



Annual Security & Fire Safety Report

Pasadena (Main) Campus



Version 2, 10/17/2018

135 N. Oakland Ave. Pasadena, CA 91182

Revisions

9/27/18: Crime statistics for the Colorado and Sacramento campuses, which are now closed, were included at the end of the document.

10/17/18: Four burglaries and two motor vehicle thefts were added as crime statistics for 2017 on page 24. The note at the bottom of the Fire Safety Statistics for 2017 on page 81 was updated. Crime statistics for the Colorado and Sacramento campuses, which are now closed, are no longer included--the data is not reportable.

TABLE OF CONTENTS

WELCOME FROM THE CHIEF OF CAMPUS SAFETY	6
ANNUAL SECURITY AND FIRE SAFETY REPORT – HOW PREPARED AND PURPOSE	8
IMPORTANT TELEPHONE NUMBERS FOR PASADENA CAMPUS EMERGENCIES	9
DEPARTMENT OF CAMPUS SAFETY	10
WORKING RELATIONSHIP WITH LAW ENFORCEMENT AGENCIES	10
SECURITY OF PASADENA CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES	10
CAMPUS SAFETY SECURITY ESCORTS	10
CAMPUS SAFETY SECURITY OFFICERS	11
ACCESS TO CAMPUS	12
ACCESS TO CAMPUS RESIDENCES	13
SECURITY CONSIDERATIONS USED IN MAINTENANCE	14
HOW YOU CAN LEARN ABOUT CAMPUS SAFETY	14
POLICIES AND PROCEDURES	14
CRIME AND EMERGENCY REPORTING POLICY, PROCEDURES, AND RESPONSES	15
TO REPORT A CRIME IN PROGRESS	15
TO REPORT A CRIME WHICH HAS OCCURRED	15
RESPONSE TO A CRIME OR EMERGENCY REPORT	16
LIST OF ORGANIZATIONS OR TITLES TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT CLERY CRIMES	16
PROCEDURES FOR REPORTING CRIMES ON VOLUNTARY, CONFIDENTIAL BASIS FOR INCLUSION IN ANNUAL SECURITY REPORT	16
CONFIDENTIAL FULLER REPORTING OPTIONS: EXEMPT FROM REPORTING	17
TIMELY WARNING POLICY STATEMENT	17
EMERGENCY RESPONSE AND EVACUATION PROCEDURES	19
Notification Procedures	19
Description of Process	19
How the Fuller Community Receives Emergency Information	20
Information Dissemination Procedure to the Larger Community	21
Members of Fuller's Emergency Management Team	22
Testing and Announcing Everbridge Mass Notification	22
CRIME STATISTICS	23
DAILY CRIME LOG	24
SECURITY AWARENESS PROGRAMS POLICY STATEMENT	24
STUDENT SAFETY & SECURITY	25
PROGRAMS OFFERED IN CONJUNCTION WITH THE PASADENA POLICE DEPARTMENT	26
TIPS FOR A SAFE AND SECURE CAMPUS	27

CRIME PREVENTION PROGRAMS POLICY STATEMENT	29
CRISIS MANAGER APP	29
GENERAL INFORMATION SAFETY & SECURITY	30
ALCOHOL AND DRUG POLICIES	31
DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING	32
VAWA DEFINITIONS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING	33
JURISDICTIONAL DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING	34
JURISDICTIONAL & INSTITUTIONAL DEFINITIONS OF CONSENT	41
BYSTANDER INTERVENTION	43
How to Be an Active Bystander	43
RISK REDUCTION	44
Risk Reduction for Intimate Partner/Dating Violence, Stalking, Sexual Harassment, and Sexual Violence	44
Reducing the Risk of Victimization	44
Reducing the Risk of Being Accused of Sexual Misconduct	44
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING: PREVENTION PROGRAMS	45
Primary Prevention and Awareness Programs	45
Description of Primary Prevention and Awareness Programs	46
ONGOING PREVENTION AND AWARENESS CAMPAIGNS	47
PROCEDURES VICTIMS SHOULD FOLLOW IN THE CASE OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING	48
Confidential Reporting	50
Mandated Reporting	50
Rights of Victims and the Institution's Responsibilities Relating to Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil or Tribal Court, or by the Institution	51
PROCEDURES THE SEMINARY WILL FOLLOW IN THE CASE OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING	53
Confidentiality	53
Accommodations and Protective Measures Available for Victims	54
THE SEMINARY'S PROCURES FOR INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING	56
How to Report	56
Procedures	57
SANCTIONS	59
RANGE OF PROTECTIVE MEASURES THAT MAY BE OFFERED OR REQUESTED FOLLOWING AN ALLEGATION OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING	63
PROMPT, FAIR AND IMPARTIAL PROCESS	64

ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS	65
NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE	67
REGISTERED SEX OFFENDER INFORMATION	67
MISSING STUDENT NOTIFICATION POLICY STATEMENT	68
To Report a Missing Student	68
Notification to Students of this Policy	68
Procedures the Seminary Will Follow When There is a Missing Student	69
FIRE SAFETY REPORT	71
FIRE SAFETY SYSTEMS IN ON-CAMPUS HOUSING FACILITIES	71
FIRE DRILLS AND POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES IN A STUDENT HOUSING FACILITY	72
PROCEDURES FOR STUDENT HOUSING EVACUATION IN THE CASE OF A FIRE	72
FORD PLACE (450-456 Ford Place & 130/144 N. Los Robles)	72
JUBILEE (260 N. Oakland)	73
TRINITY (285 N. Oakland)	73
LOCUST (709 Locust)	73
CHANG COMMONS (261 and 271 N. Madison)	74
CHANG COMMONS (281 and 291 N. Madison)	74
MADISON SQUARE (514-562 N Madison)	75
FIRE SAFETY EDUCATION AND TRAINING PROGRAMS – PROCEDURES TO FOLLOW IN CASE OF A FIRE	75
LIST OF ORGANIZATIONS OR TITLES TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT FIRES	78
PLANS FOR FUTURE IMPROVEMENT	78
FIRE SAFETY STATISTICS	78

WELCOME FROM THE CHIEF OF CAMPUS SAFETY



Gary Mejia
Chief of Campus Safety
626-584-5440

garymejia@fuller.edu

Welcome to Fuller Theological Seminary's Annual Security Report. It's our goal that by reviewing the information within this report you will gain the knowledge needed to assess the safety and security of one of our many campuses*.

The Department of Campus Safety strives to create and provide a safe and secure environment that encourages academic excellence and learning to the Fuller Theological Seminary community.

Every member of the Fuller Theological Seminary community shares in the responsibility of helping to provide a safe and secure campus for its faculty, staff, students, and visitors. Campus Safety works together with the Pasadena Police Department and other local emergency providers in a collaborative effort to ensure a safe and secure campus while located at our Pasadena Main campus.

If you have questions or concerns, please contact the Department of Campus Safety at [626-584-5444](tel:626-584-5444) or visit our Campus Safety kiosk in the Payton Hall lobby.

Sincerely

Gary L. Mejia
Chief, Department of Campus Safety

*See the annual security reports for all our campuses at the links below:

- **2018 Annual Security and Fire Safety Report – Pasadena (Main) Campus**
https://www.fuller.edu/wp-content/uploads/2018/10/2018_security_report_pasadena.pdf
- **2018 Annual Security Report – Arizona**
https://www.fuller.edu/wp-content/uploads/2018/09/2018_security_report_arizona.pdf
- **2018 Annual Security Report – Bay Area**
https://www.fuller.edu/wp-content/uploads/2018/09/2018_security_report_bay_area.pdf
- **2018 Annual Security Report – Northwest**
https://www.fuller.edu/wp-content/uploads/2018/09/2018_security_report_nw.pdf
- **2018 Annual Security Report – Orange County**
https://www.fuller.edu/wp-content/uploads/2018/09/2018_security_report_oc.pdf
- **2018 Annual Security Report – Texas**
https://www.fuller.edu/wp-content/uploads/2018/09/2018_security_report_texas.pdf

ANNUAL SECURITY AND FIRE SAFETY REPORT – HOW PREPARED AND PURPOSE

This Annual Security and Fire Safety Report (ASR) is prepared annually by the Clery Compliance Committee (Clery Team), a committee chaired by the Director of Compliance & Risk Management, and consisting of members from the Department of Campus Safety, Auxiliary Services, Human Resources, Student Engagement & Success, Compliance & Risk Management, Office of Student Concerns, and Housing Services & Residential Community. The information presented in the report was collected by the joint efforts of the following departments: Auxiliary Services, Communications & Marketing, Department of Campus Safety, Information Technology Services, Social Media and Public Relations, the Regional Campuses, Student Financial Services, Human Resources, Legal, Housing Services & Residential Community, Office of Student Concerns, and Student Engagement & Success. This includes reviewing and updating relevant policies to reflect current practices, soliciting, gathering, and analyzing statistics and information so that it can be accurately reported, and obtaining approval for policy updates as required. The report includes crime and fire safety data, along with policies pertaining to campus safety, crime, and fire safety.

The Department of Campus Safety solicits crime statistics from local law enforcement jurisdictions. In addition, crimes are reported by employees, students, and Campus Security Authorities to the Department of Campus Safety.

This Annual Security Report is published prior to October 1st of each year and distributed to all students and employees via the seminary's website at:

<https://www.fuller.edu/About/Institutional-Reports-and-Documents/Student-Right-to-Know-and-Consumer-Information/>

Click on the **Security Report** tab at the above url for links to each campus' security report.

Current students and employees will be notified via Fuller email or the student's preferred email of the Annual Security and Fire Safety Report's publication. In addition, all applicants for admission or employment are provided upon request, a full copy of this report.

To obtain a printed copy of the report, please contact the Department of Campus Safety at 626-584-5450.

IMPORTANT TELEPHONE NUMBERS FOR PASADENA CAMPUS EMERGENCIES

DEPARTMENT OF CAMPUS SAFETY 626-584-5444
From campus phones Extension 5444

Campus Safety Security Escorts 626-584-5444

MAINTENANCE AND BUILDING RELATED

Campus and Housing Problems:
Plumbing, Appliances, Electrical Daytime

Call Building Services 626-584-5214

After Hours Emergency Number **1-877-357-4557**

PERSONNEL OR STUDENT EMERGENCIES

Office of Student Concerns Daytime
626-584-5678

Human Resources Daytime
626-584-5454

CRIME PREVENTION/REPORTING AND COUNSELING

MAIN CAMPUS (Pasadena)

Department of Campus Safety 626-584-5444

Crime Prevention/Reporting
Pasadena Police Department 626-744-4501

Counseling Services
Fuller Psychological and Family Services 626-584-5555

DEPARTMENT OF CAMPUS SAFETY

WORKING RELATIONSHIP WITH LAW ENFORCEMENT AGENCIES

The Department of Campus Safety has a working relationship with the Pasadena Police Department (PPD) and may report suspicious activity and criminal acts to that department, e.g., Criminal Homicide, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson as outlined in an internal, departmental MOU. Both PPD and Campus Safety work cooperatively with other state and federal law enforcement agencies to collaborate on the safety and security of the Fuller Theological Seminary (FTS) main campus.

Unarmed security patrol is conducted by Fuller's Department of Campus Safety, and Campus Safety Officers (DOCS). Campus Safety Officers are trained and licensed through the State of California Bureau of Security and Investigative Services (BSIS). Fuller Campus Safety Officers have the authority to apprehend and detain anyone involved in illegal acts on campus and immediately adjacent to the campus, including Fuller housing. Their authority to arrest is made under PC 837 Citizen's Arrest. Campus Safety Officers receive training under Business and Professions Code section 7583.7, which further defines the process and authority to make arrests.

The Department of Campus Safety maintains a written Memorandum of Understanding (MOU) with the Pasadena Police Department regarding the investigation of alleged criminal offenses, which defines the working relationship between the two departments.

SECURITY OF PASADENA CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES

Campus Safety Officers patrol the main and north campus, which includes on-campus residences, as well as outlying Fuller Housing, with a fully marked and outfitted patrol car. Uniformed Campus Safety Officers are assigned one of three shifts a day and work 24/7, 365 days. The officer answers calls for service, security calls, conducts visual inspections for trespassers and security discrepancies, and patrols parking lots on and near FTS property where FTS faculty, staff, and students may park. Campus Safety Officers are fully trained and licensed through the state of California BSIS standards, carry valid CPR and First Aid Certificates, and carry OC (pepper spray) and baton.

CAMPUS SAFETY SECURITY ESCORTS

Fuller Campus Safety offers safety and security assistance to students, faculty, administrators, and staff. Campus Safety staff rely on the entire Fuller community to inform them of any

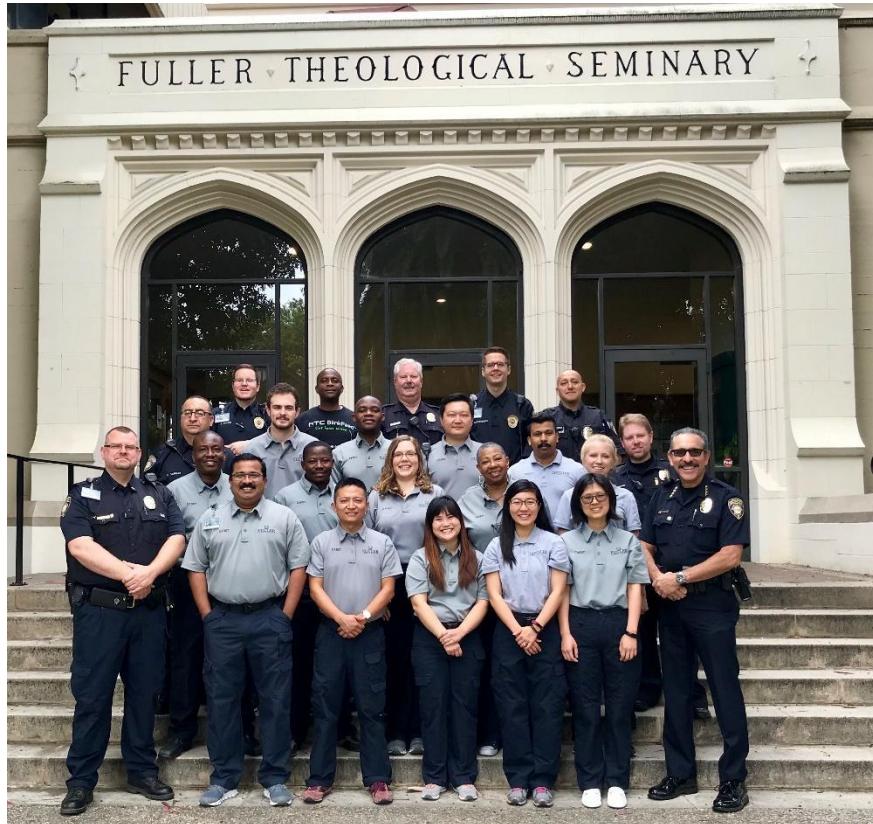
suspicious behavior, vagrancy, or vandalism. Campus Safety cadets (students) operate the Campus Safety security escort service program. Campus Safety cadets are available to assist individuals to and from the library, parking lots, classrooms, offices, and campus housing from dusk until fifteen minutes after the David Allan Hubbard Library closes, Monday through Saturday. Campus Safety cadets are currently identifiable by their light gray shirts embroidered with "Campus Safety Cadet" on the front and large reflective letters with "Campus Safety" on their back, dark blue uniform pants, and dark blue uniform jackets with the same logos. They carry flashlights, two-way radio, an official identification card, and scanners. The scanners are used to maintain a database of security lockup rounds and document security incidents. Campus Safety Cadets assist the Fuller community upon request by walking community members to their cars, on-campus apartments, or to a Campus Safety vehicle for a security shuttle or escort.



CAMPUS SAFETY SECURITY OFFICERS

The FTS Department of Campus Safety consists of eight full-time staff, two part-time staff and s and one on-call officer comprising the Administrative, Patrol Division, and Parking and Security Services. The Department of Campus Safety uses a variety of crime suppression and prevention methods including foot patrol, bike patrol, scooter patrol, and vehicular patrol to monitor seminary activities 24/7. The department also employs a broad array of electronic devices including video recording, fire alarms, intrusion alarms, card access systems, and blue-light emergency phones, which are located throughout the campus, as well as apps for mart phones.

Officers receive training in Incident Command System (ICS), National Incident Management System (NIMS) through Federal Emergency Management Agency (FEMA), criminal law, patrol procedures, investigations, report writing, CERT, first aid, CPR, and in the use of Automatic External Defibrillators (AED).



ACCESS TO CAMPUS

Any outside groups must submit proper application materials to the Vice President for Communications for review. On-campus groups and co-sponsored requests must also have review and approval by the Vice President for Communications. Security considerations are reviewed prior to the approval of any request. Seminary policy prescribes that all persons must report any occupancy in administrative buildings after 11 p.m. to the Department of Campus Safety. All employees and faculty when on campus must show identification at any time upon request of a Campus Safety officer.

Visitors, as a general rule, are not authorized in buildings after normal business hours unless faculty, employees, or a seminary official escorts them. Students are admitted into buildings after normal business hours only when there is an authorized access list from the department head or his/her designee on file with Campus Safety and students have appropriate ID.

Unauthorized access to campus facilities is a violation of California Penal Code 626.6 (Committing act, or entry upon campus or facility to commit act, likely to interfere with peaceful activities; direction to leave; refusal to leave or reentry; punishment).

ACCESS TO CAMPUS RESIDENCES

Access to campus housing complexes is restricted to student residents, their friends, and families. Many complexes have access limited by physical means, i.e., gates, fencing, and in some units, access control ID cards and gate entry systems. Community coordinators are instructed and encouraged to organize a community watch program for their complex.

Student residents are instructed not to invite street people into the complex or their apartment, to keep their apartments and valuables locked and secured, and are encouraged to notify the Department of Campus Safety of any suspicious individual(s) or activity in their apartment complex.

Campus Safety cadets are available to accompany faculty, staff, students and guests to Fuller from campus or to campus after dark or when circumstances warrant a security escort (e.g., not familiar with the area and feel for their safety or to assist the physically disabled).

FULLER HOUSING STUDENT RESIDENCE

Fuller Campus Safety:

Campus Safety Officers and Cadets provide evening patrols, security gate lockups, and respond to emergency calls involving Fuller Housing complexes.

Student Responsibility:

Residents are responsible for the reporting of criminal offenses occurring in their campus-housing complex. Crimes are to be reported to organizations/individuals in the order listed:

- Pasadena Police Department
- Department of Campus Safety
- Community Coordinator (located at each housing complex)
- In the absence of the community coordinator, residents should report the criminal activity to the Housing Office or the Department of Campus Safety.

Students receive information at the time of entry to student housing on procedures to follow in reporting a crime or other suspicious activity that occurs in their apartment complex. This includes reporting the incident to the Pasadena Police Department and Campus Safety, how

and when to report criminal activity, avoiding becoming a victim of crime, and a list of agencies to call for assistance or counseling.

SECURITY CONSIDERATIONS USED IN MAINTENANCE

All Building Service Personnel or contract vendors are in a uniform or in possession of a Fuller approved vendor ID card or should be able to present identification and have a written work authorization before entering any residence. When in doubt, call Campus Safety so they can respond and identify the individual(s) seeking entrance.

HOW YOU CAN LEARN ABOUT CAMPUS SAFETY

The Student Handbook, available from the registrar's page on the Fuller website (<http://fuller.edu/registrar/>), includes official statements of Fuller, and information regarding campus safety, student resources, campus services, etc. Students who reside in Fuller housing also receive additional security information, as described in the Resident Resource Guidelines on Safety and Security and on Disaster Preparedness. Additional information about Campus Safety is available at <https://www.fuller.edu/emergency-information/>

Additional educational programs and counseling are available through the School of Psychology and Fuller Psychological & Family Services (FPFS) at 180 North Oakland. Campus Safety also sponsors related services.

POLICIES AND PROCEDURES

A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY

Report Crime Promptly! "If you See something, Say something."

FULLER'S security policies and procedures are aimed at your safety and welfare. You help maintain your own safety on campus by following all security policies, and by using common sense safety practices, such as walking in groups; reporting suspicious activities; not leaving books, computers, or backpacks unattended; etc. The following will provide you with an overview of security facts that will be helpful to you. Everyone on campus should be safety conscious and follow security procedures.

Remember: A Safe Campus is Everyone's Responsibility; Report all crimes promptly!

CRIME AND EMERGENCY REPORTING POLICY, PROCEDURES, AND RESPONSES

When a criminal action or emergency occurs on-campus, faculty, staff, students, or guests to Fuller should immediately report the incident to the Department of Campus Safety, or the Pasadena Police Department. "If you See something, Say something."

It is Fuller's policy to encourage accurate and prompt reporting of all crimes to the Department of Campus Safety and appropriate police agencies when the victim of crime elects to or is unable to make such a report.

TO REPORT A CRIME IN PROGRESS

To report a crime from an on-campus phone, dial 9-911. State "This is an emergency." Give the dispatcher:

- The nature of the crime/emergency
- Your name
- The phone number from which you are calling
- Your location

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

After calling 9-911 (or 911), notify Campus Safety at 626-584-5444 or ext. 5444. Watch for the arrival of emergency personnel and assist in directing them to the appropriate location.

TO REPORT A CRIME WHICH HAS OCCURRED

Pasadena: Campus Safety provides 24/7 services, call Campus Safety at 626-584-5444 or ext. 5444. Supply the following information to Campus Safety:

- The nature of the crime
- Your name
- The phone number from which you are calling
- Your location

RESPONSE TO A CRIME OR EMERGENCY REPORT

The Department of Campus Safety will generally report all major offenses at the Pasadena campus, such as murder, sex offenses, burglary, aggravated assault, robbery, arson, and auto theft to the police. For crimes such as rape or other sex offenses, the Department of Campus Safety may be able to submit a confidential report (one that does not identify the victim) to the police department if the victim requests confidentiality. The Department of Campus Safety will help a victim file a police report upon request, but will not require or demand a victim file one. The seminary will cooperate fully with law enforcement agencies in the investigation and enforcement of applicable criminal laws on campus. Refer to the “CONFIDENTIAL FULLER REPORTING OPTIONS: EXEMPT FROM REPORTING,” for details on those who may not need to report a criminal act.

Depending on the nature of the report, the Chief of Campus Safety will also determine if a Timely Warning or Emergency Notification should be issued. See Timely Warning Policy Statement and Emergency Response Procedures below.

LIST OF ORGANIZATIONS OR TITLES TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT CLERY CRIMES

For the purpose of making timely warning reports and the annual statistical disclosure, students and employees should report Clery Act crimes to the following Campus Security Authorities:

- Chief of Campus Safety, 626-584-5440
- Department of Campus Safety, 626-584-5444
-
- Executive Director of Human Resources and Organizational Development, 626-584-5238
- Executive Director of Office of Student Concerns, 626-584-5678
- Manager of Housing Services & Rescom, 626-584-5443

PROCEDURES FOR REPORTING CRIMES ON VOLUNTARY, CONFIDENTIAL BASIS FOR INCLUSION IN ANNUAL SECURITY REPORT

Victims or witnesses may voluntarily report crimes to a recognized Campus Security Authority (CSA), such as the Executive Director of the Office of Student Concerns, the Executive Director of Human Resources, or the Manager of Housing Services & Rescom, and request that a report be submitted to the Department of Campus Safety on a confidential or anonymous basis for inclusion in the annual disclosure of crime statistics (ASR). Based on the nature of the crime, or if an act of violence, repeat behavior, or a weapon was involved, the report may not be able to

be kept confidential (e.g., institutional action may need to be taken to stop, prevent, and/or remedy the behavior). However, the incident will be noted in the daily crime log and crime stats, and if applicable, any timely warning if needed. The timely warning or crime logs will not include any information that would identify the victim. A Confidential Fuller Reporting Option may report crime stats in aggregate without providing any identifying information. There currently is no procedure in place for a Confidential Reporting Option (pastoral or professional counselor) to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's annual security report.

CONFIDENTIAL FULLER REPORTING OPTIONS: EXEMPT FROM REPORTING

By law, schools may identify confidential on-campus reporting options, which are exempt from mandated reporting, such as licensed clinicians or recognized pastoral counselors operating in that role. This allows an option for employees, students, and residents to report any instances of sexual assault, domestic violence, dating violence, and/or stalking in a completely confidential way, and which will not be reported to anyone else on campus unless requested by the victim. Any reporting required by the Clery Act for the Annual Security Report would only be aggregate, and would not identify any particular individual.

At Fuller, the confidential reporting options are listed below:

- Director of Training, Fuller Psychological & Family Services - Irene Rapp, MS, LMFT, 626-584-5569
- Fuller Psychological & Family Services clinicians, operating in that capacity, will also maintain confidentiality under their professional license, or that of their supervisor, 626-584-5555.
- Seminary Chaplain(s), as recognized pastoral counselors or ordained clergy, maintain confidentiality in conjunction with their pastoral counseling duties, 626-584-5273.

TIMELY WARNING POLICY STATEMENT

The Chief, Department of Campus Safety or a designee will develop timely warning notices to notify members of the seminary community about Clery crimes (e.g., arson, non-negligent manslaughter, and robbery) that occur on campus (including non-campus buildings and public property as defined by Clery), in instances where a Campus Security Authority (CSA) submits a crime report or a crime is reported by local law enforcement, where it is determined that the

incident may pose a serious or continuing threat to students, employees, or other members of the campus community, including guests.

Fuller is not required to issue a timely warning for crimes only reported to a Confidential Fuller Reporting Option, such as a Seminary Chaplain or Fuller Psychological & Family Services (FPFS) professional counselor acting in that capacity. In addition, if the information is shared in an emergency notification under Fuller's Emergency Response and Evacuation Procedures because the threat is immediate, then a duplicate timely warning will not be issued.

As soon as pertinent information is available, the Chief of Campus Safety or a designee will develop timely warning notices for the seminary community to notify members of the community about Clery crimes that occur on campus, where it is determined that the incident may pose a serious or continuing threat to members of the seminary community. All of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts, are considered on a case-by-case basis when determining whether a timely warning will be issued. The timely warning notice shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

In an effort to provide timely notice to the seminary community, and in the event of an incident which may pose a serious or ongoing threat to members of the seminary community, a blast email, SMS or text message Timely Warning Notice is sent to all students and employees on campus. The alerts are generally written by the Chief of Campus Safety or a designee, and they are reviewed by the Chief Storyteller & Vice President for Communications or a designee, or at least one additional member of the Clery Compliance Committee (Clery Team) from a department other than Campus Safety, before being distributed to the community by Campus Safety or another member of the Clery Team or designee, as is practical based on the circumstances. At the discretion of the Chief of Campus Safety or a designee, and in light of the time sensitive nature of the timely warning, if other members of this process are unavailable, the Chief of Campus Safety or a designee may create and then send out a timely warning alert without prior review.

The entire policy is contained within the Department of Campus Safety, *Standard Operating Procedures*, under Timely Warnings.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Notification Procedures

It is crucial that emergency situations involving the Fuller community be reported in an accurate and timely manner to both emergency responders and members of the Fuller community. During an emergency, please keep phone lines clear except when necessary to report serious hazards or injuries.

Fuller will immediately notify the campus community upon the 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.

Description of Process

1. **Reporting an Emergency:** If you are at Fuller when an emergency occurs, call 911 (9-911 from a campus phone). Notify the Department of Campus Safety at 626.584.5444 immediately after you have called 911. They will then respond to and contact the necessary members of the Fuller Emergency Management Team (EMT).
2. **Determining an Emergency:** When the Chief of Campus Safety or Fuller's Emergency Management Team is made aware of a significant emergency or danger to the Fuller community, notification will immediately be sent out. If the reported emergency is either not immediately identifiable as significant or not readily confirmed, Campus Safety will contact the Emergency Management Team and will first confirm the nature and details of the event before notifying the Fuller community. The Chief of Campus Safety has the discretion to immediately send out notices to the Fuller community without prior review of the Emergency Management Team, when the situation warrants.
3. **Determining Segment or Segments of Campus to Receive Notification and Content of Notification:** The Department of Campus Safety or Fuller's Emergency Management Team, as appropriate to the situation, will notify all members of the Fuller community that could be affected by the emergency. If, for example, an emergency is happening near the Seattle campus, the situation may or may not require notifying students and employees at other campuses as well, or a police/fire emergency near the Pasadena campus may require a notification to the Pasadena campus. Or, in the case of a gas leak, it may be decided to only notify those individuals in the building that has the gas leak if it is not impacting other

operations of the seminary. The Chief of Campus Safety or the Emergency Management Team, as appropriate to the situation, will determine the scope of the emergency and content of the emergency communication before sending out notification. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action. In addition, emergency communication will have as much pertinent information as is known at the time and as much as can be communicated to a particular device (some, like SMS, are limited by character length). Because priority is given to notifying the Fuller community as quickly as possible, subsequent communication will have additional information beyond the initial contact.

4. **Initiation of Notification System:** The Department of Campus Safety will log into the Everbridge Mass Notification, the company that manages the emergency notification system, to initiate the emergency notification process.

How the Fuller Community Receives Emergency Information

In appropriate circumstances, faculty, staff, and students will receive information sent directly to them via Everbridge Mass Notification, e-mail, or communication from coworkers, supervisors, or Emergency Management Team members. In other cases, emergency notifications will be communicated through fire alarms, the voice mail system, bulletins posted on building exits or entrances, electronic sign boards, a public address system (blow horns), etc.

- **Everbridge Mass Notification:** The Everbridge Mass Notification emergency communication system allows Fuller to send messages directly to community members through email, mobile phone, office phone, home telephone, and SMS/text message. Students provide this information through the "Personal Information" section of Fuller's student information system, which feeds into Banner. Employees provide this information through ADP Employee Self Service. Everbridge Mass Notification is only used for testing and emergency communications, and is not used for faculty, staff or student outreach marketing. Specific instructions for updating personal contact information for Everbridge Mass Notification are [available here](#).
- **Emergency Information Web page:** Fuller's [emergency information webpage](#) functions as an informational blog for Fuller during emergencies. Emergency Management Team posts information and decisions affecting Fuller's community on this site in real time.
- **Emergency Phone Number:** A recorded message will also be available in the case of an emergency at 626.584.5606. This phone number is dedicated exclusively to emergency information for Pasadena employees and will include information regarding when employees are to return to work in the event the seminary has closed.

Upon confirmation that a significant emergency or dangerous situation exists, Fuller will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Chief of Campus Safety or the Emergency Management Team, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Based on the nature of the event, the need to shelter in place or begin a systematic evacuation of the affected campus or certain areas of campus will be assessed prior to a notification being issued. Appropriate instructions or information about how the campus will be secured, if applicable, will be communicated in the emergency notification.

Information Dissemination Procedure to the Larger Community

Immediately following a disaster, Fuller Seminary will be in contact with appropriate persons and offices in the City of Pasadena to seek help as needed, and to make a situation report regarding any deaths or injuries to persons; the level and extent of destruction or major damages to buildings and other structures; and existing and potential problems with utilities. A primary and initial contact at this point will be the City of Pasadena's Emergency Management Coordinator, in the City of Pasadena Fire Department. Additional contacts may be appropriate with other City offices, including the Police Department.

Secondly, we will communicate with our institutional neighbors to help coordinate a neighborhood response. This will be especially important if the level of disaster were to overwhelm the response capacities of our City's services--including fire and police departments, hospitals, and other organizations. Anticipating the possibility of such a situation, our neighborhood's major institutions are coordinated to provide emergency services and response assistance, both for our own staffs as well as neighborhood residents who may come to our various campuses and offices for assistance.

Third, we will also provide, in quick fashion, accurate information and communication with the media. Further, we will closely monitor all communications to ensure the accuracy of information presented to the public as well as our Fuller community. Also, through the Fuller emergency webpage at <http://www.fuller.edu/emergency> we will provide rapid and frequently updated disaster situation reports and updates, which will be immediately available to the public and to our Fuller community including students, staff, faculty, alumni, and friends.

Recognizing that rapid changes are endemic to disaster situations, we will be in ongoing communication with the City, our neighboring institutions, the media, the public, and the Fuller community to keep them accurately informed of activities, progress, and needs.

Members of Fuller's Emergency Management Team

1. Sam Bang, Executive Director of Student Engagement & Success
2. Bernadette J. Barber, Executive Director of Human Resources & Organizational Development
3. Nicole Boymook, Executive Director of the Office of Student Concerns
4. Ted Cosse, Executive Director of Fuller Psychological & Family Services
5. Lauralee Farrer, Chief Storyteller & Vice President of Communications
6. Jeanne Handojo, Director of Auxiliary Services
7. Jeff Harwell, Chief Technology Officer, Information Technology Services
8. Brent Kampe, General Counsel, Legal Department
9. Teresa Lewis, Director of Compliance & Risk Management
10. Gary Mejia, Chief, Department of Campus Safety (Chair)
11. Anna Merritt, Director of Fuller Guest & Conference Center
12. Nate Merritt, Facilities Director, Building Services
13. Lenny Moon, Chief Financial Officer
14. Daniel Scott , Assistant Director of Campus Safety
15. Cynthia Tupas, Manager of Housing Services & Rescom

Testing and Announcing Everbridge Mass Notification

The Everbridge Mass Notification system is tested each quarter on the Friday of week two. This ensures all students (even those who registered late) are included in that quarter's test but are not interrupted during class. The test goes to all methods of communication that Fuller has on record for each student in Banner and for each employee in Employee Self Service. These tests are announced in advance on Fuller's student information system. The announcement includes links to Fuller's emergency response and evacuation procedures. These tests are documented by the Department of Campus Safety and include a description of the exercise, date, time, and whether the test was announced.

The foregoing information is contained within the Department of Campus Safety, *Standard Operating Procedures*, under Emergency Response and Evacuation Procedures. The procedures can also be found on Fuller's emergency webpage at <http://www.fuller.edu/emergency>.

CRIME STATISTICS

In accordance with the Clery Act, Fuller Theological Seminary provides mandatory crime statistics as part of this Annual Report. The website to access this report is provided annually to all enrolled students, staff, and faculty via Fuller email or the student's preferred email. The following table shows reported crimes from Campus Security Authorities and local law enforcement agencies in the specified categories for the preceding three years. The Department of Campus Safety requests crime statistics from law enforcement agencies with jurisdiction for all of Fuller's reportable locations each year prior to the completion of this Annual Report. The Department of Campus Safety, with the assistance of the Clery Compliance Officer, then evaluates which crimes provided are considered Clery reportable crimes, and then includes them in the following table, along with Clery crime statistics already collected by Campus Safety.

Fuller Seminary officially recognized student organizations do not maintain off-campus locations or housing facilities. As such, there is no ongoing monitoring or recording by the Seminary through local police agencies of criminal activity associated with these types of facilities.

These statistics reflect crimes that occurred on the Pasadena campus and all additional eligible locations in 2017, plus the previous two years. *The following includes corrected statistics, as of October 17, 2018, for the 2017 calendar year.*

Fuller Seminary 135 N. Oakland Ave Pasadena, CA 91182

Campus Safety Director: Gary Mejia Email: garymejia@fuller.edu Office (626) 584-5440

		ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES*			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
		2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
CRIMINAL OFFENSES													
1	Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
2	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
3	Rape	0	1	0	0	0	0	0	0	0	0	0	0
4	Fondling	0	1	0	0	1	0	0	1	0	0	0	0
5	Incest	0	0	0	0	0	0	0	0	0	0	0	0
6	Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
7	Robbery	0	0	0	0	0	0	0	0	0	1	1	0
8	Aggravated Assault	0	0	0	0	0	0	0	0	0	0	1	0
9	Burglary	1	8	4	0	4	1	0	0	0	0	0	0
10	Motor Vehicle Theft	0	0	0	0	0	0	0	0	1	0	0	1
11	Arson	1	0	0	0	0	0	0	0	0	0	0	0
12	Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
13	Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
14	Stalking	1	1	0	1	1	0	0	0	0	0	0	0
ARRESTS													
1	Weapons Carrying/Possessing, ETC	0	0	0	0	0	0	0	0	0	0	0	0
2	Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
3	Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS													
1	Weapons Carrying/Possessing, ETC	0	0	0	0	0	0	0	0	0	0	0	0
2	Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
3	Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

*NOTE: On-Campus Student Housing Facilities Crime Statistics are a subset of the On-Campus Property Category, i.e., they are counted in both categories.

HATE CRIME REPORTING:

There were no hate-crimes reported for 2015, 2016, or 2017

UNFOUNDED CRIME REPORTING:

There were no unfounded crimes for 2015, 2016, or 2017

DAILY CRIME LOG

A printout of all crimes reported to Department of Campus Safety as having occurred within the past 60 days on and around Seminary property (within Clery patrol geography) will be made available to the public upon request from the Department of Campus Safety parking services kiosk located in the Payton Hall Lobby, 135 N Oakland Ave, Pasadena CA 91182 or the Campus Safety administrative office located at 114 N Oakland Ave (Stephan Hall), Pasadena CA 91101. A log of crimes reported to Campus Safety prior to the past 60 days will be made available within two business days of the request.

SECURITY AWARENESS PROGRAMS POLICY STATEMENT

New employees are provided safety and wellness training during new employee orientation, which generally occurs on a weekly basis and through follow-up emails. New students are also provided safety training during quarterly new student orientation. Current employees and

students are provided security awareness tips at least once a quarter throughout the year via the Employee Site and the Quad and distributed via email. Tri-fold safety brochures for the Fuller resident and commuting communities are available to faculty, staff, and guests and are located in many areas on campus and are available at the Campus Safety information center/kiosk and the Campus Safety website. These security awareness programs and practices have an emphasis on encouraging students and employees to be responsible for their own security and the security of others. The Department of Campus Safety encourages students and employees that "If you See something, Say something." See examples of some of the training resources below.

STUDENT SAFETY & SECURITY



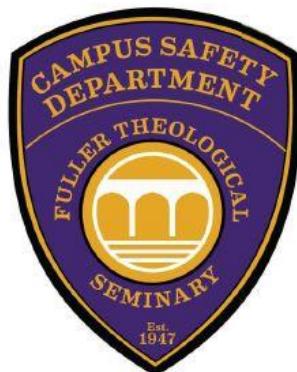
Retreating from Danger- If you find yourself in a situation that may jeopardize your safety, retreat to a safe location immediately and contact the Pasadena Police Department or Campus Safety. Your overall awareness will increase reaction time, however, placing obstacles between you and the attacker will force the attacker to negotiate the obstacle before the attacker can get to you.

All of the above mentioned strategies are mostly common sense and do not require extensive preparation to implement, just forethought and an alert mind. Use these basic risk reducing steps to reduce the chances of becoming victimized but understand fully that they are not "foolproof."

For more information contact:

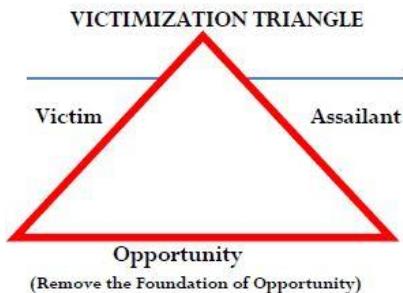
Fuller Theological Seminary
Department of Campus Safety
Payton Hall Security Kiosk

135 N Oakland Ave.
Pasadena CA, 91182
(626) 584-5444



Visit our website at:

<http://fuller.edu/emergency/>



Safety Tips for Students

Created For:
STUDENT ENGAGEMENT

THE FOUR “RISKS” OF PERSONAL SAFETY

RISK AWARENESS

RISK REDUCTION

RISK RECOGNITION

RISK AVOIDANCE

THIS IS 90% OF SELF DEFENSE EDUCATION

The following risk reduction strategies are offered, not as “parental sounding” demands, but as considerations. Evaluate each strategy independently as to whether or not it may apply to you and your specific circumstances. The bottom line is: you are ultimately responsible for your safety.



Elevator-When in an elevator, be aware of other people. Stand close to important buttons and/or telephone. If a suspicious person gets off on your floor, be sure that you are not followed.

Cell Phones- Consider obtaining a cell phone first and foremost for safety reasons. Ensure that you program emergency numbers for quick access (Police Department @ 911, Campus Safety @ 626-584-5444). Cell phone can also serve as deterrence.



YOUR VEHICLE-

Vehicle Keys- Being ready for an encounter is to your advantage! Try to have your keys in your hand. This provides you with a device that can be used for self defense and allows for quicker access once you arrive at your vehicle. If used for defense, poke eyes and soft tissue. Avoid the practice of lacing keys between fingers, as this is not very effective and may hurt your hands.

Approaching Your Vehicle- Before getting into your vehicle, give it a quick visual check from a safe distance. Glance under the vehicle during approach. If you notice anything suspicious retreat immediately and notify the Pasadena Police Department or Campus Safety. After scanning the vehicle and it appears safe, unlock the door and check the back seat area.

Once Inside- Remember to lock all doors in case someone attempts to enter your vehicle. Consider keeping the windows rolled up as far as the weather permits. Place your carry bag or valuables out of sight to reduce “smash and grab” type theft.



Being Followed- If you think you are being followed, instead of going directly to your office, make a few extra turns, but only if familiar with the area you are in. When convinced that you are being followed, drive to the nearest police or fire station, or if you are in the area of a Professional Building/main campus contact Campus Safety at 626-584-5444 for assistance. Avoid stopping in isolated areas and try not to become separated from populated areas.



Parking- When driving into a parking lot or structure, try to park in a well-lit area. Also consider backing into the space. A lighted area should keep vandals away from your vehicle. Also try to avoid parking next to vans or large trucks, and be cautious when returning to a vehicle parked next to a van or large truck. When walking back to your car, try not to walk close to other parked cars, stay in the center of the access way if traffic permits. This will give you more reaction time. When in an angled parking lot, walk with the direction of traffic flow in the lot, enabling you to see between parked vehicles.



Disabled Vehicle- If you become stranded on the highway, think safety, and consider staying in your vehicle. Turn on the four-way flashers, and then wait for the police or road service to arrive. Cellular phones can be tremendous help in these situations. If you have a flat tire, and you know how to repair it, then attempt to do so. If you are interrupted during the changing process, pick up your tools and get in the vehicle. Be wary of vehicles bumping into you to simulate an accident. If it is only a bump and not an accident, consider continuing to your destination and calling the police when you arrive there.

Flyer on Your Window- Be cautious about Flyers left on your front windshield. Do not remove immediately if it does not obstruct your view. Rather, drive to a safer location and then remove. Criminals can sometimes use flyers as a means to distract people.

PROGRAMS OFFERED IN CONJUNCTION WITH THE PASADENA POLICE DEPARTMENT

Home Security:

This program is part of the Neighborhood Watch Home Presentation Series; it provides practical information about making a home or your housing area secure and an unattractive target for burglars. It also demonstrates how neighbors can help each other and work with the Police Department to fight crime. Fuller Campus Safety also offers “Fuller Community Watch” which focuses on making the FTS community more aware of their surroundings and provides crime prevention strategies on a local and campus wide level.

Personal Safety:

A crime prevention specialist from the Pasadena Police Department discusses and answers questions on personal safety. Topics include: How to avoid threatening situations and what to do when you find yourself in a potentially hazardous situation. Campus Safety is doing more hands on safety and security training with faculty, staff and students.

Sexual Offense Prevention:

Information in ways that can assist in avoiding a potential rape or other sexual assault. Women's self-defense programs, including presentations and training programs on sexual assault, sexual harassment, sexual abuse, and date/acquaintance rape, are offered through many community vendors and through the Pasadena YWCA.

Drug Awareness:

How to recognize drug-dealing activity in your neighborhood. If your neighborhood is being taken over by drug dealers, how to reclaim it by knowing the facts about drug use and abuse.

Gangs:

This presentation will provide useful information on how to recognize gang members by their dress, language and graffiti. Included will be a video that will demonstrate gang members, their activities and mentality.

HOPE Unit:

The HOPE Team (Homeless Outreach Psychiatric Team) is a highly trained unit within the Pasadena Police Department that is tasked with dealing with issues and crime associated with homelessness and the transient communities. PPD has two assigned HOPE Team that service that Pasadena community and businesses in dealing with the issues resulting from homelessness. The unit has one police sergeant assigned to the team that works closely with Campus Safety.

TIPS FOR A SAFE AND SECURE CAMPUS

Learn and follow all seminary safety policies. These policies were created out of a concern for your welfare and consideration for the rights of others. Campus Safety shares a monthly security brief with department heads and housing leaders to better inform their respective communities of local crime and community events and ways to better protect their communities.

When walking or jogging:

- Go with someone.
- Stay away from isolated areas.
- Try and stay near street lights.
- Hold your purse or briefcase tightly, close to your body.
- A front pocket is safer for a wallet than a back one.
- Have safety Apps in the open format for quick access.

If you're being followed:

- Cross the street or change directions.
- Keep looking back so the person knows you can't be surprised.
- Go to a well-lit area. Enter a store, house or apartment, classroom, or library - anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description later.
- Request a security shuttle.
- Contact Campus Safety via phone or safety app or the Pasadena Police Department to report the incident.

If you're held up:

- Don't resist. No amount of money is worth taking chances with your life, ensure your safety.
- Notify Campus Safety or local police immediately.

Where you live:

- Keep your doors and windows locked day and night.
- Don't let strangers in.
- Don't leave a door unlocked for someone planning to come back later.

Protect personal and seminary property:

- Lock your door every time you leave.
- Don't store your purse in an unlocked desk drawer.
- Don't leave your belongings unattended in libraries, hallways, or classrooms.
- Secure items left in common areas like bicycles with the correct lock.

If you are working late:

- Keep your office door locked.
- Lock all doors behind you when entering or exiting at night.
- Inform Campus Safety you are working late and request a Campus Safety Security Escort/shuttle if needed.

In a car:

- Keep doors locked while driving.
- Don't pick up hitchhikers.
- Check the backseat before getting into a car.

Protect your car:

- Always lock your car and take the keys.
- Lock valuables in the trunk.
- Park in well lighted areas.
- Never warm up your car on a cold day by letting it idle unattended or unlocked.

Report suspicious activity and vandalism immediately.

CRIME PREVENTION PROGRAMS POLICY STATEMENT

The Department of Campus Safety has incorporated the Crisis Manager app (see below) to assist the Fuller community (students and employees) in disaster preparedness and emergency response preparation. Campus Safety also recently added the sale of U-bolt locks to our Campus Safety information center and lost & found kiosk to help decrease bicycle theft and crime prevention awareness. See the brochures below for additional crime prevention programs provided by the Department of Campus Safety.

CRISIS MANAGER APP



GENERAL INFORMATION SAFETY & SECURITY

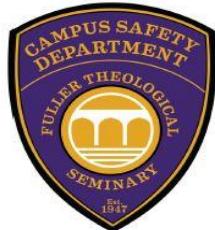


About Campus Safety:

The Department of Campus Safety provides safety, security and emergency response services 24/7 365 days a year for the Fuller Theological Seminary main campus in Pasadena, CA, with 8 full-time, unarmed, officers and 11 uniformed student cadets to assist with opening and locking classroom doors and safely escorting faculty, staff or students to their cars when requested. Campus Safety Officers patrol the campus and are able to respond quickly to those needing assistance. Typical patrols are carried out on foot, bicycle, or in marked Campus Safety patrol vehicles.



For more information contact:



Fuller Theological Seminary Campus Safety

135 N Oakland Ave
Pasadena, CA 91181
(626) 584-5444

Visit our website
www.fuller.edu/emergency/
Our Annual Security Report
(Clery report)
Can be viewed here,
www.fuller.edu/employment/

Like us on Facebook
<https://www.facebook.com/fullerseminary>

Department of Campus Safety



Mass Notification

Fuller Theological Seminary (FTS) utilizes an emergency notification system (ENS) service provided by Everbridge. This system serves as a tool to provide faculty, staff, students and local stakeholders with timely information and emergency instructions via email, text, and voice messaging in the event of an emergency or disaster affecting one of our campuses. The system allows participants to provide a cell phone number and email address. At the beginning of each quarter, the system is updated with current names and cell phone numbers, and is tested.



Emergency Preparedness

All Campus Safety Officers and Student Cadets are trained and certified in CPR/First Aid. Campus Safety Officers serve as first responders to medical emergencies on campus, working in conjunction with the Pasadena Fire Department. Officers and Student Cadets receive additional certification in AED (Automated External Defibrillator).

FTS maintains and operates several CCTV (security cameras) throughout the Pasadena Campus and public areas of our housing units. These cameras monitor parking lots, housing entrances, and other important public areas on campus. The cameras serve as a crime deterrent and record and store footage for investigative purposes.

FTS has a network of 911 blue light emergency poles and phones throughout campus that are monitored by Campus Safety.

Other Vital Information

The Campus Safety Department is the primary security agency on campus and officers are trained in BSIS (Bureau of Security and Investigative Services), standards and PC 837 Laws of Arrest. Campus Safety Officers receive extensive training in administration of justice classes and additionally must complete a number of state-mandated courses through BSIS. Officers receive advanced training with the Department of Homeland Security and FEMA in areas of emergency management and disaster preparedness. Campus Safety receives tremendous support from the Pasadena Police Department and officers assigned to patrol near FTS' Pasadena campus, and work cooperatively with them to help maintain a safe and secure community.



FEMA

ALCOHOL AND DRUG POLICIES

Fuller Theological Seminary is committed to maintaining an alcohol and drug-free environment, one conducive to the promotion of wellness and positive self-development of all members of its community. In keeping with this objective, the seminary will ensure that all of its campuses, workplaces, and activities are safe and free from the problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs.

Out of respect for our bodies as temples of the Holy Spirit, as good stewards of our relationships with one another, and in relation to our individual and communal fitness for ministry, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or illicit drugs by any member of the Fuller community on Fuller property or as part of any of its activities is prohibited. While the use of alcohol by adults is lawful, alcohol use by adults is prohibited on the Fuller campuses, outside of the privacy of an individual's Fuller provided housing.

Drug abuse has spread to every level of society in the United States. All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, depression, impotence, liver damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, and cancer of the esophagus, liver, bladder, and lungs.

The good news is that alcoholism and drug abuse and addiction are treatable. Generally, a recovering alcoholic or drug abuser may never safely drink or use drugs again, but can lead a normal, productive life as long as he or she maintains total abstinence. Confidential limited counseling and referral to treatment programs may be available to Fuller students and employees from the Fuller Psychological & Family Services. Eligible employees may also contact their Employee Assistance Program for referrals. The costs of these programs are dependent upon the type of treatment desired. Students and faculty should consult with their insurance carriers with individual questions regarding coverage of treatment

Incidents on the Fuller campus or incidents involving members of the Fuller community may be reported to civil authorities for legal action. Local, state, and federal laws establish a variety of penalties for the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, which includes alcohol as well as illicit drugs. These legal sanctions, upon conviction, may range from the payment of a small fine and probation to imprisonment for up to one year or a \$5,000 fine, or both. Federal laws have increased the penalties for the illegal distribution of drugs to include life imprisonment and fines in excess of \$1,000,000.

In addition, corrective action for students may include disciplinary action up to and including immediate termination of student status. Corrective action for employees may include disciplinary action up to and including immediate termination from employment. (Community Standard: Substance Abuse)

The seminary's Community Standard: Substance Abuse (see above), as supplemented by the seminary's Drug and Alcohol Abuse Prevention Program (DAAPP), clarify that the unlawful possession, use, and sale of alcoholic beverages is prohibited, as is the unlawful possession, use and sale of illegal drugs. As described above and in the seminary's DAAPP, the seminary enforces federal and state alcohol and drug laws. Even though the seminary is a graduate school with students over the age of 21, it will enforce underage drinking laws if the situation ever arises. See the DAAPP for a description of drug and alcohol abuse education programs available to employees and students. The DAAPP may be accessed from the Employee Site at <http://employee.fuller.edu/drug-and-alcohol-abuse-prevention-program-daapp/> and The Quad at <http://quad.fuller.edu/studentlife/>. In addition, it is posted on the Fuller website at <https://www.fuller.edu/wp-content/uploads/2018/09/DAAPP-FTS.pdf>.

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Fuller Theological Seminary is committed to providing and modeling a learning, working, living, and community environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and all forms of sexual violence.

The seminary, therefore, prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in its [Policy Against Sexual Misconduct](#) and as those terms are defined by the Violence Against Women Act (VAWA) as they relate to the Clery Act. Fuller Theological Seminary issues this statement of policy to inform the seminary community of its programs to address domestic violence, dating violence, sexual assault, and stalking as well as the procedures for institutional investigatory and disciplinary action, if warranted, in cases of alleged dating violence, domestic violence, sexual assault, or stalking which will be followed regardless of whether the incident occurs on or off campus when it is reported to a seminary official, such as a Title IX Coordinator or other employee identified as a mandatory reporter, including supervisors and managers/administrators.

VAWA DEFINITIONS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Violence Against Women Act (VAWA) defines the crimes of dating violence, domestic violence, sexual assault, and stalking as follows:

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - o Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - o Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Sexual Assault:** An offense that meets the definition of Rape, Fondling, Incest, or Statutory Rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling:** The touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person's safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

JURISDICTIONAL DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

The primary prevention and awareness program for all incoming students and new students, currently provided by Workplace Answers (Everfi), provides the definitions of domestic violence, dating violence, sexual assault, and stalking for local jurisdictions for community and awareness purposes.

The definitions that pertain to the Pasadena Campus in California follow:

- **Dating Violence:**

California law does not define the term dating violence as such. However, violence between intimate or dating partners is a form of domestic violence.

A dating relationship means a serious courtship; it is a social relationship between two individuals who have or have had a reciprocally amorous and increasingly exclusive interest in one another, and shared expectation of the growth of that mutual interest, that has endured for such a length of time and stimulated such frequent interactions that the relationship cannot be deemed to have been casual.

- **Domestic Violence:**

Domestic Violence has been defined under California law to mean the infliction or threat of physical harm against past or present adult or adolescent intimate partners, including physical, sexual and psychological abuse against the person, that is a part of a pattern of assaultive, coercive, and controlling behavior directed at achieving compliance from or control over that person.

In addition, the California Family code has defined domestic violence to mean abuse perpetrated against any of the following persons:

1. A spouse or former spouse.
2. A cohabitant or former cohabitant.
3. A person with whom the respondent is having or has had a dating or engagement relationship.
4. A person with whom the perpetrator has had a child.
5. A child of or the presumed child of the perpetrator or victim.
6. Any other person related by consanguinity or affinity within the second degree.

Abuse means any of the following:

1. Intentionally or recklessly causing or attempting to cause bodily injury.
2. Sexual assault.
3. Placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another.
4. Conduct that can be prohibited as abuse by a court, including: Molesting, attacking, striking, stalking, threatening, battering, credibly impersonating, falsely personating, harassing, telephoning, destroying personal property, contacting, either directly or indirectly, by mail or otherwise, coming within a specified distance of or disturbing the peace.

- **Sexual Assault:**

California's criminal law does not define sexual assault, as such. Rather, California has defined many separate sex crimes such as unlawful sexual penetration, rape and sexual battery.

- **Sexual Battery**

Generally, sexual battery consists of unlawfully touching the intimate part of another person's body. "Intimate part" means the sexual organ, anus, groin or buttocks of any person, and the breast of a female. Sexual battery occurs when any of the following circumstances exist:

1. Any person touches an intimate part of another person while that person is unlawfully restrained when the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification or sexual abuse.
2. Any person touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated when the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification or sexual abuse, is guilty of sexual battery.
3. Any person touches an intimate part of another person for the purpose of sexual arousal, sexual gratification or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose.
4. Any person who, for the purpose of sexual arousal, sexual gratification or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.
5. Any person touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification or sexual abuse.

- **Unlawful Sexual Penetration**

Sexual penetration is the act of causing the penetration, however slight, of the genital or anal opening of any person or causing another person to so penetrate the defendant's or another person's genital or anal opening for the purpose of sexual arousal, gratification or abuse by any foreign object, substance, instrument or device, or by any unknown object.

Any person who commits an act of sexual penetration is guilty of a crime under the following circumstances:

1. When the act is accomplished against the victim's will by means of force, violence, duress, menace or fear of immediate and unlawful bodily injury on the victim or another person.
2. When the act is accomplished against a victim who is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act or causing the act to be committed.
3. When the act is accomplished against a victim who is at the time unconscious of the nature of the act and this is known to the person committing the act or causing the act to be committed. "Unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:
 1. Was unconscious or asleep.
 2. Was not aware, knowing, perceiving or cognizant that the act occurred.
 3. Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
 4. Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.
4. When the act is accomplished against a victim when the victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
5. When the act is accomplished against a victim who submits under the belief that the person committing the act or causing the act to be committed is someone known to the victim other than the accused and this belief is induced by any artifice, pretense or concealment practiced by the accused, with intent to induce the belief.
6. When the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official.
7. When the act is accomplished with another person who is under 18 years of age.

- Rape

Rape is an act of sexual intercourse accomplished with a person, under any of the following circumstances:

1. Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. This provision does not apply when the victim and perpetrator are spouses.
2. Where it is accomplished against a person's will by means of force, violence, duress, menace or fear of immediate and unlawful bodily injury on the person or another.
3. Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
4. Where a person is at the time unconscious of the nature of the act, and this is known to the accused. "Unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:
 1. Was unconscious or asleep.
 2. Was not aware, knowing, perceiving or cognizant that the act occurred.
 3. Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
 4. Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose. This provision does not apply when the victim and the spouse are married.
5. Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense or concealment practiced by the accused, with intent to induce the belief. This provision does not apply if the victim and perpetrator are spouses.
6. Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.
"Threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury or death.
7. Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. The perpetrator does not actually have to be a public official.

- Unlawful Oral Copulation

Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person. It is a crime under the following circumstances:

1. The act of oral copulation is with another person who is under 18 years of age.
2. When the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat
3. When the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person
4. Where the victim is at the time of the act incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.
5. The act is accomplished while confined in any state prison.
6. The victim is at the time unconscious of the nature of the act and this is known to the person committing the act. "Unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:
 1. Was unconscious or asleep.
 2. Was not aware, knowing, perceiving or cognizant that the act occurred.
 3. Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
 4. Was not aware, knowing, perceiving or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the oral copulation served a professional purpose when it served no professional purpose.
7. The victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.
8. The victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered.
9. The victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

10. The victim submits under the belief that the person committing the act someone known to the victim other than the accused, and this belief is induced by any artifice, pretense or concealment practiced by the accused.
11. Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official.

- **Unlawful Sexual Intercourse with a Person Under 18**

Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. A "minor" is a person under the age of 18 years and an "adult" is a person who is at least 18 years of age.

- **Sodomy**

Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the act of sodomy. Sodomy is a crime when the act is accomplished upon a person under the age of 18 or when it is accomplished against the victim's will by means of force, violence, duress, menace or fear of immediate and unlawful bodily injury.

- **Stalking:** The state of California defines stalking as follows:

Any person who willfully, maliciously and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

Harasses means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments or terrorizes the person, and that serves no legitimate purpose.

Course of conduct means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose.

Credible threat means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family.

JURISDICTIONAL & INSTITUTIONAL DEFINITIONS OF CONSENT

The primary prevention and awareness program for all incoming students and new students, currently provided by Workplace Answers (Everfi), provides the definition of consent in reference to sexual activity for local jurisdictions for community and awareness purposes. In addition, the seminary's definition of consent is provided.

The definitions that pertain to the Pasadena Campus in California follow:

- **Consent:** The state of California defines consent, in relation to sexual activity, as follows:

In California, under Senate Bill 967 as of January 1, 2015, consent means affirmative consent. Affirmative consent means affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other, or others, to engage in the sexual activity.

- Lack of protest is not the same as consent.
- Lack of resistance is not the same as consent.
- Silence is not the same as consent.

Affirmative consent must be **ongoing throughout a sexual activity**. Affirmative consent can be revoked (taken back) at any time, including during a sexual encounter.

The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never **by itself** be assumed to be an indicator of consent.

Affirmative consent does not exist if a person engages in sexual contact when the other person is:

1. Asleep or unconscious.
 2. Incapacitated due to the influence of drugs, alcohol, or medication, so that the other person could not understand the fact, nature or extent of the sexual activity.
 3. Unable to communicate due to a mental or physical condition.
- **Consent:** Fuller Theological Seminary defines consent in its Policy Against Sexual Misconduct, found at [Statement on Consent:](http://www.Fuller.edu>TitleIX, as follows:</div><div data-bbox=)

- a. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity or contact. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has provided ongoing, clear consent to engaging in the activity or contact. For consent to be valid there must be a clear expression in words or actions that the other individual agreed to that specific sexual conduct.
- b. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol, other drugs, including so-called “date rape” drugs, or medication. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. The question of what the responding party (respondent) should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party (complainant).
- c. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from a mental or developmental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.
- d. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent.
- e. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- f. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

Access your online training with Workplace Answers (Everfi) for definitions of Consent, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, which apply to other jurisdictions. Contact tlewis@fuller.edu to request your unique url to access the training.

BYSTANDER INTERVENTION

The primary prevention and awareness program for all incoming students and new students, currently provided by Workplace Answers (Everfi), provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

The following is a sample of the type of content provided in the online training:

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Verbally confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

RISK REDUCTION

In addition to the risk reduction information provided in the online training with Workplace Answers (Everfi), additional Risk Reduction information, as outlined below, is provided in a [Resource Guide on Sexual Misconduct](#), which is available on the seminary's [Title IX website](#).

Risk Reduction for Intimate Partner/Dating Violence, Stalking, Sexual Harassment, and Sexual Violence

While victim-blaming is never appropriate and Fuller Theological Seminary fully recognizes that only those who commit sexual misconduct are responsible for their actions, Fuller Seminary provides the following suggestions to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

Reducing the Risk of Victimization

- Don't rely on the other person (Fuller student or employee) following the seminary's Sexual Standards Community Standard.
- Make any of your limits/boundaries known as early as possible.
- Clearly and firmly articulate consent or lack of consent.
- Remove yourself, if possible, from an aggressor's physical presence.
- Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
- Look out for your friends, and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

Reducing the Risk of Being Accused of Sexual Misconduct

- Show your potential partner respect if you are in a position of initiating sexual behavior, including kissing, petting, touching, etc.
- If a potential partner says "no," accept it and don't push. If you want a "yes," ask for it, and don't proceed without clear permission.
- Clearly communicate your intentions to your potential sexual partners, and give them a chance to share their intentions and/or boundaries with you.
- Respect personal boundaries. If you are unsure what's OK in any interaction, ask.
- Avoid ambiguity. Don't make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you don't have consent.

- Don't take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn't want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- Respect the timeline for sexual behaviors with which others are comfortable, and understand that they are entitled to change their minds.
- Recognize that even if you don't think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- Understand that exerting power and control over another through sex is unacceptable conduct.

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING: PREVENTION PROGRAMS

The seminary engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that have the following goals:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Primary Prevention and Awareness Programs

It is the seminary's policy to provide primary prevention and awareness programs. These programs include an online course provided by an outside vendor, Workplace Answers (Everfi), which is offered to all new students and employees. The course titles are as follows:

- Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Undergrads and Graduate Students

- Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Non-Residential Faculty and Staff

The seminary's Title IX Coordinator participates in Fall Quarter new student orientation, highlighting the online preventing discrimination training available to students, and is available for any questions that may arise. Educational programs are offered to community coordinators, usually at the beginning of the academic year. Seminary-specific resources and general resources on topics such as dating violence, domestic violence, sexual assault, and stalking are made available at a booth during Fall Quarter at the Student Resource Fair and published throughout the year on the Quad. A Resource Guide on Sexual Misconduct is available on the seminary's Title IX website at [### **Description of Primary Prevention and Awareness Programs**](http://Fuller.edu>TitleIX plus in many offices around campus. Other resources are also available on the Title IX website.</p></div><div data-bbox=)

The educational programming offered by Workplace Answers (Everfi) described above consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that include:

- A. A statement that Fuller prohibits the crimes of domestic violence, dating violence, sexual assault and stalking;
- B. The VAWA definitions of domestic violence, dating violence, sexual assault and stalking, in addition to the applicable jurisdictional definitions of these terms (see Jurisdictional Definitions above);
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of California and the seminary's definition of consent for the purpose of and as stated in its [Policy Against Sexual Misconduct](#) (see Jurisdictional and Institutional Definitions of Consent above);
- D. A description of safe and positive options for bystander intervention (see Bystander Intervention Below), and information on risk reduction (see Risk Reduction Below).
- E. Information regarding:
 - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow in the Case of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking" elsewhere in this document)
 - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Confidentiality" elsewhere in this document);
 - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services

- available for victims, both within the institution and in the community (as described in “On and Off Campus Services for Victims” elsewhere in this document);
- d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Accommodations and Protective Measures for Victims” elsewhere in this document); and
 - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “The Seminary’s Procedures for Disciplinary Action” elsewhere in this document).

ONGOING PREVENTION AND AWARENESS CAMPAIGNS

In addition to the primary prevention and awareness program outlined above, the seminary has developed an ongoing educational campaign consisting of:

Providing continuing access to the online training provided by the outside provider, Workplace Answers (Everfi), as long as the student maintains student status or the employee maintains employee status. A Refresher course on Preventing Discrimination and Sexual Violence is offered to employees periodically, which includes all of the components offered in the prevention and awareness program, and which focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution. For example, employees and students and all others have access to the most up-to-date content on the Title IX website at [The Distressed Student Protocol is available on the Employee Site, which includes information on connecting students to resources in cases of sexual assault, interpersonal violence \(dating and domestic\), and stalking. The employee benefits fair each year in the spring has a booth hosted by Fuller Psychological & Family Services, which includes resources on topics such as domestic violence and stalking. Students also have access to resources throughout the year from various organizations.](http://Fuller.edu>TitleIX. From time to time, resources such as the Sexual Misconduct Reporting & Resources handout, or equivalent, and the Resource Guide on Sexual Misconduct will be posted on the Quad for students and on the Employee Site for employees. Resources on stalking, sexual assault, dating violence, and domestic violence are posted on the Employee Site and Quad when available. Targeted face to face trainings are provided to student groups or employees, including All Seminary Council leaders and community coordinators.</p></div><div data-bbox=)

PROCEDURES VICTIMS SHOULD FOLLOW IN THE CASE OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

IF YOU HAVE EXPERIENCED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

1. Go to a safe location as soon as you are able.
2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy.
3. Contact any of the following on- and off-campus resources for assistance:
 - a. Executive Director of the Office of Student Concerns (who is also the Title IX Coordinator and Title IX & Nondiscrimination Officer for Students), at 626-584-5678. Regular business hours, M-F
 - b. Executive Director of Human Resources (who is also the Title IX & Nondiscrimination Officer for Employees), at 626-584-5238. Regular business hours, M-F
 - c. Campus Safety, at 626-584-5444, 24 hours/7 days a week
 - d. Confidential Fuller Reporting Option, Irene Rapp, MS, LMFT, Fuller Psychological & Family Services, at 626-584-5569. Regular business hours, M-F*
 - e. Fuller Psychological & Family Services, at 626-584-5555. 8:00 a.m.-8:30 p.m., M-F*
 - f. Confidential Fuller Reporting Option, Seminary Chaplain(s), at 626-584-5273. Regular business hours, M-F*
 - g. Residents may contact Manager of Housing Services & Rescom, at 626-584-5443. Regular business hours, M-F. May be reached on-call through Community Coordinators.
 - h. Peace Over Violence, at 626-793-3385, 24 hours/7 days a week*
 - i. Rape Abuse and Incest National Network (RAINN), at 800-656-HOPE, 24 hours/7 days a week*
 - j. Rape Treatment Center, Santa Monica UCLA Medical Center, at 424-259-6000, ext. 0, 24 hours/7 days a week*

*Denotes that this on or off campus resource is confidential.

Note that campus officials may contact on-call staff from other departments when their offices are closed or they are otherwise unavailable to assist immediately.

If you are off-campus and experiencing an emergency situation, you can call local police by dialing 911. You may also call the Pasadena police department non-emergency line at 626-744-4501.

4. It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the hospital, if possible. Because

evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to seminary investigators or police. Physical evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order.

5. Choose how to proceed. You have options, and are encouraged to contact a Confidential Fuller Reporting Option (Irene Rapp, MS, LMFT, or Seminary Chaplain; additionally, you may arrange a session with a Psychological and Family Services therapist at no charge) to discuss your options: 1) Do nothing until you are ready; 2) Pursue resolution by the seminary; and/or 3) Initiate criminal proceedings; and/or 4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by the seminary, contact the Executive Director of the Office of Student Concerns (who is also the seminary's Title IX Coordinator and Discrimination Officer for Students) if you are a student or the incident involves a student. If a student was not involved, then contact the Executive Director of Human Resources (who is also the Title IX & Discrimination Officer for Employees). Seminary procedures will be explained. Those who wish incidents to be handled criminally should contact Campus Safety or local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Contact the Executive Director of the Office of Student Concerns for more information.

NOTE: The seminary will comply with a student's request for assistance in notifying authorities.

ABOUT CONFIDENTIALITY

*To make informed choices, all parties should be aware
of confidentiality and privacy issues,
as well as institutional mandatory reporting requirements.*

Confidential Reporting

Students, faculty, and staff may wish that details of an incident be kept confidential. Fuller Psychological & Family Services (FPFS) clinicians, operating in that capacity, maintain confidentiality under their professional license, or that of their supervisor. You may contact FPFS to arrange a session with an FPFS therapist at no charge. Seminary Chaplain(s) are not required to report any information regarding an alleged sexual misconduct or interpersonal conduct to the Department of Campus Safety, the Title IX Coordinator, or any other reporting body, without consent from the student or employee, provided they receive the information in performance of their pastoral counseling duties. Local resources such as crisis centers are also confidential and have no duty to report your information to the seminary. The seminary has designated the following employee(s) who can be consulted confidentially by students, faculty, and staff:

- Irene Rapp, MS, LMFT, Director of Training, FPFS, 626-584-5569, irenerapp@fuller.edu
- FPFS clinicians, operating in that capacity, 626-584-5555, www.fuller.edu/fpfs
- Seminary Chaplain(s), in conjunction with providing pastoral counseling, 626-584-5273.

Mandated Reporting

All supervisors, administrators/managers, administrative faculty, other leaders, and community coordinators, are mandated reporters. Seminary employees listed here who are not designated above as confidential, are mandated reporters for all the details of which they are aware about an incident. They share this information with the Title IX Coordinator or Title IX & Discrimination Officer. Giving a mandated reporter notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given to the institution. Such incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under the seminary's resolution procedures.

You may request confidentiality and/or that the Title IX Coordinator or designee provide you with remedies and resources without initiating a formal resolution process. The Title IX Coordinator or designee will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the seminary will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, the seminary will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the available resources. If the seminary decides it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the seminary to enforce its policies or provide some remedies may be limited as a result of your decision not to participate.

Rights of Victims and the Institution's Responsibilities Relating to Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil or Tribal Court, or by the Institution

Fuller Theological Seminary complies with California law in recognizing restraining orders or no contact orders. Any person who obtains an order of protection from California should provide a copy to Campus Safety. Students should also provide a copy to the Executive Director of the Office of Student Concerns or his/her designee. Likewise, employees should provide a copy to the Executive Director of Human Resources or his/her designee. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for Campus Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: Security escorts, special parking arrangements, changing classroom or work location, or allowing a student to complete assignments from home, etc.) The seminary cannot apply for a legal order of protection from the applicable jurisdiction, aka: Restraining order or Emergency Protective Order, which is issued by a law enforcement agency or court of law for a faculty, staff, or student. Campus Safety may assist a Fuller community member by directing them to the appropriate agency for assistance.

Type Of Order	Rights of Victims	Institution's Responsibilities
Restraining orders	The right to a restraining order	Develop a Safety Action Plan when requested by the victim

Orders of protection	Same as restraining order	Same as restraining order
No contact orders	Same as restraining order	Same as restraining order
Similar lawful orders issued by a criminal, civil, or tribal court	Same as restraining order	Same as restraining order
Orders by the seminary	The right to request a “no contact” directive	Campus Safety and/or Office of Student Concerns and/or Human Resources will evaluate and issue a “no contact” directive if necessary.

The victim is required to apply directly for these services with Campus Safety at 626-584-5444. Restraining orders and other protective orders may be available through the applicable jurisdiction (see chart below).

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order (Restraining Order in California)	Family or household members including: •Spouses, former spouses •Parent, child, foster parent •People who have kids together •Intimate partners who lived together in the last 5 years	Domestic Relations Court –where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how Recent the incident must be)
Stalking Protection Order (Restraining Order in California)	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - Where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm

Sexually Oriented Offense Protection Order (Restraining Order in California)	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
Juvenile Protection Order (Restraining Order in California)	Victim of abuse by a person who is under age 18, or the victim's parent or other household member, or other parties the Court approves.	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

The seminary may issue an institutional no contact directive if deemed appropriate or at the request of the victim or accused. If the seminary receives a report that such an institutional no contact directive has been violated, the seminary will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact directive.

PROCEDURES THE SEMINARY WILL FOLLOW IN THE CASE OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Confidentiality

Victims may request that directory information on file with the seminary be withheld. Submit the request to the Registrar's Office at 626-584-5408.

Regardless of whether a victim has opted out of allowing the seminary to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, or as required by law, the institution will maintain as confidential, any accommodations or protective measures

provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The Title IX Coordinator or designee will make the decision as to what needs to be shared based on this criteria. Before sharing personally identifying information that the institution believes is necessary to provide an accommodation or protective measure, the Title IX Coordinator or designee will tell the victim which information will be shared, with whom it will be shared, and why.

The seminary does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Accommodations and Protective Measures Available for Victims

The seminary has procedures in place that serve to be sensitive to victims (reporting parties) who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals in writing about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance information, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and a respondent, such as housing, academic, transportation, and working interim protective and supportive measures, if reasonably available. The seminary will make such interim protective or supportive measures, if the reporting party requests them and if they are reasonably available, regardless of whether the reporting party chooses to report the crime to Campus Safety or local law enforcement.

The seminary is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense.

In determining whether a request for accommodation or protective measure is reasonable, please be aware that some of the factors that might be considered during this process include, but are not limited to the following:

- The specific need expressed by the complainant
- The age of the students involved
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant

- Whether the complainant and alleged perpetrator share the same seminary housing facility, class, transportation, or job location
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders)

To request an accommodation, interim protective, or supportive measure, students should contact the Executive Director of the Office of Student Concerns at 626-584-5678 or titleix@fuller.edu, and employees should contact the Executive Director of Human Resources at 626-584-5238 or bjbarber@fuller.edu.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Fuller Theological Seminary will provide written notification to students and employees about interim protective or supportive measures available to them, including options for, available assistance in, and how to request changes to academic, living, transportation, and working situations (see below).

At the reporting party's request, and to the extent of the reporting party's cooperation and consent, seminary offices will work cooperatively to assist the reporting party in obtaining interim protective or supportive measures. If reasonably available, a reporting party may be offered changes to academic, living, working or transportation situations regardless of whether the reporting party chooses to report the crime to Campus Safety or local law enforcement.

Options for a potential change to the academic situation include:

- transfer to a different section of a class,
- withdraw and take a class at another time if there is no option for moving to a different section,
- rescheduling an academic assignment or test
- accessing academic support (e.g., writing center assistance)
- arranging for incompletes, a leave of absence, or withdrawal from campus
- preserving eligibility for academic or other scholarships, financial aid, internships, study abroad, or foreign student visas

Potential changes to living situations in Fuller Housing include:

- change in campus housing location
- assistance in locating alternative housing
- temporary relocation to Fuller Guest Center

Possible changes in transportation include:

- having the student or employee park in a different location

- cab voucher or bus tokens
- assisting the student or employee with a safety escort

Possible changes to working situations at Fuller include:

- change in work hours
- change in work location

Other interim protective or supportive measures currently include:

- medical and mental health services, including counseling
- a “no contact” directive pending the outcome of the investigation
- assistance identifying an advocate to help secure additional resources or assistance

To request changes to academic, living, transportation, and/or working situations, or to request other interim protective or supportive measures, a reporting party who is a student should contact Nicole Boymook, Executive Director of the Office of Student Concerns, at 626-584-5678 or titleix@fuller.edu. Employees should contact BJ Barber, Executive Director of Human Resources at 626-584-5238 or bjbarber@fuller.edu.

THE SEMINARY'S PROCURES FOR INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

How to Report

Complaints involving student(s) may be filed directly with the Executive Director of the Office of Student Concerns, the Title IX & Discrimination Officer for Students, in-person, electronically, or by phone.

Complaints not involving student(s) may be filed directly with the Executive Director of Human Resources, the Title IX & Discrimination Officer for Employees, in-person, electronically, or by phone.

Reports of sexual assault, dating violence, domestic violence, or stalking made to a mandated reporter will be forwarded to the applicable individual indicated above. All supervisors, administrators/managers, and administrative faculty are mandated reporters, including community coordinators.

The contact information for the Title IX & Discrimination Officers is included below:

Title IX Coordinator

Nicole Boymook
Executive Director of the Office of Student Concerns
Title IX & Discrimination Officer for Students
Office location:
Kreyssler Hall (Catalyst), 2nd Floor
130 N. Oakland, Pasadena, CA 91101
Phone: 626-584-5678
Email: titleix@fuller.edu

Additional Title IX Team Members

Bernadette Barber
Executive Director of Human Resources & Organizational Development
Title IX & Discrimination Officer for Employees
Office location:
Stephan Hall, 2nd Floor
114 N. Oakland, Pasadena, CA 91101
Phone: 626-584-5238
Email: bjbarber@fuller.edu

Procedures

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the seminary, below are the procedures that the seminary will follow:

INTAKE

A seminary official (the Title IX Coordinator or designee) will assist the reporting party with making choices and accessing resources. Assuming the reporting party chooses to move forward with a campus resolution, the next step is a preliminary inquiry. The preliminary inquiry is expected to take approximately 2-5 business days.

All resolutions will be conducted by seminary officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to

conduct an investigation and complaint resolution process that protects the safety of victims and promotes accountability.

The resolution process is confidential. The institution will protect the confidentiality of victims, consistent with federal and state law. Title IX-related resolutions are not subject to publicly available recordkeeping provisions. Any release of information about a resolution will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

PRELIMINARY INQUIRY

An initial determination is made about the allegations and whether to move them forward to a formal investigation or to seek informal resolution. This decision is made by the Title IX Coordinator or designee, taking into account the nature of the allegations and the reporting party's wishes. If the decision is made to move forward, the Title IX Coordinator or designee refers the allegations to investigators. Typically, investigators are assigned in two to three business days, once a decision is made to move forward with a formal investigation.

The disciplinary proceeding used by the institution is the same for students, faculty, residents, and staff. What differs are the decision-makers, investigators, and sanctions involved. However, the process is generally the same. For example, if an employee is involved, then the Executive Director of Human Resources or designee is typically chosen as an investigator. Likewise, if a student is involved, the Executive Director of the Office of Student Concerns or designee is typically chosen as an investigator. If both a student and employee are involved, then the process is typically co-investigated by the Executive Director of Human Resources and Executive Director of the Office of Student Concerns or their designees. However, it is possible that an outside investigator(s) is selected to conduct the investigation.

INVESTIGATIONS

An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses, and prepare reports with their findings and sanctioning recommendations. Information about all the steps in the investigative process is available at [#### BEING HEARD DURING THE COMPLAINT RESOLUTION PROCESS](http://Fuller.edu>TitleIX.</p></div><div data-bbox=)

Both the reporting and responding party will each have an opportunity to review the findings and recommendations prepared by the investigator(s) and have an opportunity to submit a written response to be included along with the findings and recommendations, to be reviewed

by the seminary official making the decision as to the outcome of the resolution. The parties are each provided a minimum of five business days to submit a written response.

STANDARD OF EVIDENCE

The seminary uses a preponderance of evidence standard. Decision-makers consider whether, given the available credible evidence, it is more likely than not that a violation occurred.

PAST HISTORY

The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the seminary will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

FINAL DETERMINATION

The parties will be informed in writing of the result of the complaint resolution procedure, without significant delay between the notifications to each party. This notice will include the procedures for appealing the decision, any change to the results that occurs prior to the time that such results become final, and when results are considered to be final. The results will include any sanctions imposed by the seminary, including the rationale for the result.

APPEALS

All parties involved in sexual misconduct proceedings may appeal decisions within the timeframe as set forth in the letter of decision (usually within two weeks of notice of the outcome) on the basis of the 4 purposes permitted by the seminary's policy. All parties are included in any appeal reconsideration and have equal rights of participation. See the seminary's Complaint Resolution Procedures: Sexual Harassment, Unlawful Discrimination, Unlawful Harassment, Sexual Misconduct, Retaliation, at [## SANCTIONS](http://Fuller.edu>TitleIX, for further details.</p></div><div data-bbox=)

The following is a list of possible sanctions that may be imposed upon any member of the community following the results of a disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking, based on community role(s). The following may be imposed upon students, employees, residents, or student organizations singularly or in combination, and are not progressive:

For Students

- **Written Warning**

Written notice that continuation or repetition of certain conduct may be cause for more severe action for the student. This may become a part of a permanent record and may be taken into account in evaluating the seriousness of any future violation.

- **Probation**

Continuation of student status and all rights and privileges as a member of the student body subject to specific conditions. Such conditions shall be stated in the letter of probation. Student cannot register for classes without meeting prescribed requirements (i.e., one or more of the following: participate in counseling by a seminary-approved counselor/therapist and provide confirmation in writing-from the seminary-approved counselor/therapist that the required number of sessions and/or time period and/or goals were satisfactorily met; authorize seminary-approved counselor/therapist to speak with seminary representative; meet with seminary-approved accountability coach for a designated period of time and submit confirmation in writing from the seminary-approved accountability coach that time obligation and/or goals were met; attend required training, education, and/or community service; comply with stay away/no contact directive; pay compensation for medical bills or related expenses of reporting party). Failure by the student to comply with the conditions may result in suspension or expulsion.

- **Suspension**

Exclusion from student status and suspension of all rights and privileges as a member of the student body for a specified period of time (i.e., one quarter, two quarters, three quarters, one year, two years, more than two years). Conditions for reinstatement, if any, shall be stated in the letter of suspension (i.e., one or more of the following: reapply for admission; participate in a seminary-approved rehabilitation program; provide new character reference from pastor; pass threat assessment evaluation, participate in counseling by a seminary-approved counselor/therapist and provide confirmation in writing-from the seminary-approved counselor/therapist that the required number of sessions and/or time period and/or goals were satisfactorily met; authorize seminary-approved counselor/therapist to speak with seminary representative; meet with seminary-approved accountability coach for a designated period of time and submit confirmation in writing from the seminary-approved accountability coach that time obligation and/or goals were met; attend required training; comply with stay away/no contact directive; pay compensation for medical bills or related expenses of reporting party).

- **Expulsion**

Termination of student status and of all rights and privileges as a member of the student body for an indefinite period of time.

For Employees

- Written Warning
- Performance Improvement Plan
- Required Training or Education
- Suspension without Pay (typically up to two weeks)
- Suspension with Pay (typically up to two weeks)
- **Administrative Leave**

Conditions for reinstatement, if any, shall be stated in the administrative leave letter (i.e., one or more of the following: participate in a seminary-approved rehabilitation program; pass threat assessment evaluation; participate in counseling by a seminary-approved counselor/therapist and provide confirmation in writing-from the seminary-approved counselor/therapist that the required number of sessions and/or time period and/or goals were satisfactorily met; authorize seminary-approved counselor/therapist to speak with seminary representative; meet with seminary-approved accountability coach for a designated period of time and submit confirmation in writing from the seminary-approved accountability coach that time obligation and/or goals were met; attend required training, education, and/or community service; comply with stay away/no contact directive; pay compensation for medical bills or related expenses of reporting party).

- Revocation of Tenure
- Termination of Employment

For Residents

- Written Warning
- **Probation**

Continuation of resident status subject to specific conditions (i.e., participate in counseling by a seminary-approved counselor/therapist and provide confirmation in writing-from the seminary-approved counselor/therapist that the required number of sessions and/or time period and/or goals were satisfactorily met; authorize seminary-approved counselor/therapist to speak with seminary representative; meet with seminary-approved accountability coach for a designated period of time and submit confirmation in writing from the seminary-approved accountability coach that time obligation and/or goals were met; attend required training; comply with stay away/no contact directive; pay compensation for medical bills or related expenses of reporting party).

- Termination of Residential Lease pursuant to formal eviction

For Campus Organizations

- Written Warning
- **Withholding of Privileges**

The seminary reserves the right to withhold some or all campus privileges for a specific period of time.

- **Suspension**

Exclusion from campus and suspension of all rights and privileges as a campus organization for a specific period of time. Conditions of reinstatement, if any, shall be stated in the letter of suspension (i.e., members of the organization participate in required training, campus organization facilitates seminary-approved training program on relevant topic for seminary community, payment of compensation for medical bills or related expenses of reporting party).

- **Expulsion**

Termination of official status, exclusion from campus, and termination of all rights and privileges as a campus organization for an indefinite period of time.

SEXUAL MISCONDUCT VIOLATIONS

The following are the definitions of conduct prohibited by the sexual misconduct policy.

SEXUAL HARASSMENT

Sexual harassment is:

- unwelcome,
- sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct.

HOSTILE ENVIRONMENT

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that:
 - unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the seminary's educational or employment, social, and/or residential program.

Sanctions range from warning through expulsion/termination.

NON-CONSENSUAL SEXUAL CONTACT

Non-consensual sexual contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sanctions range from warning through expulsion/termination.

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-consensual sexual intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sanctions typically result in suspension or expulsion/termination.

SEXUAL EXPLOITATION

- Occurs when one person 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 other sexual misconduct offenses.

Sanctions range from warning through expulsion/termination.

INTIMATE PARTNER VIOLENCE (includes dating & domestic violence)

Intimate partner violence is:

- any instance of violence or abuse—verbal, physical, or psychological—that occurs between those who are in or have been in an intimate relationship with each other.

Sanctions range from warning through expulsion/termination.

STALKING

- repetitive and menacing
- pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

Sanctions typically result in suspension or expulsion/termination.

RETALIATION

Retaliation is:

- any adverse action,
- taken against a person participating in a protected activity,
- because of that person's participation in that protected activity
 - Subject to limitations imposed by academic freedom.

Sanctions range from warning through expulsion/termination.

RANGE OF PROTECTIVE MEASURES THAT MAY BE OFFERED OR REQUESTED FOLLOWING AN ALLEGATION OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

The seminary may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the seminary community safe from further harm. Measures include, but are not limited to:

- Issuing interim suspensions pending completion of the complaint resolution process.
- Reporting incidents to local police and/or prosecutors.
- Referring to counseling and health services.
- Referring to the Employee Assistance Program.
- Providing education to the community.
- Altering the housing situation of the reporting or responding party.
- Altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation assistance.
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines, course schedules, etc.

These measures are available regardless of whether a reporting party seeks formal resolution or makes a crime report. A responding party may also request and be provided interim protective or supportive measures if determined to be reasonable.

To request an accommodation, interim protective, or supportive measure, students should contact the Executive Director of the Office of Student Concerns at 626-584-5678 or titleix@fuller.edu, and employees should contact the Executive Director of Human Resources at 626-584-5238 or bbarber@fuller.edu.

PROMPT, FAIR AND IMPARTIAL PROCESS

The seminary's disciplinary process includes a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final result. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the reporting party and the responding party. Usually, the resolution of dating violence, domestic violence, sexual assault, and stalking complaints are completed within 60 calendar days of the report. However, each stage of the investigation process allows for extensions of timeframes for good cause with written notice to the reporting party and the responding party of the delay and the reason for the delay. The seminary's [Policy Against Sexual Misconduct](#) provides that:

1. The reporting party and the responding party will have timely notice for meetings at which the reporting party or responding party, or both, may be present;
2. The reporting party, the responding party, and appropriate officials will have timely and equal access to any information that will be used during formal and informal investigatory meetings;

3. The seminary's complaint resolution procedures will not be conducted by officials who have a conflict of interest or bias for or against the reporting party or the responding party;
4. The reporting party and the responding party will have the same opportunities to have others present during any institutional disciplinary proceeding. The reporting party and the responding party each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The seminary will not limit the choice of advisor or presence for either the reporting party or the responding party in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to the following:
 - an advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or proceeding.

Additional information regarding the seminary' complaint resolution procedures for violations of the Policy Against Sexual Misconduct is available in the Student Handbook, the HR Policy Manual, and the Faculty Handbook, and on the Title IX page of the website at [## ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS](http://Fuller.edu>TitleIX.</p></div><div data-bbox=)

Regardless of whether a victim (reporting party) elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the seminary will assist reporting parties of sexual assault, domestic violence, dating violence, and stalking and will provide each reporting party with a written explanation of their rights and options. Such written information will include:

- the procedures reporting parties should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred (see Procedures Victims Should Follow above);
- information about how the institution will protect the confidentiality of reporting parties and other necessary parties (see Confidentiality above);
- a statement that the institution will provide written notification to students and employees about resources available for victims within the institution and within the larger community, including the following:
 - counseling,
 - health,
 - mental health,
 - victim advocacy,
 - legal assistance,
 - visa & immigration assistance,
 - student financial aid, and

- o other services available for victims
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures (see Accommodations and Protective Measures above); and
- an explanation of the procedures for institutional disciplinary action

This information, which is currently in the format of the [Resource Guide on Sexual Misconduct](#), also includes the following information on rights:

YOUR RIGHTS

Fuller Theological Seminary strives to provide members of the seminary community with fair and equitable resolution processes that include both formal and informal options.

REPORTING

- Reporting parties have the right to notify law enforcement of incidents and to receive assistance from seminary personnel in doing so.
- Reporting parties may decline to report to law enforcement if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved internally by the seminary.

FAIRNESS

- All members of the seminary community have the right to have reported incidents addressed according to the published seminary complaint resolution procedures.
- All parties have equal opportunities to have a support person of their choosing or offered by the institution present throughout all resolution proceedings (including intake, interviews, investigation meetings, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Reporting parties, their supporters, and witnesses have a right to be free from retaliation.

SUPPORT

- Students have a right to be notified of their ability to access campus counseling services.
- Students and employees have a right to be notified of on- and off-campus supportive resources.

- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of Campus Safety in requesting and/or enforcing.

NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

The seminary will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

REGISTERED SEX OFFENDER INFORMATION

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

Listed below is local law enforcement agency contact information for campus community members who wish to obtain information concerning registered sex offenders located in the general areas in which Fuller classes are held. This information is being provided by Fuller Theological Seminary in accordance with the Higher Education Act of 1965, as amended, the Campus Sex Crimes Prevention Act and the Family Educational Rights and Privacy Act of 1974, as amended, and section 121 of the Adam Walsh Child Protection and Safety Act of 2006.

Main California Site – Megan’s Law

<http://www.meganslaw.ca.gov/>

California Department of Justice
Sex Offender Tracking Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4974
MegansLaw@doj.ca.gov

Pasadena Campus

Pasadena Police Department
207 North Garfield Ave.
Pasadena, CA 91101
(626) 744-4501

Megan's Law
Pasadena Police Department
Records Department
207 North Garfield Ave.
Pasadena, CA 91101
(626) 744-4565
<https://ww5.cityofpasadena.net/police/community-and-safety/resources/>

MISSING STUDENT NOTIFICATION POLICY STATEMENT

To Report a Missing Student

Any student, employee, or other individual who has reason to believe that a student residing in Fuller housing has been missing for an unreasonable amount of time (usually at least 24 hours) should immediately report it to the Fuller Department of Campus Safety. Campus Safety is open 24/7 and can be reached at 626.584.5444. Any missing student report must be referred immediately to Fuller's Department of Campus Safety. Every effort will be made to contact the Chief of Campus Safety or his or her designee to further explore the appropriate avenue to take in reporting the missing person.

Notification to Students of this Policy

All students residing in Fuller housing, regardless of whether they live in on-campus housing or not, are requested at the time they move into Fuller housing to voluntarily provide Housing Services with a designated contact person(s) for whom Fuller shall notify within 24 hours of the determination that the student is missing, if the student is determined to be missing by the Chief of Campus Safety or designee. Students residing in Fuller housing may request to update their designated contact person(s) at any time by contacting Housing Services. Housing Services will also remind student residents by email and/or through their CC's (Community Coordinators)

at least once a year of the ability to update their contact information. It is the student's responsibility to ensure that the contact information is up to date and accurate.

Students residing in seminary housing should also be aware of the following:

1. The designated emergency contact information provided by the student to Housing Services for this purpose will be registered confidentially.
2. Only authorized administrators may access this contact information, and may disclose the contact information only to law enforcement officials and only for the purpose of a missing student investigation.
3. If a student is under 18 years of age and is not emancipated, Fuller must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
4. Fuller will notify the contact person(s) designated by the student for this purpose within 24 hours of the determination that the student is missing.
5. Fuller will notify the local law enforcement agency within 24 hours of the determination that the student is missing.

Procedures the Seminary Will Follow When There is a Missing Student

Within 24 hours of determining that a student who resides in seminary housing is a missing student:

- a. The Executive Director of the Office of Student Concerns (or designee) shall notify the student's designated emergency contact person, if there is one, that the student is missing. If the seminary has any students enrolled under the age of 18, then the custodial parent or guardian of a student who is under 18 and not emancipated would also be notified within 24 hours of the student being determined missing.
- b. The Director of Campus Safety (or designee) shall notify local law enforcement that the student is missing, regardless of whether the student has identified a contact person, unless the local law enforcement agency was the entity that made the determination that the student is missing.

The complete policy is contained within the Department of Campus Safety, *Standard Operating Procedures*, under Missing Student Notification Policy and Procedures.

FIRE SAFETY REPORT

The Department of Campus Safety responds to all emergencies reported on campus, including fires and fire alarms. For incidents of fire that may pose a danger to the Fuller community, Campus Safety will work in conjunction with external agencies such as the Pasadena Fire Department and the Pasadena Police Department. The Fire Safety Report pertains to on-campus student housing facilities.

FIRE SAFETY SYSTEMS IN ON-CAMPUS HOUSING FACILITIES

See below for a chart of the fire safety systems in current on-campus student housing facilities.

Fire Safety Systems in On-Campus Student Housing Facilities*

Name of Facility	Street Address	Fire Alarm Monitoring Done On-Site by COSCO Fire Protection	Full** Sprinkler System	Fire Doors	Smoke Screens in Elevators	Smoke Detection	Fire Extinguisher Devices	Number of Evacuation (Fire) Drills Previous Calendar Year
Ford Place - 130	130 N. Los Robles					X	X	0
Ford Place - 144	144 N. Los Robles					X	X	0
Ford Place - 450	450 Ford Place					X	X	0
Ford Place - 451	451 Ford Place					X	X	0
Ford Place - 452	452 Ford Place					X	X	0
Ford Place - 453	453 Ford Place					X	X	0
Ford Place - 454	454 Ford Place					X	X	0
Ford Place - 455	455 Ford Place					X	X	0
Ford Place - 456	456 Ford Place					X	X	0
Jubilee	260 N. Oakland					X	X	0
Trinity	285 N. Oakland		X	X		X	X	N/A***
Chang Commons - 261	261 N. Madison	X	X	X	X	X	X	3
Chang Commons - 271	271 N. Madison	X	X	X	X	X	X	3
Chang Commons - 281	281 N. Madison	X	X	X	X	X	X	3
Chang Commons - 291	291 N. Madison	X	X	X	X	X	X	3
Madison Square - 514	514 N. Madison					X	X	0
Madison Square - 516	516 N. Madison					X	X	0
Madison Square - 518	518 N. Madison					X	X	0
Madison Square - 520	520 N. Madison					X	X	0
Madison Square - 526	526 N. Madison					X	X	0
Madison Square - 528	528 N. Madison					X	X	0
Madison Square - 530	530 N. Madison					X	X	0
Madison Square - 532	532 N. Madison					X	X	0
Madison Square - 534	534 N. Madison					X	X	0
Madison Square - 536	536 N. Madison					X	X	0
Madison Square - 538	538 N. Madison					X	X	0
Madison Square - 542	542 N. Madison					X	X	0
Madison Square - 544	544 N. Madison					X	X	0
Madison Square - 548	548 N. Madison					X	X	0
Madison Square - 558	558 N. Madison					X	X	0
Madison Square - 562	562 N. Madison					X	X	0
709 Locust	709 Locust					X	X	0

* As of September 4, 2018

** Full coverage sprinkler system in entire housing complex including the garage

*** Trinity was added to the on-campus student housing inventory effective July 28, 2018

Evacuation paths are posted at all elevators in multi-story buildings with elevators. All other buildings have open balconies with obvious fire exits.

FIRE DRILLS AND POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES IN A STUDENT HOUSING FACILITY

The seminary is working on implementing mandatory fire drills in all of its on-campus housing facilities. View the chart above to see the number and location of fire drills conducted in 2017. There are no restrictions on portable electrical appliances or open flames for on-campus housing. Smoking is prohibited in all housing units.

PROCEDURES FOR STUDENT HOUSING EVACUATION IN THE CASE OF A FIRE

The evacuation and relocation plans for on-campus student housing facilities are included below.

FORD PLACE (450-456 Ford Place & 130/144 N. Los Robles)

Evacuate after fire, earthquake, gas leak, or other emergency.

Leave apartment using your nearest exit, and then gather at one of the following evacuation locations:

- 1) First Congregational Church parking lot on the corner of Los Robles and Ford Place.
- 2) Payton / Ford Place parking lot.

Fire Extinguisher locations for Ford Place Community

Address	Qty	Type	Location
451 Ford Pl.	1	5# ABC	Laundry Room
451 Ford Pl.	3	5# ABC	By apt. 1, top of back stairs 2, top of stairs
452 Ford Pl.	2	5# ABC	By front door and back door
455 Ford Pl.	3	5# ABC	Inside front door, top of stairs, back door
456 Ford Pl.	2	5# ABC	At front and back doors
130 N. Los Robles	1	5# ABC	1st Floor entry
130 N. Los Robles	1	5# ABC	2nd Floor at top of stairs
130 N. Los Robles	1	5# ABC	East side by door
144 N. Los Robles	1	5# ABC	Entry
144 N. Los Robles	1	5# ABC	Entry

JUBILEE (260 N. Oakland)

Gas shut off is located at the back of the building between 250 and 260 next to the driveway gate.

Evacuate after fire, earthquake, gas leak, or other emergency.

Leave apartment using your nearest exit, and then gather at one of the following evacuation locations:

- 1) Open parking lot beside 260 North Oakland Avenue.
- 2) Bookstore parking lot on N. Oakland Avenue, opposite 244, next to the coffee shop.

Fire Extinguisher locations for 260 N. Oakland Avenue

Address	Qty	Type	Location
260 N. Oakland	1	5# ABC	1st floor near #3
260 N. Oakland	1	5# ABC	2nd floor near #8

TRINITY (285 N. Oakland)

Fire extinguishers are located on the 2nd floor between apartment #22 and #23; at the top of the stairs at the rear stairwell.

Gas shut-off is located on the north side of building opposite the driveway, parallel to building.

Evacuate after fire, earthquake, gas leak, or other emergency.

Leave apartment using your nearest exit, and then gather in the parking lot of 260 N. Oakland Ave.

LOCUST (709 Locust)

Fire extinguishers are located on the first floor between apartment #7 and #8; on the second 2 floor between apartments #3 and #4; and the parking lot at the bottom of rear stairs.

Gas shut-off is located on the east side of building along the driveway, parallel to building. Wrench is attached to master valve.

Evacuate after fire, earthquake, gas leak, or other emergency.

Leave apartment using your nearest exit, and then gather in the parking lot of 250 N. Madison, the Student Services parking lot.

Address	Qty	Type	Location
709 E. Locust	2	5# ABC	Center of Bldg. upstairs and downstairs
709 E. Locust	1	5# ABC	Carport

CHANG COMMONS (261 and 271 N. Madison)

Two Fire extinguishers are located on every floor. Additionally in 271, an additional fire extinguisher is located near the kitchen/music room.

Evacuate after fire, earthquake, gas leak, or other emergency.

Exit the building using the nearest exit. Use the staircases. Do not use the elevators. Head west, past the Tot Lot playground and gather at parking lot beside the 260 North Oakland Avenue apartment block.

Check in with your Community Coordinator or a member of the 261/281 building's Emergency Response Team. This will ensure everyone has been accounted for.

CHANG COMMONS (281 and 291 N. Madison)

Evacuate after fire, earthquake, gas leak, or other emergency.

Exit the building using the nearest exit. Use the staircases. Do not use the elevators. Head east, walk across North Madison Avenue to the parking lot of 250 North Madison Avenue, the Student Service Center.

Check in with your Community Coordinator or a member of the 281/291 building's Emergency Response Team. This will ensure everyone has been accounted for.

Fire Extinguisher locations for all of Chang Commons.

Address	Qty.	Type	Location
261 N. Madison	2	5#ABC	1st floor by 111 and 107
261 N. Madison	2	5#ABC	2nd floor by 211 and 207
261 N. Madison	2	5# ABC	3rd floor by 311 and 307
261 N. Madison	2	5# ABC	4th floor by 416 and 410
271 N. Madison	1	5# ABC	Near music room/kitchen

271 N. Madison	2	5# ABC	2nd floor near apts. 278 & 281
271 N. Madison	2	5# ABC	3rd floor near apts. 375 and 378
271 N. Madison	2	5# ABC	4th floor near apts. 475 and 479
271 N. Madison	2	5# ABC	5th floor near apt. 577 and by elevator
281 N. Madison	2	5# ABC	1st floor near apts. 131 and 135
281 N. Madison	2	5# ABC	2nd floor near apts. 231 and 235
281 N. Madison	2	5# ABC	3rd floor near apts. 331 and 335
281 N. Madison	2	5# ABC	4th floor near apts. 434 and 440
291 N. Madison	2	5# ABC	1st floor near apts. 157 and 161
291 N. Madison	2	5# ABC	2nd floor near apts. 257 and 261
291 N. Madison	2	5# ABC	3rd floor near apts. 357 and 361
291 N. Madison	2	5# ABC	4th floor near apts. 460 and 466

MADISON SQUARE (514-562 N Madison)

Evacuate after fire, earthquake, gas leak, or other emergency. Exit using the nearest exit.

Shut off gas at individual units if the meter is wildly spinning.

Meet in the open parking area, behind the Common House.

Check in with your Community Coordinator or a member of community's Emergency Response Team. This will ensure everyone has been accounted for.

Fire Extinguisher location for Madison Square

Address	Qty.	Type	Location
514 N. Madison	1	5# ABC	On porch
526 N. Madison	1	5# ABC	
538 N. Madison	1	5# ABC	Bottom of Stairwell
538 N. Madison	1	5# ABC	Inside laundry room
542 N. Madison	1	5# ABC	
562 N. Madison	1	5# ABC	Bottom of rear door steps

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS – PROCEDURES TO FOLLOW IN CASE OF A FIRE

Mandatory fire safety education is provided to Community Coordinators each year in May. Additional training is provided to Team and Program Coordinators and other Housing Services employees who interact with residential students. Additionally we have begun fire drills in Chang Commons, that take place in Fall quarter. An annual Safety and Security Night is provided for residents each Fall quarter in October. Information provided at this event includes fire

preparedness, orientation to fire extinguishers, and gas shutoff procedures. Furthermore every new lease-holder receives an information sheet on Fire Preparedness and response, which is written in English and Korean. The information includes the following areas:

To prepare for a fire, students/residents and Community Coordinators are encouraged to:

- Create an Evacuation Plan
- Draw a floor plan of your home
- Choose 2 ways to exit out of your apartment safely.
- Physically go and check the exit routes.
- Never use the elevator.

In the event of a fire, students/residents are instructed to:

- Put the fire out only if it is safe to do so.
- If you're unable to extinguish fire immediately, GET OUT!!!! Call 911.
- Exit the building and make sure everyone else is out
- Follow your evacuation plan and go to your meeting place.

If you are trapped:

- Close as many doors as possible.
- Stuff the cracks of the door with whatever you can find.
- Call for help via phone, yell, hang sheets out of windows to bring you attention.
- If you find yourself on fire, then stop, drop and roll to help extinguish flames.



Fire Preparedness

Smoke Detectors	Protect Your Home	If There Is a Fire
<p>■ BE SURE YOUR SMOKE DETECTOR IS WORKING PROPERLY!</p> <p>Test Monthly (Unless you live in Chang) Hold test button until alarm sounds If alarm is not working properly contact Building Services immediately Never use an open flame to test detector If the alarm is "chirping" it needs a new battery. If you need help replacing a battery contact Building Services.</p> <p>NEVER DISCONNECT A SMOKE DETECTOR BATTERY Sometimes the alarm is set off by cooking or dust. If this happens open a window to allow the air to clear. The alarm will stop going off once air is clear</p>	<p>■ Keep matches and cigarette lighters away from children</p> <p>■ Store flammable materials in proper containers. Never use them near an open flame or sparks</p> <p>■ Keep electrical appliances in good condition. Do not overload electrical outlets. Do not use extension cords extensively. Use high quality extension cords if you must use one.</p> <p>■ Keep stoves and barbecue grills grease free. Do not store flammable materials near them</p> <p>■ Keep lamps, heaters, candles, etc. away from flammable materials.</p> <p>■ Do not allow trash to accumulate</p> <p>■ Do not leave items cooking on the stove or in the oven unattended</p> <p>■ Do not leave a bathroom or wall heater unattended</p> <p>■ Know how to use a fire extinguisher</p>	<p>■ Stay calm and don't panic. Your safety may depend of thinking clearly and remembering your practiced escape plan</p> <p>■ Get out of the house as quickly as possible. Follow your planned escape routes</p> <p>■ Feel doors with the back of your hand to see if they are hot. Do not open a door if it feels hot</p> <p>■ Stay close to the floor. Smoke rises.</p> <p>■ Cover your nose and mouth with a wet cloth. Take short shallow breaths</p> <p>■ Keep doors and windows closed. Only open them if you have to in order to escape.</p> <p>■ Meet at your planned meeting place after leaving the house</p> <p>■ Call the fire department as soon as possible once you are out of the house</p> <p>■ Never go back inside the burning building</p>

Household Escape Plan

- Develop a household escape plan and practice it with everyone residing with you
- Draw a floor plan of your home and find two ways to exit each room
- Make sure everyone knows what the smoke detector alarm means
- Decide on a meeting place a safe distance from your house
- Hold fire drills at least every 6 months
- Make sure everyone knows to call 911
- Keep emergency equipment (like smoke detectors easily accessible and in working condition.



Resources

- **American Red Cross**
Nationwide: www.redcross.org or www.ready.gov
Local Office:
American Red Cross San Gabriel Valley Chapter:
<http://redcross.org/ca/pasadena>
430 Madeline Dr., Pasadena, CA 91101
Phone: 626-799-0841
- **Disaster Relief:** Information about receiving disaster relief assistance - 1-855-891-7525
- **Preparedness Education:** For inquiries about disaster and emergency preparedness education
Visit http://volunteerconnection.redcross.org/?nd_form_2203.
Like the American Red Cross on Facebook
Follow on Twitter (@RedCrossLA)
- Dial 211. LA County has developed a 24-hour, easy-to-use help-line for people seeking guidance, advocacy, and access to human services.
- **City of Pasadena: Emergency Shelter and Services**
http://www.cityofpasadena.net/housing/emergency_shelter_and_services
626-744-8300
In case of Power Emergencies: 626-744-4673
In case of Water Emergencies: 626-744-4138
<http://cityofpasadena.net/waterandpower/Emergency/>
Like Pasadena Water and Power on Facebook and follow on Twitter (@PWPnews) for the most up-to-date emergency alerts.
- **Federal Emergency Management Agency (FEMA):** 1-800-621-3326
- **Department of Health and Human Services Centers for Disease Control and Prevention:**
<http://www.cdc.gov/planning/>
- **LA County Emergency Survival Program:**
<http://lacoa.org/esp.htm>
- **U.S. Department of Homeland Security:**
<http://www.ready.gov>

LIST OF ORGANIZATIONS OR TITLES TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT FIRES

For the purpose of including a fire in the statistics in the annual fire safety report, students and employees should report fires that occur in on-campus student housing facilities to the following organization(s) and/or titles:

- Department of Campus Safety, 626-584-5444
- Director of Campus Safety, 626-584-5440

PLANS FOR FUTURE IMPROVEMENT

The seminary currently has no plans for improving fire safety.

FIRE SAFETY STATISTICS

In accordance with the Higher Education Act, Fuller Theological Seminary provides mandatory fire safety information for on-campus student housing facilities as part of this Annual Report. The act defines a fire as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner*. The following table shows all reported fires occurring in on-campus housing, the cause of the fire, the number of injuries and deaths related to the fire, and the value of property damage caused by the fire, if applicable.

These statistics are included in the following tables for the 2015, 2016, and 2017 years:

Fuller Theological Seminary
Statistics and Related Information Regarding Fires in Residential Facilities for 2015

Name of Facility	Street Address	Total Fires in Each Building	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Chang Commons – 261	261 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 271	271 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 281	281 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 291	291 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 514	514 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 516	516 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 518	518 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 520	520 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 526	526 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 528	528 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 530	530 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 532	532 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 534	534 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 536	536 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 538	538 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 542	542 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 544	544 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 548	548 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 562	562 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 647	647 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 654	654 N. Madison	0	N/A	N/A	N/A	N/A
Ford Place - 130	130 N. Los Robles	0	N/A	N/A	N/A	N/A
Ford Place - 144	144 N. Los Robles	0	N/A	N/A	N/A	N/A
Ford Place - 450	450 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place - 451	451 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place - 452	452 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place - 453	453 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place - 454	454 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place - 455	455 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place - 455	456 Ford Place	0	N/A	N/A	N/A	N/A
Selah - 244	244 N. Oakland	0	N/A	N/A	N/A	N/A
Selah - 250	250 N. Oakland	0	N/A	N/A	N/A	N/A
Concordia	251 N. Oakland	0	N/A	N/A	N/A	N/A
Jubilee	260 N. Oakland	0	N/A	N/A	N/A	N/A
Koinonia	262 N. Oakland	0	N/A	N/A	N/A	N/A
Journey - 265	265 N. Oakland	0	N/A	N/A	N/A	N/A
Journey - 275	275 N. Oakland	0	N/A	N/A	N/A	N/A
Beth Re'im	285 N. Oakland	0	N/A	N/A	N/A	N/A
Cornerstone	296 N. Oakland	0	N/A	N/A	N/A	N/A
Peacemakers	303 N. Oakland	0	N/A	N/A	N/A	N/A
Locust - 709	709 Locust	0	N/A	N/A	N/A	N/A

Madison Square was not included in the 2014 Fire Statistics Report because at that time the property was not considered on-campus because no Campus Safety escort services were offered as it was not contiguous to campus (it is separated from campus by a multi-lane freeway). However, during the 2015 year, the Campus Safety department expanded its services to Madison Square as it is within one mile from campus by foot and by car, and it is therefore again on the report.

Fuller Theological Seminary
Statistics and Related Information Regarding Fires in Residential Facilities for 2016

Name of Facility	Street Address	Total Fires in Each Building	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Chang Commons – 261	261 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 271	271 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 281	281 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 291	291 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 514	514 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 516	516 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 518	518 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 520	520 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 526	526 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 528	528 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 530	530 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 532	532 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 534	534 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 536	536 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 538	538 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 542	542 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 544	544 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 548	548 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 562	562 N. Madison	0	N/A	N/A	N/A	N/A
Ford Place – 130	130 N. Los Robles	0	N/A	N/A	N/A	N/A
Ford Place – 144	144 N. Los Robles	0	N/A	N/A	N/A	N/A
Ford Place – 450	450 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 451	451 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 452	452 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 453	453 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 454	454 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 455	455 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 455	456 Ford Place	0	N/A	N/A	N/A	N/A
Selah – 244	244 N. Oakland	0	N/A	N/A	N/A	N/A
Selah - 250	250 N. Oakland	0	N/A	N/A	N/A	N/A
Jubilee	260 N. Oakland	0	N/A	N/A	N/A	N/A
Locust - 709	709 Locust	0	N/A	N/A	N/A	N/A

647 N. Madison, 654 N. Madison, 251 N. Oakland, 262 N. Oakland 265 N. Oakland, 275 N. Oakland, 285 N. Oakland, 296 N. Oakland, and 303 N. Oakland are not included above because these properties were no longer offered as Residential Facilities at Fuller as of July of 2015.

Fuller Theological Seminary
Statistics and Related Information Regarding Fires in Residential Facilities for 2017

Name of Facility	Street Address	Total Fires in Each Building	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Chang Commons – 261	261 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 271	271 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 281	281 N. Madison	0	N/A	N/A	N/A	N/A
Chang Commons – 291	291 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 514	514 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 516	516 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 518	518 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 520	520 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 526	526 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 528	528 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 530	530 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 532	532 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 534	534 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 536	536 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 538	538 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 542	542 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 544	544 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 548	548 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square - 558	558 N. Madison	0	N/A	N/A	N/A	N/A
Madison Square – 562	562 N. Madison	0	N/A	N/A	N/A	N/A
Ford Place – 130	130 N. Los Robles	0	N/A	N/A	N/A	N/A
Ford Place – 144	144 N. Los Robles	0	N/A	N/A	N/A	N/A
Ford Place – 450	450 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 451	451 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 452	452 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 453	453 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 454	454 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 455	455 Ford Place	0	N/A	N/A	N/A	N/A
Ford Place – 456	456 Ford Place	0	N/A	N/A	N/A	N/A
Selah – 244	244 N. Oakland	0	N/A	N/A	N/A	N/A
Selah - 250	250 N. Oakland	0	N/A	N/A	N/A	N/A
Jubilee	260 N. Oakland	0	N/A	N/A	N/A	N/A
Locust - 709	709 Locust	0	N/A	N/A	N/A	N/A

558 N. Madison newly offered as Residential Facility at Fuller in 2017.