



# **COCHISE COLLEGE**

**2016 Annual Security Report**

**2016 Fire Safety Report**

## Contents

Cochise College 2016 Annual Security and Crime Statistics Report .....	3
Policy Statement Addressing Issuing Emergency Notifications and Timely Warnings .....	3
Evacuation and other Emergency Plans.....	4
Drills .....	4
Campus closures .....	4
Campus Security.....	5
Security Offices .....	5
Voluntary Confidential Reporting .....	6
Crime Statistics.....	6
Hate Crimes.....	20
Crime Prevention Tips.....	23
Security Access to College Facilities.....	23
Staff and Security: Residence Halls.....	23
Drug and Alcohol Free Environment.....	24
Statement of a Drug-Free Workplace Policy.....	24
Drug Awareness Program .....	24
Missing Student Notification Policy and Procedures – Douglas campus.....	24
Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses .....	25
Sexual Harassment / Assault Policy Statement .....	25
Campus Sex Crimes Prevention Act Information .....	29
2015 Annual Housing Fire Safety Report .....	30
Housing Fire Safety Systems .....	30
Fire Safety Regulations .....	30
Procedures in Event of Fire or Fire Drill .....	32
Desert View Townhouses Fire Safety Procedures .....	33
Fire Safety Training for Resident Hall Director and Assistants .....	34

## **Cochise College 2016 Annual Security and Crime Statistics Report**

The Director of Occupational Health and Safety in cooperation with the Dean of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, our security office, the Vice President of Administrative Services, the Vice President of Human Resources, and their designees. Campus crime, arrest, and referral statistics include those reported to Campus Security, designated campus officials, and local law enforcement agencies. Cochise College is committed to assisting all members of the Cochise College community in providing for their own safety and security. The annual security and fire safety compliance document is available at the Cochise College Security and Emergency [website](#).

Hard copies of the report may also be obtained from the Dean of Student Services office.

### **Policy Statement Addressing Issuing Emergency Notifications and Timely Warnings**

The Clery Act requires immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An immediate threat encompasses an imminent or impending threat, as well as an ongoing occurrence. Examples include, but are not limited to any of the following events: fire; gas leak; outbreak of meningitis, norovirus or other serious illness; approaching extreme weather conditions; terrorist incident; armed intruder; bomb threat; civil unrest or rioting; explosion or nearby chemical or hazardous waste spill.

In the event that a situation arises, either on or off campus, that in the judgment of the President of Cochise College or the members of the Emergency Management Team, constitutes a threat to students or employees on campus, a campus wide emergency notification will be issued. The warning will be issued through the college Emergency Notification System, E2Campus, via college e-mail and cell phone texting to students, faculty, and staff and portal announcements through the college email and on the college internal website MyCochise. Announcements and updates are also posted in Twitter and Facebook.

Depending on the particular circumstances of the event or crime, especially in all situations that could pose an immediate threat to the community and individuals, the President may also notify local media, television and radio in Cochise and Santa Cruz counties.

The Clery Act requires the college to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident is to enable people to protect themselves. This means that a warning will be issued as soon as the pertinent information is available. Timely warnings will be issued whenever there are crimes reported to campus security authorities or local police agencies, and are considered by the institution to represent a serious or continuing threat to students and employees.

External Relations is responsible for issuing emergency notifications and keeping the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property. External Relations will be responsible for all

communications from the initial emergency message(s) from the Emergency Management Team to regular additional critical messages in order to timely update the campus community during the event. Emergency notifications will be sent and posted via the following methods:

- E2Campus: The college's mass communication system designed to deliver email to college and personal email accounts, and SMS messages to cell phones; (E2Campus may be accessed and edited from the Health and Safety resource in MyCochise).
- The Cochise College Portal: Announcements of the emergency are made on the colleges web portal;
- The Cochise College webpage: Announcements are posted on the colleges webpage;
- Twitter: Announcements concerning the event are posted on the college's Twitter page; and
- Facebook: Announcements concerning the event are posted on the college's Facebook page.

## **Evacuation and other Emergency Plans**

The Emergency Management Plan provides guidance for managing the evacuation of individual buildings or if necessary, the whole campus. A disaster may cause sufficient damage to the infrastructure to present a risk to occupants that would require a complete evacuation. Cochise College has Building Coordinators responsible for coordinating evacuation events. Every building has an emergency placard mounted at each exit with pre-assigned assembly area information. Every telephone in the college has a decal listing emergency phone numbers. More information can be found on the Cochise College webpage under the [Security and Emergency page](#).

When evacuations are determined necessary, the building occupants are instructed to evacuate, re-assemble at their pre-assigned assembly point, check in and account for themselves with their building coordinator, and await further instruction. Building Coordinators ensure each building is clear before proceeding to the assembly area. In the case of an all campus evacuation, Building Coordinators would then release individuals to leave campus as directed.

When the president or his designee has determined a whole campus evacuation is required, the notice is sent using the Emergency Notification System instructing individuals to take their immediate personal belongings with them and leave campus in an orderly manner. Building Coordinators will ensure their buildings have been cleared. Faculty members are responsible for clearing their classrooms.

## **Drills**

The college participates in evacuation drills throughout the year. The residence halls on the Douglas Campus hold two drills per semester, every year. Various other buildings are subject to evacuation drills on an announced and unannounced basis.

## **Campus closures**

In the event of inclement weather or other emergency, the college president or designee may close any or all campuses/centers, delay the start of classes and college operations at all or specific sites, or dismiss classes and college operations early at all or specific sites. Employees and students will be notified via the emergency notification system, email, and public notifications will be available at the college homepage and sent to local media in Cochise and Santa Cruz counties. Individuals should

assume responsibility for making judgments regarding travel safety to and from campus when inclement weather does not result in the decision to close. For up-to-date information regarding road conditions, visit [www.az511.com](http://www.az511.com).

## **Campus Security**

Cochise College employs a private security company, which provides security for both campuses. The Director of Security reports directly to the Dean of Student Services who also serves as the College's designated official responsible for communication with law enforcement units. The personal safety and well-being of the students, faculty, staff and visitors at Cochise College are of the highest concern. All individuals are encouraged to take responsibility for their own safety and security and assist with the safety and security of others.

Campus security is comprised of private, non-sworn officers. They do not have arrest authority beyond that provided to all citizens by Arizona Revised Statutes. Investigation of crimes committed on college campuses and centers is the responsibility of the appropriate law enforcement agency, which includes the Cochise County Sheriff's Department, Sierra Vista Police Department, Benson Police Department, Willcox Police Department, Military Police at the Fort Huachuca Center, and the Nogales Police Department.

## **Security Offices**

- Douglas Campus  
Huachuca Hall/1200 Building  
(520) 417-4022 or (520) 417-4133
  
- Sierra Vista Campus  
Student Union/1000 Building  
(520) 515-5470

Both Douglas and Sierra Vista campuses have security present 24 hours/7 days a week.

Employees, Faculty and Students are strongly encouraged to report any crime or any other emergency situation on campus to the Campus Security Office or call local law enforcement at 911.

Campus Security is responsible for a full range of public safety services, including:

- 1) Conducting incident investigations, and assisting with medical and fire emergencies, and traffic accidents.
- 2) Completing and submitting security and incident reports, to include all activities requiring police assistance, such as alcohol consumption, the use of controlled substances, and weapons.
- 3) Assisting with implementing the College's emergency and disaster notification plan.
- 4) Providing security for all student administrative hearings.

More information regarding Cochise College Security and how to report issues can be found on the college website under the Security and Emergency page .Emergency placards featuring emergency phone numbers are posted near the exits of each classroom and building at the college.

## **Voluntary Confidential Reporting**

Cochise College does not have a policy or procedure that would allow a victim or witness to report crime on a voluntary and confidential basis. However, the Security Office accepts and investigates all reported incidents, whether or not a victim or witness provides a name or other identifying information.

## **Crime Statistics**

The following is a recap of incidents that took place on or around campus property for the previous three years. Per guidance from the Clery Act, offences listed include: murder/non-negligent manslaughter; negligent manslaughter; sex offenses, forcible; sex offenses, non-forcible; domestic violence; dating violence; stalking; robbery, aggravated assault; burglary; motor vehicle theft; arson; arrests: weapons: carrying, possession, etc.; disciplinary referrals: weapons: carrying possessions, etc.: arrests: drug abuse violations; disciplinary referrals: drug abuse violations; arrests: liquor law violations; disciplinary referrals: liquor law violations. The On-Campus Student Housing Facilities violations section is a subset of On-Campus Property so violations may be duplicated.

## Crime Statistics: Douglas Campus

Offense	Geographic Location				
	Fiscal year beginning July 1	On-Campus Property	Student Housing	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Forcible	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Non-Forcible	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	1	0	0	0
Stalking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2013	0	0	0	0
	2014	1	0	0	0
	2015	1	1	0	0
Burglary	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arrests: Weapons: Carrying, possession, etc.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

**Crime Statistics: Douglas Campus, Continued**

Offense	Geographic Location				
	Fiscal year beginning July 1	On-Campus Property	Student Housing	Non-Campus Property	Public Property
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arrests: Drug Abuse Violations	2013	2	2	0	0
	2014	6	6	0	0
	2015	3	3	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	2	2	0	0
	2014	6	6	0	0
	2015	3	3	0	0
Arrests: Liquor Law Violations	2013	5	5	0	0
	2014	6	6	0	0
	2015	12	12	0	0
Disciplinary Referrals: Liquor Law Violations	2013	28	28	0	0
	2014	6	6		
	2015	18	18	0	0

Year designates fiscal year beginning July 1.



### Crime Statistics Sierra Vista Campus

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non-Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Weapons: Carrying, possession etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

**Crime Statistics: Sierra Vista Campus, Continued**

<b>Offense</b>	<b>Geographic Location</b>			
	<b>Fiscal year beginning July 1</b>	<b>On-Campus Property</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Year designates fiscal year beginning July 1.

**Crime Statistics: Auto Complex Sierra Vista**

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non-Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Weapons: Carrying, possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

**Crime Statistics: Auto Complex Sierra Vista, Cont.**

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Year designates fiscal year beginning July 1.

## Crime Statistics: Benson Center

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non-Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Weapons: Carrying, possession etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

**Crime Statistics: Benson Center Cont.**

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Year designates fiscal year beginning July 1.

**Crime Statistics: Fort Huachuca Center**

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non-Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Weapons: Carrying, possession etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

**Crime Statistics:  
Fort Huachuca Center, Cont.**

<b>Offense</b>	<b>Geographic Location</b>			
	<b>Fiscal year beginning July 1</b>	<b>On-Campus Property</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Year designates fiscal year beginning July 1.



**Crime Statistics: Santa Cruz Center**

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non-Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Weapons: Carrying, possession etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

**Crime Statistics: Santa Cruz Center, Cont.**

<b>Offense</b>	<b>Geographic Location</b>			
	<b>Fiscal year beginning July 1</b>	<b>On-Campus Property</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Year designates fiscal year beginning July 1.

**Crime Statistics: Willcox Center**

Offense	Geographic Location			
	Fiscal year beginning July 1	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non-Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Weapons: Carrying, possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

**Crime Statistics: Willcox Center Cont.**

Offense	Fiscal year beginning July 1	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Year designates fiscal year beginning July 1.

**Hate Crimes**

There were no reported hate crimes for the years 2013, 2014, or 2015 based on race, religion, sexual orientation, gender, disability, or ethnicity/national origin for the following locations: Auto Complex Sierra Vista, Benson Center, Fort Huachuca Center, Santa Cruz Center, and the Willcox Center. Criminal offense categories included murder/non-negligent manslaughter, negligent manslaughter, sex offenses-forcible, sex-offenses- non-forcible including incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property. Hate crimes for the Douglas and Sierra Vista campuses follow:

**Hate Crimes**  
**Douglas Campus**

CATEGORY		Race	Religion	Sexual Orientation	Gender	Gender Identity	Ethnicity	National Origin	Disability
<b>CRIME</b>	<b>Year</b>								
Murder Non-negligent Manslaughter	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Sexual Assault	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Robbery	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Burglary	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Arson	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Larceny-Theft	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Simple Assault	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Intimidation	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	1	0	0
Destruction / Damage / Vandalism of Property	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

Hate Crime occurred on Campus Property but not in Student Housing

**Hate Crimes**  
Sierra Vista Campus

CATEGORY		Race	Religion	Sexual Orientation	Gender	Gender Identity	Ethnicity	National Origin	Disability
<b>CRIME</b>	<b>Year</b>								
Murder Non-negligent Manslaughter	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Sexual Assault	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Robbery	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Burglary	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Arson	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Larceny-Theft	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Simple Assault	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Intimidation	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	1	0	0
Destruction / Damage / Vandalism of Property	2013	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Hate Crime occurred on Campus Property but not in Student Housing									

## **Crime Prevention Tips**

- Call 911 to report an emergency.
- Value your safety as well as the safety of others.
- Always be aware of your surroundings.
- Report all suspicious persons or activities, safety hazards or unsafe lighting to Campus Security.
- Don't walk alone. Get a friend to walk, jog, or run with you.
- Call the Campus Security for a Safety Escort.
- At night, always choose a well-lit and well-populated walking route.
- Develop a relationship with your neighbors; encourage checking in with each other.
- Have your keys in hand before you get to your residence or vehicle.
- Never take shortcuts through poorly lighted areas.
- Properly secure your living area. Avoid allowing non-ID holders to enter when you pass through locked doors into your residence hall and never prop open exterior doors.
- Keep your doors and windows locked at all times.
- Never leave your book bag, purse, laptop or other valuables unattended.
- For individuals that commute to school, do not leave valuables such as electronics, clothing, loose change, or other personal items in your car. If you need to leave anything in your vehicle, do not leave it in plain sight.
- Make sure you always lock your doors.

## **Security Access to College Facilities**

The college's normal business hours are Monday through Friday 8 a.m. to 4:30 p.m. during the spring and fall semesters and Monday through Thursday 7 a.m. to 5 p.m. during summer hours. During business hours, the college (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key, if issued, or by admittance via Security. In the case of periods of extended closing, the college will admit only those with prior written approval to all facilities.

## **Staff and Security: Residence Halls**

Full- and part-time staff, along with resident assistants, provides student support. Each residence quad is only accessible through a locked door, and guests must register at Central Housing or with a Resident Assistant. The Campus Security office is just steps away.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students.

Emergencies may necessitate changes or alterations to any posted schedules.

## **Drug and Alcohol Free Environment**

The college shall maintain drug- and alcohol-free campuses and centers. The manufacture, distribution, dispensation, possession, or use of these and all controlled substances are prohibited in any part of any facility operated by the college, or on college grounds, or in a vehicle owned by the college and used by the employee and/or student either as driver or passenger.

Arizona State Law permits the use of medical marijuana; however, the federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions who are recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is, therefore, not allowed in Cochise College housing or on Cochise College property, nor is it allowed at any Cochise College sponsored event or activity on or off campus.

## **Statement of a Drug-Free Workplace Policy**

Pursuant to the Drug-Free Workplace Act of 1988, 15 CFR Part 26, Subpart F, it shall be unlawful for employees of Cochise College to manufacture, distribute, dispense, possess or use a controlled substance in the workplace. Cochise College Policy 614 and 5003 advises all employees and students to comply with this policy. Any student or employee that violates this policy will be subject to the penalties provided by this program, College Policy, and local, State and Federal Law.

## **Drug Awareness Program**

Cochise College makes available to all employees and students literature on substance abuse as well as a substance abuse resource directory should you require help with a drug abuse problem.

In compliance with college policy and federal law, employees convicted of drug offenses may be subject to personnel action up to and including termination or may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement or other appropriate agency. Student disciplinary action is outlined in the Student Handbook.

Substance abuse literature and a list of agencies which can help you, should you need further assistance, are available from the Counseling offices on the Douglas or Sierra Vista campuses.

Drug awareness events are hosted by the Cochise College Student Government Association. Sierra Vista Police provide the DUI car and information regarding safe drinking habits. Sexual assault information including alcohol and drug misuse and abuse as accelerators is offered at every SGA event. Other alcohol awareness events throughout the year are scheduled and sponsored by the Student Government Association.

## **Missing Student Notification Policy and Procedures – Douglas campus**

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Security Office at 520-417-4022. When residential or professional staff is informed of a missing student, he or she will notify the Security Office. The Security Office will generate a missing student report, contact the Cochise County Sheriff's department, and initiate an investigation. Should the Security Office determine that the student has been



missing for 24 hours after investigating a missing person report, the Security Office will notify 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, Cochise College will notify the student's parent or legal guardian immediately after it has determined that the student has been missing for 24 hours. All emergency contact information is retained confidentially and is only used in case of emergency.

## **Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Cochise College is committed to providing appropriate support and referrals to persons who have been the victims of any crime or violation of college policy. Persons who have been victimized by a Cochise College employee, student, or visitor may choose to report the incident to Cochise College Security, the local police agency or to the Dean of Student Services to initiate criminal and/or disciplinary action.

## **Sexual Harassment / Assault Policy Statement**

Cochise College prohibits any discrimination as defined by Title IX of the Education Amendments of 1972 to include, but not limited to, gender based discrimination, sexual harassment, sexual misconduct, and sexual violence. Such acts can interfere with a student's ability to participate in or benefit from the college's academic and non-academic programs, an employee's ability to function in the workplace, or a campus visitor's ability to utilize the college. Accordingly, these behaviors are strictly prohibited. The procedures within this policy are intended to afford a prompt, thorough, and impartial response from the college to an allegation of gender discrimination, sexual harassment, and/or sexual misconduct in accordance with Title IX. Any Title IX Violations are to be reported to the Dean of Student Services or the Title IX Coordinator at 520-515-3623.

This policy applies to all students, faculty, staff, independent contractors, guests, visitors, applicants, and college recognized student organizations. It shall apply to all incidents occurring on any of the college's campuses or centers, events off campus, and any incidents occurring off campus that involve both a student or employee as the alleged victim and a student or employee as the accused.

Title IX prohibits unlawful discrimination on the basis of gender. Unlawful gender discrimination includes, but is not limited to, unequal educational services based on sex, biased selection criteria that disfavor one sex, discrimination based on pregnancy, childbirth, disability due to pregnancy, acts of aggression such as verbal, nonverbal, or physical behavior directed at another because of that individual's sex and non-conformance to gender stereotypes.

Unfavorable or unwelcome treatment or conduct of a sexual nature, made without consent and based on a person's gender or sex, that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's academic performance or employment or creates an intimidating, hostile or offensive working, academic or college environment. Sexual harassment includes, but is not limited to: Verbal and/or physical behavior including, sexually explicit jokes; stalking; sexual advances; unspoken sexual innuendo; implied or overt threats; insults, and taunts; obscene gestures; offensive pictorial, written, and electronic communications; and unwelcome touching.

Sexual misconduct is a form of sexual harassment and is defined as any intentional sexual touching, however slight, with any part of the body or with any object, by either a man or a woman upon either a man or a woman that is without consent. This includes, but is not limited to:

a. Those offenses such as rape, sexual battery, unlawful sexual conduct with a minor, gross sexual imposition, sexual imposition, importuning, voyeurism; and public indecency.

b. Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, if that behavior does not otherwise constitute another sexual misconduct offense. This would include, but is not limited to, videotaping, or allowing an observer unknown to either or both parties.

c. Sexual Violence: A severe form of hostile environment sexual harassment that represents conduct involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's incapacity. An individual's incapacity may arise from use of drugs or alcohol or individual conditions including intellectual or other disability.

d. Knowingly transmitting a sexually transmitted infection or disease through sexual contact without consent.

Hostile environment sexual harassment occurs when one or more instances of sexual harassment are severe or pervasive enough to affect an individual's ability to participate in or benefit in an educational program or activity. A hostile environment refers to sexually harassing conduct that is severe or pervasive and includes acts of sexual violence.

a. Any of the conduct described in the paragraphs above of this rule used by an individual implicitly or explicitly as the basis for academic decisions, administrative, or employment (including submission to or rejection of any such conduct), is considered sexual harassment.

Consent is defined as the voluntary, unambiguous agreement to participate in an act, the nature of which is known to and understood by the consenter. Consent may be given verbally or nonverbally and may be withdrawn at any time before completion of the act.

A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat, and coercion, the influence of alcohol or drugs, or age.

Law enforcement is in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault should be collected from the alleged victim's person as soon as possible. If you believe you have been a victim of a criminal sexual assault, before washing yourself or your clothing, go to the Emergency Room. A medically trained professional is on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse). A victim advocate from the college can accompany you to the hospital and law enforcement or security can provide transportation. If a victim goes to the hospital, local law enforcement will be called, but there is no obligation to talk to law enforcement or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate them to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

Hospital staff will collect evidence, check for injuries, and address concerns regarding possible pregnancy and exposure to sexually transmitted infections. If the victim has changed clothing since the assault, bring the clothing the victim had on at the time of the assault to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If the victim has not changed clothes, bring a change of clothes to the hospital,

if possible, as they will likely keep the clothes the victim is wearing as evidence. The victim can take a support person with them to the hospital, and they can be accompanied through the exam, if desired. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for law enforcement to collect.

Contact Student Services or access the college Wellness and Life Resources web page for victim support and information about local agencies that can provide support and assistance.

All Title IX violations will be investigated by the Title IX Coordinator, or designee. Local law enforcement will be contacted for all violations considered to be an issue of safety and welfare of employees or students.

Investigative procedures will include student and employee interviews and statements, security reports, legal reports, witness statements, and all pertinent information. The investigation shall be completed within thirty days after a formal complaint is submitted to the Dean of Student Services or Title IX Coordinator. If more time is required to complete the investigation, the complainant and the accused shall be notified of such in writing.

The Title IX Coordinator, or designee, will present all the investigative information to the Dean of Student Services. When the investigation is complete, the findings will also be shared in writing with both the complainant and the accuser within 10 business days.

If the accused is a college employee, a summary of the report will be shared with the appropriate supervisory area to ensure that the college responds appropriately. A decision will be made and shared with the complainant and accused, in writing, within 10 business days of the completion of the investigation.

All employees and students have a duty to cooperate in investigations of alleged sexual harassment. This duty includes complying with any directive relating to confidentiality of the information provided or identity of the individuals involved or in providing information about the complaint or investigation. Failure to comply with such directives may result in disciplinary action.

Any employee or student under investigation for alleged misconduct, and the complainant, may bring an advisor or attorney with him/her to the disciplinary hearing, providing that hearing will not be delayed for this purpose, and further providing that the attorney will not be allowed to speak during the hearing. The college requires a minimum of five (5) business days prior notice of who the parties have chosen as an advisor or if they will have an attorney present.

The Dean of Student Services or designee shall hold an administrative hearing notifying the complainant and the accused of the proceeding and charges. The administrative hearing is not a legal proceeding. The preponderance of the evidence is the standard of evidence used to determine the outcome of proceedings. All due process rights will be afforded the individual(s) while determining his/her responsibility for wrong doing and the applicability of sanctions. The administrative hearing will be conducted within 15 business days of the complainant and accused having received the written results of the investigation. The investigator may also be present during the hearing to answer any questions about his/her findings. The results of the hearing shall be shared in writing with the complainant and accuser within 15 business days of the completion of the hearing.

The accused shall be entitled to the following:

a. Written notification of the time and place of the hearing with sufficient time provided for preparation of a defense

- b. Written statement of charges outlining time, place, date, nature of offense, and names of witnesses and complainants
- c. Not appear at the formal hearing, but if they choose not to appear, the formal hearing shall proceed to consider the case
- d. An advisor of his/her choice to assist in his/her defense. The advisor can help advise the student but cannot take part in the formal hearing
- e. Testify on his/her behalf, but is not required to do so
- f. The opportunity to admit or deny the allegation
- g. Two persons of his/her choice present at the hearing as observers
- h. Ask questions of the hearing officer or body and witnesses present at the hearing
- i. An explanation of the procedure and reasons for any judgment rendered, and the appeals procedures
- j. A reasonably expeditious hearing of his/her case.

Employees are subject to personnel policies and procedures outlined in Board Policies, including but not limited to: Policy 640 Corrective Action; 641 Problem Resolution; and 643 Suspension, Demotion, and Termination.

Student sanctions or protective measures that may be posed after a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, or any other policy violation are as follows:

- a. Disciplinary Probation- written notice for violation of specific college regulations not rising to a higher level of responsibility.
- b. Suspension- including but not limited to college attendance. Other examples; exclusion from class, other activities or privileges.
- c. Expulsion – termination of student status within the institution.

The Dean of Student Services will not pursue disciplinary violations against a student for the students' prohibited use of alcohol or drugs if the student is making a good faith report of an act of violence, assault or misconduct.

Employees may appeal actions as outlined in Board Policy 643 Suspension, Demotion, and Termination. A student has the right to appeal the sanctions of the Title IX hearing. The student has 10 business days upon receipt of the administrative action to provide written request of appeal to the Vice President of Instruction/Provost. The appeal must be based on one or more of the following:

- a. Denial of due process
- b. Discrimination
- c. Denial of constitutional or statutory rights

- d. Clearly unreasonable, arbitrary or capricious methods used in the adjudication of the matter
- e. Excessively severe sanctions, defined as sanctions that are substantially inconsistent with similar infractions or offenses in past hearings
- f. Newly discovered evidence, which could not have been presented or produced at the hearing.

The Vice President of Instruction/Provost's decision on appeal will be presented in writing to the Dean of Student Services, the Title IX Coordinator, the complainant and accuser within 15 business days of receipt of the student's appeal. The Vice President of Instruction / Provost decision is final and not subject to further appeal.

Students and employees are encouraged to express his/her feelings in a responsible manner regarding incidents of violence, assault or misconduct. Any member of the college community who attempts to interfere, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual responsibly pursuing a complaint of violence, assault or misconduct will be subject to prompt and appropriate disciplinary action.

Cochise College educates the student community about sexual assaults and date rape through freshman orientations, literature distribution, workshops, and Student Government Association programs. The Student Government Association, Counseling, and Residential Life departments offer sexual assault education and information programs to students and employees upon request. Literature on date rape education, risk reduction, and response is available in the Student Union, Counseling office, and Housing office.

## **Campus Sex Crimes Prevention Act Information**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to let the campus community know where to find information about registered sex offenders.

Arizona Revised Statute 13-3825 requires student notification regarding sex offenders assessed as Level 3 or High Risk who are attending the College. This information is available from the Campus Security. Each campus security office and College center administrative office will have a flyer with a photograph and exact address of the offender as well as a summary of the offender's status and criminal background.

Information concerning registered sex offenders may be obtained by contacting the Department of Public Safety Sex Offender Compliance Unit. Information on the identity and residential addresses of all levels of registered sex offenders is available at the Arizona Sex Offenders [website](#).

## 2015 Annual Housing Fire Safety Report

Residential Facilities 2015	Each Bldg			Fire Number			Cause of Fire			Injuries			Deaths			Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
1200 Huachuca Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1300 Huachuca Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400 Huachuca Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1500 Chiracahua Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1600 Chiracahua Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1700 Chiracahua Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2400 Townhouse Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

All Residence Halls: 4190 W. Hwy 80, Douglas, AZ 85607

### Housing Fire Safety Systems

Dormitories in the Huachuca Hall and Chiricahua Hall are equipped with smoke alarms in every bedroom and emergency lighting on the exterior of the buildings as well as battery back-up emergency lighting in all stairways. There are fire extinguishers at the bottom and top of all Quad stairways and inside the lobby areas. The Huachuca Hall has upgraded their Fire Alarm systems with horns and strobes. They have hardwired alarms in each room.

The Desert View Townhouses on the Douglas Campus have fire alarm systems built in compliance with current fire and Building Codes. This includes Alarms, Strobes, and fire suppression sprinkler systems.

The Housing staff train in fire prevention during the start of every semester. The RA's receive fire prevention and evacuation training and instruction on what action to take if an event requires sheltering in place. Staff and students are registered in our emergency notification system, E2Campus, where they can elect to add additional email or text notifications.

### Fire Safety Regulations

The Office of Occupational Health & Safety performs Residence Hall Health and Safety (H&S) Inspections each semester. All inspections are unannounced. The H&S inspections are primarily designed to find and eliminate safety violations. The Arizona State Fire Marshal also inspects the College Campus in its entirety and College Housing on an unannounced basis. These inspections include, but are not limited to, a visual examination for any items prohibited by the Cochise College Resident Handbook.

The following information is excerpted from the Cochise College Resident Handbook outlining the fire safety requirements for the residence halls.

## **Appliances**

For reasons of safety and specifically to conform to fire codes, only certain appliances are permitted in the residence halls. UL approved refrigerators (not to exceed five cubic feet), microwave ovens, popcorn poppers, coffee pots, electric teakettles, and blenders are acceptable. Clothes dryers, hot plates, deep-fat fryers, electric heaters, electric blankets, and sun lamps are some of the appliances not allowed. The Director of Residential/Student Life may be consulted should the student have an appliance that does not appear in the above lists. All appliances must be turned off or shut down when not in use. Failure to comply may result in confiscation of the appliance.

## **Candles, Incense, and Oil Burning Lamps**

The use of candles, oil lamps, or any device producing an open flame is strictly prohibited in all residential living area. In the event of power outage, flashlights are encouraged. (\$25)

## **Cooking In Rooms**

Cooking in the rooms is discouraged. The use of many implements constitutes a \$35 violation. Microwaves are acceptable. Woks, hibachi's, deep fryers and other such apparatus are violations and subject to fines. George Foreman type grills are allowed to be used in your outside area.

## **Fire**

All fires, no matter how small, must be reported to the Hall Director and Security Office. Whenever an alarm is sounded, by law, all residents must evacuate the building. Residents may return to their rooms only after a thorough inspection of all rooms has been completed.

## **Fire Drills**

Fire drills are held periodically in the residence halls. All students, staff, and employees must leave the premises as directed during the fire drill. Exit plans and evacuation assembly area placards are posted near approved exits in each facility. Residents are individually responsible for familiarizing themselves with those exit routes. Remember: Failure to leave a building during a fire drill is a violation of Arizona Statutes and may result in legal charges being filed and/or the resident's removal from on-campus housing.

## **Fire Safety Equipment**

Fire extinguishers are provided for small fires. Any tampering with fire detection equipment, fire extinguisher(s), or alarm systems can endanger individual lives, is illegal, and carries very serious penalties, both legal and disciplinary. Do not, under any circumstances, jeopardize the lives of your fellow residents. (\$100 fine for tampering with fire equipment)

*\* Any individual(s) responsible for a false fire alarm are subject to expulsion from school and legal ramifications.*

## **Fire Safety**

The following are prohibited in the residences: halogen lamps; overloaded electrical outlets; damaged or non-UL approved cords; unsafe placement of cords or improper use of electrical items; obstruction of room door or windows; ceiling hangings or other decorations which are flammable or otherwise could contribute to fire spread; paper or other combustibles (including hats, scarves) hung on or near incandescent fixtures; use of any open flame device (candles, etc.) or open coil appliance; burning of incense; possession/use of fireworks or other explosives; possession/storage of gasoline or other fuels/flammable chemicals; damaging or tampering with fire safety equipment (smoke detectors, extinguishers, fire horns, etc.); dismantling or otherwise interfering with exit signs; blocking open or otherwise interfering with the intended smoke barrier purpose of fire doors; blocking hallways or building

exits; failure to evacuate according to designated procedures during a building alarm and/or failure to follow instructions of college or fire safety personnel; false report of fire or other dangerous conditions (bomb threats, etc.); activating false alarms. Being responsible for a malicious or intentional false fire alarm will result in expulsion from the residence hall system, referral to the Dean of Student Services for possible suspension or expulsion from the College, criminal prosecution and the possibility of a \$350 charge and/or other fines.

## **Fireworks and Explosives**

The use and/or storage of fireworks, ammunition, or any other explosive materials on campus are strictly prohibited. (Fine amount is the same as firearms possession).

## **Grills**

The use of portable gas, charcoal, or electric grills is prohibited in the residence hall rooms and in the common areas of the townhouses. This includes grills such as George Foreman grills.

## **Smoking**

Smoking is not allowed in Residence Halls, in lounges, laundry room areas, or other common areas. Designated smoking areas are available outside all residence halls. See Housing Staff for these locations.

## **Flammable Materials**

The storage and/or use of kerosene, gasoline, naphtha, benzene, or other similar explosives or flammable materials, including certain types of flammable furniture, are prohibited on campus. Cooking is not permitted in residence hall rooms (coil heater, hot pot,). The use of portable gas, charcoal, or electric grills is prohibited in the residence halls. A picnic area is provided for those who wish to cook out. Candles and incense are prohibited in residence hall rooms. In the event of power outage, flashlights are encouraged.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; extension cords; halogen lamps; portable cooking appliances in non-kitchen areas.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

## **Fire Drills**

Per the Residence Hall Handbook, Fire drills are completed periodically throughout the year. Four fire drills were held during the 2015 fiscal year. Fire drills for 2015 were completed on September 1 and November 14, 2015 and February 11 and April 13, 2016.

## **Procedures in Event of Fire or Fire Drill**

1. The first person discovering the fire should pull the nearest alarm and immediately call 911 and Security and report to the Residence Hall Director.



2. All students should immediately evacuate the building in a prompt, calm, and orderly manner. If it is safe to do so, each student should ensure that their room door is open; lights are on; windows closed; and blinds opened.
3. If it is safe to do so the Resident Assistants should be the last persons to leave the floor and should verify that all students have left by checking rooms and closing doors behind them. Resident assistants should then report to the evacuation assembly area, account for all persons on their floor, and report to the Residence Hall Director. The assembly areas are assigned to each building and identified on the evacuation placards located next to each exit.
4. After leaving the building, students should go to their assigned evacuation assembly area and report in to their Resident Assistant. Students may not re-enter the building until permission is granted from the college administrator in charge.
5. If it is safe to do so, Resident Assistants should check the fire pull boxes on their floor to ascertain if the alarm has been pulled. If it has, report this immediately to the Residence Director. This could be an indication of a false alarm.
6. The Residence Assistants, upon hearing the alarm, should contact College Security. The security guard should report immediately to the Residence Director.
7. The Residence Hall Director or Security will call the fire department (911) when there is a verified fire. When the Residence Director has not received a direct indication of fire or smoke, an inspection of the building should be conducted.
8. Security will notify the Dean of Students. The Dean of Students determines when to notify the College President or designee.

College security will meet the responding fire department at the Campus Entrance and escort them to the fire.

## **Desert View Townhouses Fire Safety Procedures**

1. When a fire alarm sounds occupants must evacuate the residence. Failure to evacuate is illegal, and will result in disciplinary action.
2. Check the door of your room/suite:
  - a. If cool, proceed with evacuation.
  - b. If warm, open door slowly to see if it is safe to exit.
  - c. If hot, DO NOT OPEN. Stand near window and wait for help.
3. If you can exit room, do not close, or lock the door. Take your keys with you. Wear shoes and protective clothing appropriate for season and weather conditions.
4. Enter stairwell, and leave the building as quickly as possible.
5. Never re-enter the building.

6. If it is determined there is no fire and you are directed to do so by either a residence hall staff member or campus Security officer you may re-enter your rooms.

Tampering with fire safety equipment, alarms, smoke detectors, or sprinkler systems is a violation of college policy and State law.

### **Fire Safety Training for Resident Hall Director and Assistants**

The Occupational Health and Safety office offers several training classes for the Housing Staff. The College does not ask students and staff to fight fires. These trainings and fire extinguishers are for small insignificant fires that are safe to be near and safe to extinguish.

Contact the Occupational Health and Safety Office to receive Fire Safety Training or further information about this report at 515-5455 or [denneyr@cochise.edu](mailto:denneyr@cochise.edu).