



# **TILLAMOOK BAY**

## COMMUNITY COLLEGE

### **Annual Campus Security Report Reporting Statistics for Calendar Year 2023**

Tillamook Bay Community College

4301 Third Street

Tillamook, Oregon, 97141

[Home - Tillamook Bay Community College \(tillamookbaycc.edu\)](http://tillamookbaycc.edu)



# TILLAMOOK BAY

## COMMUNITY COLLEGE

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Tillamook Bay Community College does not discriminate based on race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliations, political affiliation, or protected veterans' status with regard to employment, admissions, access to education programs, or activities as set forth in compliance with the federal and state statutes and regulations.

Any person having inquiries concerning Title IX may contact: Britta Lawrence, Executive Director of Advancement and Foundation, 4301 Third Street, Tillamook, Oregon, Room 112, Phone (503) 842-8222 ext. 1026.

Any persons having inquiries concerning Title II, Title IV. or Section 504 may contact: Rhoda Hanson, Vice President of Student Services, 4301 Third Street Tillamook, Oregon, Room 116, (503) 842-8222 ext. 1110

## **Introduction**

Safety and security at Tillamook Bay Community College (TBCC) requires the efforts of our students, employees and volunteers. Safety and security concerns, and response to such matters is an important part of providing an appropriate learning environment.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Act), originally enacted by Congress in 1990, codified at 20 USC 129(f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose specific information about crime and security policies on an annual basis. The original law, and subsequent amendments, was championed by the parents of Jeanne Clery, who was murdered in her dorm room at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery (The Clery Act).

In 2008, the Higher Education Opportunity Act (HEOA) (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety and security related requirements for institutions of Higher Education.

Recently, both Title IX and The Violence Against Women Reauthorization Act of 2013 (hereinafter VAWA) have both added additional requirements to ensure safety to both students and employees.

The information contained in this report is provided to assist students and their parents in making decisions that may affect their personal safety when considering enrollment at Tillamook Bay Community College. The report also provides students/prospective students and current employees/prospective employees with information they may need to avoid becoming victims of crime on campus.

More information on the Clery Act can be found on the Department of Education's Campus Security website: <http://www2.ed.gov/admins/lead/safety/campus.html>

## **Campus History and General Information**

TBCC, located in Tillamook, Oregon was chartered by a vote of the people on March 31, 1981. Since then, the college has grown into a vital component of the community. On average the college serves 2,000 students throughout the academic year.

Main Campus	4301 Third Street, Tillamook, Oregon
Partners for Rural Innovation Building (PRI)	4506 Third Street, Tillamook, Oregon
Center for Industrial Technology	4360 Third Street, Tillamook, Oregon
Career and College Center	2605 Twelfth Street, Tillamook, Oregon
TBCC North (Neah-Kah-Nie High School)	24705 Highway 101 N., Rockaway Beach, Oregon
TBCC South (Nestucca High School)	34660 Parkway Dr., Cloverdale, Oregon

The campus is located on approximately 12 acres. The college's Main Building opened for operation in January 2010. The opening of a second facility, Partner for Rural Innovation, in 2016 followed this. TBCC also collaborates with each school district in Tillamook County with satellite facilities on the campuses of

each high school. Recently the college purchased a facility adjacent to the Main Building that will be renovated to accommodate an expanding Industrial Technology Program. The college has also just broke ground on the construction of a new building with the intended use of housing programs in healthcare.

## **Campus Safety**

Campus Safety is part of the Department of Facilities and Safety. The director of the department reports to the Vice-President of Administration and College Relations. The department is responsible for promoting and maintaining the safety of the campus community and college facilities. The department provides assistance to students, employees, and the general public. The college works in cooperation with local law enforcement, fire departments, and emergency medical services when needed to respond to situations on campus.

Campus Safety services include:

- Response to emergencies, fire, and security alarms
- Distribution and tracking of college keys
- Activate/deactivate access cards and building access schedules
- Track after hours building access
- Reports of accidents, injuries, COVID related issues
- Documentation for COVID contact tracing
- Procure COVID mitigation supplies
- Investigation of on campus vehicle incidents
- Lost and found property
- Coordinates and schedules safety trainings and drills
- Monitor campus surveillance system and proactively assess safety protocols

## **Campus Law Enforcement Authority**

For the purpose of campus safety policies, all criminal actions occurring on campus property will be investigated by the Tillamook Police Department, including sex offenses. TBCC maintains a highly professional relationship and works closely with Tillamook Police when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, as deemed necessary. Tillamook Police Department regularly patrols the campus both during operational hours and after hours. They can be reached at (503) 842-2522. General facilities questions may be answered by the Director of Facilities and Safety Jason Lawrence (503) 842-8222 Ext.1520 (office) or (509) 994-2525 (cell).

## **Crime Statistics**

The following tables include crime statistics required by the Clery Act. They are tabulated based on records information provided by local law enforcement agencies and Campus Safety.

## Criminal Offenses

Campus Year	Main Campus			PRI			College and Career Center			TBCC North			TBCC South		
	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23
<b>Murder/Non-Negligent Manslaughter</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft (Do not include theft from motor vehicle)</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Arrests

Campus Year	Main Campus			PRI			College and Career Center			TBCC North			TBCC South		
	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23
<b>Weapons: Carrying, Possession, Etc.</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Disciplinary Actions

Campus Year	Main Campus			PRI			College and Career Center			TBCC North			TBCC Sout		
	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23
<b>Weapons: Carrying, Possession, Etc.</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## VAWA Offenses

Campus	Main Campus			PRI			College and Career Center			TBCC North			TBCC Sout		
	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23
<b>Domestic Violence</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating violence</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>															
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Hate Crimes - All Campuses

Campus	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin		
	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23	21	22	23
<b>Murder/Non-Negligent Manslaughter</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Fondling</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Incest</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Statutory Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Robbery</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Aggravated Assault</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Burglary</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Motor Vehicle Theft</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Arson</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Simple Assault</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Larceny-Theft</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Intimidation</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Destruction/Damage Vandalism of Property</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Destruction/Damage Vandalism of Property</b>																						
On-Campus Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## **General Safety**

TBCC and its administration strongly believe everyone has a role in providing a safe learning environment. For your personal safety and others of the campus community, consider the following suggestions:

- Notify Campus Safety at (503) 842-8222 ext. 2200 of suspicious activities or people.
- Remember the location of assistance telephones on campus.
- Be aware of your surroundings.
- Trust your instincts. If you think something is not quite right, go to where there are other people.
- Park in well-lit areas
- Do not leave personal items unattended in your car or campus buildings.
- Scan the interior of your car before entering.

## **Access to Campus Facilities**

TBCC Main Campus and PRI are open campuses and are generally open only when classes are scheduled. When the campus is closed, all exterior doors are locked limiting access to authorized key holders. Main Campus access is during the hours of 7:40 a.m. to 7:00 - 8:30 p.m. during regular academic terms. Access to the PRI Building is 7:50 a.m. to 5:00 p.m. College buildings are closed on Saturday, Sunday, and holidays. During the months of July and August college buildings are also closed on Fridays.

Building access key cards are issued to staff and faculty who may require access to the campus outside of regular hours of operation. Access levels are assigned based on the roles and responsibilities of staff and faculty, as well as what building(s), and areas of a building access is appropriate.

Alarm monitoring is provided through a contracted service. Notifications of alarms are sent to various staff, depending on the nature of the alarm who respond, with local emergency services, appropriate to the situation

## **Title IX Coordinator**

TBCC's Title IX Coordinator is Britta Lawrence. The Office of Title IX is located in Room 112 of the Main Campus building. (503) 842-8222 ext. 1026.

## **Reporting Crimes and Other Emergencies on College Locations.**

All criminal offences, including Clery Act crimes should/may be reported to one of the following staff on campus, who will in turn contact Tillamook Police Department or appropriate local law enforcement.

- Jason Lawrence –Director of Facilities and Safety  
503-842-8222 ext.1520  
[Jason.Lawrence@tillamookbaycc.edu](mailto:Jason.Lawrence@tillamookbaycc.edu)

- Rhoda Hanson – Vice President of Student Services  
503-842-8222 ext. 1110  
[rhodahanson@tillamookbaycc.edu](mailto:rhodahanson@tillamookbaycc.edu)
- Paul Jarrell – President  
503-842-8222 ext. 1015  
[pauljarrell@tillamookbaycc.edu](mailto:pauljarrell@tillamookbaycc.edu)

In the event of a situation that feels like a life-threatening emergency, the Tillamook County Emergency Communications District may be reached by dialing 911 from any phone on campus. Campus Safety should be called after calling 911, if safe to do so.

Telephones are located in all college classrooms, labs, and offices, which can be used to call for assistance and act as a speaker to broadcast emergency messages. These phones may be used to dial 911 or contact the Campus Safety Team by dialing extension 2200.

Unsafe and unlawful activities should be reported immediately to Campus Safety located at the Main Campus Building (4301 Third Street, Tillamook) in Room 122 or by telephone at (503) 842-8222 ext. 2200. If calling from a campus telephone dial extension 2200 or extension 1100 (college operator) directly.

Individuals who witness a crime or suspicious activity or have knowledge of criminal activity on campus are asked to report the information in a timely manner. Reports are kept confidential to the extent allowed by law.

All employees, students, community members, crime victims and witnesses are strongly encouraged to immediately report crimes and campus safety related incidents occurring on property owned, leased, or otherwise controlled by TBCC to College authorities and the appropriate local law enforcement agency depending on where the crime/incident occurs. Prompt reporting will ensure timely warning notices on campus and timely disclosure of crime statistics. **To report an emergency dial 911** or Campus Safety at extension 2200. All information related to criminal actions will be forwarded to the Tillamook Police Department.

To report a non-emergency, security or public safety-related matter, call The Office of Facilities, and Safety at (503) 842-8222 Ext. 1520. Tillamook Police may be reached at (503) 842-2522.

The college is not responsible for the personal property of students, employees, and campus visitors. Items of value should not be left unattended when on campus, or in a parked vehicle.

### **Incident and Accident Reports/Crime Log**

An Incident Report should be completed and returned to the Director of Facilities and Safety in Room 122 within 24 hours of an incident. Incident Report forms are available on the TBCC website on the Human Resources page or in Room 122 in the Main Building. Campus safety requires the combined efforts of staff,

students and the community. Do your part by immediately reporting suspicious behavior, activity, or crimes to the Director of Facilities, and Safety. Any suspicious activity or person seen in parking lots, or on campus, should be reported to Tillamook Police at 911 or (503) 842-2522 (non-emergencies), or Campus Safety at extension 2200. Criminal offenses may also be reported to one of the following authorities on campus who will in turn contact Tillamook Police Department or the appropriate local law enforcement.

In addition to reporting all crimes to local law enforcement, the Director of Facilities and Safety will complete an Incident Report for the crime. Included in the report will be the location, date, time, and nature of the crime as well as the disposition of the matter.

Tillamook Bay encourages anyone who is the survivor of, or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Violations of the law will be referred to Tillamook Police and when appropriate, to the VP of Student Services or the Director of Facilities, and Safety for review.

***It is a survivor's right to choose whether to notify and seek assistance from law enforcement or campus authorities as described above, but they are strongly encouraged to do so.***

### **Campus Security Authority**

Due to their position of authority or responsibility at TBCC, and the likelihood they might become aware of a crime on campus the following college personnel have been designated as Campus Security Authority employees:

- Jason Lawrence – Director of Facilities and Safety  
503-842-8222 ext. 1520  
[Jason.Lawrence@tillamookbaycc.edu](mailto:Jason.Lawrence@tillamookbaycc.edu)
- Brandon Affolter – Safety Coordinator  
503-842-8222 ext. 1540  
[brandonaffolter@tillamookbaycc.edu](mailto:brandonaffolter@tillamookbaycc.edu)
- Rhoda Hanson – Vice President of Student Services  
503-842-8222 ext. 1110  
[rhodahanson@tillamookbaycc.edu](mailto:rhodahanson@tillamookbaycc.edu)
- Paul Jarrell – President  
503-842-8222 ext. 1015  
[pauljarrell@tillamookbaycc.edu](mailto:pauljarrell@tillamookbaycc.edu)

## **Emergency Management**

### **Emergency Response, Evacuation Notifications**

The TBCC Emergency Notification System will be used to communicate messages to segments of or the entire TBCC populations as quickly as possible after confirmation is made that legitimate emergency or dangerous situation exists. The use of this system during a declared emergency must be authorized by TBCC's Office of the President, or designee.

Emergency notifications may include but are not limited to:

- Violent threats
- Fire alarms, building evacuations, and lock downs affecting the entire campus
- Hazardous spills
- Natural disasters
- Campus closures due to a declared civil emergency

The Emergency Notification System is used on request only from authorized personnel. Messages conveyed through the TBCC Emergency Notification System will include specific information regarding evacuation, building lock downs, and other pertinent information directly related to student and staff safety. Contact Campus Safety (503) 842-8222 ext. 2200, to provide any information you may have about an emergency.

Emergency notifications are sent via the TBCC website and FlashAlert, which sends to devices selected by the recipient. Persons on campus will be directed to evacuate the building via notification by email, phone or cell phone. Evacuations due to potential fire will be triggered by the regular fire alarm system.

Weather closures or other emergency closures are recorded on (503) 842-8222 ext. 1100, TBCC website, and FlashAlert.

All employees receive an Emergency Guide as part of new employee onboarding. The Emergency Guide is placed in classrooms and offices throughout the campus. The guide provides information for responding to a range of situations that may affect the campus community. (See Appendix A, Emergency Guide).

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail, voice mail, and FlashAlert emergency notification system to students and staff, as is deemed appropriate, excluding victim names to ensure confidentiality.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, hard copy notices may be posted in campus classrooms and in other prominent locations on campus.

Timely warnings may include the following information:

- Information about the incident that triggered the warning
- Date, time and location of the incident
- Suspect information and description (if applicable and available)
- Who to contact at TBCC to report additional information about the crime to (usually Campus Safety at (503) 842-8222 Ext. 2200)

Anyone with information warranting a timely warning should report the circumstances to Campus Safety at (503) 842-8222 Ext.1520 or in person to the Campus Safety Office in Room 122. Campus Safety will send a timely warning to the campus

## **Violence against Women Reauthorization Act and SaVE Act**

In response to the VAWA Act and the SaVE Act TBCC has:

- Adopted FBI definitions for Clery Act Crimes
- Tracks crime statistics include dating violence, domestic violence, and stalking that occur on TBCC campus or Clery Geography and reported to law enforcement or campus authorities.
- Reports VAWA crimes in the Annual Campus Safety and security Survey.
- Provides procedures regarding proceedings and disciplinary action for alleged dating violence, domestic violence, sexual assault and stalking.

Policies and procedures are reviewed to remain current with Title IX, the Clery Act, and Violence Against Women Act.

## **Obtaining Information on Sex Offenders**

Under current Oregon law, sex offender information can be obtained through the State of Oregon Sex Offender Inquiry System at <https://sexoffenders.oregon.gov/>

Information on offenders registered in Tillamook County can be obtained also from the Tillamook County Community Corrections website at <https://www.tillamookcounty.gov/sheriff/page/welcome-tillamook-county-sheriffs-office-website>

## **College Policies and Procedures**

Tillamook Bay Community College is dedicated to providing a quality educational environment that fosters excellence and success for students and community, and in work performance for all employees.

### **Harassment, Sexual Harassment, Discrimination Policy/Procedure**

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment free from all forms of harassment, discrimination, and sexual

harassment. Board policies and campus procedures in accordance with the SaVe Act are in place to ensure this end. (See Appendix B, Board policy 302, 322).

### **Alcohol, Marijuana and Other Drugs, and Underage Drinking Policy/Procedure**

The misuse and/or illegal use of alcohol and drugs is contrary to college policy. In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol, marijuana and/or other drugs is not permitted on college owned or college-controlled property. The legal sale and consumption of alcohol on the campus facilities and/or college-sponsored event are regulated by Board policy 213. (See Appendix C, Policy 213)

TBCC provides access to substance abuse programs through an Employee Assistance Program. Counseling services for students and staff are available, on a limited basis, on campus in partnership with the county healthcare services. Information on additional services available in the county, and beyond are available on the TBCC website.

# APPENDICES

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# **Appendix A**

## **Emergency Guide**



# TILLAMOOK BAY COMMUNITY COLLEGE

## Main Campus

4301 Third Street, Tillamook, Oregon 97141

# EMERGENCY GUIDE

For emergencies, dial 911

For Non-Emergencies, Dial 503-842-8222, Ext 1100

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## INTRODUCTION/CONTACT INFORMATION

The Tillamook Bay Community College Emergency Guide is designed to assist you in responding to various emergencies that may occur on campus. Please be familiar with the contents of this Guide. In the event of an emergency, it will serve as a quick reference for effective action. Any questions about Emergency Procedures or this Guide should be directed to the Director of Facilities and Safety.

### NUMBERS TO CALL

Location: **4301 Third Street, Tillamook**

#### **Emergency Numbers:**

Police, Fire, Medical	911
Facilities Maintenance	Ext 1510
Evening Facilities Maintenance	Ext 1520
After Hours Facilities	503-812-6404
After Hours Emergencies	911
Campus Operator	0 or Ext 1100

## GENERAL EMERGENCY PROCEDURES

**The Main Campus designated assembly point is at the east edge of the parking area (grass fair parking area).**

**Fire Alarm:** When the fire alarm sounds, immediately exit the building. (see evacuation procedures below). Wait for further instructions. Do not re-enter the building while the fire alarm is sounding.

**Voice Warning System:** The voice warning system will be preceded by a warning signal separate from the fire alarm signal.

Listen carefully and follow the instructions broadcast on speaker system (see emergency procedures below). Do not resume normal activities until told to do so by a recognized authority.

Text message, email, voice mail, campus email or voice mail: Listen or read carefully and follow instructions. Do not resume normal activities until told to do so by a recognized authority.

**For Any On-Campus Emergency, Dial 911**

## SHELTER IN PLACE

Local emergency responders usually coordinate a "Shelter in Place" event and will notify the College when to shelter in place, why it is needed, and when it is safe to resume normal activity.

When a "Shelter in Place" event is taking place, all windows and doors should be closed. Emergency announcements and information will be broadcast using all appropriate communication modes. All students and staff should go indoors and remain indoors until released. **This is not an active threat response. (see Active Threat/Campus Lockdown)**

## SEVERE WEATHER/NATURAL DISASTERS

### 1. Action Steps

- A. On-campus: Actions to be taken in the event of severe weather will be announced by the College through all appropriate modes of communication as described in the College's Emergency Communications Plan.
- If indoors, stay there. Get under a desk or table or stand in a corner or doorway. Stay away from windows, shelves and heavy equipment.
  - If outdoors, get into an open area away from trees, buildings, walls and downed power lines.
- B. Off-Campus: Radio and television news stations will inform of closures by the President's Office. If media calls, refer them to the President's Office.
- If driving, pull over to the side of the road and stop. Avoid overpasses and downed power lines. Stay inside the vehicle until the shaking is over.
  - If in a crowded public place, do not rush for the doors. Move away from shelves containing objects that could fall.

### 2. Local Flooding

- It is common for Tillamook County roads to flood during wet winter months,  
**For Any On-Campus Emergency, Dial 911**



including Highway 101. Weather closures or other emergency closures are recorded on (503) 842-8222 Ext. 1100

- Please see the Flood Detour Map in the back of this guide for more information

3. Tsunamis – Tillamook Bay Community College is **not** in a Tsunami Zone

## BOMB THREAT

1. If you know the location of a bomb, or if the caller tells you the location of the device/bomb, restrict your usage of electronic devices to 300 feet away from the location.
2. If you receive a bomb threat via telephone, remain calm and attempt to obtain as much information as possible from the caller. If you have caller ID, write down the caller's telephone number and the time that the call originated while they're still on the phone.
3. Immediately call 911. Provide the following:
  - a. Your name, your exact location, telephone number
  - b. Location of bomb
  - c. Time it is set to explode
  - d. Caller's telephone number, etc.
  - e. Inform your Supervisor/Manager/Administrator at once.

### A Suspicious/Abandoned Item or Package

**DO NOT TOUCH** - If you notice a suspicious item or package, etc. - report it to Facilities Maintenance or the Director of Facilities and Safety. Do not touch it, tamper with it, or move it. If instructed to evacuate -follow EVACUATION Procedures.

#### Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as "Confidential" or "Personal."
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.

**For Any On-Campus Emergency, Dial 911**



- Excessive tape or string.
- Visual distractions such as illustrations.

## EARTHQUAKES

### 1. Action Steps

#### A. If Inside:

- Drop, Cover, and Hold: move only as far as needed to reach a safe place - away from mirrors, windows, and shelves. Doorways are not always safer. Cover your head and neck with a towel or coat if possible.
- Stay indoors if you are already there. Wait until the quake stops before leaving the building; be very careful of falling objects. Do not use elevators. There will be aftershocks.
- In the event of major damage or disruption implement evacuation procedures.
- Proceed to the pre-designated assembly point (east edge of parking area beyond the flagpole), if it is safe to do so, or proceed to an alternate assembly point as directed by Emergency Response Team member or other responding emergency personnel.
- Notify an Emergency Response Team member of anyone unaccounted for from your area.
- Call 911 to notify of serious hazards or injuries. Identify and assist the injured.
- Do NOT go back into the buildings until notified.

#### B. If Outside:

- Move away from buildings, overhead lines, poles, or other objects that could fall or move abruptly (vehicles & equipment).
- Get low to the ground and protect your head with your arms.
- Do NOT stand on or take shelter under covered walkways.
- Call 911 to notify of serious hazards or injuries. Identify and assist the injured

**For Any On-Campus Emergency, Dial 911**

- Do not return to the building until instructed by a building manager that it is safe.
- C. Always:
- After the shaking stops, proceed to the designated assembly area and WAIT.
  - Be prepared for aftershocks.
  - If you suspect electrical or other problems, notify Facilities Maintenance.

## FIRE OR EXPLOSION

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel.

Every activated fire alarm will be treated as an actual event. Evacuation of an affected building is mandatory and must begin when the alarm sounds.

### **Fire spreads - DO NOT WAIT - ACT QUICKLY!**

1. Action Steps
  - A. In case of fire, quickly check the room with the fire for injured or unconscious occupants, close the door to the room and **activate the Fire Alarm Pull Station.**
  - B. When fire is seen, evacuate that room/area immediately
  - C. Close, DO NOT LOCK, all doors and windows if you can safely do so to help contain the fire.
  - D. Alert other people in the area and instruct them to leave the building.
  - E. Stay as low as possible to avoid smoke and heat.
  - F. Call 911. Give your name and location of the fire. Do not hang up until instructed to do so.

**For Any On-Campus Emergency, Dial 911**



- G. Never use building elevators in case of fire or earthquake.
- H. Proceed with Evacuation Instructions - take coats, keys, cell phones, and backpacks if safe to do so.

2. If Trapped:

- A. Alert emergency responders of your location by whistling, shouting or using an object to beat on walls, floor in a rhythmic manner.
- B. If a telephone is available, call 911 and notify them of your location; you may also place an article of clothing or other device to use as a signal in a window, if a window is available.
- C. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
- D. If you are injured, tend to injuries.

## BLOODBORNE PATHOGENS

Avoid contact with potentially infectious human body fluids. Remember: if it is human, wet, and it isn't yours – don't touch it.

Wear protective gloves when assisting someone in a situation where you could become exposed to Bloodborne Pathogens.

Call Facilities Maintenance, Director of Facilities and Safety, or the Safety Coordinator to request a BBP clean-up for any spilled blood or body fluids. **Do not clean up potential BBP situations yourself unless you are trained.**

1. Action Steps

In case of exposure:

- A. Staff:
  - Notify your supervisor.
  - Immediately call your health care provider or Tillamook County General Hospital and tell them you need to be seen for a potential occupational exposure to BBP. Treatment needs to be within 2 hours of exposure.

**For Any On-Campus Emergency, Dial 911**



- Complete an accident report form and return it to the Director of Facilities and Safety.

B. Students:

- Seek treatment within 2 hours of injury from a health care provider or Tillamook County General Hospital.
- Complete an accident report form and return it to the Director of Facilities and Safety.

If you discover a bodily fluid spill:

- IMMEDIATELY contact Facilities Maintenance or the Director of Facilities and Safety or contact the MAIN DESK at Student Services for assistance and to report the incident.
- Report any exposure to the Director of Facilities and Safety.
- Remove and/or restrict people from the area until Facilities Maintenance arrives.
- Avoid getting any bodily fluids in your eyes, mouth, open sores, or wounds. IF EXPOSED, rinse the affected area immediately, and wash with soap and water.

## FIRST AID AND MEDICAL EMERGENCIES

1. Action Steps

- Stay Calm.
- Do not move an injured or ill person unless there is a life-threatening situation.
- Determine if the person is conscious. Ask them if they are OK. If they do not respond - gently shake them and ask again.
- Dial 9-1-1 and explain the type of emergency, the location, condition, and number of people impacted. Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc. Do not hang up unless instructed by 911 operator

**For Any On-Campus Emergency, Dial 911**



- If person is unconscious send someone to get an **AED (see evacuation maps for AED locations)**
- If trained perform first aid and CPR. (**see Evacuation Maps for first aid kit locations**)
- Send people to direct EMS to your location... one at the road and one at the front door
- Do not hang up unless told to do so by the dispatcher.
- Keep the victim calm and comfortable.
- Remain with the victim until emergency responders arrive.
- Do not give the victim anything to eat or drink (unless needed for a diabetic issue).
- Do no attempt to clean up spilled blood or bodily fluids unless properly equipped and trained. **See Bloodborne Pathogens.**

## 2. Overdose

- Narcan locations (instructions are included)
  - Main Campus – First floor in student commons by First Aid Kit
  - PRI – Main entrance by First Aid kit and AED
  - **You CANNOT harm someone by administering Narcan if not needed**
- Signs of an overdose
  - Respiratory depression: slow and shallow breathing or cessation of breathing
  - Making snoring or gurgling sounds
  - Blue or gray skin color
  - Dark lips and fingernails
  - Unable to talk
  - Disorientation
  - Pinpoint pupils
  - Decreased level of consciousness, can't be woken up
  - No response to stimuli
  - Drug paraphernalia in the vicinity

## EVACUATION

### 1. Action Steps

- Do not use building elevators in case of fire or earthquake, use the nearest stairway.
- Walk, do not run, to the nearest exit.
- Close doors but do not lock them.
- Leave the building and move a safe distance away.
- Assemble at the pre-designated assembly point (east edge of parking area (grass fair parking area), if it is safe to do so, or proceed to an alternate assembly point as directed by Emergency Response Team member or other responding emergency personnel.
- **Department leaders/Faculty need to make sure their employees/students are accounted for.**
- Wait at the safe assembly point until otherwise directed by Emergency Response Team member or other responding emergency personnel.
- Do not obstruct emergency personnel or vehicles.
- Designated staff should check restrooms, library, cafeteria, and other common areas and advise employees and students of evacuation.
- You may return to a building when you are told it is safe to do so by an Emergency Response Team member or other emergency responders.

### 2. Action Steps: Evacuation of Persons with Disabilities

- Remain calm and reassuring.
- Give assistance to persons with disabilities. Ask them what their needs are.
- Request assistance from those near you if needed.
- There is an Emergency Evacuation Device to help assist people with disabilities on the 2<sup>nd</sup> floor located by the north staircase.
- Exit building if possible; if not, proceed to the nearest safe refuge area or move toward the nearest marked exit (these are assembly areas). **[Shown**

**For Any On-Campus Emergency, Dial 911**

- **on maps in the back of this guide!** Do not use the elevator in case of fire or emergencies that might affect electricity.
- The wheelchair occupant or person with disabilities should remain in the
- 
- safe refuge area until rescue personnel arrive.

**For any on-campus emergency, dial 911.**

## LOCKOUT

1. What Triggers a **Lockout**?
  - An identified threat on the outside of the building(s)
  - Could be identified visually, audibly, or as a notification from authorities
2. ACTION STEPS
  - Lock and secure all exterior doors
  - Call 911
  - Do not allow anyone to enter or exit the building
  - Stay away from all exterior doors and windows
  - Listen for further instructions and do not unlock doors until told to do so by Facilities and Safety



## 1. ACTION STEPS:

### A. Happening Now

- Hearing violence may be your first indication that something is wrong.
- Assess your situation as best you can and take action.
- **Dial 911 once it is safe for you to do so**
- Your priority is always to **Evacuate** if possible. Do not go towards the sounds of violence to investigate and/or try to help.
- If you cannot get out of the area, secure yourself in the closest room. **All classrooms, offices, meeting room doors can be locked from the inside using the pushbutton or thumb turn door lock.**
- **Lockdown** the room. Baricade doors with anything available (desks, cabinets, etc.). Close blinds, turn off all radios, etc., and keep quiet. Get down out of sight and be quiet. Your goal is to keep the threat from entering your room.
- Continue to look for ways to **Evacuate** safely from your location (windows, emergency exits, doors to other rooms).
- Be prepared to **Counter** the threat/attacker if absolutely necessary. Yell, scream, throw things, physically attack, whatever is needed to disrupt the attacker's concentration so you can defend yourself.
- When law enforcement arrives listen to instructions and keep hands empty and raised

### B. Campus Wide Lockdown

When possible, the campus emergency notification system will be activated to alert people to the need for a Lockdown.

- Staff may initiate a lockdown in place in their area when circumstances dictate.
- Do not set off the fire alarm in a lock down. People may become targets by orderly leaving the buildings and gathering outside.
- If a fire alarm goes off while you are in lock down assess the situation before leaving your shelter. The alarm may have been set off by the threat. If you smell smoke or see fire you need to exit.

**For Any On-Campus Emergency, Dial 911**

- In an active threat situation, the first priority of the police will be to neutralize the threat. Consider carefully before doing anything that may cause you to be confused with the suspects – like showing a personal weapon, running toward police etc. Cooperate with all instructions from law enforcement.
- Campus Emergency Coordinators and Facilities Maintenance will lock down internal and external doors.
- Faculty, staff and students should be sure to follow instructions from Campus Emergency Coordinators and emergency responders.

In lieu of instructions:

- Close and lock all interior doors
- Turn off lights, close curtains
- Turn off student/staff cell phones
- Keep staff/students quiet and out of view
  
- If people need help (medical, other assistance) call 911 from any cell or campus telephone.
- Do not allow people to leave the building or rooms until authorized by emergency response personnel.

## **VIOLENT OR THREATENING BEHAVIOR**

1. Action Steps – Verbally Abusive Behavior
  - Remain calm.
  - Try to calm the person down.
  - Try to listen carefully and pay attention to what is said. Let the person know you will help within your ability to do so.
  
  - If the individual does not respond, get the attention of others around you.

**For Any On-Campus Emergency, Dial 911**

- If the situation is escalating or if you feel there is an immediate threat, contact 911.
  - If necessary, leave your workspace. Do so under whatever pretext is necessary.
2. Action Steps - Physically Aggressive Behavior
- Do not engage the physically aggressive person. Leave your workspace immediately. Go to a location with other people.
  - Advise your supervisor and other staff.
  - Call 911.
3. Other Guidelines for Coping in a Potentially Violent Situation:
- Be aware of and remove any object that could be used as a weapon, if safe to do so.
  - If your instinct tells you something is wrong, leave immediately.
  - Ask to include a supervisor or administrator to help the agitated person's need to feel heard.
  - Ask questions to help regain control of the conversation and to understand the situation.
  - End the conversation if the person remains belligerent and does not respond to your efforts.
  - **Never touch an outraged person or try to force them to leave.**
  - If a weapon becomes evident, leave. If that is not possible, calmly ask the person to leave any weapon in a neutral position as you continue talking calmly. **Call 911 as soon as possible.**
  - Never agree to be alone with or go to an unmonitored location with a potentially violent person.
  - After the meeting is over, report any unacceptable behavior or threats to your supervisor. Help the campus remain alert to any situation that could eventually escalate to violence.



4. Disturbance On Campus Outside

- Get descriptions of the person(s) causing the disturbance.
- Gather key details of what happened.
- Call 911, and then give your name, telephone number, location and the nature of the disturbance.

5. Actions Faculty Can Take for Classroom Disturbances

- Direct the disruptive person(s) to leave the classroom.
- If the person(s) does not leave, have the situation reported to 911 giving the name of the caller, telephone number, location, and nature of the disturbance.
- If the safety of the others is threatened, dismiss the class



# **APPENDIX B**

## **Board Policy 302, 322**

## **AFFIRMATIVE ACTION, EQUAL OPPORTUNITY**

page 1/1

Article No.: 302

Approved: June 6, 2011, January 8, 2018

Reference: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C.794.

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The Board agrees that Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, religion, marital status, sexual orientation, sex, height-weight ratio, organizational affiliation, or political affiliation.

Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

### **302.1 – ALLEGATIONS**

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of this Policy statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318.

## SEXUAL HARASSMENT POLICY

Article No.: 322

Approved: June 2, 2008, May 2, 2016, March 5, 2018

Reference: ORS 342.700; 342.704

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Tillamook Bay Community College recognizes sexual harassment as a form of sex discrimination under federal and state law.

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. Any employee found to be sexually harassing any other employee or student will be subject to disciplinary action up to and including dismissal.

### Definition of Sexual Harassment

Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Gender-based harassment refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination.

Sexual harassment exists when:

- A. Such conduct is of such frequency and/or severity that it has the effect of unreasonably interfering with an individual's work or academic performance to an objectively unreasonable level or creating a work or learning environment that is objectively intimidating, hostile or offensive; or
- B. The offender is attempting to compel or induce a specific person or persons to engage in or experience sexual conduct from which he/she has a legal right to abstain and has an objectively reasonable fear that negative personal consequences will occur if such conduct is not undertaken or tolerated.
- C. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or
- D. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

Examples of conduct that could rise to the level of sexual harassment if the standards of A, B, C, or D are met may include, but are not limited to:

- Verbal harassment or abuse
- Inappropriate touching, massaging or brushing against

- Demands and/or subtle pressure for sexual favors
- Jokes or pranks about sex or gender traits
- Whistling or obscene gestures
- A male tells a female she looks "hot"
- A female tells a male he has a nice derriere
- Discussion in mixed groups of recent sexual exploits
- Sexually explicit photos in a work or learning area

#### Employee or Student Action

A report of sexual harassment may be made at any time, but preferably as close in time to the incident as possible. It is recommended that an employee or student who feels he/she is subjected to harassment:

- A. Tell the offender to stop. Say it firmly, without smiling or apologizing. It is not required that a complaint be made to the alleged harasser.
- B. Keep a diary or log of what is happening to you. Include direct quotes, any witnesses, or patterns to the harassment. Save any notes or letters sent to you by the alleged harasser; or
- C. Report the complaint to the Director of Facilities and Safety. Employees or students may opt to ask their supervisor or another administrator for assistance with this process.

Employees or students have the right to file a formal complaint with the Civil Rights Division of the Bureau of Labor and Industries.

#### District Action

Once a complaint is filed with the Director of Facilities and Safety, an investigation will begin, including:

- A. The complainant will be interviewed
- B. The alleged harasser will be interviewed
- C. Witnesses may be contacted as well as others who may have information.

All interviews will be documented. The interview may be recorded to ensure accuracy as well as documented in writing. Interviews will be conducted individually and confidentially and may be conducted with the assistance of a second confidential employee of TBCC. TBCC will not

tolerate any form of retaliation from the alleged harasser. TBCC will keep the information confidential except as otherwise requested by law.

Once the investigation is completed, written responses to both parties will be drafted stating that:

- A. The allegations remain unproven; or
- B. Sexual harassment has occurred; the harasser will be subject to corrective and/or disciplinary action up to and including dismissal or expulsion.

# **Appendix C**

## **Board Policy 213**

**DRUGS AND ALCOHOL ON CAMPUS /SCHOOL POLICY**

ARTICLE NUMBER: 213

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, December 4, 2017, March 7, 2022

REFERENCE: ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812) ORS 475 and ORS 167.203 to 167.252

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Alcohol, Marijuana, and Controlled Substances: 213.1

## A. Employees

Tillamook Bay Community College is an alcohol and drug free workplace and campus. On occasion alcohol may be permitted, only when approved by the College President, in accordance with Administrative Rules that govern alcohol service. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants, marijuana or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the College buildings or on the College premises or while performing any duties for the College is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation program.

All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the Director of Facilities, Safety within five (5) days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.

Employees may seek referral assistance from the Director of Facilities and Safety and Human Resources in connection with alcohol or drug-related problems.

Reasonable efforts will be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as grounds for dismissal. Such requests shall not, however, excuse violations prohibited by this policy.

The consumption of alcoholic beverages by an employee at a social function held in relation to an employee's work for the College does not, by itself, constitute a violation of this Policy, provided the employee remains in compliance with all state or local laws and other provisions of this Policy.

## B. Student Violations:

**DRUGS AND ALCOHOL ON CAMPUS /SCHOOL POLICY**

ARTICLE NUMBER: 213

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, December 4, 2017, March 7, 2022

REFERENCE: ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812) ORS 475 and ORS 167.203 to 167.252

Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions is prohibited, except as allowed by rules and procedures of the Tillamook Bay Community College Board of Education.

Possession, consumption, being under the influence, or furnishing of marijuana, narcotics or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252, except when use or possession is lawfully prescribed by an authorized medical doctor, dentist, or licensed healthcare provider.

## C. Potential Student Penalties May Include:

- a. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College)
- b. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for readmission, (i.e., suspension of the privilege to attend Tillamook Bay Community College)
- c. Removal from class(es) for which the student is currently registered
- d. Restitution for damages
- e. A specified period of college and/or community service
- f. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College
- g. Disciplinary admonition and warning
- h. Any other sanction the College deems educationally appropriate.

Other service of alcohol may be permitted at the College when the person or group serving it first provides a certificate of liquor liability insurance that covers the event in question, and names the College as an additional named insured with an aggregate liability limit of \$1 million.



# **Appendix D**

## **SaVE Act Procedures**



## **SaVE Act Policies and Procedures**

### **Campus Security Service**

In accordance with its policy Tillamook Bay Community College and its Board prohibits discrimination, harassment, or acts of bodily injury to any person in which the victim is intentionally targeted because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. In addition, Tillamook Bay Community College prohibits sexual assault, domestic violence, dating violence and stalking.

The office of Facilities and Safety is responsible for all safety activities on campus and will provide appropriate assistance as needed. All Tillamook Bay Community College employees have the authority to ask persons for identification and to determine whether individuals have lawful business at TBCC. Criminal incidents are referred to the Tillamook Police Department who has jurisdiction on the campus.

For the purpose of campus security policies, all criminal actions occurring on campus property will be investigated by the Tillamook Police Department, including sex offenses. TBCC maintains a highly professional relationship and works closely with Tillamook Police when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, as deemed necessary. Tillamook Police Department regularly cruises the campus both during operational hours and after hours. They can be reached at (503) 842-2522. General facilities questions may be answered by the Director of Facilities and Safety, Jason Lawrence (503) 842-8222 Ext. 1520 (office) or (509) 994-2525 (cell).

## **Crime Reporting**

All employees, students, community members, crime victims and witnesses are strongly encouraged to immediately report crimes and campus safety related incidents occurring on property owned, leased, or otherwise controlled by TBCC to College authorities and the appropriate local law enforcement agency depending on where the crime/incident occurs. Prompt reporting will ensure timely warning notices on campus and timely disclosure of crime statistics. **To report an emergency dial 911** or Campus Safety at extension **2200** using any phone on campus. After receiving your call, Campus Safety will take the necessary action required to respond to the specific situation such as calling police, fire, or ambulance. All information of criminal actions will be forwarded to Tillamook Police Department.

To report a non-emergency, security or public safety related matter, call The Office of Facilities and Safety at (503) 842-8222 Ext. 1520. Tillamook Police may be reached at (503) 842-2522. An Incident Report should be completed and returned to the Director of Facilities and Safety in Room 122 within 24 hours of an incident. Incident Report forms are available on the TBCC website; Campus Safety page. Campus safety requires the combined efforts of staff, students and the community. Do your part by immediately reporting suspicious behavior, activity, or crimes to the Director of Facilities and Safety.

Any suspicious activity or person seen in parking lots, or on campus, should be reported to Tillamook Police at 911 or (503) 842-2522 (non-emergencies), or Campus Safety at extension 2200.

Criminal offenses may also be reported to one of the following authorities on campus who will in turn contact Tillamook Police Department or the appropriate local law enforcement.

- Jason Lawrence –Director of Facilities and Safety  
503-842-8222 ext.1520  
[Jason.Lawrence@tillamookbaycc.edu](mailto:Jason.Lawrence@tillamookbaycc.edu)
- Rhoda Hanson – Vice President of Student Services  
503-842-8222 ext. 1110  
[rhodahanson@tillamookbaycc.edu](mailto:rhodahanson@tillamookbaycc.edu)

Tillamook Bay encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Violations of the law will be referred to Tillamook Police and when appropriate, to the Vice President of Student Services or the Director of Facilities and Safety for review.

***It is a victim's right to choose whether or not to notify and seek assistance from law enforcement or campus authorities as described above, but it is highly encouraged to do so.***

### **Obtaining Sex Offender Information**

Under current Oregon law, sex offenders' information can be obtained through the State of Oregon Sex Offender Inquiry System at: <https://sexoffenders.oregon.gov/>

Information on offenders registered in Tillamook County can be obtained also from the Tillamook County Community Corrections website at:

<https://www.tillamookcounty.gov/sheriff/page/welcome-tillamook-county-sheriffs-office-website>

### **Emergency Notifications**

The TBCC Emergency Notification System will be used to communicate messages to segments of or to the entire TBCC population as quickly as possible after confirmation is made that a legitimate emergency or dangerous situation exists. The use of this system during a declared campus state of emergency must be authorized by TBCC's Office of the President, or designee.

Emergency notifications/timely warning may include but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, and hazardous spills affecting the entire campus
- Building evacuations and lock downs affecting the entire campus
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency

Emergency notifications are sent out via the TBCC website and FlashAlert which sends to devices selected by the recipient. TBCC users will be directed to evacuate the building if required via notification by email, landline phone, or cell phone. The Emergency Notification System is based on requests only from authorized personnel. Messages conveyed through the TBCC Emergency Notification System will include specific information regarding evacuation, building lock downs, and other pertinent information directly related to student and staff safety. Contact Campus Safety (503) 842-8222 Ext. 2200 to provide any information you may have about an emergency.

Weather closures or other emergency closures are recorded on (503) 842-8222 Ext. 1100, TBCC website, and FlashAlert.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the President or designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the College e-mail, voice mail, and FlashAlert emergency notification system to students and staff, as is deemed appropriate, excluding victim names to ensure confidentiality.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, hard copy notices may be posted in campus classrooms and in other prominent locations on campus.

Timely warnings may include the following information:

- Information about the incident that triggered the warning
- Date, time and location of the incident
- Suspect information and description (if applicable and available)
- Who to contact at TBCC to report additional information about the crime to (usually Campus Safety at (503) 842-8222 Ext. 2200)

Anyone with information warranting a timely warning should report the circumstances to Campus Safety at (503) 842-8222 Ext.1520 or in person to the Campus Safety Office in Room 122. Campus Safety will send a timely warning to the campus.

## **Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention and Response**

Tillamook Bay Community College prohibits sexual assault, domestic violence, dating violence and stalking.

Sexual Assault is defined as any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- 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.

Dating violence means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship
  - the type of relationship
  - the frequency of interaction between the persons involved

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

Although the State of Oregon does not define “consent” in reference to sexual activity, below are boundaries to adhere to when engaging in sexual activities:

- Both parties show a clear and mutual understanding of exactly what they are consenting to.
- There is no coercion, force, threats, intimidation, or pressure.
- Both parties express in words or actions a clear willingness to do the same thing, at the same time, in the same way, with each other.
- **Silence does not equal consent.**
- Consent is not indefinite and consent may be withdrawn at any time at which time sexual activity must cease unless and until additional effective consent is given.

If you are a survivor of domestic violence, dating violence, stalking, or a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain medical treatment. Tillamook Bay strongly advocates that a survivor of the above crimes reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Any of the crimes listed above should be reported immediately.

To report an offense call Tillamook Police by dialing 911, you may also contact Campus Safety by using one of the emergency phones located in classrooms and throughout the campus and dialing 2200. After receiving your call, Campus Safety will take the necessary action required to respond to the specific situation. In the event a survivor is unable to report a sexual assault, domestic violence, dating violence or stalking crime, TBCC Safety will ensure that the survivor has available the necessary care deemed appropriate. TBCC Safety will also work with the appropriate law enforcement agency to ensure accurate and prompt reporting of the incident.

Filing a report with the above staff will not obligate the victim to prosecute; however, this will result in Campus Safety filing a report with the Tillamook Police Department.

Filing a police report will:

- ensure that a survivor of sexual assault receives the necessary medical treatment and tests, at no expense to the survivor
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the survivor has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

If an offense occurs, services are available for survivors; these include:

**Counseling and survivor advocacy:**

Tillamook Tides of Change (503) 842-9486

Tillamook Family Counseling Center (503) 842-8201

Tillamook Department of Human Services (503) 842-4453

**National Domestic Violence Hotline 1-(800) 799-7233**

**Health Care:**

Tillamook County Health Department (503) 842-3900

Tillamook Regional Medical Center (503) 842-4444

**Mental Health:**

Tillamook Family Counseling Center (503) 842-8201

***It is a survivor's right to choose whether or not to notify and seek assistance from law enforcement or campus authorities as described above, but it is highly encouraged to do so.***

Students or employees who report they have suffered sexual assault, domestic violence, dating violence or stalking shall be provided with a written explanation of their rights and options at the time of an incident. They will receive written notification of available counseling, health, mental



health, victim advocacy, and other services which may be available—whether they are part of the on-campus community or live in the community.

The College will change a survivor's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available regardless of whether the survivor chooses to report the crime to Campus Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.

### **Bystander Assistance Guidelines**

If you are a bystander to a domestic violence, dating violence, sexual assault or stalking incident, in order to try to prevent harm or intervene during such an incident, you should immediately call Tillamook Police at 911 or Campus Safety (Dial 2200 from any campus phone or (503) 842-8222 ext.2200). If you witness something that does not look or sound right, don't hesitate to call. Even if the situation resolves before Police or Campus personnel arrive, it still needs to be documented. If, on the other hand, the situation continues to escalate, Police or Campus Safety needs to be notified as soon as possible. Do not get yourself involved in a suspicious or threatening situation; immediately call and indicate that it is an emergency.

### **Recognizing Abusive Behavior**

Domestic violence and abuse can happen to anyone. If you or if you suspect someone you know suffers abuse, contact Tillamook Police, Campus Safety, or the Associate Vice President of Student Services.

Tactics abusers may use towards victims can include the following:

- Blaming the victim or others and making the victim feel it is the victim's fault for the abuser's violent behavior. Many abusers also deny that the abuse even occurred.
- Dominating the relationship including making all decisions, treating you like a child or his/her property.
- Intimidating the victim by using threatening looks or gestures. May also include smashing/breaking things in front of victim. May show victim weapons abuser has, implying that there will be violent consequences.

Abusers are selective about whom they will abuse. They have the power to stop their abusive behavior but choose not to do so unless it suits their purposes. They are also selective about physical abuse they inflict so that it is on body parts that will not show.

If you suspect that someone you know is being abused, call Tillamook Police, Campus Safety or the Vice President of Student Services. By speaking with the police or designated TBCC staff, they will be able to offer help to victims of abuse. If you are being abused, please contact any of the above staff. There is help and resources available to support you in this process.

Students or staff who have orders of protection, no contact orders, restraining orders, or similar lawful orders are encouraged to contact Campus Safety or the Associate Vice President of Student Services who will then be better able to respond in the event of an incident.

### **Victim's Rights**

A student or employee who reports to TBCC that they suffered domestic violence, dating violence, sexual assault, or stalking incident, whether or not the offense occurred on or off campus, will be provided with a written explanation of victim rights outlining the following:

1. Possible sanctions or protective measures that may be imposed following the final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
2. Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking incident has occurred including:
  - a. evidence preservation
  - b. whom to report the alleged offense to
  - c. notification of proper law enforcement authorities, including local police
  - d. assistance available from campus authorities in notifying law enforcement
  - e. declination of notifying authorities
  - f. orders of protection, no contact orders, restraining orders, or similar lawful orders

3. Procedures for TBCC disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, including:
  - a. prompt, fair, impartial investigation/resolution
  - b. training officials have received who conduct investigations/hearing
  - c. accuser and accused rights, including:
    - i. who may accompany either party to meetings/proceedings
    - ii. being simultaneously informed of outcomes that include
      1. appeal procedures
      2. changes in hearing results prior to finalization of results
      3. when the results become final.
4. Information about how TBCC will protect the confidentiality of survivors, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by the law.
5. Notification to victims about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.
6. Options for and available assistance in changing academic situations, if requested by the victim and if accommodations are reasonably available.

### **Standards for Investigation and Disciplinary Action in Alleged Sex Offenses, Domestic Violence, Dating Violence and Stalking**

TBCC disciplinary action in cases of domestic violence, dating violence, sexual assault or stalking shall be prompt and fair, with an impartial investigation and resolution. Conduct hearings shall be conducted by the Director of Facilities and Safety; and the Associate Vice President of Student Services who have been trained on issues related to these crimes and how to conduct a hearing process that protects the safety of victims and promotes accountability. The standard of evidence used during conduct proceedings will be a reasonable preponderance of evidence gathered during the investigation of an incident.

In cases of alleged offenses, both accuser and accused are entitled to have others present during a conduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both accuser and accused will be simultaneously informed in writing of the outcome of any campus conduct hearing brought alleging any of the above offenses.

## **Sanctions**

The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action. Sanctions TBCC may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, and forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking are outlined in the Student Code of Conduct and may include but are not limited to:

- Disciplinary probation - A verbal or written warning by the appropriate College Administrator.
- Temporary exclusion - Removal from classes or privileges, for a specified period of time.
- Expulsion - Termination of student status
  
- Temporary or permanent trespassing from Campus or specific Facilities

Upon written request, TBCC will disclose to the alleged victim of the above crimes the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, TBCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

All College-related criminal actions, including sex offenses, domestic violence, dating violence, and stalking are reported to Campus Safety and are investigated in cooperation with Tillamook Police.

The College will change a victim's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available, regardless of whether the

victim chooses to report the crime to Campus Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.

In the event the accused or the survivor wants to appeal the results of a disciplinary proceeding, they may contact the Vice President of Instruction and Student Services.

# **Appendix E**

## **Survivor's Rights**



## **Title IX Survivor's Rights**

A student or employee who reports to TBCC that they suffered domestic violence, dating violence, sexual assault, or stalking incident, whether or not the offense occurred on or off campus, will be provided with a written explanation of victim rights outlining the following:

### **1. Possible sanctions or protective measures that may be imposed following the final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.**

#### **Claimant/Survivor Protective Measures:**

The College will change a survivor's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available regardless of whether the survivor chooses to report the crime to Campus Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.

#### **Sanctions to Respondent:**

- Disciplinary probation - A verbal or written warning by the appropriate College Administrator.
- Temporary exclusion - Removal from classes or privileges, for a specified period of time.
- Expulsion - Termination of student status
- Temporary or permanent trespassing from campus or specific facilities.

### **2. Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking incident has occurred including:**

#### **a. Evidence preservation**

If you are a survivor of domestic violence, dating violence, stalking, or a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Tillamook Bay strongly advocates that a survivor of the above crimes report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. In order to provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

#### **b. Whom to report the alleged offense to; (It is a survivor's right to choose whether to notify and seek assistance from law enforcement or campus authorities but is highly encouraged to do so.)**

Campus Safety; extension 2200 from campus phone OR (503) 842-8222 extension 2200

- c. Notification of proper law enforcement authorities, including local police**  
Tillamook Police at 911 or (503) 842-2522 (non-emergencies)
- d. Assistance available from campus authorities in notifying law enforcement**  
After receiving your call, Campus Safety will take the necessary action required to respond to the specific situation such as calling police, fire, or ambulance. All information of criminal actions will be forwarded to Tillamook Police Department.
- e. Declination of notifying authorities**  
It is a survivor's right to choose whether to notify and seek assistance from law enforcement or campus authorities but is highly encouraged to do so.
- f. orders of protection, no contact orders, restraining orders, or similar lawful orders**  
The law offers the protection of Family Abuse Protection Act (FAPA) orders to victims of domestic violence, whether or not a victim has reported the abuse to the police. An FAPA order is free and a victim does not need an attorney to get one, although an attorney is recommended if an abuser contests the order. A victim of domestic violence is eligible to obtain an FAPA order if she meets the criteria.

### **3. Procedures for TBCC disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, including:**

In cases of alleged sexual offenses, both accuser and accused are entitled to have others present during any disciplinary proceeding. Both accuser and accused will be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Sanctions the institution may impose following a final determination of any institutional disciplinary proceeding regarding rape, acquaintance rape, and forcible and non-forcible sex offenses are detailed in the Student Conduct Code and Work Standard

### **4. Information about how TBCC will protect the confidentiality of survivors, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by the law.**

For the purpose of campus security policies, some types of criminal actions occurring on campus property will be investigated by the College's Campus Security Department and the Tillamook Police Department jointly, including sex offenses. The College collects and discloses all information in accordance with federal law.

### **5. Notification to victims about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.**

If an offense occurs, services are available for survivors; these include:

**Counseling and survivor advocacy:**



Tillamook Tides of Change (503) 842-9486

Tillamook Family Counseling Center (503) 842-8201

Tillamook Department of Human Services (503) 842-4453

**National Domestic Violence Hotline 1-(800) 799-7233**

**Health Care:**

Tillamook County Health Department (503) 842-3900

Tillamook Regional Medical Center (503) 842-4444

**Mental Health:**

Tillamook Family Counseling Center (503) 842-8201

**6. Options for and available assistance in changing academic situations, if requested by the survivor and if accommodations are reasonably available.**

The College will change a survivor's academic or working situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available regardless of whether the survivor chooses to report the crime to Campus Safety or local law enforcement.

For students, options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.