



2017

Annual Security and
Fire Safety Report

Table of Contents

I. INTRODUCTION	4
II. LINFIELD COLLEGE PUBLIC SAFETY.....	4
A. Department of College Public Safety's Mission Statement	4
B. Reporting Incidents and Emergencies	5
C. Voluntary Confidential Reporting	5

E. Policies on Portable Electric Appliances, Smoking and Open Flames..... 41

F. Fire Incident Reports..... 42

G. Helpful Telephone Numbers 44

I. INTRODUCTION

Federal law (the "Clery Act") requires educational institutions to provide all current and prospective students and employees with the security policies and procedures of the College, and crime statistics. These security measures are designed to enhance the safety of all individuals at Linfield College. Further information on the Clery Act may be obtained at <http://clerycenter.org/summary-jeanne-clery-act>.

armed; they conduct foot, bike and vehicular patrols of campus areas regularly. In addition, a courtesy ride service is provided 24 hours a day. CPS patrol persons make referrals for violations of college policies, rules and regulations. Local police departments are contacted for enforcement relating to violations of city or state laws. More information can be found on the CPS webpage at: <http://www.linfield.edu/collegepublicsafety.html>

B. Reporting Incidents and Emergencies

Any person in immediate danger due to crime or emergency should contact local law enforcement IMMEDIATELY by dialing 911. When the emergency has subsided, the victim should also report the crime as soon as possible to CPS.

For non-emergency situations, any person who is a victim, witness or has knowledge of any criminal activity or other incidents on campus should report it immediately to CPS.

C. Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of CPS can file a report on the details of the incident without revealing your identity. A confidential report will preserve your privacy, while assisting the future safety efforts for yourself and others. With such information, the College can keep an accurate record of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Please note that campus Professional Counselors and Pastoral Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in annual crime statistics. Counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in annual crime statistics.

D. Sexual Misconduct and Relationship Violence Reporting

Every employee has a responsibility to report incidents of sexual harassment, discrimination and/or misconduct perpetrated against a Linfield student.

There are a variety of ways to report sexual misc o 6 (v)-5 ()-9.4 (Re8 (n)-0.7)-3 (1 (p)9.(t))TJ-0.006 (iMC /P k4 (in)2.3 (at)

- x **College Public Safety** [503-883-7233](tel:503-883-7233) (24/7)
- x **Residence Life** contact your residence hall RA or Residence Area Directors in Mahaffey 127 - [503-883-5433](tel:503-883-5433) (24/7)
- x **On-Campus Advisors** (Advisors are available to help students identify the services that will best serve them and guide them through the conduct process, if that reporting option is chosen)
 - o Dawn Graff-Haight, Professor: [503-883-2641](tel:503-883-2641), HHPA 214
 - o Kristi Mackay, Career Services: [503-883-2606](tel:503-883-2606), Melrose 010
 - o Stephen Bricher, Professor: [503-883-2260](tel:503-883-2260), Graf 110
- x **Title IX Officer**- Susan Hopp: [503-883-2588](tel:503-883-2588)
- x **Title IX Deputies**
 - o Brenda Devore Marshall: [503-883-2290](tel:503-883-2290)
 - o Jeff Mackay: [503-883-2436](tel:503-883-2436)
 - o Lisa Macy-Baker: [503-883-2710](tel:503-883-2710)
 - o Mary Ann Rodriguez: [503-883-2458](tel:503-883-2458)
- x **Student Conduct and Community Standards Office** Greg Tullius, [503-883-2349](tel:503-883-2349)

Formal reports mam.4 (a)1 (m.4 (a)1 (md C)-y)2 534 62.401 0.72 refEMC 0.467 0 Tw 1es

through the Office of Student Affairs. The College will contact the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the College will notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing.

If located, verification of the student's state of health and intention of returning to campus will be determined. When appropriate, a referral may be made to the Student Wellness and Counseling Center.

More information can be found at:

<http://www.linfield.edu/collegepublicsafety/missingpersonguidelines.html>

F. Emergency and Non-Emergency Information

CPS may be contacted from McMinnville campus phones at extension 7233, and at (503) 883-SAFE (7233) from off-campus or cell phones. McMinnville officers are available 24 hours a day, 7 days a week, and will respond to all reports of crimes and emergencies. We ask that all crimes and suspicious circumstances be reported as soon as possible.

All McMinnville campus residence halls are equipped with a yellow Emergency call box. Blue Light Emergency call stations are located at various locations on campus. Pushing the "Emergency" button on either of these devices will connect you with CPS. To contact the McMinnville Police Department for non-emergencies, call (503) 434-7307.

As of July 2018, the Portland campus community can contact Linfield CPS at 503-413-7210. If there is no security officer on duty in Portland, the call will be forwarded to the McMinnville CPS phone. The Portland Police Bureau can be reached by dialing 911 for life threatening situations, crimes in progress or situations where an officer is needed immediately. For non-emergency matters in the Portland metro area, call (503) 823-3333.

G. Notification of College Emergencies

The College has established an Emergency Notification System, CATALERT, which provides multiple notice methods to students, faculty and staff about situations that may pose a substantial threat to our community. Linfield community members registered on this system can be notified via email, phone call (land-line, cellular), and/or text message.

In case of an emergency on or near campus, Linfield College officers will authorize voice and/or text messaging and/or email communication through the emergency notification system. Registered students, staff and faculty will receive the message very quickly – typically within minutes of transmission.

Depending upon the communication method used by the College (voice, text and/or email), registered individuals will receive the following: voice mail message at registered telephone numbers; email messages at campus and up to one additional email address if registered; and a text message on registered cell telephones that accept SMS messaging.

Emergency notifications will be limited to matters such as severe weather alerts, campus closures, delayed starts, emergency building concerns, or intruders. The system is tested yearly to ensure all three

modes of notification (phone, email and text messaging) function properly. On October 19th, 2017 (in conjunction with the Great American Shakeout) the system was successfully tested on both the McMinnville and Portland campuses, and notifications were made via phone, email and text messaging.

To register for the Emergency Notification System, log in to Web Advisor by going to <https://webadvisor.linfield.edu> Click the "Log In" tab at the top right of the screen and use your CatNet ID and password to log in.

- Staff and Faculty: Click on the "Employees" or "Faculty" button. Select the "Emergency Notification System" link which is located under the "Employee Information" section. Follow the instructions on the page to update your information.

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J. Crime Log

CPS maintains a Crime Log that records, by date the crime was reported, all crimes and serious incidents that occur on campus, on non-campus properties, on public property adjacent to campus, and within the CPS patrol jurisdiction.

The Crime Log includes the nature, date, time, and general location of crimes reported to CPS, as well as the disposition of the complaint, if the information is known at the time the data is entered into the log. Specific incidents are entered within two business days of the initial report. CPS reserves the right to exclude reports or specific information from the Crime Log in certain circumstances.

The Crime Log is available for inspection by the general public online at <http://www.linfield.edu/collegepublicsafety/annualreport/crime-log.html> or at the CPS Office in Cozine Hall, 900 SE Baker Street, McMinnville, Oregon.

K. Partnership with Local Law Enforcement

Linfield enjoys a close working relationship with several law enforcement agencies. The CPS Director works closely with members of local law enforcement agencies to review community crime trends and mitigate risks at Linfield, including off-campus locations where student organizations are active.

In addition, Linfield CPS has representatives that participate in the Yamhill County Threat Assessment Team and in the Yamhill County Sexual Assault Task Force. These teams provide a direct connection for real time updates of potential community hazards and sexual assault information.

The McMinnville Campus is under the jurisdiction of CPS, McMinnville Police Department, Yamhill County Sheriff Department and the Oregon State Police. The Portland campus is under the jurisdiction of the CPS, Portland Police Bureau, Multnomah County Sheriff and the Oregon y (5)11.9rtmoi2 (6 -1.217 ꝛ)1 (e.)4 (Th)16.

Certain facilities are secured by an automated system at all times. Access to these areas is granted to authorized faculty, staff, and students, and during class times only.

Residential Facilities - All Linfield residence halls are equipped with an automated card access control system. Residents and authorized staff have 24-hour access via this computerized system. All students have residence hall access during limited hours only. Guests and other visitors may visit residence halls as long as a member of the Linfield community has authorized their visit. Exterior doors to student residence halls remain locked 24 hours per day.

Only residents of the individual apartments and authorized staff have 24-hour access to residence halls. Residential housing facilities have standard locks and keys with the exception of the Hewlett Packard Apartments that are equipped with automated card access. Students are responsible for securing their individual rooms. The responsibility for securing individual residences falls to the student/renters.

O. Maintenance of College Properties

College facilities and landscaping are maintained so as to minimize hazardous conditions. CPS officers, as part of their general patrol procedure, will generate a work order to Facilities Services when they note any defective lighting or unsafe condition on campus. Students, faculty, and staff are also encouraged to report any safety or security concern to the Office of Environmental Health and Safety, ext. 2431 or CPS at ext. 7233.

For additional information on College policies and procedures, consult the Linfield College personnel policies and Student Policy Guide, available online at <https://www.linfield.edu/assets/files/policy/student-policy-guide.pdf>

III. LINFIELD COLLEGE POLICIES

A. Alcohol and Other Drugs

In keeping with the mission of the college, Linfield is committed to providing an environment which is safe and fosters excellence in learning for its students and in work performance for all of its employees. Therefore, the misuse and illegal use, possession, transportation, distribution, manufacture, or sale of alcohol and other drugs is not permitted on property owned or controlled by the college, or while representing the college on business or any college sponsored activity. The use of alcohol on College owned or controlled property or at events associated with Linfield programs is restricted to those of legal drinking age.

Those under 21 years of age may not consume alcohol (except in foreign locations with permission from the on-site director and within the laws of that location). Providing alcohol to minors or providing a location where minors can consume alcohol is prohibited and is a violation of the alcohol policy.

Students who have issues with alcohol consumption, or who develop potential for such problems are encouraged to seek assistance in the Counseling Center in Walker Hall 15 or the Wellness Coordinator in Walker Hall 12. Employees should seek assistance through the EAP via the Human Resources Office.

Drugs

Linfield College is a drug-free workplace. Any member of the College community who uses, is under the influence of, manufactures, possesses, has under his/her control, sells, furnishes, or facilitates the use of a narcotic or dangerous drug or drug paraphernalia

- v. without consent.
- c. Forced sexual intercourse:
 - i. any unwilling or non-consensual sexual intercourse (anal, oral or vaginal),
 - ii. however slight,
 - iii. with any object or body part,
 - iv. that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition.

d. Sexual Exploitation:

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct or relationship violence offenses. Examples of sexual exploitation include, but are not limited to:

- i. prostituting another student;
- ii. non-consensual video or audio-taping of sexual activity;
- iii. going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- iv. engaging in Voyeurism;
- v. knowingly transmitting an STD or HIV to another.

e. Sexual Harassment:

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

Definition of Terms

- Explicit Consent

Explicit consent is the basis of the analysis

communicate unwillingness to engage in an act.

OPTIONS FOR REPORTING AND/OR PRESSING CHARGES

- We encourage you to report this incident to one of the college staff members listed in this handbook whether you choose to involve the police or not. The counselors in the Linfield College Counseling Center, the College Chaplain or staff in the Student Health Center will keep your report confidential. These staff members will file an anonymous report with the Director of College Public Safety for statistical reporting.
- If the alleged respondent is a student of the College, you may choose to report this incident to one of the individuals listed below and ask them to investigate and take appropriate action based on that investigation. Specific procedures are listed below. While promptness in reporting is desirable, the case may be investigated as long as the respondent continues to be a student at the College.
- You can report what has happened to the local police. We strongly recommend that you provide all relevant information and evidence to the police as soon after the assault as possible. The police forward their report to the prosecutor's office. The prosecutor then

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in educational programs which receive federal financial assistance. Title IX can apply in areas such as athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are forms of unlawful discrimination under Title IX.

Linfield has established a committee, consisting of a Title IX Coordinator and Deputy Coordinators, each of whom have specific knowledge to respond to concerns in the areas described above. Inquiries related to this policy can be directed to the following:

Title IX Coordinator:

Susan Hopp, Vice President of Student Affairs and Athletics/Dean
of Students

Title IX Deputies:

Brenda De Vore Marshall, Professor Theatre & Communication Arts
Mary Ann Rodriguez, Vice President for Finance and Administration/CFO
Amy Dames Smith, Assistant Athletic Director/Senior Woman Administrator (SWA)
Jeff Mackay, Associate Dean of Students/Director of Residence Life

ADDITIONAL INFORMATION

If you are the victim of sexual misconduct or relationship violence or know someone who has been subjected to sexual misconduct or relationship violence, the material in the following pages provides information about

- Who can help you and how to contact those individuals,
- Where to seek medical assistance and why,
- Your options regarding what type of report, if any, you may wish to file, and information about the Linfield College conduct review process.

WHAT TO DO IF YOU HAVE BEEN ACCUSED OF SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE

Do not attempt to contact the reporting party(s)! The Dean of Students or the Associate Dean of Students will contact you and inform you about Linfield's Policy and Procedures. We encourage you to speak with a counselor in

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- Brenda DeVore Marshall, Deputy Title IX Coordinator, Ford Hall 105 (503-883-2290)
- Mary Ann Rodriguez, Deputy Title IX Coordinator, Melrose 105A, 503-883-2458
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- violence policy and investigation procedures.
- c. Making referrals to the Counseling Center for counseling and referral services, if appropriate.
 - d. Discussing with the reporting party the option of notifying the police if criminal activities are alleged.
 - e. Conducting or arranging for an investigation of the alleged prohibited conduct.
 - f. Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct.
 - g. Assuring that each complaint will be assessed and resolved individually.

The Hearing Process

If a complaint is filed with the Dean of Students Office, the process for adjudication is as follows. This procedure applies to reporting parties of sexual misconduct or relationship violence as well as responding parties of sexual misconduct or relationship violence.

1. The responding party(s) shall be notified by an appropriate official of the College that they are accused of violating the sexual misconduct and relationship violence policy.
2. The student(s) shall be notified that they may elect one of three courses of action:
 - a. The student(s) may admit the alleged violation and request that the Dean of Students take whatever action seems appropriate.
 - b. The student(s) may admit the alleged violation, and request a hearing before the College Conduct Board.
 - c. The student may deny the alleged violation, in which case a hearing will be held by the College Conduct Board.
3. During the hearing, the reporting party(s) and the responding party(s) may be separated physically. Typically, a physical barrier may be used to eliminate any visual contact if requested by any party. Video conferencing may also be used as a way to attend the hearing electronically.
4. Both reporting party and responding party shall be entitled to an expeditious hearing of the case.
5. The hearing shall be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.
6. Following notification prior to the hearing both the reporting party and the responding party shall be entitled to the following:
 - a. written notification of the time and place of the hearing,
 - b.

to enable the respondent(s) to prepare a defense,

c. a copy of the procedures as outlined here.

7. Both the reporting party(s) and the responding party(s) shall be entitled to appear in person, to present their view of what took place to the College Conduct Board, and may call witnesses in their behalf. Either of these persons may also elect not to appear before the College Conduct Board. Should they elect not to appear, the hearing shall be held in their absence.
8. Both the reporting party(s) and the responding party(s) shall be entitled to assistance from one member of the College community (faculty, staff, or student) or one off-campus advisor who may

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2. New and significant evidence is available which was unknown and could not have been known at the time of the hearing.

The severity of sanction is not considered a legitimate ground for an appeal. Only one appeal is allowed per student involved. The Dean of Students will review the written appeal and other pertinent information and will notify the student in writing of the Dean's decision.

Guidelines for the Sexual Misconduct and Relationship Violence Hearings

In order to provide equity and efficiency in the administration of conduct review procedures, the following t an a. (e)-3 Td

The hearing shall be conducted in accordance with the following general format.

1. The chairperson shall inform all parties involved of the procedure to be followed at the hearing.

proved. In this case, the Board may impose a number of sanctions, individually or in a combination, including:

- a. warning: an official reprimand in writing, delivered to the accused student and placed in the student's file;
 - b. probation: a condition that stipulates that any further violations of regulations may result in a suspension. Length of probation will be specified;
 - c. probation with terms: a condition that adds to regular probation stipulations that may deny the accused student certain privileges or requires certain action of the student;
 - d. recommendation for suspension: separation from the College for a definite or indefinite period of time;
 - e. recommendation for dismissal: permanent separation from the College; and/or
 - f. other action that may seem appropriate for any given case.
- Sanctions against groups include those listed above in a-f, and also deactivation, loss of all privileges, including college recognition, either temporarily or permanently.

Responsibilities of the Chairperson

Post Hearings

WHAT TO DO IF YOU HAVE EXPERIENCED SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE

If you have been sexually assaulted, IT IS NOT YOUR FAULT!
YOU ARE NOT ALONE! YOU HAVE OPTIONS

Medical Clemency: If alcohol or any other drugs are involved with a sexual misconduct incident, the safety and well-being of students comes first and policy violations will not be issued.

WHO CAN HELP

The following people will assist and support you.

• If you are in immediate danger, need immediate assistance and help making additional contacts,
Crisis Response (24 hours):

- Linfield Area Director on Duty: 503-883-LIFE (5433)
- Linfield College Public Safety (CPS): 503-883-SAFE (7233)
- Yamhill County Crime Victim Services: 503-434-7510
- Medical Emergency/Police: 911

• If you choose to **Report with Total Confidentiality On Campus:**

- Linfield Counseling Center, Walker 103: 503-883-2535 (8AM-5PM, Mon-Fri)
- Linfield Student Health Center, Walker 103: 503-883-2535 (8AM-5PM, Mon-Fri)
- Linfield Chaplain, Melrose 110: 503-883-2259 (8AM-5PM, Mon-Fri)

• If you choose to **Report with Total Confidentiality Off Campus:**

- Northwest Human Services Crisis Line (Anonymous): 1-800-560-5535
- Henderson House Crisis Line (Anonymous): 503-472-1503

• If you choose to **File a Police Report*:**

- Linfield College Public Safety (CPS): 503-883-SAFE (7233) for assistance contacting police

OR

- McMinnville Police – 911 Emergency or 503-434-6500

OR

- Yamhill County Victim Assistance Program 503-434-7510 (M-F 8AM–5PM) or 503-434-6500 (Evenings/Weekend)

***Note:** If you choose to have evidence collected for the police report, you must go to the hospital for a FREE forensic medical exam from a trained Sexual Assault Nurse Examiner (SANE Nurse), if the rape or sexual misconduct occurred within the past 84 hours. If it has been longer than 84 hours, contact one of the people listed above or on the next page for additional information and assistance.

ADDITIONAL INFORMATION ABOUT WHO CAN HELP

If you have been sexually assaulted, IT IS NOT YOUR FAULT! You are not alone! You have options!

It's important that you find someone you trust to talk to. You are not alone! You have options!

some other source.

2. The most common goal of victims in reporting their assault (according to Ashland PD's research) was that they be believed and not blamed for the assault they were a victim of, not always seeking prosecution of their assailant. Note – this is partly a law enforcement issue in general and a societal issue as a whole.
2. We improve our sexual assault investigations by utilizing the Forensic Experiential Traumatic Interview (FETI) techniques developed and taught by the US Army. These recognize the cognitive issues created by a traumatic incident such as a sexual assault, shooting, or other critical events. It encourages investigators to interview with more open ended questions, at a slower pace if needed, and with much more listening and much less questioning. There are some specific types of question that are avoided as they put victims on the defensive and there are some more sensory response or experience questions that help obtain information and understanding without passing judgment.
3. We will improve our identification and prosecution of serial sexual offenders by obtaining better information from victims, checking the history of named offenders in other communities (we already found a local case that immediately connected with a previous sexual assault case we had received, but were unable to prosecute), and hopefully by gettin b8 (t)-95.24(o)-2.7 (pr)-10.8 (i)10.720.7 (r)-8.9 (i)-8.97 (i)-8.9 (i)-8.8 (m.7 (e)-34/8[3.8 (r)-8.8 (s)]9P-0.742

In keeping with its mission, Linfield College wants to provide a safe environment to foster excellence in learning for students and work performance for employees. Therefore, the possession or use of any firearm or other weapon (including but not limited to those listed below) is prohibited on any College Property, in any vehicle on a College property, and at any College sponsored event at any location. This policy also applies to anyone possessing a valid permit to carry a concealed weapon.

Authorized law enforcement officials, in the performance of their duties, are exempt from this policy. Off duty law enforcement officials are required to notify Linfield Campus Safety if they are carrying a concealed weapon while not on duty. Prohibited weapons include: ammunition; explosives in any form; propellant guns of any kind, including bb guns, pellet guns, Air Soft guns, paint ball guns, 'potato guns' and others; knives (folding or pocket knives of no more than 7 inches in length when fully open are permitted), swords, hatchets and axes; 'fighting sticks', 'nunchuks,' 'throwing stars' and other martial arts weapons; brass knuckles, tasers, or any other weapon, as determined by Linfield College except as they may be used in the education process as authorized by Linfield Faculty. Any student or employee found in possession of a prohibited weapon will have it confiscated by Linfield Campus Security. Confiscated weapons will be retained in locked storage by Linfield Campus Security pending an appropriate disposition

IV. ANNUAL CRIME STATISTICS

McMinnville Campus Bias Crimes:

On Campus Categories	Race			Gender			Gender Identity			Religion			Sexuality			Ethnicity			National Origin			Disability		
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

V. FIRE SAFETY

A. Introduction

It is the goal of Linfield College to provide a safe and healthy environment for all students, employees, and visitors.

Linfield seeks to recognize hazardous conditions and take appropriate action before such conditions result in an emergency, which includes fires. These efforts include timely fire evacuations, effective fire detection and alarm systems, fire prevention education and proactive fire hazard reduction.

B. Fire Evacuation Procedure

All students and their guests must evacuate immediately whenever a fire alarm is sounded. Use the nearest available exit to evacuate the building. Ignoring a fire alarm is grounds for severe disciplinary action to be determined by the Director of Residence Life or the Peer Community Standards Board. Students who may not be able to evacuate safely must contact college officials to make alternative arrangements.

You are expected to observe the building evacuation guidelines:

- 1) Leave room lights on
- 2) Close room door and windows
- 3) Leave blinds open
- 4) Wear shoes and carry/wear a coat
- 5) Move quickly to the designated assembly area
- 6) Once there, check in with a Residence Life Staff or CPS and wait for further instructions
- 7) Do not enter the building until directed to do so by Residence Life Staff or CPS.

Gather outside at the evacuation point identified below. This information is also provided on the building's Emergency Information/Exiting card.

Residence Hall	Evacuation Point
Anderson	Parking lot north of Anderson
Campbell	Open area just south of Campbell
Elkinton	Renshaw Field
Frerichs	Grassy area next to softball field
Grover	Intramural field
Hewitt	Grassy area next to softball field
Jane Failing	Intramural field
Larsell	Parking lot north of Larsell
Latourette	Intramural field
Mahaffey	Grassy area next to softball field
Memorial	Field between Anderson and Frerichs
Miller	Fire pit next to HHPA
Newby	East end of Oak Grove clear of trees

Pioneer	East end of Oak Grove clear of trees
Potter	East parking lot by White Apartments
Terrell	Renshaw Field
Whitman	Open area south of Campbell

If no alarm is sounding, notify emergency services by dialing 9-911 from a landline phone or 911 from any cell phone.

When a fire alarm is activated, the elevators will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to a monitoring center and Linfield will be notified.

McMinnville Fire Department will alert Linfield College Public Safety. If a member of the Linfield community finds evidence of a fire that has been extinguished, and the person is not sure whether CPS has already responded, the community member should immediately notify CPS (7233 or 503-883-7233) to investigate and document the incident.

C. Fire Detection and Alarm Systems

On the McMinnville campus, all residence halls (Anderson, Campbell, Elkinton, Frerichs, Grover, Hewitt, Jane Failing, Larsell, Latourette, Mahaffey, Memorial, Miller, Newby, Pioneer, Potter, Terrell, Whitman, Dana, and the HP apartments) have integrated automatic sprinkler and fire detection and alarm systems throughout, which-3 (r)11.1 (a (u)-0.-6.4 (T0 1 Tf-0.001t)-3 (t39.587 -1.402 Tdr (r)2.2) ()TJ-0.004-1.402 Tdr (r)2.r)2.9 -1.4

so jeopardizes the safety of all residents and you may be fined up to \$500. It is wise to periodically check your smoke detector to be sure it is functioning properly. To do so, simply push the button. If it is

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Air conditioners	Illegal drugs
Any propellant guns (air soft, BB, paint ball)	Candles or candle warmers
Blenders and coffee makers*	Rice cookers*
Bikes stored in common areas or by doors	Sun lamps
Motorized scooters	Toasters*
Grills, including George Forman	Toaster ovens
Halogen lamps	Incense burners
Hot plates	

00012) 00150335 Sept 13 heavy 4393 in low 0 circuit breaker # 20 A # Vcq9 01 A

