



## **Annual Security & Fire Safety Report**

*Pasadena (Main) Campus*



135 N. Oakland Ave. Pasadena, CA 91182

**Covers Information for the 2020-2021 Academic Year**

**&**

**Crime and Fire Statistics for Calendar Years 2017, 2018, and 2019**

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## INTRODUCTION

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 campuses\*. Much of the information in this report is also relevant to online students and remote employees.

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

Every member of the Fuller Theological Seminary community shares the responsibility of helping to provide a safe and secure campus for its faculty, staff, students, and visitors.

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

- **2020 Annual Security and Fire Safety Report – Pasadena (Main) Campus**  
[https://www.fuller.edu/wp-content/uploads/2020/09/2020\\_security\\_report\\_pasadena.pdf](https://www.fuller.edu/wp-content/uploads/2020/09/2020_security_report_pasadena.pdf)
- **2020 Annual Security Report – Arizona**  
[https://www.fuller.edu/wp-content/uploads/2020/09/2020\\_security\\_report\\_arizona.pdf](https://www.fuller.edu/wp-content/uploads/2020/09/2020_security_report_arizona.pdf)
- **2020 Annual Security Report – Texas**  
[https://www.fuller.edu/wp-content/uploads/2020/09/2020\\_security\\_report\\_texas.pdf](https://www.fuller.edu/wp-content/uploads/2020/09/2020_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, Human Resources, Compliance & Risk Management, Office of Student Concerns, and Housing and Residential Services. The information presented in the report was collected by the joint efforts of the following departments: Auxiliary Services, Communications, Campus Safety, Information Technology Services, the Regional Campuses, Welcome Center, Human Resources, Legal, Housing and Residential Services, Office of Student Concerns, and Student Engagement. 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 1<sup>st</sup> 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 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

To contact Pasadena Police, Fire Department,  
Ambulance or Paramedics dial 911

DEPARTMENT OF CAMPUS SAFETY (Campus Safety Hotline) 626-584-5444  
From campus phones Extension 5444

Campus Safety Walking Escort Service 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 626-744-4241

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

## DEPARTMENT OF CAMPUS SAFETY

### ENFORCEMENT AUTHORITY OF CAMPUS SAFETY PERSONNEL

The FTS Department of Campus Safety obtains its enforcement authority from Fuller, its policies, and as described below. The Department of Campus Safety typically consists of full-time and part-time staff, comprising the Administrative and Patrol divisions. The Department of Campus Safety, along with contract security, 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, CCTV monitoring systems, fire alarms, intrusion alarms, card access systems, and blue-light emergency phones, which are located throughout the campus.

Fuller Campus Safety offers safety and security assistance to students, faculty, administrators, staff, and guests to the Pasadena campus. Campus Safety staff rely on the entire Fuller community to inform them of any suspicious behavior, vagrancy, or vandalism.

### **CAMPUS SAFETY OFFICERS**

Unarmed and non-sworn security patrol is conducted by Campus Safety Officers. Campus Safety Officers are trained and licensed through the State of California Bureau of Security and Investigative Services (BSIS). Campus Safety Officers also carry valid CPR and First Aid Certificates, OC (pepper spray), and baton. 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). In addition, Campus Safety Officers operate the Campus Safety security escort service. Campus Safety Officers assist the Fuller community upon request by walking community members to or from their cars, on-campus student housing, or other on-campus locations. Officers assigned to the dispatch center will also monitor the Campus Safety CCTV system for suspicious activity and dispatch officers accordingly.

### **AUTHORITY TO MAKE ARRESTS**

The authority of Campus Safety Officers to make arrests 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.

Fuller Campus Safety Officers have the authority to apprehend and detain anyone involved in certain illegal acts (as defined under PC 837) on campus and immediately adjacent to the campus, including Fuller housing.



## JURISDICTION

Non-Sworn, uniformed Campus Safety Officers, including contract security, work various shifts that provide coverage 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 patrol the main and north parts of campus, which includes on-campus Fuller Student Housing, with a fully marked and outfitted patrol vehicle or while on foot. The campus patrol geography only includes Fuller Clery Geography (on-campus areas and public property immediately adjacent to campus, as well as on-campus student housing).

## WORKING RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL 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. Campus Safety meets frequently with the area commander of the Pasadena Police Department, which allows for the connection of operational information and shared resources between both parties. 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. For example, Campus Safety has collaborative and networking relationships with county and state law enforcement and campus safety programs to assist in the furtherance of educational law enforcement and security. In addition, the Fuller Department of Campus Safety maintains a relationship with local, county, and state educational institutions through our association with CCUPCA (California College & University Policy Chiefs Association) and IACLEA (International Association of Campus Law Enforcement Administrators) when possible. Campus Safety also attends meetings with the TARGET (Threat Assessment Regional Evaluation Team) Unit of the Los Angeles Area of the Federal Bureau of Investigation (FBI).

### **MOU WITH PASADENA POLICE DEPARTMENT**

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 also defines the working relationship between the two departments.

## SECURITY OF CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES

Most buildings on campus are open to the public during business hours, except when closed because of COVID-19. While campus resident facilities are not patrolled in person for entrance of residents or non-residents, many require gate codes or access control ID cards to enter. Campus Safety Officers patrol all areas of campus, including on-campus residential facilities, when conducting their routine patrol rounds on campus.

### ACCESS TO CAMPUS

Any outside groups must submit proper application materials to the Communications Department, or designee, for review. On-campus groups and co-sponsored requests must also have review and approval by the Communications Department. 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 when there is an authorized access list from the department head or his/her designee, communication has been shared with Campus Safety, and students have appropriate ID.

Unauthorized access to Pasadena campus facilities (trespassing) is a violation of California Penal Code Sections 602 and 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 typically 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 (homeless) 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 Officers are available to accompany students between on-campus housing and other parts of campus, such as after dark or when circumstances warrant a security escort (e.g., not familiar with the area, additional safety concerns exist, or to assist the physically disabled).

## **FULLER HOUSING STUDENT RESIDENCE**

### **Fuller Campus Safety:**

Campus Safety Officers and contract security provide evening patrols, security gate lockups, and respond to emergency calls involving Fuller Student 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 and Residential Services 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.

Anyone concerned about security issues related to on-campus facilities or grounds, such as lighting issues, visibility issues related to trees or foliage, etc., should contact the Building Services Campus Work Request line at 626-584-5214 during business hours, or the After Hours Emergency Number at 1-877-357-4557. Work Requests can also be submitted by email at [workrequests@fuller.edu](mailto:workrequests@fuller.edu).

## 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. New students and employees are also provided Title IX training, which includes information on sexual assault awareness and healthy relationships.

Information about safety and disaster preparedness 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. 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.”

### ADDITIONAL SAFETY AND SECURITY AWARENESS PROGRAMS

#### **Home Security:**

This program is part of the safety training that is conducted by the Department of Campus Safety and Fuller Housing and Residential Services. This training 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 Campus Safety and the Police Department to fight crime.

#### **Personal Safety:**

A Campus Safety Officer 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. This training time may be coordinated by Community Coordinators in a particular housing area. The training includes personal and housing safety, as well as fire safety, evacuation plans, and fire drills.

## CRIME PREVENTION PROGRAMS POLICY STATEMENT

Campus Safety sells U-bolt locks at our Campus Safety information center and lost & found kiosk to help decrease bicycle theft and to promote crime prevention awareness. The department also employs a broad array of electronic devices including video recording, CCTV

monitoring systems, fire alarms, intrusion alarms, card access systems, and blue-light emergency phones, which are located throughout the campus.

New and current students and employees are provided online Title IX training, which includes crime prevention strategies, including the use of bystander intervention. Current employees and students are provided security awareness or crime prevention tips, typically at least once a quarter throughout the year via the Employee Site and the Quad and distributed via email. See also the Tips for a Safe and Secure Campus below, which can also be applied in other settings as well.

## 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.

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.

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 walking security escort.
- Contact Campus Safety via phone or the Pasadena Police Department to report the incident.

If you're being robbed:

- 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 or wallet 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 walking escort 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.



## 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 call 911 and after doing so, call Campus Safety so that Campus Safety may assist public first responders with access to the caller's location, if applicable. This will also

allow Campus Safety to file a report about the occurrence and implement appropriate security measures or notify the broader community as appropriate. "If you see something, say something."

Campus community members--students, faculty, staff, and guests--are encouraged to report all criminal acts (such as murder, sex offenses, burglary, aggravated assault, robbery, arson, and auto theft), emergencies, or other public safety related incidents occurring within the seminary's Clery geography to the Pasadena Police Department or 911 and then the Fuller Theological Seminary Department of Campus Safety in an accurate, prompt, and timely manner. The seminary's Clery geography includes: on-campus property including campus student housing, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to and immediately accessible from on campus property; and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities.

The Department of Campus Safety has been designated by Fuller Theological Seminary as the official office for campus crime reporting. Accurate and prompt reporting ensures Campus Safety is able to evaluate, consider, and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log, and accurately document reportable crimes in its annual statistical disclosure. Fuller Theological Seminary further encourages accurate and prompt reporting to Campus Safety and/or the local police when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on the Department of Campus Safety because it has primary responsibility for patrolling the Fuller Theological Seminary campus and it has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Pasadena Police Department.

To report a crime or emergency, members of the community should:

- Crimes or emergency situations should be reported to the Pasadena Police or local emergency services by dialing 911.
- Call the Department of Campus Safety hotline by dialing (626) 584-5444 or on campus extension 5444. In-person reporting can be arranged.
- For sex offenses and other incidents of sexual or relationship violence, contact the seminary's Title IX Coordinator, by dialing (626) 584-5678 or on campus extension 5678 or in person at the Office of Students Concerns located at 130 N. Oakland Avenue (second floor).
- Contact the Office of Human Resources (HR) by dialing (626) 584-5454 or on campus extension 5454, or in person at the HR office located at Stephan Hall, 114 N. Oakland Avenue (second floor).
- Contact the Director of Hospitality, Housing and Residential Services, by dialing (626) 255-6599, or in person at Housing and Residential Services, located in the 271 building of Chang Commons.



- Emergency Phones located throughout campus can also be used to contact Campus Safety to report a crime or emergency.



### **TO REPORT A CRIME IN PROGRESS**

To report a crime from an on-campus or any other phone, dial 911. State "This is an emergency." Follow the prompts of the police dispatcher. They may ask for the following:

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

Crimes in progress or emergencies may also be reported to Campus Safety by using one of the Blue Light Emergency poles on campus. The Blue Light Emergency poles are located on the exterior of David Allan Hubbard Library and the Chang Commons housing apartments. A blue light is located above these phones for ease of identification, and there are placards on each

telephone/Blue Light pole with the location of the telephone/pole in English, Korean, and Spanish.

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

After calling 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 the Campus Safety Hotline 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

### **CAMPUS SAFETY RESPONSE TO A CRIME OR EMERGENCY REPORT**

Campus Safety may be contacted through their hotline at 626-584-5444, 24 hours a day, 7 days a week. A dispatcher is typically available 16 hours a day, 7 days a week to answer campus community calls. A contract security guard is typically on-duty the other 8 hours. The contract security guard carries an emergency cell phone that will receive Campus Safety calls--both emergency and non-emergency--and will respond accordingly.

Department of Campus Safety procedures require an immediate response to emergency calls. Campus Safety works closely with a full range of Pasadena Police Department resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. The Department of Campus Safety responds to all reports of crimes and/or emergencies that occur on-campus, adjacent to campus within its public property reporting area, or within a campus-controlled, -owned, -operated, and/or -recognized facility, building, student residence, or area. Campus Safety personnel also may notify the Pasadena Police emergency dispatchers of emergency situations occurring on-campus when needed. This system allows Campus Safety to summon assistance from emergency responders if deemed necessary and appropriate. Incidents occurring within Fuller's Clery Geography are documented and processed for further investigation and review by the Manager of Campus Safety and/or the local Pasadena Police, depending upon the nature of the

crime or emergency and the involvement of the local Pasadena Police. Additional information obtained via any investigation will also be forwarded to the Manager of Campus Safety.

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 RESOURCES: EXEMPT FROM REPORTING," for details on those who may not need to report a criminal act.

Depending on the nature of the report, the Manager of Campus Safety, or designee, will also determine if a Timely Warning, Emergency Notification, or Security Alert should be issued. See Timely Warning Policy Statement and Emergency Response and Evacuation 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:

- Manager 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 Student Concerns, 626-584-5678
- Director of Hospitality, Housing and Residential Services, 626-255-6599

## 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 Student Concerns or the Executive Director of Human Resources, 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 Resource may report crime stats in aggregate without providing any identifying information. There currently is no procedure in place for a Confidential Fuller Resource (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 RESOURCES: EXEMPT FROM REPORTING

By law, schools may identify confidential on-campus resources, such as licensed clinicians or recognized pastoral counselors operating in that role, who are exempt from reporting to the Title IX Coordinator. 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 resources are listed below:

- FPFS Director of Training, Fuller Psychological & Family Services, Joy Velarde, PsyD, 626-584-5528.
- 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 Manager of Campus Safety or a designee, in cooperation with the Communications Department, will develop timely warning notices to notify members of the seminary community about Clery crimes (e.g., major incident of arson, murder/non-negligent manslaughter, or 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 Resource, 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, and if the emergency notification is distributed to the entire campus, then a duplicate timely warning will not be issued.

As soon as pertinent information is available, the Manager of Campus Safety or a designee, in cooperation with the Communications Department, 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 and other identifying information 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 Timely Warning Notice is distributed campus-wide to all students and employees connected with the applicable campus (e.g. Pasadena Campus, Fuller Texas Campus, or Fuller Arizona Campus). The blast emails will typically be sent via the Emergency Notification System to the student's or employee's Fuller email address at @fuller.edu, in addition to any emergency contact emails identified in the Emergency Notification System. An SMS may also be sent out in conjunction with the blast email, either with the content of the Timely Warning Notice or referring to the blast email.

Timely Warning Notice posters, when deemed appropriate by Campus Safety, will typically be posted by a representative of the Department of Campus Safety at the entrance or lobby of the library, Refectory (cafeteria), Student Service Center building, and on the posting boards near the School of Psychology and in the Garth, as a way to notify guests and visitors to the campus.

The alerts are generally written by the Manager of Campus Safety or a designee, and they are reviewed by a designated member of the Communications Department, if possible, 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. Timely Warnings are distributed by a designated and trained member of Campus Safety, a designated and trained member of the Communications Department, or one of the designated and trained members of the Clery Team, as is practical based on the circumstances. At the discretion of the Manager 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 Manager of Campus Safety or a designee may create and then send out a timely warning alert without prior review.

If considered helpful, updates to the seminary community about any particular case resulting in a Timely Warning Notice may be distributed via blast email, SMS or text message, or may be posted on the Employee Site and/or the Quad.

The Manager of Campus Safety, or designee, will assess whether to issue a Security Alert for incidents that do not rise to the level of a Timely Warning, or for nearby crimes or incidents that may pose a serious or ongoing threat to the community, but do not qualify as a Clery Crime on Clery Geography. Such a Security Alert will generally be written and distributed via blast email by the Department of Campus Safety, upon review of a designated member of the Communications Department. When deemed helpful, a Clery Team member, in consultation with another Clery Team member or a designated member of the Communications Department, may issue targeted security alerts to segments of the seminary community, such as to Student Housing, for example.

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. Fuller will also provide follow-up information to the community after the initial notification, using the communication methods described below under [How the Fuller Community Receives Emergency Information](#).

## Description of Process

1. **Reporting an Emergency:** If you are at a Fuller campus when an emergency occurs, call 911 . 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 Committee (EMC).
2. **Determining an Emergency:** When the Manager of Campus Safety, or their designee, or a designated member of Fuller's Emergency Management Committee is made aware of a significant emergency or danger to the Fuller community, upon confirmation, notification will immediately be sent out. If the reported emergency is either not immediately identifiable as significant or not readily confirmed, the Manager of Campus Safety, or designee, or a designated member of the Emergency Management Committee will contact one or more members of the Emergency Management Committee and will first confirm the nature and details of the event before notifying the Fuller community. Confirmation may also be obtained from sources such as a National Weather Service report, a police department or fire station announcement, or notice from a local health department. The Manager of Campus Safety or designee or a designated Emergency Management Committee member, as applicable, has the discretion to immediately send out notices to the Fuller community without prior review of the Emergency Management Committee, when the situation warrants.
3. **Determining Segment or Segments of Campus to Receive Notification and Content of Notification:** The Manager of Campus Safety or designee or a designated member of Fuller's Emergency Management Committee, 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 Texas 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 only 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 Manager of Campus Safety or a designated Emergency Management Committee member, as appropriate to the situation, will determine the scope of the emergency and content of the emergency communication before sending out notification. Prepared communication templates will be used when appropriate. In cooperation with the Communications Department, a continuing assessment of the situation will occur 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 and will be translated into Korean and Spanish when possible.

4. **Initiation of Notification System:** The Manager of Campus Safety or designee or a designated member of the Emergency Management Committee will log into the Everbridge Mass Notification System to initiate the emergency notification process. Or, in smaller-scale emergencies, not involving an entire campus, for example, members of the Emergency Management Committee, Campus Safety, Housing and Residential Services, supervisors, or coworkers will initiate the notification through fire alarms, the voice mail system, signs posted on building exits or entrances, targeted communications (email, phone, or text), blow horns, or other means, as appropriate. Depending on the scope of the emergency, the Communications Department, in coordination with the individual that sent out the initial communication, may prepare or send out follow-up communication using any of the above methods of communication, as appropriate.

### **How the Fuller Community Receives Emergency Information**

In appropriate circumstances, faculty, staff, and students will receive information sent directly to them via the Everbridge Mass Notification System, e-mail, or communication from coworkers, supervisors, Emergency Management Committee members, Campus Safety, or Housing and Residential Services. In other cases, emergency notifications will be communicated through fire alarms, the voice mail system, bulletins posted on building exits or entrances, targeted communications (email, phone, or text), blow horns, or other means, as appropriate.



- **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. Therefore, it is important that personal contact information be up-to-date, and updated when no longer current. Specific instructions for updating personal contact information for Everbridge Mass Notification



are [available here](#). Everbridge Mass Notification is only used for testing and emergency communications, and is not used for faculty, staff, or student outreach marketing.

- **Emergency Information Web Page and Banner:** Fuller's [emergency information webpage](#) functions as an informational blog for Fuller during emergencies. This page also includes disaster preparedness information. Ongoing updates regarding an emergency or disaster impacting Fuller may be posted on the emergency information webpage. Or, a customized banner at the top of the Fuller website may be used to share time-sensitive information or link to a dedicated emergency or disaster page for more complex or long-term emergencies or disasters. Designated members of the Emergency Management Committee post information and decisions affecting Fuller's community on the site in a timely fashion, in cooperation with the Communications Department when possible.

*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 Manager of Campus Safety or a designated member of the Emergency Management Committee, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.*

If an emergency notification is sent out because of an immediate threat to the health or safety of students or employees due to a Clery Crime, and if the notice otherwise meets the requirements of a Timely Warning Notice, including being sent to everyone on campus, a separate Timely Warning Notice will not be issued. However, Fuller will provide adequate follow-up information to the community as needed.

### **Evacuation Information and Procedures**

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 an emergency notification being issued. Appropriate instructions or information about how the campus will be secured, if applicable, will be communicated in the emergency notification.

Fuller's evacuation procedures are based on the NIMS (National Incident Management System) model. Fuller's Emergency Management Committee meets on a regular basis, and its Training & Exercise subcommittee focuses on coordinating or facilitating emergency management preparedness-related training and exercises for the Fuller community, among other responsibilities. Evacuation placards are included in most on-campus administrative buildings.

## **Information Dissemination Procedure to the Larger Community**

Immediately following a disaster, Fuller Seminary will be in contact with appropriate personnel 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. The Communications Department will be the primary contact point between Fuller and these organizations.

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 staff 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 information webpage at <http://www.fuller.edu/emergency> or a banner link at the top of Fuller's website, 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.

## **Communicating Information to the Public**

When it is required for a period of time for the seminary to close its operations in whole, or in part, to ensure the safety of its employees, employees will be notified by senior leadership as soon as possible. Each supervisor is responsible to notify each employee he or she supervises. (Each supervisor should have available outside of the office the home or cell phone numbers of each individual he or she will need to contact.) In the event that the Pasadena campus must close for an extended period of time, a recorded message will be provided on the main switchboard line 626.584.5200, to notify students, employees, and the general public of the closure.

## Testing and Announcing Everbridge Mass Notification

The Everbridge Mass Notification system is tested at least once a year, generally around the third week of Fall Quarter, by the Manager of Campus Safety or designee. This ensures all students (even those who registered late) are included in the test. The test goes to various 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 the Employee Site, the Quad, or by other appropriate methods. The announcement generally includes a link to Fuller's emergency communication procedures at <https://www.fuller.edu/Emergency-Communication/>.

From time to time, Fuller's Emergency Management Committee, or Safety Committee, may conduct other tests, such as a test of building evacuation procedures by initiating an evacuation drill, test of the community's earthquake response typically in coordination with the Great ShakeOut!, or table talk tests on various topics such as active shooter, wildfires, etc.

These tests are documented by the Department of Campus Safety or the Training & Exercise subcommittee of the Emergency Management Committee, as applicable, 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 (@fuller.edu) email. In addition, Fuller submits crime statistics each year to the Department of Education via the online Campus Safety and Security Survey.

The table below shows reported Clery 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 table below, along with Clery crime statistics already collected by Campus Safety.

See [Clery Crimes & Definitions](#) for a complete list of Clery Crimes and their applicable definitions, including Primary Crimes; Hate Crimes; VAWA Offenses; and Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws.

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.

The following statistics reflect crimes that occurred on the Pasadena campus and all additional eligible locations within [Clery Geography](#) in 2019, plus the previous two years.

## Fuller Seminary 135 N. Oakland Ave Pasadena, CA 91182

Manager of Campus Safety: Aaron Shevchenko Email: [aaronshevchenko@fuller.edu](mailto:aaronshevchenko@fuller.edu) Office (626) 584-5440

		ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES*			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
		2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
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	0	0	0	0	0	0	0	0	0	0	0
4	Fondling	0	0	0	0	0	0	0	0	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	1	0	0	0	0	0	0	0	0	0	0
8	Aggravated Assault	0	0	1	0	0	1	0	0	0	0	0	0
9	Burglary	4	1	5	1	0	3	0	0	0	0	0	0
10	Motor Vehicle Theft	0	0	1	0	0	0	1	0	0	1	0	0
11	Arson	0	0	0	0	0	0	0	0	0	0	0	0
12	Domestic Violence	0	0	1	0	0	1	0	0	0	0	0	0
13	Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
14	Stalking	0	0	1	0	0	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
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.

\*\* DRUG ABUSE VIOLATION ARRESTS: In 2018, one Drug Abuse Violation arrest took place on or near campus, but insufficient information was provided by local law enforcement to identify (1) whether it occurred in Clery Geography, (2) if so, whether it occurred On-Campus, or (3) whether it occurred in Public Property immediately adjacent to the Pasadena Campus.

### HATE CRIME REPORTING:

There were no hate-crimes reported for 2017, 2018, or 2019

### UNFOUNDED CRIME REPORTING:

There were no unfounded crimes for 2017, 2018, or 2019

## 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 <https://quad.fuller.edu/resources/#institutional-policies>. In addition, it is posted on the Fuller website at <https://www.fuller.edu/about/institutional-reports-and-documents/institutional-policies-procedures-and-resources/#drug>.

## 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 member of the senior leadership team. Employees identified as a [Responsible Employee](#), including supervisors and managers/administrators, are required to forward reports to a Title IX & Discrimination Officer.

## FEDERAL CLERY ACT DEFINITIONS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Clery Act defines the crimes of dating violence, domestic violence, sexual assault, and stalking as indicated below. Note that these Clery Act definitions are the definitions used for Clery Act Crime reporting purposes. Please refer to Fuller's [Policy Against Sexual Misconduct](#) for the definitions used by the seminary for complaint resolution procedures. However, any Fuller student or employee who becomes a victim of any of the crimes as defined below or in Fuller's

policies may request support services ([Supportive Measures](#)) from the seminary as described later on in this document.

- **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 (complainant'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—
    - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - 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.

Note that if an incident meets the definition of domestic violence below, even though someone is in a dating relationship, it will be considered domestic violence for Clery Act Crime reporting purposes rather than dating violence.

- **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.

If any Fuller student or employee experiences stalking as defined in the Clery Act definition below, he or she may request support services ([Supportive Measures](#)) from Fuller, including assistance from Campus Safety. Please refer to Fuller's [Policy Against Sexual Misconduct](#) for the definition of stalking that will be used by Fuller for disciplinary purposes.

- **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 following are the State of California definitions of the crimes of dating violence, domestic violence, sexual assault, and stalking used in criminal proceedings. Please refer to Fuller's [Policy Against Sexual Misconduct](#) for the definitions used by the seminary for complaint resolution procedures.

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

It is important for seminary community members to be familiar with both the jurisdictional and seminary definitions of consent. Note that the seminary’s definition of consent will be used for processing complaints under Fuller’s [Policy Against Sexual Misconduct](#). Both the applicable state and Fuller’s definitions are included below.

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 <https://www.fuller.edu/about/institutional-reports-and-documents/institutional-policies-procedures-and-resources/#misconduct>, as follows:

Statement on Consent:

- 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 respondent, sober and exercising good judgment, would have known about the condition of the 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.

## BYSTANDER INTERVENTION

The primary prevention and awareness program for all incoming students and new students, provides 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.

Additional information on how to be an active bystander is provided below.

### 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.”<sup>1</sup> 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 list<sup>2</sup> 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.

## RISK REDUCTION

The primary prevention and awareness program for all incoming students and new employees includes risk reduction tips. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. See below for additional information on risk reduction.

### **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.

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

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

- 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, which is offered to all new students and employees. The course titles are as follows:

- Title IX: Preventing Sexual Misconduct for Students
- Title IX: Preventing Sexual Misconduct for Faculty and Staff
- Title IX: Preventing Sexual Misconduct for Faculty and Staff – “Responsible Employee” Edition

The seminary's Title IX Coordinator provides content and resources on Title IX and preventing sexual misconduct in the online orientation course for new students, Title IX Coordinator contact information, as well as highlights the online Title IX training available to students. 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 and/or at the online Student Resource Fair and published throughout the year on the Quad. A Resource Guide on Sexual Misconduct is available on the seminary's website at <https://www.fuller.edu/about/institutional-reports-and-documents/institutional-policies-procedures-and-resources/#guide>. Other resources are also available on the Title IX website and through the Office of Student Concerns.

### **Description of Primary Prevention and Awareness Programs**

The educational programming offered online by the outside vendor described above, in conjunction with other print and online resources including this Annual Security Report, 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 (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- 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 above), and information on risk reduction (see Risk Reduction above).
- 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 if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs" elsewhere in this document)
  - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Confidentiality" and 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 "Supportive 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, as long as the student maintains student status or the employee maintains employee status. Refresher courses may be offered to employees and students periodically, which include 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 [Fuller.edu/TitleIX](https://fuller.edu/TitleIX). From time to time, resources such as the [Policy Against Sexual Misconduct](#) or the [Resource Guide on Sexual Misconduct](#) will be posted on the Quad for students and on the Employee Site for employees. Events such as Denim Day and various awareness weeks or months that address issues around sexual misconduct are promoted. Resources on stalking, sexual assault, dating violence, and domestic violence are posted on the Employee Site and Quad when available. Targeted face to face training is provided to student groups or employees, including Fuller Student Council leaders and community coordinators.

A comprehensive [Resource List](#) is available on the Employee Site and the Quad, which includes resources for students and employees to access in cases of sexual assault, interpersonal violence (dating and domestic), and stalking. Students also have access to resources throughout the year from various organizations.

## PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING OCCURS

### 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 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 Resource, Joy Velarde, PsyD, Fuller Psychological & Family Services, at 626-584-5528. Regular business hours, M-F\*
  - e. Fuller Psychological & Family Services, at 626-584-5555. Regular business hours, M-F\*
  - f. Confidential Fuller Resource, Seminary Chaplain(s), at [chaplains@fuller.edu](mailto:chaplains@fuller.edu). Regular business hours, M-F\*
  - g. Residents may contact the Director of Hospitality, Housing and Residential Services, at 626-255-6599. 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 424-259-7208, 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, you can call local police by dialing 911. Pasadena-area students or employees may also call the Pasadena police department non-emergency line at 626-744-4241.

#### 4. Preserve Evidence.

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 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 Resource (Joy Velarde, PsyD, or a 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 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 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 reporting requirements.*

#### **Confidential Fuller Resources**

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 seminary 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:

- Joy Velarde, PsyD, FPFS Director of Training, FPFS, 626-584-5528, [JoyVelarde@fuller.edu](mailto:JoyVelarde@fuller.edu)
- FPFS clinicians, operating in that capacity, 626-584-5555, [www.fuller.edu/fpfs](http://www.fuller.edu/fpfs)
- Seminary Chaplain(s), in conjunction with providing pastoral counseling, [chaplains@fuller.edu](mailto:chaplains@fuller.edu).

### **Responsible Employees**

All supervisors, administrators/managers, faculty, other leaders, and community coordinators, unless designated above as Confidential Fuller Resources, are considered Responsible Employees and are required to report all the details of which they are aware about an incident. Responsible Employees share this information with the Title IX Coordinator or Title IX & Discrimination Officer, but otherwise, keep the information private. Incidents of sexual misconduct will be taken seriously. Such incidents of sexual misconduct that are shared with the Title IX Coordinator or Title IX & Discrimination Officer 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 Supportive Measures 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 Supportive Measures. 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.

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

The seminary has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, 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 Supportive Measures, if reasonably available. The seminary will make such Supportive Measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement. Students should contact Nicole Boymook, Executive Director of Student Concerns, 626-584-5678, [titleix@fuller.edu](mailto:titleix@fuller.edu). Employees should contact BJ Barber, Executive Director of Human Resources, at 626-584-5238, [bjbarber@fuller.edu](mailto:bjbarber@fuller.edu).

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:

Incident Being Reported	Procedure the Seminary Will Follow
Sexual Assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs past incident), the Seminary will provide the reporting party (complainant) with resources on how and where to seek medical care.</li> <li>2. The Seminary will assess the immediate safety needs of the complainant</li> <li>3. The Seminary (Campus Safety or Title IX Coordinator) will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department</li> <li>4. The Seminary will provide the complainant with referrals to on and off campus mental health providers</li> <li>5. The Seminary will assess need to implement Supportive Measures, if appropriate</li> <li>6. The Seminary will provide the complainant with a written explanation of their rights and options</li> <li>7. The Seminary will provide a “no contact” order to the responding party (respondent) if deemed appropriate</li> <li>8. The Seminary will provide written instructions on how to apply for a Restraining Order</li> <li>9. The Seminary will provide a copy of the Policy Against Sexual Misconduct to the complainant and inform the complainant regarding the Complaint Resolution Procedures timeline</li> <li>10. The Seminary will inform the complainant of the outcome of the investigation, whether the respondent will be held responsible, and what the outcome of the complaint resolution process is</li> <li>11. The Seminary will enforce the Retaliation policy and take immediate and separate action against parties that retaliate</li> </ol>

	<p>against a person for complaining of sex-based discrimination or for assisting in the investigation</p>
Stalking	<ol style="list-style-type: none"> <li>1. The Seminary will assess immediate safety needs of the complainant</li> <li>2. The Seminary (Campus Safety or Title IX Coordinator) will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department</li> <li>3. The Seminary will provide written instructions on how to apply for a Protective Order</li> <li>4. The Seminary will provide written information to the complainant on how to preserve evidence</li> <li>5. The Seminary will assess need to implement Supportive Measures to protect the complainant, if appropriate</li> <li>6. The Seminary will provide the complainant with a written explanation of their rights and options</li> <li>7. The Seminary will provide a “no contact” order to the respondent if deemed appropriate</li> </ol>
Dating Violence	<ol style="list-style-type: none"> <li>1. The Seminary will assess the immediate safety needs of the complainant</li> <li>2. The Seminary (Campus Safety or Title IX Coordinator) will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department</li> <li>3. The Seminary will provide written instructions on how to apply for a Protective Order</li> <li>4. The Seminary will provide written information to the complainant on how to preserve evidence</li> <li>5. The Seminary will assess the need to implement Supportive Measures to protect the complainant, if appropriate</li> <li>6. The Seminary will provide the complainant with a written explanation of their victim’s rights and options</li> <li>7. The Seminary will provide a “no contact” order to the respondent if deemed appropriate</li> </ol>

Domestic Violence	<ol style="list-style-type: none"> <li>1. The Seminary will assess immediate safety needs of the complainant</li> <li>2. The Seminary (Campus Safety or Title IX Coordinator) will assist the complainant with contacting the local police if the complainant requests AND will provide the complainant with contact information for the local police department</li> <li>3. The Seminary will provide written instructions on how to apply for a Protective Order</li> <li>4. The Seminary will provide written information to the complainant on how to preserve evidence</li> <li>5. The Seminary will assess the need to implement Supportive Measures to protect the complainant, if appropriate</li> <li>6. The Seminary will provide the complainant with a written explanation of the victim's rights and options</li> <li>7. The Seminary will provide a "no contact" order to the respondent if deemed appropriate</li> </ol>
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## ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS

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

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures (Supportive Measures); and
- an explanation of the procedures for institutional disciplinary action.

## **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 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.

<b>Type Of Order</b>	<b>Rights of Victims</b>	<b>Institution's Responsibilities</b>
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).

<b>Type of Order:</b>	<b>Who Can File For One:</b>	<b>Court:</b>	<b>Based On:</b>
<b>Domestic Violence Civil Protection Order (Restraining Order in California)</b>	Family or household members including: <ul style="list-style-type: none"> <li>•Spouses, former spouses</li> <li>•Parent, child, foster parent</li> <li>•People who have kids together</li> <li>•Intimate partners who lived together in the last 5 years</li> </ul>	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)
<b>Stalking Protection Order (Restraining Order in California)</b>	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
<b>Sexually Oriented Offense Protection Order (Restraining Order in California)</b>	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)
<b>Juvenile Protection Order (Restraining Order in California)</b>	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.

## **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 Supportive 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 a Supportive 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.

## **Supportive Measures Available for Victims**

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). The written notification will include information regarding the supportive measure options, available assistance in requesting supportive measures, and how to request supportive measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the supportive measures).

At the complainant's request, and to the extent of the complainant's cooperation and consent, seminary offices will work cooperatively to assist the complainant in obtaining supportive



measures. If reasonably available, a complainant may be offered changes to academic, living, working, or transportation situations regardless of whether the complainant 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

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 mutual “no contact” directive pending the outcome of the investigation
- assistance identifying an advocate to help secure additional resources or assistance

In determining whether a request for a supportive 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
- Whether the impact of the measures is too severe or restrictive for the respondent
- The age of the students involved

- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and respondent share the same seminary housing facility, class, transportation, or job location
- Whether other judicial/legal measures have been taken to protect the complainant (e.g., civil protection orders)

To request changes to academic, living, transportation, and/or working situations, or to request other interim protective or supportive measures, students should contact Nicole Boymook, Executive Director of Student Concerns, at 626-584-5678 or [titleix@fuller.edu](mailto:titleix@fuller.edu). Employees should contact BJ Barber, Executive Director of Human Resources at 626-584-5238 or [bjbarber@fuller.edu](mailto:bjbarber@fuller.edu).

### On and Off Campus Services for Victims

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 existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. See also the Resource List, available at <https://drive.google.com/file/d/1cLIRT-OAS9pKs9UMML3uI5qPvgfwQj2j/view>.

Please note that the On-Campus services included below are available to all students and employees, no matter where the student or employee is located. The Off-Campus Services included below are available nation-wide or near the campus location.

ON-CAMPUS	Type of Services Available	Service Provider	Contact Information
Safety & Law Enforcement Assistance	Reporting emergency or need help, including assistance in notifying law enforcement	Fuller Campus Safety	626-585-5444
Pastoral Counseling (for students and staff)	Confidential Fuller Resource	Seminary Chaplains	chaplains@fuller.edu
Mental Health	Psychological counseling and support	Fuller Psychological and Family Services	626-584-5555

Victim Advocacy	No services available	N/A	N/A
Legal Assistance	No services available	N/A	N/A
Visa and Immigration Assistance	Visa and Immigration status advice help	Senior International Student Advisor	626-584-5484 iso@fuller.edu
Student Financial Aid	Help with Financial Aid awards and scholarships	Student Financial Services	626.584.5484 sfs@fuller.edu
Health Insurance	Buying health insurance	Fuller Student Health Insurance	626-584-5438 shi@fuller.edu

<b>OFF-CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact Information</b>
Counseling (for staff)	Psychological and counseling support	Employee Assistance Program	888-628-4824
Health	Comprehensive, free treatment for sexual assault victims and their families, including 24-hour emergency medical care, forensic examinations, crisis intervention, long-term professional counseling, advocacy, and accompaniment services.	Rape Treatment Center, Santa Monica UCLA Medical Center	424-259-7208 (24-Hour Hotline)
Mental Health	Helps victims of domestic violence, sexual assault, and stalking by offering referral information and crisis intervention assistance.	Peace Over Violence	626-793-3385 (24-Hour Hotline)

Victim Advocacy	Helps victims of domestic violence, sexual assault, and stalking by offering referral information and crisis intervention assistance.	Peace Over Violence	626-793-3385 (24-Hour Hotline)
	The RAINN hotline offers free, confidential counseling and support 24 hours a day, from anywhere in the country.	Rape Abuse and Incest National Network (RAINN)	www.rainn.org 800-656-HOPE (4673)
Legal Assistance (for students and staff)	The Legal Advocacy Project of Peace Over Violence provides free, comprehensive legal services for sexual assault and domestic violence survivors with legal issues in the areas of privacy, safety, immigration, and family law.	Peace Over Violence	626-793-3385 (24-Hour Hotline)
(For staff)	General legal advice and help	Employee Assistance Program	888-628-4824
Visa and Immigration Assistance	Information about VAWA, T, and U visas for crime victims	US Citizenship and Immigration Services	<a href="https://www.uscis.gov/humanitarian/victims-human-trafficking-other-crimes">https://www.uscis.gov/humanitarian/victims-human-trafficking-other-crimes</a>

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<https://www.justice.gov/ovw/sexual-assault> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

## THE SEMINARY'S PROCEDURES 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 Student Concerns (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 (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 [Responsible Employee](#) will be forwarded to the applicable individual indicated above. All supervisors, administrators/managers, and faculty are required to report to a Title IX & Discrimination Officer, 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](mailto: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](mailto:bjbarber@fuller.edu)

### **Institutional 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 complainant with making choices and accessing resources. Assuming the complainant 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.

#### **INITIAL INQUIRY**

An initial determination is made about the allegations and whether to move them forward to a formal investigation or to resolve them informally. Or, for incidents that qualify as Title IX, formal resolution/grievance procedures will be initiated if a Formal Title IX Complaint Form, as defined by the Policy Against Sexual Misconduct, is received by or submitted to the Title IX Coordinator or designee. This decision is made by the Title IX Coordinator or designee, taking into account the nature of the allegations, the complainants's wishes, or applicable Title IX regulations. 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. However, see the Sanctions section below for the possible sanctions applicable to each group.

## INVESTIGATIONS

An investigative model is used to resolve most allegations. However, for incidents that qualify as Title IX, the grievance procedure also involves a live hearing component. Trained internal or external investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview the complainant and respondent, as well as witnesses, and prepare reports with their findings. Information about all the steps in the investigative process is available at [Fuller.edu/TitleIX](https://Fuller.edu/TitleIX).

## BEING HEARD DURING THE COMPLAINT RESOLUTION PROCESS

Both the complainant and respondent will each have an opportunity to review the findings prepared by the investigator(s) and have an opportunity to submit a written response to be included along with the findings, to be reviewed by the seminary official making the decision as to the outcome of the resolution. For incidents that qualify as Title IX, both the complainant and respondent will also be provided time to review applicable materials prior to a live hearing. The parties are each provided a minimum of five to ten business days, as applicable, to submit a written response and/or review materials prior to a live hearing.

## 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 respondent 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 purposes permitted by the seminary's policy. All parties are included in any appeal reconsideration and have equal rights of participation. See the Policy Against Sexual Misconduct and the seminary's Complaint Resolution Procedures: Sexual Harassment, Unlawful Discrimination, Unlawful Harassment, Sexual Misconduct, Retaliation, at [Fuller.edu/TitleIX](http://Fuller.edu/TitleIX), for further details.

## SANCTIONS

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 the complainant). 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 the complainant).

- **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 the complainant).

- 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 the complainant).
- **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.

## RANGE OF PROTECTIVE/SUPPORTIVE 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 complainant or respondent.
- 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 complainant seeks formal resolution or makes a crime report. A respondent 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 Student Concerns at 626-584-5678 or [titleix@fuller.edu](mailto:titleix@fuller.edu), and employees should contact the Executive Director of Human Resources at 626-584-5238 or [bjbarber@fuller.edu](mailto:bjbarber@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 complainant and the respondent. Usually, the resolution of dating violence, domestic violence, sexual assault, and stalking complaints are completed within 60 business days of the report. However, each stage of the investigation process allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. The seminary's [Policy Against Sexual Misconduct](#) provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or the respondent, or both, may be present;
2. The complainant, the respondent, 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 complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent 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 complainant or the respondent 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.
  - An advisor also asks questions on behalf of the complainant or respondent, as applicable, in a Live Hearing.

Additional information regarding the seminary's complaint resolution procedures for violations of the Policy Against Sexual Misconduct is available on the Title IX page of the website at [Fuller.edu/TitleIX](https://www.fuller.edu/TitleIX) and on the Institutional Policies, Procedures, and Resources page at <https://www.fuller.edu/about/institutional-reports-and-documents/institutional-policies-procedures-and-resources/#resolution>. Links to the above procedures can also be found in the Student Handbook, the HR Policy Manual, and the Faculty Handbook.

## 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](mailto: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://www.cityofpasadena.net/police/resources/>

## MISSING STUDENT NOTIFICATION POLICY STATEMENT

This policy statement primarily addresses the seminary's response to a concern about a student residing in On-Campus Student Housing who, based on the facts and circumstances known at the time to seminary officials, is presumed to be missing. On-Campus Student Housing refers to seminary owned or controlled student housing facilities, within a mile of campus, including apartment units leased by the seminary for student residents.

### **To Report a Missing Student**

Any student, employee, or other individual who has reason to believe that a student residing in On-Campus Student Housing is missing should immediately report it to the Fuller Department of Campus Safety or the Director of Hospitality, who will pass the report on to Campus Safety. Reporting parties are not required to wait until the student is missing at least 24 hours to submit a report--they can notify Campus Safety sooner. Any missing student report must be referred immediately to Fuller's Department of Campus Safety. Campus Safety is open 24/7 and can be reached at 626.584.5444. Every effort will be made to contact the Manager 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 On-Campus Student Housing are requested at the time they move into On-Campus Student Housing to voluntarily provide Housing and Residential 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 Manager of Campus Safety or designee, or local law enforcement. Students residing in On-Campus Student Housing may request to update their designated contact person(s) at any time by contacting Housing and Residential Services. Housing and Residential 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 On-Campus Student Housing should also be aware of the following:

1. The designated emergency contact information provided by the student to Housing and Residential Services for this purpose will be registered confidentially.



2. Only authorized campus officials may access this contact information, and may disclose the contact information only to law enforcement personnel in furtherance of a missing student investigation.
3. If a student is under 18 years of age and is not emancipated, Fuller must notify the 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 and as soon as practically possible, unless the local law enforcement agency was the entity that made the determination that a student is missing.

#### **Procedures the Seminary Will Follow When There is a Missing Student**

Within 24 hours of Campus Safety or local law enforcement determining that a student who resides in On-Campus Student 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 Manager 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	Evacuation Plan Placard(s) in Building	Number of Evacuation (Fire) Drills Previous Calendar Year
Ford Place - 130	130 N. Los Robles					X	X		1
Ford Place - 144	144 N. Los Robles					X	X		1
Ford Place - 450	450 Ford Place					X	X		1
Ford Place - 451	451 Ford Place					X	X		1
Ford Place - 452	452 Ford Place					X	X		1
Ford Place - 453	453 Ford Place					X	X		1
Ford Place - 454	454 Ford Place					X	X		1
Ford Place - 455	455 Ford Place					X	X		1
Ford Place - 456	456 Ford Place					X	X		1
Jubilee	260 N. Oakland					X	X		0
Trinity	285 N. Oakland					X	X		2
Chang Commons - 261	261 N. Madison	X	X	X	X	X	X	X	0
Chang Commons - 271	271 N. Madison	X	X	X	X	X	X	X	0
Chang Commons - 281	281 N. Madison	X	X	X	X	X	X	X	0
Chang Commons - 291	291 N. Madison	X	X	X	X	X	X	X	0
Locust	709 Locust					X	X		0

\* Full Sprinkler System: full coverage sprinkler system in entire housing complex including the garage

Note that the Madison Square apartments are not included above as they are no longer considered Fuller student housing facilities as of 9/26/2020.

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 2019. 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) 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 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.

Fire Extinguisher locations for 709 E. Locust

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

## 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. Additional training is provided to Team and Program Coordinators and other Housing and Residential Services employees who interact with residential students. An annual Safety and Security Night is provided for residents each fall quarter. 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:

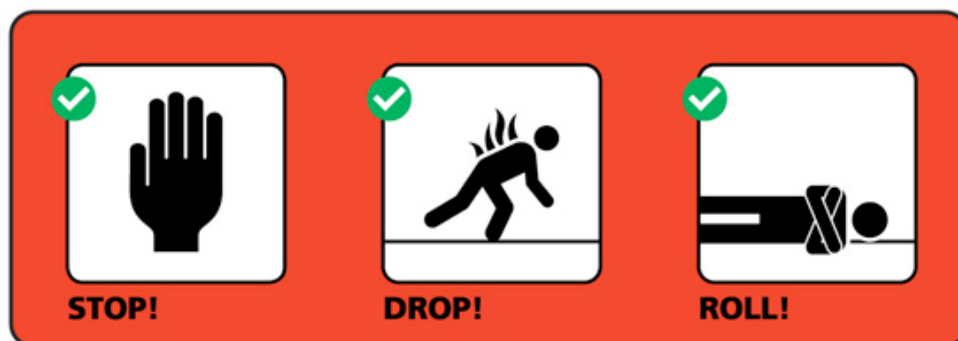
- Create an Evacuation Plan
- Draw a floor plan of your home
- Choose 2 ways to exit out of your apartment safely.
- Physically go and check the exit routes.
- Never use the elevator.

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.



## 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
- Manager of Campus Safety, 626-584-5440

## PLANS FOR FUTURE IMPROVEMENT

The seminary evaluates fire safety measures on an ongoing basis. As funds become available, the seminary will make improvements as needed.

## 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 2017, 2018, and 2019 years:

**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.



## Fuller Theological Seminary

### Statistics and Related Information Regarding Fires in Residential Facilities for 2018

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
Jubilee	260 N. Oakland	0	N/A	N/A	N/A	N/A
Trinity	285 N. Oakland	0	N/A	N/A	N/A	N/A
Locust - 709	709 Locust	0	N/A	N/A	N/A	N/A

Trinity at 285 N. Oakland was newly offered as a Residential Facility at Fuller effective July 28, 2018.

### Fuller Theological Seminary

#### Statistics and Related Information Regarding Fires in Residential Facilities for 2019

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
Jubilee	260 N. Oakland	0	N/A	N/A	N/A	N/A
Trinity	285 N. Oakland	1	unintentional/ HVAC unit malfunction	0	0	\$1,000-9,999
Locust - 709	709 Locust	0	N/A	N/A	N/A	N/A

The Madison Square Apartments (514-562 N. Madison) will no longer be considered Fuller student housing facilities as of 9/26/2020.