response and Recovery Steps

Step 1: Emergency occurs
Step 2: Campus Safety calls emergency agencies and facilities
Step 3: Facilities calls the appropriate utilities as needed
Step 4: Incident Commander makes a decision to activate the EOC
Step 5: Once the EOC is activated, all Emergency Operations Center members are to meet at the Incident Command Center without delay (If possible)
Step 6: Further action is determined by the emergency and the Incident Commander

Rally Point Locations

In the event of a building evacuation on any Green River College campus, all occupants should assemble at the nearest designated Rally Point location. Each building is assigned to the nearest Rally Point location below. Building occupants should familiarize themselves with the map and Rally Locations. Building Captains and other personnel will help facilitate building evacuations to specified Rally Locations.

Table 2: Rally Point Map for Main Campus

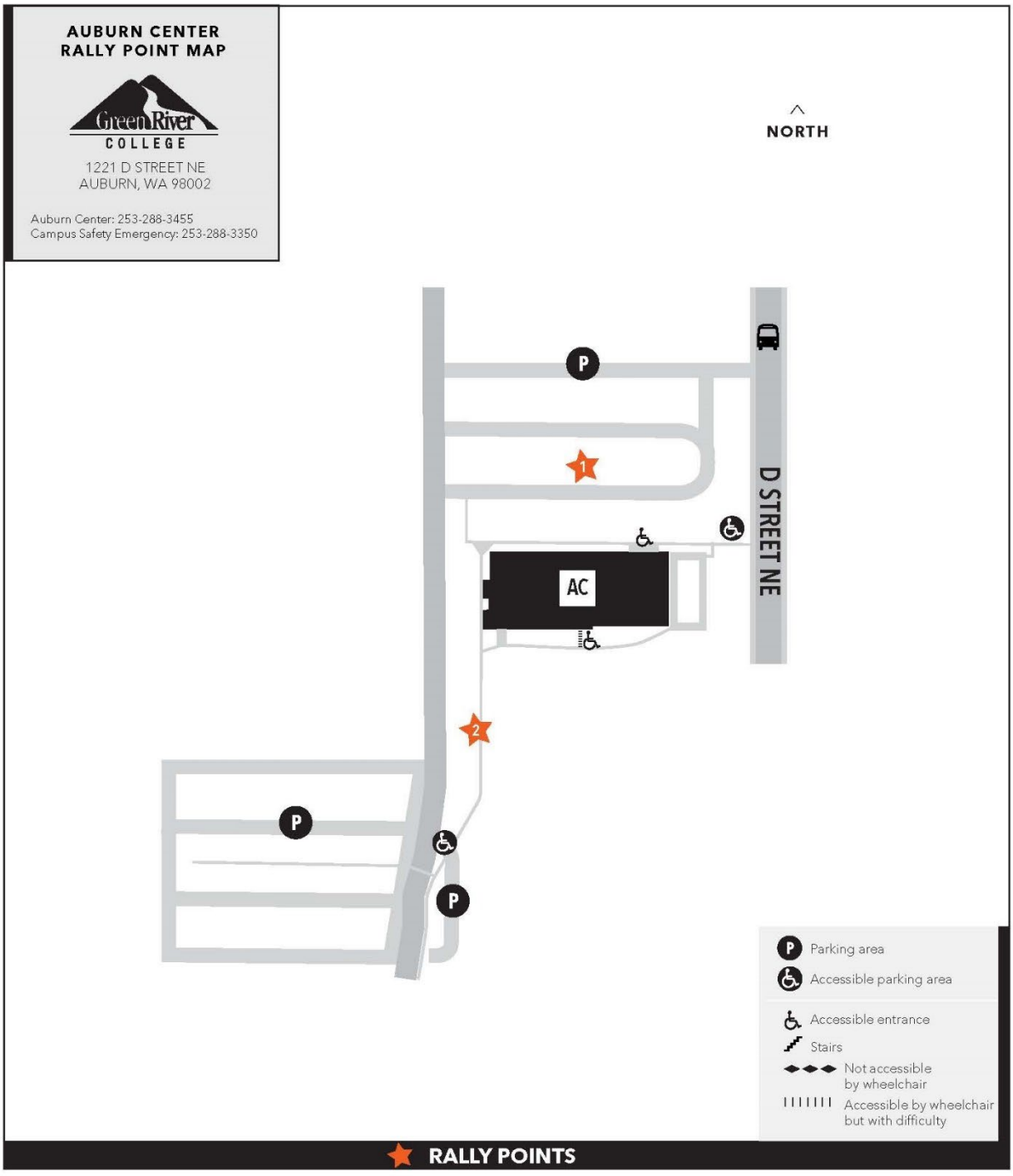


- CC Child Care Center
- TT Trades & Technologies
- CCA Campus Corner Apartments
- AD Administration Building
- HR Human Resources
- SA Student Affairs & Success Center
- SR Shipping & Receiving
- CH Cedar Hall
- FC Fitness Center
- FO Facilities Operations
- IVA McIntyre International Village-A
- IVB McIntyre International Village-B
- IVC McIntyre International Village-C
- IVD McIntyre International Village-D
- MC Maintenance Center
- PE Physical Education
- SC Mary Nelson Science Learning Center
- TC Technology Center
- WT Training Resource Center
- OEB Occupational Education Building
- RLC Rutkowski Learning Center
- SH Salish Hall
- ZWC Zgolinski Center
- HL Holman Library
- PA Bleha Center for the Performing Arts
- SU Mel Lindbloom Student Union

Table 3: Rally Point Locations for Emergency Evacuation Purposes

AUBURN (MAIN) CAMPUS	
Building	**Rally Location**
Child Care Center (**CC**), Trades and Technologies (**TT**).	**Rally point 1**: North corner of Trades and Technologies Parking Lot.
Campus Corner Apartments (**CCA**).	**Rally Point 2**: P13 beside East Booth
Administration Building (**AD**), Human Resources Building (**HR**), Student Affairs (**SA**), Shipping and Receiving (**SR**).	**Rally Point 3**: South side of P13 in front of bus circle (Flagpole).
Cedar Hall (**CH**), Fitness Center (**FC**), Facilities Operations (FO), McIntyre International Village-A (**IVA**), McIntyre International Village-B (**IVB**), McIntyre International Village-C (**IVC**), McIntyre International Village-D (**IVD**).	**Rally Point 4**: P6 behind the Southwest corner of the Cedar Hall building.
Maintenance Center (**MC**), Physical Education (**PE**), Marv Nelson Science Center (**SC**), Technology Center (**TC**), Training Resource Center (**WT**).	**Rally Point 4**: P6 behind the Southwest corner of the Cedar Hall building.
West Building (**WB**), Rutkowski Learning Center (**RLC**), Salish Hall (**SH**), Zgolinski Center (**ZC**).	**Rally Point 5**: P1 in the bus circle on the west side of **RLC**.
Holman Library (**HL**), Bleha Center for the Performing Arts (**PA**), Mel Lindbloom Student Union (**SU**).	**Rally Point 6**: P16
AUBURN CENTER CAMPUS	
Building	**Rally Location**
Auburn Center—exit through the west emergency door	Blue Dialer Pole in the West parking lot
Auburn Center—exit through the east emergency door	Blue Dialer Pole in North parking lot
KENT CAMPUS	
Building	**Rally Location**
Kent Campus –exiting on the west side or under sky bridge	West parking lot 2nd light standard
Kent Campus—exiting on the east side	Kent Station Water Fountain
ENUMCLAW CAMPUS	
Building	**Rally Location**
Enumclaw—exit on north side of the building	Across the street on the sidewalk
Enumclaw – exit on the south side of the building	Parking lot (west corner by dumpster)

Table 4: Rally Point Map for Auburn Center Campus

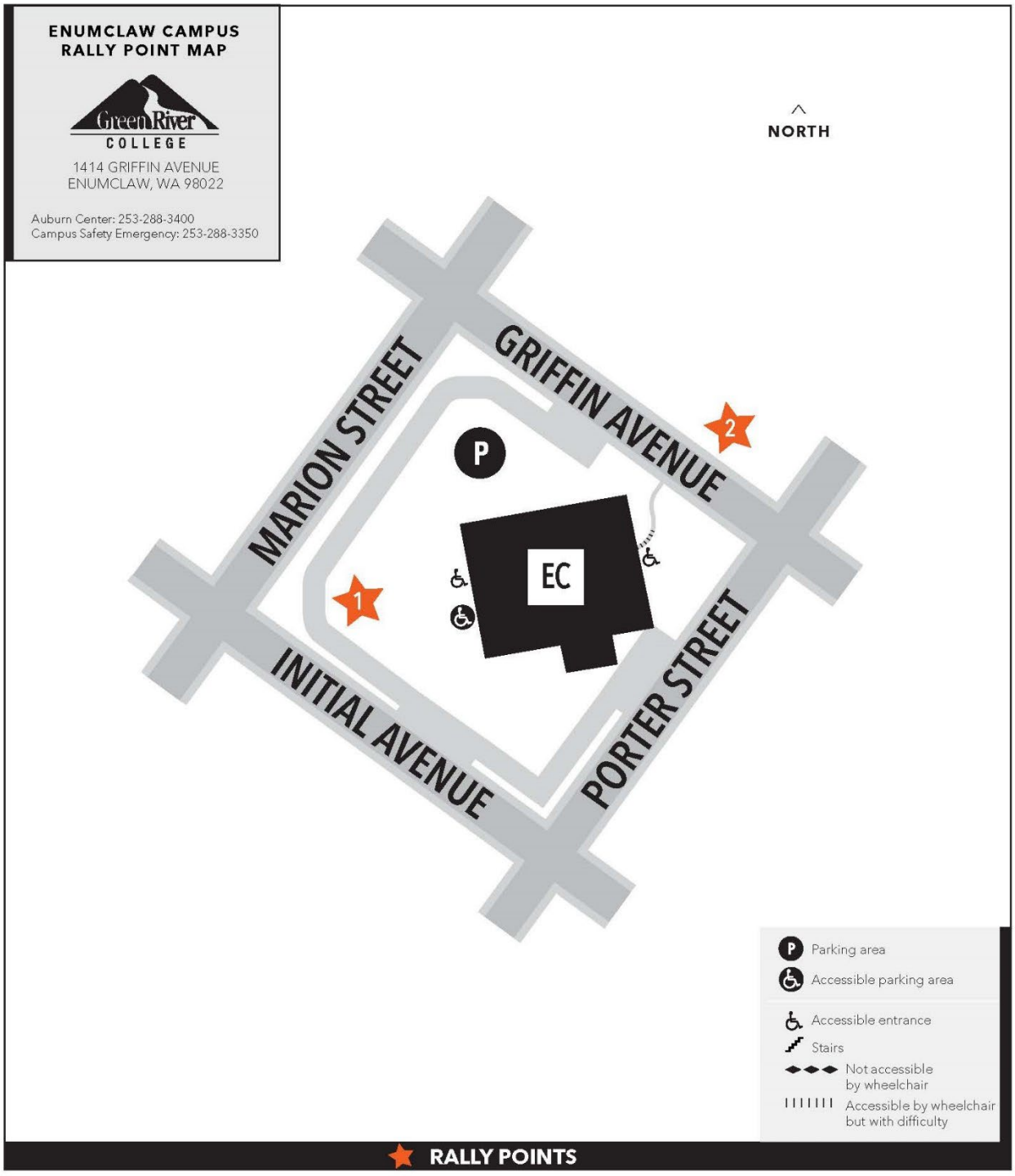


Blue pole in North parking lot.
Blue Pole SW of bldg. exterior adjacent to Fire Dept.

Table 5: Rally Point Map for Kent Campus

1 For those exiting on the west side of building or under sky bridge: west parking lot 2nd light standard
2 For those exiting on the east side of building: Kent Station water fountain.

Table 6: Rally Point Map for Enumclaw Campus



1 Parking lot (west corner by dumpster).
2 Across the street from the north entrance.

Emergency Contacts

Below in Table 7 are the main phone numbers that may be useful during a situation on campus that calls for emergency protocols.

Table 7: Campus phone numbers for all emergency calls

Department	Campus Extension	External Number
Auburn Center Campus	3455	253-288-3455
Campus Safety (main campus)	3350	253-288-3350
Campus Facilities & Maintenance	3333	253-288-3333
Campus Switchboard	0	253-833-9111
GRC Student Housing (CCA)	3620	253-876-0700
Enumclaw Campus	3400	253-288-3400
Kent Campus	6290	253-856-9595

Purpose and Objectives of Emergency Operations Plan

The Emergency Operations Plan (EOP) is designed to effectively coordinate the use of college and community resources in responding to all levels of campus emergencies and incidents. It is activated by the President of Green River College or any senior administrator present whenever such an emergency or incident reaches proportions beyond the capacity of routine procedures. The College will interact with local law enforcement, fire departments, and other county, state, and federal agencies as necessary.

The EOP is based on the framework of the four phases of emergency management as displayed below in Table 8.

Table 8: Four Phases of Emergency Management

Phase	Definition of Actions
Prevention/Mitigation	Actions taken to decrease (prevent the likelihood that an event or crisis will occur and to eliminate or reduce the loss of life and property damage related to an event or crisis (mitigation)
Preparedness	Development of the strategies, processes, and protocols to prepare for potential emergencies
Response	Operational effort to effectively respond to and resolve an emergency
Recovery	Coordination of resources to recover from an emergency and return to normal operations

The primary objectives of the EOP are to:

- Provide an organizational and procedural framework for the management of emergency situations.
- Establish comprehensive communications and information management.
- Determine the level of response for emergencies through a clear decision-making process.
- Ensure the continuity of campus operations.
- Practice resilient behaviors through regular exercises and drills to build the institutional skills and capacity to manage real crises.

Alert/Threat Levels & Types of Incidents

The threat levels and incidents that may occur at Green River College have been classified in a way to ensure that they will be addressed in the most efficient and effective way. The threat levels are displayed below in Table 9.

Table 9: Alert/Threat Levels

Level 1 Disaster	Level 2 Major Emergency	Level 3 Minor Emergency	Level 4 Minor Incident
A community, region or nationwide emergency that seriously impairs or halts the operation of the College	A serious emergency that completely disrupts one or more operations of the College and may affect mission critical functions of life safety	A localized contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of the College	Incidents that happen during daily operations that require minimal internal or external resources and do not affect the daily operations of the
• Mass casualties • Natural disaster such as earthquake or flooding • Large-scale hazardous material spill • Health epidemic • Major weather emergency • Armed assailant • Widespread utility outage	• Major Fire • Violent criminal behavior • Campus wide- power outage • Bomb Threat • Laboratory explosion • Suicide • National terrorist incident • Workplace violence • Public health threat • Severe weather • Campus evacuation	• Small fire • Small hazardous material incident • Limited power outage • Peaceful or minor civil disturbance or demonstration	• Minor medical incident • Minor criminal activity such as theft • Minor/short term facilities or utility failure
EOC Activation	**EOC Activation**	**EOC Alert**	**No EOC Activation**

Priority Objectives

This relates to how to process and deal with specific emergency situations. Priority 1 Objectives relate to preservation and safety of human life. Priority 2 and 3 Objectives relate to preservation of property and restoration of normal operations. Effort and action will focus on Priority 1 Objectives until substantially met. Priority 2 and 3 Objectives will be addressed as resources are available.

Priority 1 Objectives

- Establish emergency communications with affected areas.
- Assess damage, injuries, and location(s) of major problems.
- Evacuate affected locations.
- Isolate dangerous areas.
- Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
- Repair utilities and lifelines to prevent further life/safety hazards.
- Identify and rescue persons trapped in damaged facilities.
- Control secondary hazards.

Priority 2 Objectives

- Communicate critical information and instructions to campus, the public, families, and students.
- Shore up damaged facilities that pose safety hazards.
- Provide emergency food and shelter as needed.
- Conduct rapid structural engineering assessment of campus facilities.
- Track status of all injured and missing students and personnel.
- Restore college telecommunications systems as soon as possible.
- Assess local transportation conditions and advise campus regarding viable routes.
- Secure closed facilities.
- Begin documentation of damages.

Priority 3 Objectives

- Initiate Data Recovery Plans.
- Identify and secure valuable college materials.
- Normalize flow of supplies and equipment from off campus.
- Provide psychological and personal assistance to staff, faculty, students, and others impacted by the event.
- Re-allocate residential, academic, and administrative operating space, if necessary.
- Provide space to external agencies, if necessary and possible.

Testing Emergency Response and Evacuation Procedures

Campus Safety or EOC coordinates a drill during each academic school year for all Green River College campuses (Auburn (main campus), Auburn Center, Enumclaw, and Kent). This drill may be either announced or unannounced and will include a test of any of the following emergencies: earthquake, evacuation, fire drill, active shooter scenario, bomb threat, suspicious package, campus alert system, or another event as deemed appropriate.

The emergency response and evacuation procedures are tested yearly at our campus locations and three communication protocol drills a year (one each quarter during the academic year) are conducted as well. Students learn the locations of the emergency exits in the buildings and are provided guidance about the

direction they should travel when exiting each facility for a short-term building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Green River College, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components. The College uses a system of having "Building Captains" for each of the buildings on campus. These Building Captains have been provided with backpacks that have been stocked with first aid supplies, flashlights, etc. Campus Safety schedules a meeting for Building Captains to meet at least quarterly during the year to discuss questions, become reacquainted with campus security protocols, and learn about new procedures.

Evacuation and emergency drills are monitored by Campus Safety to evaluate egress and behavioral patterns. A report is prepared for the members of the Emergency Operation Center identifying deficient emergency equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The College has at least one announced fire/emergency building drill once a year. Residential housing (CCA) on the Auburn (Main) Campus has one announced or one unannounced fire drill quarterly. Below is a table of the fire/emergency drills for calendar year 2022:

Table 10: Emergency Drills during 2022

EMERGENCY DRILL SITE/DEPARTMENT	DATE	START TIME	END TIME	TYPE OF DRILL	STUDENTS/EMPLOYEES
CCA Fire Drill	2/01/2022	1900	2000	Announced	Students
CCA Fire Drill	4/04/2022	1900	2000	Announced	Students
EOC Fire Alarm Drill	5/18/2022	1030	1100	Announced	Students/ Employees
EOC Earthquake Drill	10/20/2022	1030	1100	Announced	Students/Employees

Campus Safety has evacuation and shelter-in-place instructions published on its website in the Emergency Operations Plan (EOP) for a variety of emergencies: https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/emergency-operations-plan/. In addition, students receive information about evacuation and shelter-in-place procedures during every fall quarter through email. Green River College Campus Safety will complete a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year. Campus Safety and the College administration have learned that when classes are in session, it takes time to evacuate the campus when the college has been unexpectedly closed during the day. Thus, staff are directed to wait until most students have left (usually about 60 minutes) before leaving. Campus Safety has their personnel assist with traffic flow egress at various parking lots and at the main entrances.

Emergency Response/Resiliency: Green River College has an active Emergency Management Program involving senior college leadership. As part of the College's resiliency program, Campus Safety, Information Technology Department, and the Student Affairs Division provide resiliency information to staff to generate

pre- and post-incident management and recovery. This includes recovering from traumatic incidences including assaults and other major crimes, to recovering from natural disasters.

Missing Student Policy

Green River has implemented a policy for missing residential students, which can be located at this link: https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-27-missing-student/ The College requires that every student who resides on campus, regardless of their age, must identify a contact strictly for missing person's purposes. That person shall be the first contact person in the event that the student would be officially reported missing during his or her tenure at the College. This information will be maintained confidentially and will only be provided to appropriate authorized campus officials. It will be disclosed to law enforcement personnel in furtherance of a missing person investigation. If any member of the campus community, family member or friend has reason to believe that a resident student's absence is contrary to their normal behavior, the Campus Safety Office shall be notified immediately and will initiate an investigation.

The College has up to 24 hours after receiving a report that a student is missing to initiate specific missing student notification procedures. However, the College can initiate their procedures for a missing student before 24 hours has passed.

When the student is under the age of 18 and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Reports of missing persons will be expeditiously investigated. The Green River College Campus Safety Office will be the lead investigative agency when in receipt of a missing person report, unless a law enforcement agency assumes primary responsibility. When possible, a liaison will be established to support the missing student's family and to assist in the investigation.

A person is presumed missing when their absence is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures will be taken to determine that no one familiar with the person has seen or heard from the person for an unusual period of time or is aware of where they may be. If after such checking and the person is still considered missing, Campus Safety should be notified as soon as possible at 253- 288-3350.

Reporting and Investigating Missing Persons: Persons can report students missing to one or all of the following individuals in Table 11.

Table 11: Persons to whom individuals can report missing students.

Position	Contact Info
Director of Safety	253-288-3335
Vice President of Student Affairs	253-288-3328
Dean of Enrollment & Completion	253-288-3307
Dean of Campus Life	253-333-6024
Director of Residential Life and Housing	253-876-3601
Director of Judicial Affairs	253-887-5404

When any of the above are contacted, he/she then has the responsibility to immediately contact the Director of Campus Safety (or his designee) to initiate an investigation. The Director of Campus Safety will keep the Vice President of Student Affairs and the Director of Residential Life and Housing abreast of the process of the investigation. Please note that many times residence hall staff, directors, and other Student Affairs personnel may actually be the first contacts to whom students report other missing students. If that

occurs, then, whoever was contacted needs to immediately contact the Director of Campus Safety.

There is no waiting period for an individual to report a missing person. Campus Safety will investigate, following established protocol, all cases of missing persons that are brought to their attention. The Campus Safety Office will serve as the lead investigating agency unless superseded by a local law enforcement agency, a Prosecutor's Office or State of Washington or Federal agency with appropriate jurisdiction.

Identifying an Emergency Contact Person: During Move-in Day at CCA, all students are asked to provide the Student Housing Office with the name and contact information of a person to be contacted in the event they become missing. This form is known as the *Missing Student Contact* form. The form is collected and kept in a confidential locked file cabinet in the Student Housing Front Office and will only be released to appropriate authorized campus officials to assist in the missing student notification and investigation (and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation). If the missing student did not provide missing person contact information, then Student Housing will contact the person(s) the student listed as the point of contact or their Guarantor on their housing agreement. Each quarter, students are given the opportunity to update the information.

Informing Designated Missing Person Contact or Appropriate Others: After investigating a missing person report, should Green River College Campus Safety determine that the student has been missing for 24 hours, Green River College Campus Safety will notify:

- the Auburn Police Department (or appropriate law enforcement jurisdiction)
- the student's missing person contact(s)
- the student's parent or legal guardian (if the person is under the age of 18 and is not an emancipated individual)
- the appropriate Consulate if the student is an international student (Campus Safety will work directly with law enforcement and the International Program Director of Housing to facilitate the connection with the Consulate)

Note: for students under the age of 21: Suzanne's Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national "Amber Alert" bill. NCIC is the United States' central database for tracking crime-related information. The NCIC has been an information sharing tool since 1967. It is maintained by the Criminal Justice Information Services Division (CJIS) of the Federal Bureau of Investigation (FBI) and is interlinked with federal, tribal, state, and local agencies and offices.

Security Awareness and Crime Prevention Programs for Students and Employees

Green River College offers many programs designed to inform students and employees about campus safety and security procedures and practices as well as crime prevention. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. On-going crime prevention and safety awareness programs on personal safety and security are sponsored by various campus organizations throughout the year. The programs include general crime prevention and security awareness programs such as safety education forums, programs, and discussions about topics such as alcohol abuse, domestic violence, fire safety, emergency response and evacuation procedures, driving safety, and theft protection.

Security Awareness Programs for Students and Employees

Table 12: Security Awareness Programs for Students and Employees

Program Topic	Frequency	Students / Employees	Notes
Response to Active Shooter	Fall, Winter & Spring Qtrs	Students & Employees	Campus Wide Training at least twice a quarter
General Safety	All quarters	Students	Orientation to College class for International students, Resident Assistants at CCA, orientation for new employees
Safety Awareness	Twice/year	Students & Employees	Students, and student leaders and student life employees
Alcohol Use/Abuse	Periodically	Students	Students involved with discipline made aware of choices
Health/Safety Orientation	Annually	Students & Employees	Student Athletes and coaches
Safe Sex & Information	Annually	Students	Center for Transformational Wellness offers safe sex supplies
Domestic Violence (DV) and Sexual Assault	Continually	Students & Employees	Content included in New Student and New Employee Orientation sessions
Violence Against Women Act	Three times/year	Students & Employees	Gators CARE Committee events and Peer Educator Presentations.
Health & Safety Brochures	Brochure racks updated	Students & Employees	Various health and safety brochures displayed in brochure racks throughout the College
Alcohol Awareness	Annually	Students & Employees	Drinking habits and safety
Health Fair	Annually	Employees	Training for AED and CPR available
Marijuana Use/Abuse	Monthly to New Employees	Students & Employees	Covers the use and abuse of marijuana and the fact that marijuana use at GRC is illegal

Bystander Intervention	Annual/ Quarterly	Students	GRC has an on-line video educational program that promotes security awareness in situations in which bystander intervention may be helpful. A second online program Through Get Inclusive is sent to students on an annual basis.

In addition, the campus provides an annual Health Fair (it did not occur in 2021 due to covid restrictions), which occurs in May, involving Drug and Alcohol information. Students can find information on counseling at: http://www.greenriver.edu/student-affairs/counseling-and-health-services.htm. College and community resources are available to assist students and employees with problems related to alcohol and other substance abuse. Green River College also provides free counseling services in which confidentiality is maintained. These counselors also serve as members of the Behavioral Intervention Team (BIT), to serve as responders for anyone in crisis.

In 2021, Green River College developed a Collegiate Recovery Program (CRP) called Gators Thrive. A Recovery Support Specialist was hired to develop training for employees on how to support students in recovery, and to establish individual and group recovery support on campus. More information is available on the website: http://www.greenriver.edu/recovery

Crime Prevention Programs for Students and Employees

As a public college, Green River is uniquely challenged to strengthen our safety and security while also preserving the openness and public accessibility that we so highly value. While there are no sure solutions to preventing crime, the College has measures in place to enhance our community's safety and help in crime prevention. These measures include:

- Campus Safety Staff: The Campus Safety staff of 25+ personnel dedicated to crime suppression and prevention. The department closely coordinates mutual aid resources with neighboring police jurisdictions for all four of the College campus locations.
- Campus Safety patrols: The Campus Safety staff patrols all Auburn (main) Campus areas, as well
- as the campuses at Kent and Auburn Center. They wear a uniform to be easily recognized by students, employees, and visitors.
- Emergency Notifications—Campus Safety employs an emergency notification system that sends alerts to cell phones, emails, and campus phones and computers. These email notifications can be sent to every person at Green River with an email address.
- Walking Escorts—Campus Safety provides an "escort" service at the Auburn (main) Campus for students, staff, and faculty 24 hours a day, 365 days a year to walk to and from anywhere on campus.
- Safety Ride— (suspended due to covid restrictions during the second part of 2020) Campus Safety provides After-Hours Safety Rides to and from the Campus Corner Apartments, off-campus apartments located nearby, home shares, Holman Library, and to/from local stores within the nearby Auburn main campus area. The hours of operation are Sundays through Thursdays, 3 pm until 1 am, and Friday and Saturdays from 3 pm to 2 am.

New Employee Campus Safety Orientation—Campus Safety provides an orientation to new employees about the department and how each employee can assist with crime prevention by being aware and calling Campus Safety about suspicious persons and/or activities.

Table 13: Crime Prevention Programs for Students and Employees

Program Topic	Frequency	Students / Employees	Notes
General Crime Prevention	Twice/year	Students	CCA programming about crime prevention is presented to the new international students.
der Intervention Programs	Quarterly	Students	Sexual Assault on-line educational programming for bystander intervention when there is the possibility of a sexual assault occurring.
Active shooter Trainings	Quarterly	Students & Employees	Green River College Safety Department has provided, at minimum, 6 Response to Active Shooter trainings to the campus community, including the use of multi-media for the delivery of information during 2021.
New Employee Campus Safety Orientation	Monthly	Employees	Campus Safety provides an orientation to new employees about the department and how each employee can assist with crime prevention.
New Employee Violence Prevention Orientation	Monthly	Employees	Violence Prevention Program provides an orientation to new employees about the department and how each employee can assist with reducing interpersonal violence at the college
Safety Rides	Daily	Students	Campus Safety provides After-Hours Safety Rides to and from the Campus Corner Apartments, off-campus apartments located nearby, home shares, Holman Library, and to/from local stores within the nearby main campus area. The hours of operation are Sundays through Thursdays, 3 PM until 1 AM, and Friday and Saturdays 3 PM to 2 AM.
Walking Escorts	24/7	Students & Employees	Campus Safety provides an "escort" for faculty, staff, and students to walk to or from anywhere on campus.

Further, whenever a Timely Warning Notification is issued, there always is a section to educate students and employees on what they can do to help prevent the same type of crime from happening to them.

Bystander Intervention Programs

Bystander intervention was explored by the Personal Safety Against Violence (P-SAV) committee (see page 42 for a full explanation and description of P-SAV) and determined that it was a vital component to preventing crimes against persons and helping others in potentially unsafe circumstances. The P-SAV brochure (***What You Need To Know and How to Get Help about Personal Safety Against Violence)*** includes information about Bystander Intervention. It can be found at this link: https://www.greenriver.edu/media/content-assets/documents/campus/safety/personal-safety-against-violence-brochure-1.pdf . Along with that brochure, a series of videos for all students and prospective students was created (based partially on videos from the University of Montana) specifically about Bystander techniques. This video (which has open captions to assist those who may have hearing issues or whose first language is not English) can be viewed at the following link: https://www.youtube.com/playlist?list=PLDRs78CN8uog1LjRNeI0BjiCRQsH1o-T- It remains available for use by different programs and courses here at Green River.

Since 2015, the PSAV committee has become the Gators CARE Committee, which has a sub-group focused on interpersonal violence (Dating Violence, Domestic Violence, Sexual Assault, and Stalking) Prevention, and

the college has created the Violence Prevention Center to implement the work of the Gators CARE Committee. The Director of the Center for Transformational Wellness is responsible for:

- Enrolling all new students in the online course Sexual Assault Prevention for Community College on the EVERFI platform
- Supervising the Peer Educators that provide Bystander Intervention training to other students
- Providing training to student leaders and Resident Assistants on Bystander Intervention
- Developing tools and training for faculty and staff on Bystander Intervention

Individual Responsibility

Green River College works hard to promote and ensure the safety of all individuals within its community, which includes students, faculty, staff and visitors. However, everyone must also take responsibility for his or her own safety and that of his or her belongings. Simple precautions are the most effective means of maintaining personal security. All individuals should strive to become less vulnerable to crime and take ordinary precautions to help with ensuring their safety. Examples of precautionary measures include:

- **Signing up for Campus Safety Alerts**: Signing up for Green River Campus Safety Alerts (Omni alert at https://www.greenriver.edu/campus/campus-safety/emergency-safety- alerts/)
- **Requesting Campus Safety escort service**: Any staff or student who wants to have an escort when walking across campus may request this from Campus Safety.
- **Requesting a Campus Safety Ride:** Campus Safety provides rides to and from the CCA Apartments, off-campus apartments located nearby, home shares, Holman Library on campus, and local stores within the area. The hours of operation are Sundays through Thursdays, 3 pm till 1 am, and Friday through Saturday 3 pm to 2 am
- **Taking Care, Being Aware:** All individuals should notify Campus Safety of any individual on campus or in a building, who appears to have no legitimate business there, or who arouses suspicion in any way. Students and staff are encouraged to remain aware of their surroundings at all times
- **Locking Vehicles/No Valuables left in cars**: All students, faculty, staff, and visitors are encouraged to not leave valuables in vehicles and to lock vehicles
- **Walking with partners:** Walk with partners or friends across campus, to and from housing to nearby stores, public parks, and apartment buildings, etc.
- **Securing Bicycles:** Make sure when using bicycles on campus to secure them with good locks at campus bicycle racks

Alcohol and Drugs

Green River College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in the academic or workplace setting is also prohibited. Green River College employees, students and visitors are required to abide by all federal and state laws, local ordinances, Washington State Board for Community and Technical College policies, and other related state and federal requirements regarding the consumption or possession of alcoholic beverages, controlled substances and illegal drugs.

Drug and Alcohol abuse education programs

GRC's Center for Transformational Wellness and GRC's Campus Safety office utilizes an individualized educational process for the education about alcohol and other drugs with the goal of prevention of abuse. The Center for Transformational Wellness and Campus Safety also provides periodic group programs that have been designed to respond to the needs and empower the wellness of all members of the college community. The program includes a continuum of activities and services, which can be categorized into the

three areas listed below:

- Prevention/Education—increase awareness, knowledge, skills and practice of healthier alcohol and other drug choices
- Policy and Procedures—review and revise college policies and procedures regarding alcohol and other drug (AOD) use and abuse, to ensure fair and consistent implementation supportive of the mission of the college as well as federal, state, and local guidelines
- Resources
  - **A.** Consultation—provides all members of the Green River community with the opportunity for a free and confidential consultation about their use/abuse of alcohol or other drugs
  - **B.** Referral to Counseling/Treatment—where indicated following a consultation, students will be assisted in finding appropriate services which are designed to help a person stop abusing alcohol or other drugs
  - **C.** Referral to Self-Help and Support Groups—to support ongoing progress of individuals working on their recovery program, linkages with 12-step groups will be maintained to facilitate quick entry into a group

Green River College has a vested interest in the health and well-being of its students and employees. Providing access to substance abuse education materials promotes a healthy campus community. The College recognizes substance abuse as a treatable condition and offers students and employee's services and referrals for those with substance dependency problems, including informational materials, educational programs, counseling services. Additionally, the college has a part-time Recovery Support Specialist who oversees Gators thrive, GRC's Collegiate Recovery Program.

Student Possession, Use and Sale of Alcohol Beverages and Drugs at Green River College

The scope of Green River College Drug Free Campus Policy GA-01 (https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-1- drug-free-campus-policy/) also includes language that shows Green River complies with the drug and alcohol regulations mandated by the federal highway administration of the US Department of Transportation, along with other applicable federal, state, and local laws and regulations. The institution enforces state underage drinking laws as well as enforcing laws prohibiting illicit drug use through their procedures laid out in *the Student Right To Know and Student Conduct* publication https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-1- drug-free-campus-policy/ which is made available to all students and employees annually via email, and quarterly thereafter to any new student and/or employee. RCW 66.44.270 and RCW 66.44.290 address underage issues with alcohol. Washington State drug and federal drug laws are identified in the Student Right To Know and Student Conduct publication, as well as in the Washington Administrative Code for conduct at the following link (http://app.leg.wa.gov/WAC/default.aspx?cite=132J-126&full=true).

Student Disciplinary Sanctions which are related directly to alcohol and/or drug use by minors

Official college action is taken when violation of state law or college policy regarding alcohol and other illicit drugs occurs. Students have rights within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college. All disciplinary sanctions are operated under the structure of these rights, which are listed below:

Academic freedom

- Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college

facilities that are generally open and available to the public.

- Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
- Students shall be protected from academic evaluation, which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- Students have the right to a learning environment that is free from unlawful discrimination, inappropriate and disrespectful conduct, and all harassment, including sexual harassment.

Due process

- The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter WAC-132J-126-010.

Definition of Disciplinary Terms

Initiation and types of non-academic discipline (Violation of law and college discipline) are described in WAC 132J 126 100 and are applied as appropriate by the Student Conduct Officer. The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

- Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation - A written reprimand for violation of specified regulations. Probation is indefinite or for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- Loss of privileges - Denial of specified college privileges for a designated period of time.
- Fines - Previously established and published monetary charges.
- Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- essays, service to the college, or other related discretionary assignments.
- College suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- College dismissal - Permanent separation of the student from the college.
- Revocation of admission and/or degree - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Registration hold - Students may have their registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the Vice- President of Student Affairs or designee.
- Revocation of club status and loss of college recognition - Applies to clubs and organizations.
- Discretionary sanctions - These may include, but are not limited to, work assignments, essays, service to the college, or other related discretionary assignments.
- College suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- College dismissal - Permanent separation of the student from the college.

- Revocation of admission and/or degree - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Registration hold - Students may have their registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the Vice President of Student Affairs or designee.
- Revocation of club status and loss of college recognition - Applies to clubs and organizations.

Initiation of Disciplinary Action

All disciplinary actions for the college (especially those involving alcohol use by minors) will be initiated by the Student Conduct Officer. If that officer is the subject of a complaint initiated by the respondent, the President shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant. Other disciplinary actions needed for Campus Corner Apartments (the College's residential facility) residences will be handled by the Campus Corner Apartments Conduct Officer. Those infractions involving alcohol use by minors are transferred to Campus Safety, which then, in turn, transfers adjudication of the issues to the Student Conduct Officer.

- The Student Conduct Officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s) and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.
- Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.
- The Student Conduct Officer may take any of the following disciplinary actions:
    - Exonerate the respondent and terminate the proceedings.
    - Impose a disciplinary sanction(s), as described in WAC 132J-126-130.
    - Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

Student Housing and use of alcohol and illicit drugs

Student Housing (CCA) residents and their guests who choose to consume alcohol must be twenty-one or older and must act responsibly while doing so. In addition, residents may not partake in any illicit drug use, including marijuana.

Domestic and International Field Trips/Study Abroad

Students participating in field trips, academic trips, or participating in study abroad in a foreign country are reminded in their orientation to the trip by their faculty/trip advisors that they are accountable to follow GRC's Student Code of Conduct and may be also subject to arrest and legal sanctions for alcohol or drug offenses under the laws of that particular state, country, or institution.

Recognized Student Organizations

Green River College does not have any nationally recognized student organizations except for Phi Theta Kappa (which is an honor society), and it does not have sorority or fraternity status at the College.

Employee Possession, Use of Alcohol and Drugs at Green River College

Green River College promotes a drug-free campus. The College has a vital interest in maintaining a safe, healthy, and productive work and academic environment for its employees, students, and the public. As such, Green River complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, the drug regulations mandated by the federal highway administration of the US Department of Transportation, and other applicable federal state and local laws and regulations. Green River prohibits the unlawful manufacture, distribution, dispensation, possession, use and/or sale of any controlled substance, including illicit drugs, marijuana, of any kind or any amount. Although possession and use of marijuana is legal under limited circumstances under Washington State law, the manufacture, distribution, dispensation, possession, or use of marijuana remains prohibited under federal law, and consequently is prohibited on Green River College property, in the conduct of Green River business, or in conjunction with any Green River activity or associated event.

Communication

To ensure all employees are aware of their critical roles in this, they receive a summary of the Alcohol- and Drug-Free Workplace policy, along with a link to the complete document, health risks, and legal implications during the annual notification of policies. Green River College will make good faith efforts to have and maintain an alcohol and drug-free workplace.

Employee disciplinary sanctions which are related directly to Alcohol and Illegal Drug Use in the Workplace

Official college action is taken when violation of state law or college policy regarding illicit drugs or alcohol occurs. Employees have rights within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college. Green River College intends to provide a drug-free workplace. Each employee is expected to report to work in an appropriate mental physical and physical condition to perform his or her assigned duties. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on Green River College owned and/or controlled property, or while conducting college business is prohibited.

Violation of this standard will result in disciplinary action being taken in accordance with Higher Education Personnel Board state rules, bargaining unit agreements, tenure laws, or other policies of the state. A violation will be reason for discipline, including termination of employment, or for participation in evaluation/treatment for a substance use disorder.

Applicable Legal Standards

Washington State Drug Laws

RCW 46.61.502 *&* RCW 46.61.504

- Prohibits operating motor vehicle while under the influence of an intoxicating liquor or any drug. Discusses penalties and Alcohol Information School.

RCW 46.61.517 & RCW 46.20.308: Refusal of person to take alcohol test or drug concentration.

- Refusal of person to take alcohol test or drug concentration in the person's blood or breath is admissible in a court of law.

RCW 66.24.481 Public Place or Club

- No public place may keep liquor or permit its consumption unless authorized by a state banquet permit.

RCW 66.44.100 Opening or Consuming Liquor in Public Place

- Prohibits consuming liquor in a public place.

RCW 66.44.200 Sales to Persons Apparently Under the Influence of Liquor

- Prohibits the sale of any alcohol to a person apparently under the influence of liquor.

RCW 66.44.270 Furnishing Liquor to Minors— Possession, Use

- Prohibits the sale or supply of liquor to a minor and prohibits anyone from permitting a minor to consume liquor on premises under that person's control.
- Prohibits minors from possessing, consuming, or otherwise acquiring any liquor. (At the College, it is also contrary to the alcohol policy to furnish or permit alcohol to be served to persons who are intoxicated.)

RCW 66.44.290 Minors Purchasing

- Prohibits anyone under age 21 from purchasing or attempting to purchase alcohol.

RCW 66.44.310 Misrepresenting Age

- Prohibits using a false identification card or misrepresenting a person's age.

RCW 66.44.325 & RCW 66.44.328 False Identification

- Prohibits the use and manufacture of false ID cards.

RCW 66.44.370 Resisting Arrest

- Prohibits anyone from resisting arrest by a law enforcement official.

RCW 69.41.340 Steroid Use by Student Athletes

- Prohibits the use of steroids by student athletes.
- Announces loss of eligibility for use.

RCW 69.41.350 Penalties of possessing

- Penalties of possessing under 200 tablets or eight 2 cc bottles of steroid without a valid prescription (gross misdemeanor) or over 200 tablets or eight 2 cc bottles of steroid without a valid prescription (Class C Felony)

RCW 69.50.401 Prohibited Acts: A – Penalties

- Prohibits the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance. Any person in violation with respect to: (i) a Schedule I or II narcotic is guilty of a crime and upon conviction may be imprisoned for up to 10 years. If the crime involved less than two kilograms of the drug, fined up to $25,000; or if the crime involved two or more kilograms of the drug, then fined up to $100,000 for the first two kilograms and up to $50 for each additional gram.
- The sentence may include both imprisonment and fine, (ii) any other Schedule I, II, III substance is guilty of a crime and may be imprisoned for up to five years, fined up to $10,000 or both. Nor may anyone be in possession of a controlled substance unless it was obtained through a valid prescription of a practitioner. Any person found guilty of possession of 40 grams or less of marijuana shall be guilty of a misdemeanor.

RCW 69.50.406 Distribution to Persons Under Age 18

- Anyone 18 years of age or over who distributes a controlled substance that is a narcotic drug to a person under 18 is punishable by the fine and/or imprisonment of up to twice that authorized by RCW 69.50.401 (a) (1) (i)RCW 69.50.408 Second or Subsequent Offenses
- Second or subsequent offenses are punishable by twice the imprisonment and/or fine that is otherwise authorized.RCW 69.50.410 Prohibited Acts: D – Penalties
- Prohibits the sale for profit any controlled substance or counterfeit substance classified in Schedule I, RCW 69.50.204 except leaves and flowering tops of marijuana.
- Any person convicted of this subsection shall receive a sentence of up to five years in prison for the first offense, or a mandatory sentence of five years in prison for a subsequent offense and no judge may suspend or defer the second sentence.
- Violation of this subsection by selling heroin is punishable by a mandatory sentence of two years in prison and no judge of any court shall suspend or defer the sentence. Any person convicted on a second or subsequent sale of heroin shall receive a mandatory sentence of 10 years in prison and no judge shall suspend or defer the second sentence.
- In addition to the sentences provided, any person convicted of a violation of this subsection shall be fined in an amount calculated to at least elimination and all proceeds of profits gained by such person as a result of sales of controlled substances, up to the amount of $500,000 on each count.

RCW 69.50.412 Prohibited Acts: E – Penalties

- Prohibits the use of drug paraphernalia to plant, grow, harvest, manufacture, produce, prepare, test, store, or introduce into the human body a controlled substance. Any person who violates this section is guilty of a misdemeanor. Prohibits the delivery, possession with intent to deliver, or manufacture with intent to deliver drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor. Any person 18 years of age or over who violates this subsection by delivering drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor.

RCW 69.50.412 Prohibited Acts: E -- Penalties (as amended by 2013 c 3)

- It is unlawful for any person to use drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance other than marijuana. Any person who violates this subsection is guilty of a misdemeanor.

RCW 69.50.420 Violations – Juvenile Driving Privileges

- If a juvenile between 13 and 21 is convicted of a violation of this chapter, the court shall notify the Department of Licensing within 24 hours after the entry of the judgment.

RCW 69.50.430 Additional Fine for Certain Felony Violations

- Every person convicted of possessing, delivering, manufacturing, or selling a controlled substance shall, for a first offense, be fined $1,000 in addition to any other fine or penalty imposed. Persons found guilty of a second or subsequent offense shall receive a mandatory $2,000 fine. Unless the court finds the person to be indigent, this additional fine shall not be suspended or deferred by the court.

RCW 69.52.030 Imitation Substances

- Prohibits the sale or misrepresentation of a substance as an illicit drug and any person who violates this shall, upon conviction, be guilty of a class Cfelony.

Federal Drug Laws

Sanctions for possession and trafficking of controlled substances under Title 21 United States Code (USC) Controlled Substances Act:

21 U.S.C. 844 (a)

- Any individual who knowingly possesses a controlled substance that is listed in section 841(b)(1)(A) of this title in violation of section 844 of this title in an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for a civil penalty in an amount not to exceed $10,000 for each such violation.

21 U.S.C. 853 (A) (2) and 21 U.S.C. 881 (a) (4) and 21 U.S.C. 881 (a) (7)

- Forfeiture and property used to possess a controlled substance if the offense is punishable by more than one year imprisonment Forfeiture of vehicles, boats, or aircraft used to transport or conceal a controlled substance. Civil fine of up to $10,000.

21 U.S.C. 853a and 18 U.S.C. 922 (g) and prosecutions under 18 U.S.C. 922 (g)(8)

- Denial of Federal benefits, such as student loans, grants, contracts, and licenses, up to 1 year for first offense, up to 5 years for subsequent offenses. Revocation of Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are within the authority of some Federal agencies. Ineligible to receive or purchase a firearm.

Washington Legal Sanctions Relating to Manufacturing, Selling, or Delivering a Controlled Substance

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Less than two kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than $25,000, or both.
- Second Offense: Up to twice the prison term and fine.

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Two or more kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than $10,000 for first two kilograms and not more than $50 for each additional gram, or both (fine and imprisonment).
- Second Offense: Up to twice the prison term and fine.

Any other controlled substance classified in Schedule I, II, III, IV, or V. Quantity: Any.

- First Offense: Imprisonment of not more than five years, or fine of not more than $10,000, or both.
- Second Offense: Up to twice the prison term and fine.

Sale for profit of any controlled substance classified in Schedule I. Quantify: Any.

- First Offense: Imprisonment of not more than five years, or fine of up to $500,000.
- Second Offense: Mandatory sentence of five years.

Sale of heroin quantity: Any.

- First Offense: Mandatory two-year imprisonment, or fine of up to $500,000.
- Second Offense: Mandatory sentence of five years.

Use of drug paraphernalia to plant, grow, store, inject, or otherwise insert into the human body a controlled substance Quantity: Any.

- First Offense: Imprisonment not less than 24 hours, or fine of not less than $250.
- Second Offense: Fine of not less than $500.

Legal Sanctions Relating to Violations of Washington Alcohol Beverage Control Act Sale or supply of liquor to any person under the age of 21.

- First Offense: Fine of not more than $500, or imprisonment of not more than two months, or both.

- Second Offense: Imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Possession, consumption, or acquisition of liquor by any person under the age of 21 (Minor in Possession/ MIP).

- First Offense: Fine of not more than $500, or imprisonment of not more than two months, or both.
- Second Offense: Imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Purchase or attempted purchase of liquor by any person under the age of 21*

- First Offense: Fine of not more than $500, or imprisonment for not more than two months, or both.
- Second Offense: Imprisonment of not more than six months.
- Third or Subsequent Offense: Imprisonment of not more than one year.

*For those between the ages of 18 and 21: Fine of not less than $250 and not fewer than 25 hours of community service.

Employee Assistance Program

The Employee Assistance Program (EAP) helps Washington State government employees and their family members resolve personal and work-related problems. Employee visits to the Employee Assistance Program are confidential (with exceptions for certain state and federal laws regarding abuse of a minor child, elderly person, disabled person, threats to self or others). In addition, according to RCW 41.04.730 if the supervisor or HR directly refers the employee to EAP prior to their initial EAP contact regarding work performance issues, then EAP is required to let the supervisor know:

- Whether or not the referred employee made an appointment
- The date/time the employee arrived and departed
- Whether further appointments were scheduled

The College recognizes that employee participation or non-participation in the EAP is voluntary and cannot be used in any decision affecting an employee's job security, promotional opportunities, corrective or disciplinary action, or other employment rights.

Counseling, Treatment, Rehabilitation or Re-entry Resources

In addition to the EAP and health insurance plans, employees may find the following resources helpful:

Residence XII
http://www.residencexii.org/
Women's alcohol and drug rehabilitation 12029 113th Avenue NE Kirkland, WA 98034
425.823.8844

Thunderbird Treatment Center
http://www.sihb.org/
Operated by the Seattle Indian Health Board 9236 Renton Avenue South Seattle, WA 98118
206.324.9360

Valley Cities Counseling and Consultation
http://www.valleycities.org/
325 W Gowe Street Kent, WA 98032 253.833.7444
2704 I St NE, Auburn, WA 98002 253.939.4055

Alcohol and Drug Helpline
http://www.adhl.org/
13633 NE 42nd Street Bellevue, WA 98005 206.722.3700

Alcoholics Anonymous
http://www.aa.org/
1317 Harvey Rd Auburn, WA 98002 253.288.2237
Hotline 1.866.210.1303

Narcotics Anonymous (Seattle area)
http://www.seattlena.org/
206.790.8888 Seattle Area 24-Hour Helpline

Preventing and Responding to Crimes of Violence or Non-Forcible Sex Offenses

The College has taken a proactive stance to preventing and responding to crimes of violence and non-forcible sex offences (to include but not limited to domestic violence, dating violence, sexual assault, and stalking).

Personal Violence Policy Statement

Green River College will not tolerate and thus prohibits personal violence/harassment or sexual assault, including rape, acquaintance rape, and domestic violence, dating violence and stalking, for incidences on and off campus. This policy (GA-11: Sex Discrimination Grievance Procedure) can be found at the following link: https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-11-sex-discrimination-grievance-procedure/ This includes both sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to Incapacitation. Such activities are against the law and are a direct violation of the College's Student Conduct Code (WAC132J-126), specifically the sections related to harassment/physical harm and/or sexual harassment. When violations are believed to have occurred, disciplinary action can be pursued. This policy is also coordinated with HR-22 policy for Nondiscrimination and Harassment (as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1064, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations). Also, included are the mandates of Violence Against Women Reauthorization Act ("VAWA") which was signed into law on March 7, 2013, that imposes these new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304.

Sexual Assault Prevention Programs

The college established a task force during the 2013 – 2014 school term that set up a committee (Personal Safety Against Violence or PSAV) designated to create the educational programs and policies for students and employees in preventing and reporting personal violence. In 2019, PSAV re-branded to become the Gators CARE Committee. The Gators CARE Committee includes college faculty, staff, students, and community partners. The committee is divided into sub-groups, with one group specifically focused on prevention. This sub-group implements awareness events and is developing a Peer Educator program. Judicial Programs at Green River College (Get Help - Green River College) has specific information about Student Rights and Responsibilities, Definitions, Rules of Student Conduct, and Academic Rights and Responsibilities, which includes a no-violence policy. The Violence Prevention Center at Green River College provides printed material about domestic and sexual violence, and distributes information in partnership with the King County Sexual Assault Resource Center (http://www.kcsarc.org/) and DAWN - Domestic Abuse Women's Network (http://www.dawnrising.org).

Responding to or Reporting an Act of Personal or Sexual Violence/Assault

Green River College's policy on Sex Discrimination Grievance Procedure (GA-11 at https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-11- sex-discrimination-grievance-procedure/) includes a detailed description of procedures that both victims and the college should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. As well, the Green River Policy HR-22 https://www.greenriver.edu/hr-22/ on Nondiscrimination and Harassment Policies & Procedures addresses portions of the procedures that victims need to follow as well.

If you or someone you know of has been subjected to personal violence or sexual assault on or off campus, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Green River College strongly advocates that a complainant of sexual assault report the incident in a timely manner as time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Safety Officer and/or a Student Affairs staff member. Filing a report will not obligate the victim to prosecute, nor will it subject the complainant to scrutiny or judgment.

When a sexual assault complainant files a report, the local Police Department will be notified as well. If the suspect is also a student, the complainant of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Student Affairs Office, or only the latter. A representative from the Campus Safety Office, or the Student Affairs Office, will guide the complainant through the available options and support the complainant in his or her decision, and will assist the student in notifying appropriate authorities if the student requests.

Students and employees who are victims of sexual assault, domestic violence, dating violence, or stalking, are encouraged to seek help from the following resources:

- Vice President of Student Affairs (253-288-3328 in SA-206) or the Vice President of Human Resources - Green River College (253-288-3320, AD building)
- Director of Campus Safety (253-288-3335, SA Building)
- Green River College Counselors at 253-351-6670,SA-232 through 235
- King County Regional Crisis Line at the Crisis Connections Line: 866-427-4747 or 206-461-3222
- Rape, Abuse & Incest National Network (RAINN) – 800-656-4673
- King County Domestic Violence Hotline – 206-737-0242 or 877-737-0242
- National Domestic Violence Hotline – 800-799-7233
- Teen Dating Violence Hotline – 866-331-9474
- Multicare Auburn Medical Center – 253-833-7711
- Valley Medical Center – 425-228-3430

Campus Security Authorities (CSA) must, when a crime is reported or observed from a witness, victim, third party, or offender, disclose to Campus Safety for initial investigative requirements and Federal Law requirements under the Jeanne Clery Act.

Any individual who reports sexual harassment, sexual violence, and stalking or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. A Complainant, a Respondent and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the College will make an immediate assessment of any risk of harm to the Complainant or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

Definitions of Consent and Prohibited Personal or Sexual Violence Crimes

Green River College has policies in place which include statements that the institution prohibits the crimes of dating violence, sexual assault, and stalking (GA-11 at: https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-11-sex-discrimination-grievance-procedure/ In this policy are the definitions of dating violence, domestic violence, sexual assault, stalking and of consent (which have been developed in reference to sexual activity in the State of Washington). The definitions are as follows:

Dating Violence: Defined under federal law (42 U.S.C. 13925(a)) as violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim, **and**
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length, type, and frequency of interaction between the persons involved in the relationship

Domestic Violence: Defined under federal law (42 U.S.C. 13925(a)) as any felony or misdemeanor crime of violence committed by:

- Current or former spouse, or intimate partner, of the victim
- Person whom the victim shares a child with
- A person who has or is cohabitating with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred. **Or**
- By any other person against an adult or youth victim who is protected from domestic or family violence laws of the jurisdiction, in which the crime of violence occurred.

Sexual Assault: Can include any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation.

- An offense classified as a forcible or non-forcible sex offense under the Uniform Crime reporting system of the Federal Bureau of Investigation (FBI)

Stalking: Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to oneself or property or physical harm to another person or another's property. A person engages in stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

- He or she intentionally and repeatedly harasses or repeatedly follows another person; and
- The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
- The stalker either intends to frighten, intimidate, or harass the person; or knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.
- If he or she attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed. That constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

Consent: Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon

sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. The request of consent must be specific to each act and should be obtained with each new level of physical and/or sexual contact/conduct in any given interaction, regardless of who initiates it. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

Who May File a Complaint about Discrimination, Harassment?

Any employee, applicant, student, or visitor of the College may file a formal complaint. A "formal complaint" is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. Only those who are "participating in or attempting to participate in" the school's "education program or activity" (i.e., students, employees, applicants and, in some cases, parents) may file a formal complaint. The formal complaint must contain the complainant's signature (physical or electronic) or otherwise definitively indicate that the complainant is the person filing the complaint. Filing a formal complaint triggers the school's duty to initiate the grievance process. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a formal complaint, a formal complaint form is available at the following locations on campus: Human Resources Office and the Campus Safety Office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's Non-discrimination & Harassment Policies & Procedures. (HR-22 located at: https://www.greenriver.edu/hr-22/

Confidentiality and Right to Privacy for Discrimination, Harassment Complaints

Green River College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Green River College policies and procedures.
Although Green River College will attempt to honor complainants' requests for confidentiality, it cannot guarantee anonymity. Determinations regarding how to handle requests for confidentiality will be made by the appropriate Title IX /EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints

The appropriate Title IX / EEO Coordinator will inform and ask to obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX /EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence
- the age of the complainant
- whether the sexual violence was perpetrated with a weapon
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence)

If the College is unable to honor a complainant's request for confidentiality, the appropriate Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

Policy and Procedures for Disciplinary Proceedings used by the Institution

Green River College is committed to providing students with an environment conducive to the pursuit of knowledge. Admission to the College carries with it the presumption that students will conduct themselves as responsible members of the community and refrain from actions that would endanger the health, welfare, or safety of others. Students who commit sexual offenses of any form can be prosecuted under Washington State Criminal Code (RCW Chapter 9A) and/or disciplined under the College's Student Conduct Code (WAC 132J-125-270 through WAC 132J-125-300).

Proceeding in the context of disciplinary proceedings means a standard series of actions or manner of action in following steps of discipline. A proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. Result in the context of the "result of the proceeding" means the consequence, outcome or effect. There may be different proceedings and results, depending on whether the involved parties are students, employees, or faculty.

The Green River College Personal Violence/Harassment and Sexual Assault Procedure (GA-11) located at the following link: https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-11-sex-discrimination-grievance-procedure/ defines and coordinates the efforts of various campus departments in order to provide a caring and effective institutional response to students involved in crimes of personal violence and sexual assaults. This statement serves the purpose of describing the policy but is inadequate for providing a more detailed background for an informed response to this type of incident. For additional information, readers should refer to HR22 policy https://www.greenriver.edu/hr-22/for Nondiscrimination and Harassment Policies and Procedures.

Procedures for Institutional Disciplinary Action in cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking

In any proceedings of domestic or dating violence, sexual assault or stalking, the college shall provide a prompt, fair, and impartial investigation, and resolution, conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Standard of Evidence for Disciplinary Proceedings

The College utilizes a standard of clear and convincing evidence (it is more likely than not that sexual assault, harassment or another form of sexual misconduct occurred) when reviewing a complaint.

Possible Student Disciplinary Sanctions for the following VAWA Crimes:

Sexual Assault

- College dismissal
- Suspension for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Loss of privileges for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite loss of privileges
- Revocation of admission and/or degree
- Mandated counseling assessment
- Mandated counseling assessment while suspended
- Probation for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite probation
- Removal/restriction from the Campus Corner Apartments
- No contact order
- Mandated education and trainings

Domestic Violence

- College dismissal
- Suspension for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Loss of privileges for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite loss of privileges
- Revocation of admission and/or degree
- Mandated counseling assessment
- Mandated counseling assessment while suspended
- Probation for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite probation
- Removal/restriction from the Campus Corner Apartments
- No contact order
- Mandated education and trainings

Dating Violence

- College dismissal
- Suspension for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Loss of privileges for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite loss of privileges
- Revocation of admission and/or degree
- Mandated counseling assessment
- Mandated counseling assessment while suspended
- Probation for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite probation
- Removal/restriction from the Campus Corner Apartments
- No contact order
- Mandated education and trainings

Stalking

- College dismissal

- Suspension for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Loss of privileges for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite loss of privileges
- Revocation of admission and/or degree
- Mandated counseling assessment
- Mandated counseling assessment while suspended
- Probation for 1, 2, 3, 4, 5, 6, 7, or 8 quarters
- Indefinite probation
- Removal/restriction from the Campus Corner Apartments
- No contact order
- Mandated education and trainings
- Reflection paper

Possible Employee Disciplinary Sanctions for the following VAWA Crimes:

Sexual Assault

- Termination from employment
- Written warning
- Verbal warning
- Required training

Domestic Violence

- Termination from employment
- Written warning
- Verbal warning
- Required training

Dating Violence

- Termination from employment
- Written warning
- Verbal warning
- Required training

Stalking

- Termination from employment
- Written warning
- Verbal warning
- Required training

Investigation

Where the Title IX assessment concludes that disciplinary action may be appropriate, the College will initiate an investigation. The College will designate an impartial investigator who has specific training and experience investigating allegations of sexual harassment and sexual misconduct. The investigator may be an employee of the College, or an external investigator engaged to assist the College in its fact gathering. Any investigator chosen to conduct the investigation must be impartial.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any witnesses. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence. The investigation is designed to provide a fair and reliable gathering of the facts. It will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be

conducted in a manner that is respectful of individual privacy concerns. At the conclusion of the investigation, the report will be forwarded to the Title IX Officer and the appropriate personnel responsible for initiating Formal Resolution proceedings.

Information gathered during the review or investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the College campus community, and impose remedies as necessary to address the effects of the conduct cited in the report. Where there is sufficient information set forth that, if proven, would constitute a violation of policy, the College will have the discretion to institute Formal Resolution proceedings against the Respondent. At the conclusion of the investigation, the College will notify all parties that the investigation is complete and provide information about the next steps in the process.

Based on the information gathered in the initial Title IX assessment and/or full investigation, the College will take appropriate measures designed to end the misconduct, prevent its recurrence, and address its effects. The Title IX Coordinator will document each report or request for assistance in resolving a case involving a charge of sexual misconduct, whether formal or informal, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law.

Interim Protective Measures

The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, the following:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of a campus No Contact Order
- Rescheduling of exams and assignments (in conjunction with the appropriate faculty)
- Providing alternative course completion options (with the agreement of the appropriate faculty)
- Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty)
- Change in work schedule or job assignment
- Change in on-campus housing
- Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies
- Assistance from College support staff in completing housing relocation
- Limit an individual or organization’s access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing an escort from Campus Safety to ensure safe movement between classes and activities
- Providing academic support services, such as tutoring
- Interim suspension or College-imposed leave
- Any other requests that can be tailored to the involved individuals to achieve the goals of this policy consistent with the College’s Student Conduct Code or the College’s employment policies and collective bargaining agreements, given the request is reasonably available

The institution will consider other requested changes by the victim if those changes are reasonably available.

Written Notice of Decision

The appropriate Title IX / EEO Coordinator will provide each party and the appropriate corresponding administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, and only to the extent that such findings, actions, or recommendations directly relate to the complainant (such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant). The complainant and the respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations. Note—compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g) commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Informal Dispute Resolution

Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of domestic/sexual violence.

Informal Resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX assessment concludes that informal resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational and extra-curricular activities at the College and to eliminate a hostile environment (examples of protective remedies are provided above in the section titled Interim Protective Measures). Other potential remedies include targeted or broad- based educational programming or training, direct confrontation of the Respondent and/or indirect action by the Title IX Coordinator or the College. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The College will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue informal resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution.

Formal Resolution

Disciplinary action against a Respondent may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

The accuser (complainant) and accused (respondent) are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by any person of their choice. Whenever possible, these proceedings dealing

with students are coordinated with the Student Code of Conduct. A respondent (or complainant) may elect to have an attorney be their advisor at the hearing, at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. Note: Attorneys are welcome, but the college will only consider an adjustment of a hearing date within two business days of the original hearing date. Except as provided otherwise in a collective bargaining agreement, attorneys may not speak at hearings, but may communicate with their client(s) through written notes.

The specific procedures for Formal Resolution will vary based upon the role of the Respondent:

- For a *complaint against a student*, disciplinary action may be taken by the Vice President of Student Affairs and appropriate Dean of Student Affairs or his/her designee following a finding of responsibility by an Administrator.
- For a *complaint against an employee*, disciplinary action may be taken at the conclusion of the investigation by the Vice President of Human Resources.
- For a *complaint against a faculty member*, disciplinary action may be taken at the conclusion of the investigation by the Vice President of Human Resources pursuant to the procedures in the Faculty Handbook and contract.

Final Decision/Appeal/Reconsideration

Either the complainant or the respondent may seek reconsideration of the decision by the appropriate Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the appropriate Title IX / EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within 10 business days. The appropriate Title IX / EEO Coordinator shall either deny the request or, if the appropriate Title IX / EEO Coordinator determined that the request for reconsideration had merit, an amended decision will be issued. Any amended decision is final, and no further reconsideration is available.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Green River's policy (SA-18) on Notification on Convicted Sexual Offenders & Kidnapping Offenders can be found at this link: https://www.greenriver.edu/campus/policies-and- procedures/student-affairs-policies/sa-18-notification-on-convicted-sexual-offenders/

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

Where a person is required to register under this section and is in custody of the state department of

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

In the State of Washington, the Washington State Patrol and local Sheriff's Offices (King County Sheriff's Office) maintain sex offender information. When sex offender information is received from local law enforcement agencies, Campus Safety then cross checks the information against current lists of registered students and employees to determine if additional notification of the college community is warranted.

The Director of Campus Safety shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Director of Campus Safety may, when s/he deems it advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Affairs shall coordinate notification to the campus community with the Director of Campus Safety. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Director of Campus Safety. The Vice President of Student Affairs, or equivalent officer, shall make the appropriate notifications if the offender is enrolled or deemed likely to enroll in, or to attend, a course, program, or other activity or event that is controlled or sponsored by the College. The Office of the Vice President of Student Affairs will maintain the following records on all registered sex offenders covered under this policy: copies of all files, photos and other correspondence provided by other agencies; a record of all notifications made; copies of all community advisory flyers or other public notices. In the case of a College employee, the Vice President for Human Resources, or equivalent officer, shall maintain a similar file and, with consultation of the President, shall coordinate notification.

Sex Offender registries for the state and local areas can be found at the following websites:

- King County Sheriff's Office: http://www.icrimewatch.net/index.php?AgencyID=54473
- WA State Association of Sheriffs and Police Chiefs (WASPC):https://www.waspc.org/
- US Department of Justice: https://www.nsopw.gov/

Crime Statistics

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

The crime statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) handbook and relevant federal law. Green River College Campus Safety submits the annual crime statistics published in this report to the Department of Education (ED) using The Campus Safety and Security Data Analysis Cutting Tool website (http://ope.ed.gov/security/) during annual limited open submission dates usually during August. The statistical information gathered by the Department of Education is available to the public through that website. A written notification about crimes to be reported and requests for information regarding those crimes is made on a regular basis to all Campus Security Authorities (CSA) and college officials. In addition, a web-based form for reporting crimes is available on the Campus Safety website (http://www.greenriver.edu/about- us/campus-safety/csa-report-

form.htm). The list of campus CSAs and Officials for 2016 can be found in Appendix 6.

The Clery Act requires institutions to include four general categories of crime statistics:

- **Criminal Offenses** (also referred to as Primary Crimes): Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault (also referred to as sex offenses) including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson
- **Hate Crimes**: Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias
- **VAWA Offenses**: Any incidents of Domestic Violence, Dating Violence and Stalking (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses for Clery Act reporting purposes
- **Arrests and Referrals for Disciplinary Action: for Weapons**—Carrying, Possessing, etc.; Law Violations, Drug Abuse Violations and Liquor Law Violations

Definitions of Clery Crimes

Definitions are established under the FBI's Uniform Crime Reports (UCR) and National Incident Based Reporting System (NIBRS) and Department of Education. Where there is an absence of definition or legal threshold, the Revised Codes of Washington become the default codes from which the Clery Act requires consideration. For all code of conduct violations, Green River College policies will become the default definition.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential if the crime were successfully completed.

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, etc.

Burglary: The unlawful entry of a structure, to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with the intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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; and the existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Disciplinary Referrals: Includes those individuals referred to the Vice President of Student Affairs or Judicial Affairs Director, for liquor law, drug law, and illegal weapons violation.

Domestic Violence: Felony or misdemeanor crimes 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 or violence occurred **or** by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.

Drug Law Violations: Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include pium or cocaine and their derivatives; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without 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 or physical incapacity.

Hate Crime: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

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

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).

Manslaughter by Negligence: The killing of another person through gross negligence.

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

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Rape: The carnal knowledge of a person without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity. (Definition changed 01/17/2013 in which *forcible* was removed). Rape is 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, without the consent of the victim. This offense includes the rape of both males and females.

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, violence, and/or causing the victim fear.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person's safety of others; **or** suffer substantial emotional distress.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Age of consent is defined under the WA State's Code as 16 years old).

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or

openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Specific Information about Classifying Crime Statistics

The statistics in this document are published in accordance with the standards and guidelines used by the FBI's UCR Handbook and relevant federal laws.

Methodology/Classification: The following is a breakdown of how statistics under these countable offenses, are managed with this report:

- Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault – Documented in the statistics column is the number of victims associated with each particular incident. (Note—the terms *forcible* and *non- forcible* are still included in the crime tables for historical references)
- Robbery, Burglary, Larceny, Vandalism, and Arson – Reflects the offense per distinct operation. For example, if 5 students are robbed by one individual as a group, this would be counted as one count of robbery in the statistics chart
- Motor Vehicle Theft in the statistics column, will reflect each vehicle stolen
- Liquor law, Drug Law, and Illegal Weapons Violations are counted by each person who was arrested, which is indicated in the arrest statistics
- Liquor law, Drug Law, and Illegal Weapons Violations are also captured under the "Referred for Disciplinary Action" section. The statistics indicate the number of people referred to the Vice President of Student Affairs and the Judicial Affairs Director for disciplinary action for violations of these codes of conduct. Being "found responsible" for a violation includes a referral that results in a student being charged by the designated adjudications officer, and a record of the action being kept on file
- The statistics in Hate Crimes are separated by category of prejudice or bias
- The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate/bias crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Daily Incident/Crime Log

Green River College maintains a running daily crime log and fire log which includes all crimes and residential housing fires reported to Campus Safety, which is updated daily during business hours. This information is located on the Green River College web page by clicking on the links below.

Green River College Main Campus https://www.greenriver.edu/media/content-assets/documents/campus/safety/daily-crime-log-MainCampus.pdf

Auburn Center Campus https://www.greenriver.edu/media/content-assets/documents/campus/safety/daily-crime-log-DOWNTOWNAC.pdf

Kent Campus https://www.greenriver.edu/media/content-assets/documents/campus/safety/daily-crime-log-KENT.pdf

Enumclaw Campus: https://www.greenriver.edu/media/content-assets/documents/campus/safety/daily-

crime-log-ENUMCLAW.pdf

The daily incident/crime log contains reports for the previous 60 days. That portion of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The only exceptions in the posting of incident/crimes reported and/or investigated are:

- If the disclosure is prohibited by law
- If the disclosure would jeopardize the confidentiality of the victim

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:

- Jeopardize an ongoing investigation,
- Jeopardize the safety of an individual,
- Cause a suspect to flee or evade detection, or
- Result in the destruction of evidence.

Information temporarily withheld from the incident/crime log for any of the above reasons will be posted when the adverse or harmful effects are no longer likely. Please Note: Information about crimes on or off-campus may also be reported by the campus newspaper *The Current*. However, Green River College Campus Safety has no editorial control over what does or does not appear in *The Current*. State and federal courts have decided over 60 cases in the last two decades directly involving censorship of college student press and the decisions have been unanimous in their agreement that the 1st Amendment forbids almost all censorship of student edited publications by college administrators [Dickey v Alabama, 273R.Supp.613 (1967)]

Campus Crime Statistics

Table 14: Auburn (Main) Campus Crime Statistics

This table displays data for Green River College Main Campus. All incidents for 2020, 2021, and 2022 were reviewed. . The data below reflect the most current categorization of 2020, 2021, and 2022.

AUBURN (MAIN) CAMPUS	On Campus			On Campus Residence**			Non-Campus Geography			Public			Unfounded Cases
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	
TYPE OF CLERY CRIME													
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	1	0	0	0	0	0	0	0
Fondling	1	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	1	1	0
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	14	4	2	8	4	1	0	0	0	0	0	0	0
Motor Vehicle Theft	6	2	3	0	0	0	0	0	0	0	0	1	0
Arson	1	0	3	0	0	0	0	0	0	0	0	1	0
VAWA OFFENSES													
Domestic Violence	1	1	2	1	1	1	0	0	0	0	0	0	0
Dating Violence	2	1	0	1	0	0	0	0	0	0	0	0	0
Stalking	2	0	2	1	0	0	0	0	0	0	0	0	0
ARRESTS													
Liquor/Alcohol Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0
CAMPUS DISCIPLINARY REFERRALS													
Liquor/Alcohol Violations	8	5	21	8	5	21	0	0	0	0	0	0	0
Drug abuse Violations	10	6	0	10	6	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES

Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived).

There were no Hate Crimes that occurred on the Main Campus in Auburn, WA in 2020, 2021, and 2022.

Note--When a hate crime is reported, specific bias is noted as well as which Clery Geographical Area it occurred in.

*On-Campus Residence data is also reported in the On-Campus category as well.

*Non-campus data for 2019, 2020, and 2021 is also shown on the above table (Table 14).

TABLE 15: Displaying Crime data for the Auburn Center

All incidents for 2019, 2020, and 2021 were reviewed. Non-Campus incidents are reported in Table 14. The data below reflect the most current categorization of 2019, 2020, and 2021.

AUBURN CENTER	On-Campus			Public			Unfounded Cases
	2020	2021	2022	2020	2021	2022	
TYPE OF CLERY CRIME							
Murder/Non-negligent Manslaughter	0	0	1	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	2	0	0	0	0
Arson	1	0	0	0	0	0	0
VAWA OFFENSES							
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
ARRESTS							
Liquor/Alcohol Law Violations	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0
NON-ARREST CAMPUS REFERRALS							
Liquor/Alcohol Violations	0	0	0	0	0	0	0
Drug abuse Violations	0	0	0	0	0	0	0
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0

There were no hate crimes reported at The Auburn Center in 2020, 2021, and 2022, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category.

*Non-campus data for 2020, 2021, and 2022 is shown on Table 11 since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Auburn.

TABLE 16: Displaying Crime data for the Enumclaw Campus

All incidents for 2020, 2021, and 2022 were reviewed. Non-Campus incidents are reported in Table 14 The data below reflects the most current categorization of 2020, 2021, and 2022.

ENUMCLAW CAMPUS	On-Campus			Public			Unfounded Cases
	2020	2021	2022	2020	2021	2022	
TYPE OF CLERY CRIME							
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
VAWA OFFENSES							
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
ARRESTS							
Liquor/Alcohol Law Violations	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0
NON-ARREST CAMPUS REFERRALS							
Liquor/Alcohol Violations	0	0	0	0	0	0	0
Drug abuse Violations	0	0	0	0	0	0	0
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0

There were no hate crimes reported at the Enumclaw campus in 2020, 2021, and 20222, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as and on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category. Residential data are not included in Enumclaw Campus crime data since there are no residential facilities at that campus.

*Non-campus data for 2020, 2021, and 20222 is shown on Table 14 since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Enumclaw.

TABLE 17: This table shows the crime data for the Kent Campus.
All incidents for 2020, 2021, and 2022 were reviewed. Non-Campus incidents are reported in Table 14. The data below reflect the most current categorization of 2020, 2021, and 2022.

KENT CAMPUS	On-Campus			Public			Unfounded Cases
	2020	2021	2022	2020	2021	2022	
TYPE OF CLERY CRIME							
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	1	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
VAWA OFFENSES							
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
ARRESTS							
Liquor/Alcohol Law Violations	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0
NON-ARREST CAMPUS REFERRALS							
Liquor/Alcohol Violations	0	0	0	0	0	0	0
Drug abuse Violations	0	0	0	0	0	0	0
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0

There were no hate crimes reported at the Kent campus in 2020, 2021, and 2022, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as and on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category.

Residential data are not included in Kent Campus crime data since there are no residential facilities at that campus.

*Non-campus data for 2020, 2021, and 2022 is shown on Table 14 since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Kent.

Non-Campus Crime Statistics

Green River College conducts multiple sections of credit, non-credit, and continuing education classes and activities (including athletic practices and events) at multiple non-campus locations. During 2022, over 8 locations were used for events, activities, workshops, conferences, and classes. After requesting records from those appropriate local law enforcement agencies, they did not show any Clery crime activity in 2022.

Fire Safety Report and Statistics

The Campus Fire Safety Right-To-Know Act is an amendment to the Higher Education Opportunity Act. This addition is in place to increase campus fire safety awareness nationwide by providing prospective students and their families with fire safety records of post-secondary institutions with residential facilities. Since it was signed into law on August 14, 2008, post-secondary institutions are required to publish fire safety information and statistics for their residential facilities.

In addition, the Federal government requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The data includes the number, cause, related injuries and deaths, and the property damages associated with each fire, and to report this to the Department of Education on an annual basis.

The information in this section provides the campus community and prospective and current students, staff, faculty, and visitors information regarding the policies, concerns, and fire safety conditions that are present at Green River College.

Housing Policies & Regulations

Upon signing a housing contract, students agree to abide by Campus Corner Apartment (CCA) polices and regulations. Included in these regulations are restrictions on portable electric appliances, smoking and open flames, along with quarterly health and safety checks.

Portable Electric Appliances

Use and/or possession of appliances which have open or exposed heating elements (e.g., hot plates, sunlamps, and halogen lamps), or any other high intensity appliances are not permitted. Refrigerators in excess of six (6) cubic feet and portable space heaters are not permitted.

Smoking

Green River College is a tobacco-free institution (Policy GA-02). Smoking or the use of tobacco and cigarette use is prohibited in any form. Specifically, smoking is prohibited in all Campus Corner Apartments (CCA) interior spaces including bedrooms, bathrooms, kitchens, and living rooms. (Link: https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-2-tobacco-use/

Open Flames and Flammable Storage

The use of an open flame (i.e., candle, incense, cigarette, cigar, etc.) inside any part of Campus Corner Apartments facilities is prohibited. Additionally, flammable liquids, such as propane, gasoline, etc. may not be stored in CCA housing units.

Fire Safety Education and Training Programs

Green River College's Student Housing promotes fire safety on an ongoing basis through various safety education and training programs for their residents and employees. Resident Assistants (RAs) and Student Housing staff receive orientation to the operations and locations of the fire alarm system, pull-stations, smoke alarms, and fire extinguishers. Students receive a general orientation to the fire systems present in

the building during the first week of their arrival. Student Housing staff and RAs also review evacuation and emergency procedures with residents. There are at least two fire drills annually, one announced and one unannounced.

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residential housing. This policy (SA-30) outlining Fire Safety Education can be found at: https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-30-fire-safety-education-for-cca/. The College has specific fire safety programs that target employees and contractors working on campus such as CPR training, fire extinguisher training, and first aid. Fire safety training programs can also be requested by contacting Campus Safety at (253) 288-3350.

Student Housing residents are **strongly encouraged when receiving their orientation on *Move-in Day*** to become familiar with regular and emergency exits of their buildings. They are encouraged to:

- Know how to activate the fire alarm system
- Know the locations of the fire extinguishers and how to operate them
- Arrange their room contents with fire safety in mind
- Maintain clear and unobstructed access to all room doors, from both the outside and inside at all times
- Not to use broken, frayed, or cracked electrical cords
- Not to overload electrical outlets
- Not to allow excess clutter or flammable materials to accumulate

Fire Safety Tips: *Simple preventative measures can help prevent fires from erupting. It is important to consider fire safety when using any material or substance around heat or exposed to open flame, or in those areas involving electricity or chemicals in kitchens and labs. The following are a few tips when on or around campus:*

- Never leave cooking unattended
- Do not assume an alarm is a false alarm
- Do not use elevators in the event of a fire
- Know at least two ways out of your building
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call Campus Safety at (253) 288-3350 or 911 to report your location.
- If trained, use a fire extinguisher if the fire is small and contained, and the room is not filled with smoke.

Reporting a Fire Occurring in Student Housing

Individuals who discover a fire in GRC Student Housing should dial 9-1-1 and activate the fire alarm system. The fire alarm system when sounded will summon the fire department and Green River College Campus Safety. Campus Safety will immediately contact the Student Housing on-duty administrator and also dispatch a Campus Safety officer to the scene. For purposes of including fire statistics in the Annual Safety and Fire Report, below is the list of position titles to which any fires should be reported.

Table 18: Positions to which Reports need to be made to accurately keep Fire Statistics

Position	Entity or Department
Director of Residential Life and Housing	GRC Student Housing
Director of Campus Safety, Parking & Transportation	Campus Safety

Fire Evacuation Procedures

Student Housing conducts a minimum of two fire drills annually. These drills are for the benefit of the students and employees so as to increase health and safety. Additionally, following each planned drill, the Student Housing staff (along with Campus Safety staff) evaluate the effectiveness of the drill, and determine any areas where improvement is needed.

Students residing in Student Housing

In the event of a fire in the unit, residents should proceed as follows:

- The resident who discovers the fire should immediately activate the nearest fire alarm system, if possible, while evacuating the building. (In the event a fire alarm system did not activate, the resident who discovered the fire should immediately report the fire to 9-1-1 or. if no phone is available should report to the Student Housing Front office or Campus Safety)
- All persons inside student housing are required to leave the building immediately upon hearing a fire alarm
- When an alarm sounds, follow these guidelines:
    - Close room doors and windows
    - Wear shoes and bring a coat
    - Leave via the nearest, safest exits, path, or route
    - Don't panic—move quickly outside the building to the designated evacuation area
- Student Housing staff will assist with the evacuation of the building as availability and safety permits
- Failure to respond to a fire alarm or to staff requests during an evacuation may result in disciplinary action
- Do not re-enter the building until the alarm is silenced and the "all-clear" announcement is given by authorities
- If a resident is on an upper floor and are hearing impaired, have mobility issues, or are unable to escape from their room:
    - Close the door and seal it off with a towel or blanket
    - Dial 9-1-1 and relay all information pertaining to the fire and your location
    - Hang a bright colored sheet or towel from your window to alert emergency crews to your location
    - Open your upper window for fresh air if necessary (if smoke enters the room from the outside, CLOSE the window immediately)
    - Wait for rescue--don't panic

Employees in Student Housing

It is important for employees to familiarize themselves with the procedures of fire evacuation.

1. Safety of the People: Evacuate people as quickly as possible.
2. Send the Alarm: Call the Fire Department at 9-1-1 and relay all information pertaining to the fire.
3. Notify others in the Area: Use any alarm provided for this purpose.
4. Assist Campus Safety or Firefighters: Relate to them what is burning (i.e., special chemicals, electrical appliance, cooking fire, etc.)

Fire Safety Systems in Residential Facilities

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. If there is a fire or smoke, it is important to remember to keep doors closed for them to keep fire and smoke from spreading. Doors should **not** be propped open. Sprinklers are effective in preventing the spread of fire when operating properly. **Do not** obstruct sprinkler heads with any object.

Smoke detectors cannot do their jobs if they are disabled or covered by the occupant. Smoking is **not permitted** in any Green River College building or on campus.

The Fire Safety Alarm system was recently updated so that the company who monitors the smoke detectors/fire detectors notifies the following people when the alarms go off: Valley Regional Fire Department, Green River College Campus Safety, Student Housing On-duty staff, and On-Duty Resident Assistant. Each student housing building is equipped with a fire alarm system, and each student room has a smoke detector. In accordance with Washington state law, all residents are required to leave the building when the alarm activates. Residents cannot re-enter a building until the fire department has reset the panel and the residents are given permission to re-enter by Student Housing staff. The interference by residents or students with the operation of the smoke detector or any other fire safety equipment will result in disciplinary action, in addition to being liable for damages and subject to applicable criminal and civil penalties.

Student Housing (CCA) has a wide array of fire and safety protocols in place for their residents. There are smoke detectors on every floor, and each housing building is equipped with Fire Pull Alarms. Every unit's front door is one that is Fire Rated. Smoke Detectors are checked annually by an outside contracted fire safety company (AAA Fire & Safety, Inc.) to ensure their operational status. When one has batteries that fail prematurely, students know the procedure to contact Student Housing maintenance to have those batteries replaced. Below are two tables that display Student Housing's readiness for emergencies.

Suppression System

A sprinkler system is provided for additional safety in the event of a fire. Residents must be careful not to damage, tamper with, cover, or hang items from the sprinkler heads or an accidental discharge of water may result.

Table 19: Fire Safety Systems in Student Housing

			Fire Safety Systems						
	# of 4-person units	# of 2 –person Units	Building Strobe/bell	Smoke Alarms	Pull Stations	Sprinkler (Full System)	Fire Extinguisher	Fire-Rated Doors	Fire Panel
A (Alder)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
B (Birch)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
C (Cedar)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
D (Dogwood)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
E (Elderberry)	6		1	Every room = 24 total	3	Every Unit	1/Bldg	1/unit	1
F (Fern)	9		1	Every room = 36 total	6	Every Unit	1/Bldg	1/unit	1
G (Grand Fir)	9		1	Every room = 36 total	6	Every Unit	1/Bldg	1/unit	1

H (Hemlock)	9		1	Every room = 36 total	6	Every Unit	1/Bldg	1/unit	1
K (Kinnickinnick)	12		1	Every room = 48 total	8	Every Unit	2/Bldg	1/unit	1
L (Larch)	12		1	Every room = 48 total	8	Every Unit	2/Bldg	1/unit	1
M (Madrona)	8	1	1	Every room = 35 total	6	Every Unit	1/Bldg	1/unit	3
T (Townsend Center)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	2

When a fire alarm (whether pulled in a single building or as a test-drill or in an event of an actual fire) is activated, alarms for the entire complex are triggered, and all buildings are evacuated to a central site at Rally Point 2, south of CCA and next to the east booth.

Emergency Supplies for Student Housings consist of 2 Preparedness Backpacks (which contain emergency supplies of shelter, first aid supplies, etc.), 1 Emergency Duffle Bag (contains MRE-type meals, water, emergency cover/shelter and first aid/personal supplies), and each of the eight Resident Assistants are supplied with small emergency kits (Water pouches, gloves, first aid kit, emergency whistle, survival blanket.) Specifics for the Emergency Buckets, Preparedness Backpacks, and the Emergency Duffle Bag are located in Appendix 2.

Table 20: Emergency Materials for CCA Residential Students

	Student Housing Buildings											
Emergency Materials	**A (Alder)**	**B (Birch)**	**C (Cedar)**	**D (Dogwood)**	**E (Elderberry)**	**F (Fern)**	**G (Grand Fir)**	**H (Hemlock)**	**K (Kinnickinnick)**	**L (Larch)**	**M (Madrona)**	**T (Townsend Center)**
Small Emergency Kit	1			1		1	1	1	1	1	1	3
Duffle Bag w/ Supplies												1

Plans for Future Improvements in Fire Safety

Green River College Foundation and Student Housing continue to assess and upgrade fire safety equipment on an ongoing basis to ensure that all equipment meets National Fire Safety standards. Any future improvements identified will be made as needed. If needed improvements are ever determined, they will be specified in this report along with a plan for their implementation. However, no improvements in fire safety are currently needed.

Health and Safety Inspections

Management of Green River College's Student Housing (Campus Corner Apartments) conducts announced health and safety inspections on a quarterly basis. The facilities do not hold unannounced inspections. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the conditions set forth within the contract. The inspections include, but are not limited to, a

visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems.

In addition, each apartment is examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; portable cooking devices; etc.) or prohibited activities (e.g., smoking in the room; tampering with life safety equipment; the use of illegal substances; etc.). This inspection also includes a general assessment of food and waste storage and cleanliness of the room. Prohibited items are immediately removed and processed by Student Housing Professional Staff.

Fire Safety Definitions

On-Campus Student Housing Facility: At Green River College, there is only one residential housing complex, which is called Campus Corner Apartments (CCA). This is on property owned or controlled by either Green River College and/or the Green River College Foundation.

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

- *Unintentional Fire* is a fire that does not involve an intentional human act to ignite or
- spread fire into an area where the fire should not be
- *Intentional Fire* is a fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire
- *Undetermined Fire* is a fire in which the cause cannot be determined

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of the housing units

Fire-related Injury: Any instance in which a person is injured as a result of fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related Death: A death in any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This includes sprinkler systems, fire extinguishers, fire detection devices, stand-alone smoke alarms, devices that alert one’s presence to a fire (such as horns, bells, or strobe lights), smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of fire.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate includes contents damaged by the fire, and related damages cause by smoke, water, and overhaul. It does not include indirect loss, such as business interruption.

Green River College Fire Log and Fire Statistics

The Fire Log

Recently, Green River College merged the Fire Log with the Campus Safety Incident & Crime Log for the main campus. Note: The main campus is the only campus with residential housing. All fire incidents, including those alarms which turn out to be false, are logged into the system. Each fire incident contains the nature, date, time, and general location of each fire or activated alarm. The fire information is available for review 24 hours a day on the Green River College Campus Safety Website at:

https://www.greenriver.edu/campus/campus-safety/clery-act/ or in person at the Student Affairs Building in Safety Dispatch, room 156, Monday through Friday 7:00 AM to 5:00 PM, excluding holidays and weekends. The fire log includes information about fires that occur in residential facilities, including the nature of the fire with a description of the type of fire that occurred, the date and time the fire occurred, and general location (without any personally identifiable information), as well as the date and time the fire was reported.

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in a Green River College building, community members should immediately notify Campus Safety at (253) 288-3350. When calling, please provide as much information as possible about the location, date, time, and cause of fire (if known). If hazardous materials are involved, please include this in your description. Green River College Campus Safety will initiate a response and will contact the Valley Regional Fire Department. If a member of the Green River College Community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety.

Annual Fire Statistics

Clery regulations state that facility name(s) and addresses need to be included in the Fire Report. All CCA Buildings have the same address of 31920 124th Avenue, SE, Auburn, WA 98092. Units are identified by building letter and number, and the mailboxes are located in the Townsend Building.

The following table contains the fire data for student housing during calendar years of 2020, 2021, and 2022.

Table 21: Fire Statistics for student housing during 2020, 2021, and 2022

Facility Address: **Campus Corner Apartments** **31920 124th Ave SE** **Auburn, WA 98092** (All building have the same address, but Unit Numbers are different for each Building)	**Total Fires in each building**	**Fire Number**	**Date**	**Time**	**Cause of Fire**	**Number of injuries req treatment**	**Number of deaths**	**Value of Property Damage**
A(Alder)-2022	0							
A(Alder)-2021	0							
A(Alder)-2020	0							
B(Birch)-2022	0							
B(Birch)-2021	0							
B(Birch)-2020	0							
C(Cedar)-2022	0							
C(Cedar)-2021	0							
C(Cedar)-2020	0							
D(Dogwood)-2022	0							
D(Dogwood)-2021	0							
D (Dogwood) –2020	0							
E(Elderberry)-2022	0							
E(Elderberry)-2021	0							
E (Elderberry) -2020	0							
F(Fern)-2022	0							
F(Fern)-2021	1	IR2021-0169	11/19/2021	1:10pm	Grease Fire on Stove	0	0	0
F (Fern)-2020	0							
G(Grand Fir)-2022	0							
G(Grand Fir)-2021	0							
G (Grand Fir) -2020	0							
H(Hemlock)-2022	0							
H(Hemlock)-2021	0							
H (Hemlock)-2020	0							

K(Kinnickinnick)-2022	0							
K(Kinnickinnick)-2021	0							
K (Kinnickinnick)-2020	0							
L(Larch)-2022	0							
L(Larch)-2021	0							
L (Larch)-2020	0							
M(Madrona)-2022	0							
M(Madrona)-2021	0							
M (Madrona) -2020	0							
T(Townsend)-2022	1	IR2022-0228	10/16/2022	5:40pm	Washer/Dryer Units	0	0	500
T(Townsend)-2021	1	IR2021-0052	05/02/2021	9:30pm	Burned Cloth Towel on Stove	0	0	5.00
T (Townsend Center)-2020	1	R2019-0001	01/02/2019	6:14pm	Faulty Washing Mashine	0	0	$350

APPENDIX 1--General Emergency Numbers and Services

Emergency: 9-1-1

WA Information Line/United Way of King County: 211 Website: www.win211.org or www.uwkc.org Community Information Line: 206-461-3200

Crisis Clinic
Phone: 24 Hr. Line (866)-4-CRISIS (866-427-4747)
800-244-5767; TTY: 206-461-3219
Crisis Resources: 206-461-3222
Teen Link: 866-833-6546 (6-10pm)
24 Hr. WA Recovery Helpline: 866-789-1511 Website: www.crisisclinic.org

Alcohol & Drug 24 HR Help Line
Phone: 206-722-3700
Website: www.adhl.org/

National Sexual Assault Hotline:
Phone: 800-656-4673
Website: www.rainn.org

National Suicide Prevention Line:
Phone: 800-273-8255
Website: www.suicidepreventionlifeline.org/

Washington State Domestic Violence Hotline:
Phone: 425-656-7867
Website: www.crisissupport.org

King County Domestic Violence Protection Orders:
Phone: 206-205-5555
Website: http://protectionorder.org

National Domestic Violence Hotline:
Phone: 800-799-SAFE (7233)
Website: www.thehotline.org

Child Abuse Report:
Phone: 866-END-HARM (363-4276)

Washington Poison Center
Phone: 800-222-1222
Website: www.wapc.org

Harborview Center for Sexual Assault and Traumatic Stress:
Phone numbers: 206-744-1600 & 206-744-1616
Website: www.depts.washington.edu/hcsats

Campus Resources

Campus Safety 24 Hr. Emergency
Phone: 253-288-3350

CCA 24 Hr. Assistance
Phone: 253-261-9617

Counseling Services (9:00 a.m.-4:00 p.m.)
Phone: 253-833-9111 ext. 2460

International Programs 24 Hr. Assistance
Phone: 253-740-8422

APPENDIX 2--CCA Emergency Kit Contents

PREPAREDNESS DUFFLE BAG & BACKPACK CONTENTS:

Duffle Bag – Director Office

(4) Stroganoff
(4) Creamy Chicken Pasta
(4) Cheesy Lasagna
(4) Chicken Teriyaki
(4) Chicken Ala King
(4) Southwest Bean & Rice
(4) Beef Teriyaki
(8) Honey Glazed Granola
(4) Multi-Grain Cereal
(4) Brown Sugar Oatmeal
(1) 24 oz. Water Filtration Bottle
(18) 4 oz. Water Pouches
(20) Water Purification Tablet's - each tablet purifies 1 liter of water
(1) Dynamo 4-in-1 Radio Flashlight
(1) Box of Waterproof Matches
(1) Compact Multi-Function Shovel
(2) Infectious Waste Bags
(1) Waterproof storage bag
(2) Deluxe Hygiene Kits
(1) Toothbrush
(1) Toothpaste
(8) Wet Naps
(1) Soap
(1) Shampoo/ Conditioner
(1) Dental Floss Pick
(1) Hand/ Body Lotion
(1) Deodorant Gel
1) 30 Hour Emergency Candle
(12) Hour Emergency Bright Stick
(1) 5-in-1 Survival Whistle
(2) Emergency Survival Sleeping Bags (2) Emergency Poncho's with Hoods (2) Person Tube Tent with Rope
(2) 16 Hour Hand/Body Warmers
(1) Portable Cooking Stove (includes Fuel Tablets
(1) Steel Fork, Knife, & Spoon Chow Kit
(1) 16 oz. Steel Cup
(2) Leather Palm Work Gloves (2) N95 Respirator Dust Masks (NIOSH approved)
(1) 50 ft. Nylon Rope
(1) 16 Function Knife
(1) Twin Blade Razor
(1) 5'' Black Comb
(4) Maxi Pads/ Bandages
(1) Washcloths
(1) Shave Cream
(6) Pocket Tissue Packs
(1) 107 - Piece First Aid Kit
(1) Deck of Playing Cards
(1) Note Pad
(1) Golf Pencil

Backpacks – AD Offices

(4) Food bar
(4) Water Pouches
(1) Emergency Power-station
(1) Multi-function tool
(4) Emergency Ponchos
(4) Survival Blankets
(4) Light sticks (12 Hour)
(8) Gloves, Nitrile
(1) Dust Mask
(1) Pocket Tissue Pack
(1) Emergency Whistle
(1) Leather Gloves
(1) Safety Goggles
(1) Duct Tape
(3) Bio-hazard Bags
(12) Pre-moistened towelettes
(1) First Aid Kit (107 Piece)
(1) Emergency Communication Plan
(1) Backpack

8 Small Kits – One for each RA

(1) Food bar
(6) Water Pouches
(1) Emergency Poncho
(1) Light stick (12 Hour)
(2) Gloves, Nitrile
(1) Dust Mask
(1) First Aid Kit (33 Piece)
(1) Emergency Whistle
(1) Survival Blanket
(1) Pocket Tissue Pack
(1) Emergency Communication Plan
(1) Convenient Carry Case

Professional staff are responsible for the kits. RAs have the Small Kits but can access the larger kits if needed/instructed.

APPENDIX 3: List of Green River Policies & Procedures applicable to this report

- General Administrative Policy GA-01: Drug-Free Campus Policy (https://www.greenriver.edu/campus/policies-and-procedures/general-administrative- policies/ga-1-drug-free-campus-policy/)
- General Administrative Policy GA-02: Tobacco Use (https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-2-tobacco-use/)
- General Administrative Policy GA-03: Mandatory Reporting of Child Abuse (https://www.greenriver.edu/campus/policies-and-procedures/general-administrative- policies/ga-3-mandatory-reporting-of-child-abuse/)
- General Administrative Policy GA-05: Prohibited Activities (https://www.greenriver.edu/campus/policies-and-procedures/general-administrative- policies/ga-5-prohibited-activities/)
- Human Resources Policy HR-22: Nondiscrimination and Harassment Policies & Procedures(https://www.greenriver.edu/hr-22/)
- Human Resources Policy HR-37: Domestic Violence Leave (https://www.greenriver.edu/campus/policies-and-procedures/human-resources-policies/hr- 37-domestic-violence/)
- Student Affairs Policy SA-18: Notification on Convicted Sexual Offenders & Kidnapping Offenders (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs- policies/sa-18-notification-on-convicted-sexual-offenders/)
- Student Affairs Policy SA-19: Personal Violence, Harassment and Sexual Assault Policy and Procedures (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-19-personal-violence-harassment-assault/)
- Student Affairs Policy SA-92: Timely Warning Policy (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-92-timely-warning-notifications/)
- Student Affairs Policy SA-93: Emergency Notification Policy (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-93-emergency-notification/)
- Student Affairs Policy SA-27: Missing Student Policy (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-27-missing-student/)
- Student Affairs Policy SA-28: Preparation of Disclosure of Crime Statistics, including Fire Statistics for Residential Students (https://www.greenriver.edu/campus/policies-and- procedures/student-affairs-policies/sa-28-disclosure-of-crime-statistics/)
- Student Affairs Policy SA-29: Facility Access and Maintenance for Safety Purposes (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-29- facility-access-maintenance-for-safety/)
- Student Affairs Policy SA-30: Fire Safety Education for Residential Housing at Campus Corner Apartments (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-30-fire-safety-education-for-cca/)
- Student Affairs Policy SA-31: Reporting Crimes and other Emergencies (https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-31-reporting-crimes-and-other-emergencies/)

Forms signed by employees and the Annual Notification sent out about Drugs and Alcohol in the Workplace

- Drug-Free Workplace Form
- Annual Drug Free Schools & Communities Act Notice for employees at Green River College

APPENDIX 4: List of Clery Non-Campus Locations for Calendar Year 2022

Location	Address	City	Zip
Covington City Hall Council Chambers	16720 SE 271 St.	Covington	98042
Green River Montessori	922 12th St. NE	Auburn	98002
Tacoma Narrows Park	1502 Lucille Pkwy NW	Gig Harbor	98335
Blue Dog Glass	29304 168th AVE SE	Kent	98042
Spokane Valley-WETRC Facility	125 South Sullivan Rd.	Spokane Valley	99037
City of Woodland Council Chambers	200 E. Scott Ave.	Woodland	98674
Spokane County Water District No. 3	1225 N. Yardley Rd.	Spokane Valley	99212

APPENDIX 5: List of Law Enforcement Jurisdictions for Crime Information for 2022

Auburn Police Department	340 East Main Street, Suite 201, Auburn, WA 98002
Covington Police Department	16720 SE 271st Street Covington, WA 98065
Enumclaw Police Department	1705 Wells St., Enumclaw, WA 98022
Kent Police Department	220 4th Avenue South Kent, WA 98032
King County Sheriff's Department	516 3rd Ave, Room W-150, Seattle, WA 98104
Pierce County Sheriff's Office	271 John Bananola Way E, Puyallup, WA 98374
Spokane Valley Police Department	12710 E Sprague Avenue Spokane Valley, WA
Woodland Police Department	200 E. Scott Ave, PO Box 9, Woodland, WA 98674

APPENDIX 6: List of Campus Security Authority Personnel for 2022

Person	Position Title	Contact Information
Contact information includes an extension. Dial (253) 833-9111, then input extension #		
Allison Warner	Director of Career & Advising	x6069
Andrew Turgeon	Director of International Student Advising	x6402
Anne Dolan	Director of Transitional Studies Program	x6685
Cathy Alston	Dean of Transitional Studies and Wellness	x4943
Chris Casey	Labor Relations Manager	X6627
Christie Gilliland	Dean of Fine Arts and Social Science Divisions	x6872
Dani Crivello-Chang	Dean of Student Affairs: Campus Life	x6024
Daniel Fergueson	Senior Director of Student Life and Wellness	X6455
David Larsen	Dean of Student Affairs: Enrollment & Completion	x3307
Vacant	Vice President for Student Affairs	x3328
Jenny Wheeler	Director of Enrollment Services	x3411
Derek Ronnfeldt	Director of Campus Safety, Transportation & Parking	x3335
Leilani Salu	Assistant Director for Diversity, Equity & Inclusion	X6444
George Frasier	Vice President of College Advancement	x3338
Natalie Barbero-Menchaca	Director of Disability Support Services & Student 504 Compliance	x6526
Jennifer Dysart	Dean of Library, eLearning, and Media Services	x3445
Jeremy Snyder	Director of International Housing	x6844
Jamie Sterio	Director of Recruitment & Outreach	x2556
Kiran Kaur	Program Coordinator for Diversity, Equity & Inclusion	x6855
Tsai-En Cheng	Dean of Branch Campuses & Continuing Studies	X6270
Lindsey Morris	Director of Running Start & College in the High School	x3367
Lupita (Pete) Morales	Assistant Director of Residential Life and Housing	x3606
Shirley Bean	Vice President for Business Administration and Human Resources	x3320
Martha Koch	Manager of International Student Activities	x2416
Mark Brunke	Title IX coordinator for Employees	X3320
Marwa Almusawi	Director of Office of Diversity, Equity, & Inclusion	x2636
Vacant	Assistant Director of Campus Safety, Transp. & Parking	x2251
Nancy Kremer	Director of International Services & Operations	x3308
Patty Sherman	Conference Services Program Manager	x6012
Ryan Hawes	Director of Placement and Testing Center	X6001
Su Hoon Tan	Director of Conference Services	x6011
Susan Evans	Student Life Program Support Supervisor Specialist	x2402
Suzanne Johnson	President	x3340
Beth Hawes	Director of Financial Aid Services	x3326

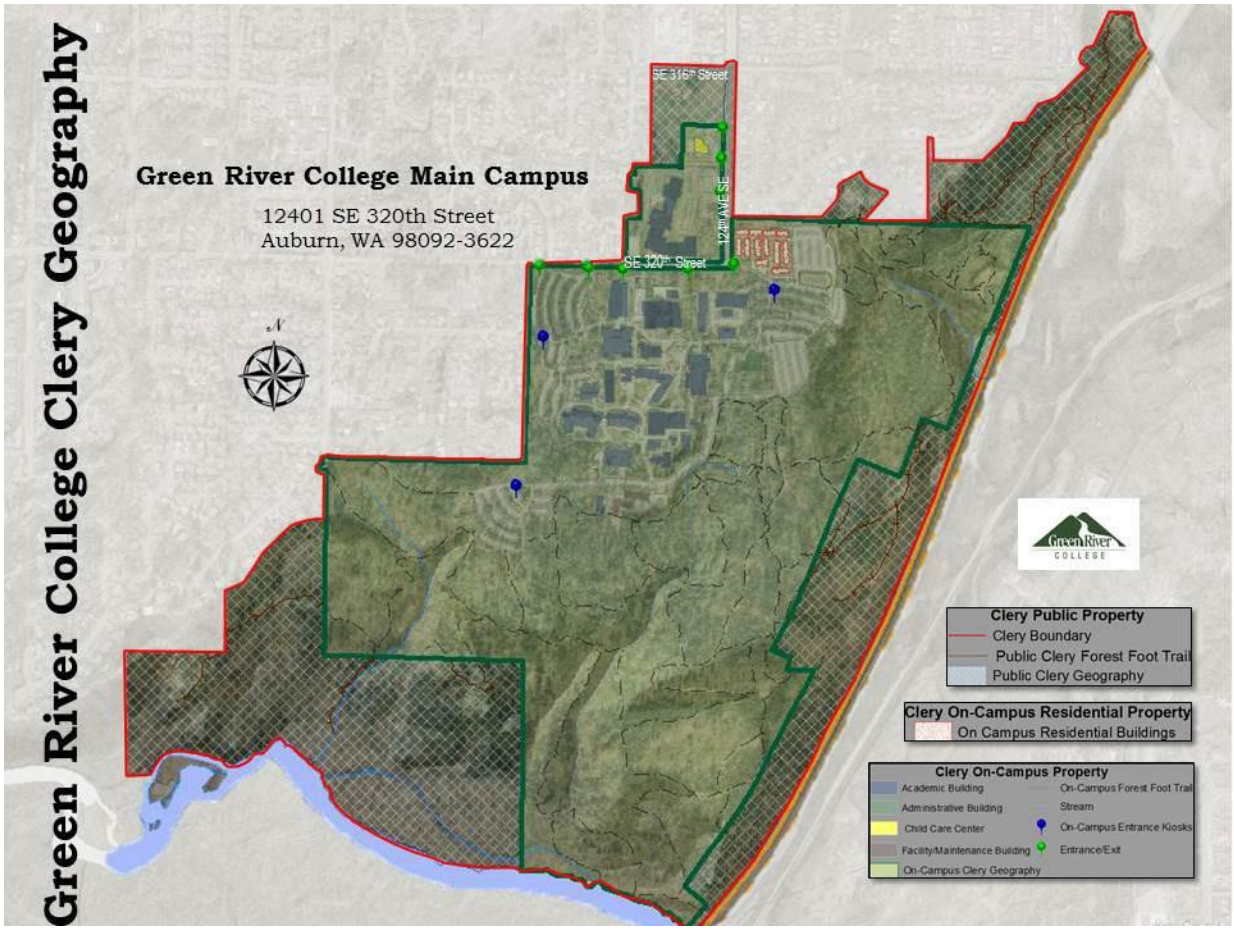
Paul Guerra Sanchez	Director of International Education	x3412
Wendy Stewart	Vice President Dean of International Programs & Extended Learning	x3313
Sarah Postel	Director of TRiO Student Support Services	x6001
Philip Hernandez	Director of Residential Life and Housing	x3601

Clubs and Organization CSA's		
Jessie Brugger	Art Club	x2480
Dani Crivello-Chang	Asian Student Union, Queer & Allies (Q&A)	x2480
Dayna-Joy Calubaquib	Badminton Club	x2480
Daniel Najera	Biology Club	x2480
Josh Archer	Boardmasters	x2480
Alvin Tai	Burmese Students Club	X2480
Veronica Zimmerman	Business Club (Young Creatives), Karaoke Club	X2480
Jingzhu Guo	Chinese Students Association	X2480
Seunghye Jang	Coding Club	X2480
Tawnya McLavey	Cooking Club, DanceFit Club	X2480
Jeffrey MacMillan	Content Creators Guild	X2480
Joan Rikansrud	Court Reporting Student Association	x2480
Edrick Goad	Cyber Ops Club	x2480
Kristina Dillard	Dance Club	x2480
Lansing Bryan	European Club	X6868
Phillip Andrist	Engineering Club	x2480
Michelle Wallace	English Study for International Student, Math Club	x2480
Tim Scharks	Festival Club	X6540
Melanie Kaneshiro	FISH Club	x2480
Sam Thompson	Forestry Club	x2480
Lisa Luengo	French Club	X6858
Devon Klein	Gator Matters	X6673
	Garden Club	
	Girls' Power	
	Golf Club	
	Google Developer Students & Competitive Programming	
James Tanasse	Green River Rotaract Club	x2480
Lely Shim	Indonesian Student Organization	x2480
Marc Milsten	Sports and Culture, Japan Club	x2480
Joshua Kessler	Japanese Language Club	x2480
Kerry Kwon	K - Club	x2480
Kelly Eisenhour	Music Club	x2480
Marwa Almusawi	Muslim Student Association (MSA)	x2480
Devon Williams	Native American Student Organization (NASO)	x2480
Rebeca Allen	Nursing Organization	x2480
Megan Evans	Phi Theta Kappa	x2480
Katherine Lawson-Rogers	Sociology Club	x2480
Joanne Garrott	Teachers of Tomorrow	x2480
Marjhiq Ali	Black Student Union, Chess Club, Tea Club, Volleyball Club	x2480
Kindra Schuller	Women in Tech	x2480

Coaches and Volunteers		
Keith Bleyer	Head Coach – Women's Soccer	x6025
Eileen Wilson	Head Coach - Cheer	x6025
Kyle Densley	Head Coach - Volleyball	x6025
Adam Leahy	Head Coach - Track and Field & Cross Country	x6025
Godfrey Drake	Head Coach - Men's Basketball	x6025
Karim McDonald	Head Coach - Women's Basketball	x6025
Erin Bedrey	Assistant Coach – Volleyball	x6025
Megan Johnson	Athletics and Recreation Program Assistant – Athletics staff	x6025
Keetaan DeWitz	Assistant Coach – Track & Field	x6025
Andrea Miller	Assistant Coach – Cross Country	x6025
Keetaan DeWitz	Assistant Coach - Track & Field	x6025
Shawn Percell	Director of Athletics and Recreation – Athletics staff	x6025
Erik Lee	Assistant Coach – Women's Soccer	x6025
Dayna-Joy Calubaquib	Asst. Director of Athletics and Recreation - Athletics staff	x6025
Eddie Aslanyan	Men's Basketball	x6025
James Wilson	Volunteer Assistant Coach - Cheer	x6025
Contracted Security Staff		
Rob Fitzgerald	Campus Safety	x2249
TomaHawk Pearson	Campus Safety	X7878
William Furry	Campus Safety	X2255
Jordan Walker	Campus Safety	X3350
Collin Hill	Campus Safety	X3350
Thomas Duggan	Campus Safety	X3350
Greg Taylor	Campus Safety	x3350
Leah Curtis	Campus Safety	x3350
Darin Dressler	Campus Safety	x3350
Austin Butler	Campus Safety	x3350
Maksim Samoylenko	Campus Safety	x3350
Dominique Noel-Harrison	Campus Safety	x3350
Richard Castillo	Campus Safety	x3350
Saifullah Saahil	Campus Safety	x3350
Tyler Hamblin	Campus Safety	x3350
Hawkins McDonald	Campus Safety	x3350
Tom Nooney	Campus Safety	x3350
Matilda Pham	Campus Safety	x3350
Michael Williamson	Campus Safety	x3350
Ray Pennington	Campus Safety	x3350
Joshua Pope	Campus Safety	x3350
Ryan Martinez	Campus Safety	x3350
Sophia Shaw	Campus Safety	x3350
Contact information includes an extension. Dial (253) 833-9111, then input extension #		

APPENDIX 7: Maps of Green River College Campuses' Clery Geography

Green River College 2021 Main Campus Map:

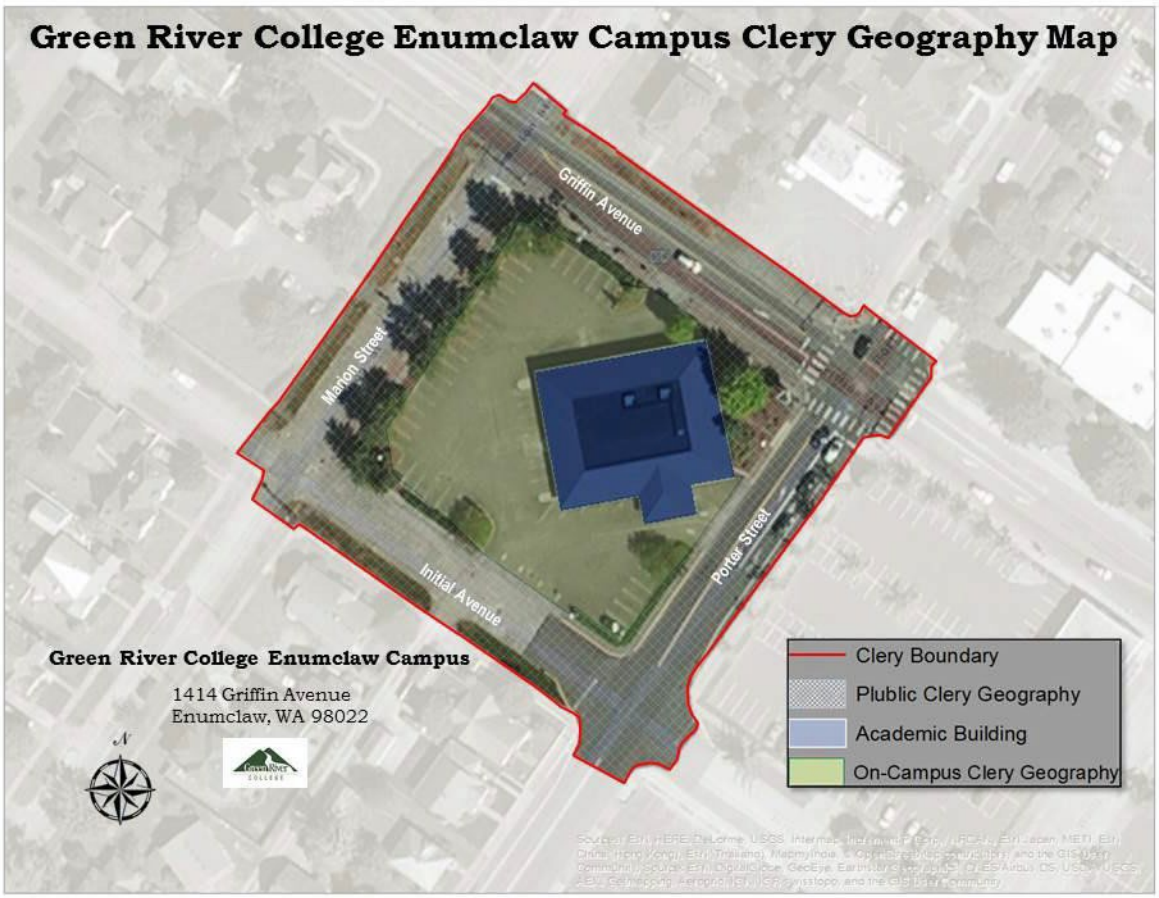


Green River College 2021 Kent Campus Map:

Green River College 2021 Auburn Campus Map:

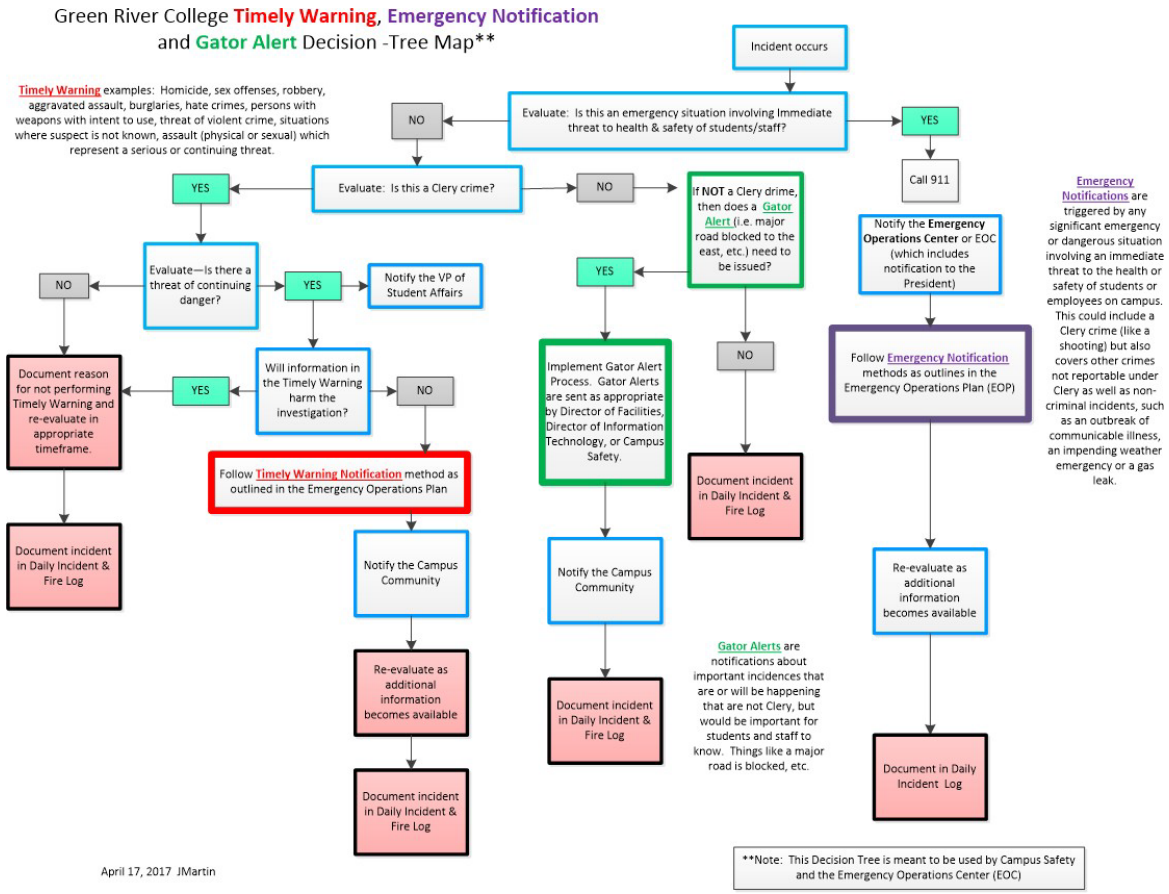
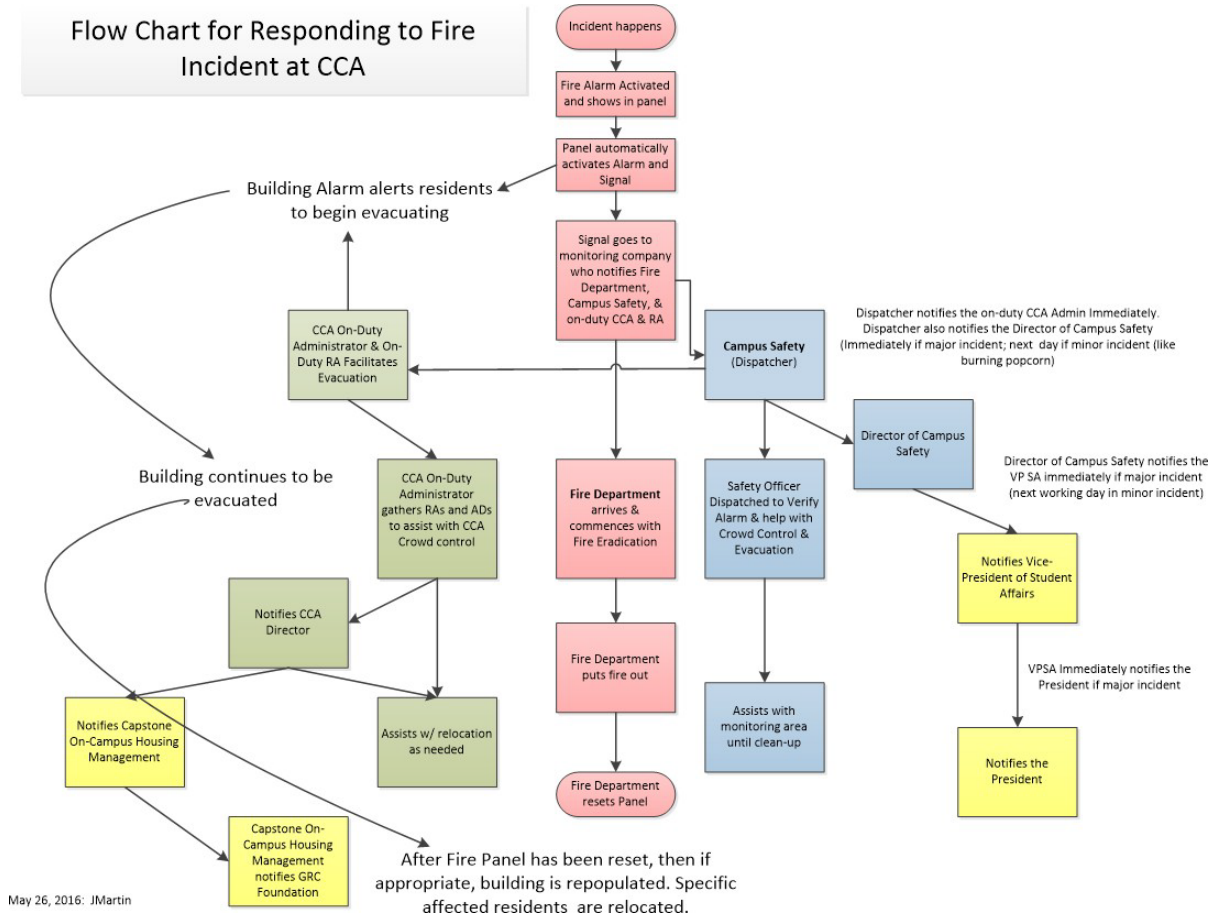
Green River College owns the area north of the Auburn Center Parking Lot. Attaching link to Parcel viewer that shows property lines https://gismaps.kingcounty.gov/parcelviewer2/

Green River College 2021 Enumclaw Campus Map:



APPENDIX 8: Decision/Flow Maps for Clery processes

Timely Warnings, Emergency Notifications, and Gator Alerts:



Response to Fire Incidents at Campus Corner Apartments: