



# 2022 ANNUAL SECURITY & FIRE SAFETY REPORT

Prepared by Campus Safety Committee  
10/1/2022

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, referred to as the Clery Act, requires the dissemination of an annual security report to all current students, faculty, and staff and the notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, on property owned or controlled by City University of Seattle, and on public property either within, immediately adjacent to, or accessible from the campus. The report also includes institutional policies concerning campus security such as those concerning alcohol and drug use, crime prevention, and the reporting of crimes, sexual assault, and other matters required by the Clery Act*

## **CAMPUS SECURITY POLICIES**

City University of Seattle, referred to as the University, is committed to providing students, faculty, staff and visitors a safe and healthful environment. Accordingly, the University prohibits acts of violence or threats of violence in the campus community or the workplace. This prohibition extends to persons either visiting or conducting business with the University who are not directly affiliated with the University.

The University will strictly enforce rules against possessing or storing firearms, explosives, dangerous chemicals, substances, instruments, or other weapons that can be used to inflict either bodily harm on any individual or damage upon a building, grounds, or sponsored and/or supervised event of the University.

Any employee who violates this statement will be subject to disciplinary action, up to and including termination. Any student who violates this statement will be subject to disciplinary action, up to and including expulsion. Further, the University will support criminal prosecution or other remedial action against any person who violates this statement.

The policy applies to all students, faculty, staff and employees at all University locations. The University interprets “employees” in the broadest sense to include any individuals who receive any reimbursement from the University for their services as well as contractors and sub-contractors while on University premises. The University interprets “students” to be all persons who are registered to take at least one course for credit during the current quarter.

**Reporting:** The Campus Safety Committee prepares the City University of Seattle Annual Security Report to comply with the Clery Act. The full report can be found on the University public website at <https://www.cityu.edu/compliance/> under Policies – Security Policy.

The University maintains contact with local law enforcement agencies for the protection of its constituents as well as for the purpose of keeping official records of crime statistics and reports. Each year, the University's community members receive a notice regarding the availability of the Annual Security Report.

In addition to University-based reporting, this report is prepared with data from local law enforcement agencies surrounding the University's main campus and alternate sites.

## **SAFETY AWARENESS**

Employee involvement is essential to preventing acts or threats of violence in the workplace. Each employee is therefore responsible for immediately reporting to his or her supervisor, department head, and to the Human Resources Department any such act or threat. The University will ensure that all reports of workplace violence are treated confidentially to the maximum extent possible. Anyone who experiences, observes, or otherwise knows of an imminent act or threat of violence should immediately call security and/or the Human Resources Department.

**Prevention:** Each person should have a preconceived plan of action in the event they should become involved in, or be a witness to, a criminal act. By following the generally prudent rules listed below, each employee or student can help ensure that they will not become the victim of a crime.

- Park your car in University-designated parking areas, if possible.
- Do not leave items in your car which are visible from the outside; rather, place the items in the locked trunk of your car, or under a car seat, if possible.
- Lock all car doors, and check them, before leaving your parked car. Keep your car key in your hand until you are in a well-lighted or heavily trafficked area. This will allow you to rapidly reenter your vehicle, should you see a suspicious person in the area.
- You may want to invest in a mechanical locking device or electronic alarm system for your car. If you have such a device/system, ensure that you use it each time you park your car.
- Be alert for suspicious persons and activity in the classroom or work area. If you see an unfamiliar face in the vicinity, proceed to your work/class area, and then report the matter immediately.
- If you work in a University office, get in the habit of closing and locking your office door each time you must leave the office unattended.
- If you leave valuable articles in open view in your office, place them in a locked desk drawer or in a sheltered location.
- Should you be accosted, have a plan of action in mind.
- In case of personal attack, scream as loudly as you can and run toward a more lighted or highly trafficked area. Do not voluntarily enter an assailant's automobile or go with an assailant to a more remote location.

- If an assailant demands your money, you may want to take out a pre-positioned amount of money, throw it away from you, and then begin running as fast as possible in the opposite direction.
- Try to note the size and physical characteristics of your assailant, as well as the color and make of their car (if applicable), so that you are able to report the crime with critical, detailed information.

All meetings of student organizations must be held on University property and during hours when security personnel are present to monitor any safety or security issues.

**Campus Security Procedures:** Upon enrollment, students attending class in person are informed of services offered by the University including the location of the electronic University Catalog which contains the Student Code of Conduct, information on how to obtain the Annual Security Report, and how and where to report incidents. Annually, existing students receive notification regarding Campus Safety and the safety resources on the student portal.

**Safety Program Committee and Safety Training:** The University Core Safety Team meets monthly to address safety and operations. Committee members represent various functions of the University including HR, IT, Facilities, Administration, and Student Services. Team members are responsible to disseminate safety information to the departments. Additionally, all University employees have access to safety training webcasts, safety resources, safety guides, and up-to-date safety information on the University's Staff Portal.

Presidential Policy Directive (PPD)-8, signed by President Barack Obama in March 2011, prescribes the nation's goal for preparedness and planning. PPD-8 outlines preparedness with regard to five essential mission areas that correlate to strategic safety planning the University has implemented: prevention, protection, mitigation, response, and recovery. These implementations correspond to the University's adherence to the National Incident Management System (NIMS) regarding safety planning, operations, and training.

## **TIMELY WARNING NOTIFICATIONS AND EMERGENCY RESPONSE**

In the event that a situation arises, either on or off campus, that, in judgment of the University President constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the University emergency warning system, text, email, and/or by phone, depending on the particular circumstances of the threat. A warning will be issued in all situations that could pose an immediate threat to individuals and the community.

The University will alert staff and students in the event a pattern of criminal activity becomes apparent (e.g., a number of automobile break-ins or assaults on visitors in a specific geographic area). The names of victims will be withheld from timely warnings.

**Emergency Operations Plan:** The University's Emergency Operations Plan (EOP) provides the framework for an organized response to a variety of hazards including fires, earthquakes,

hazardous spills, and civil disorders. The purpose of this plan is to define the scope of preparedness and emergency management activities necessary during any incident or emergency. An effective organizational emergency response depends on an informed campus community whose members are familiar with campus procedures and understanding their personal responsibility for emergency preparedness and response.

**Plan Overview:** The organizational approach used in the EOP is one of decentralization with the campus subdivided into small emergency response regions. Each location is provided necessary supplies and trained personnel to be self-sufficient before, during, and after an event. Emergency Response Teams in each region will function within the Incident Command System (ICS) and, during escalated emergencies, the Emergency Operations Center (EOC) will be activated and support the on-scene Incident Commander. The EOC Manager will then make decisions based on the University's recovery plan to direct the campus through its recovery process.

The University's response efforts could last for hours, days, or even weeks depending on the severity of the event. It is essential to the overall success of the response that everyone clearly understands the structure of the EOP and what his or her responsibilities are.

**Drills and Exercises:** The University conducts emergency response exercises each year at its various locations in cooperation with facility landlords (fire, earthquake, emergency response) and publicizes the emergency and response evacuation procedures in conjunction with at least one of these activities per year. These exercises are designed to assess and evaluate the emergency plans and capabilities of the University.

**Emergency Evacuation:** The University's Emergency Action Plan Policies and Procedures include information about the Safety Response Teams, University operating status parameters, evacuation guidelines, and communication plans.

**Emergency Contact Information:** Students, faculty, and staff are responsible for having current and accurate information on file with the University to ensure they receive notifications. The University does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions, human or technical error, lost, delayed, or garbled data; transmissions, omission, interruption, deletion, defect or failures of any telephone, computer line, network, costs, computer equipment, or software; or any other factors which may cause a lost notification.

## **NOTIFICATION FOR MISSING STUDENTS**

If a member of the University community, to include individuals not affiliated with the University, has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Housing and Residence Life and/or the Vice President of Student Administration.

**Housing and Residence Life**

*Resident Assistant Director*

206.315.5846

[Housing@cityu.edu](mailto:Housing@cityu.edu)

*Pro-on Call (24-7)*

206.902.6371

**Vice President of Student Administration**

206.239.4730 (Office)

425.941.7444 (Cell)

If neither party above is available, the reporting party should contact the Seattle Police Department, West Precinct, at (206) 684-8917. The reporting party must also provide information pertaining to the missing

**FACILITIES**

**Safety and Access:** The University's goal is to provide a campus environment that is as safe and secure as possible. During regular business hours, the University will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key or electronic security badge, if issued. Emergencies may necessitate changes or alterations to any posted schedules.

**Maintenance:** In conjunction with University Landlords, the University facilities management personnel maintain and repair campus facilities. The Facilities Department performs regular reviews of landscaping, locks alarms, and lighting to identify and update areas of concern.

The University makes every effort to keep its buildings and grounds secure. Lighting and appropriate landscaping for crime prevention is provided at all locations.

**CAMPUS SECURITY**

In general, the University contracts with third party private security firms to provide guards on University sites during hours that exceed the coverage provided by University Landlords. Security personnel are unarmed and may only make a "citizen's arrest" of a person who is in the act of committing a crime; when safely and legally able to do so. Security personnel are instructed not to attempt to apprehend a suspect, unless the person is caught in a criminal act; however, security personnel will only act in accordance with the provisions of reasonable force.

Criminal incidents are referred to local law enforcement agencies who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to report the crime immediately to the University and the appropriate public agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Security personnel maintain close liaison with local police departments and keep them apprised of any criminal activity on campus. Local police may be called when appropriate by any student, staff member or security personnel on any University campus.

To report non-emergency security concerns, please utilize the following phone numbers for key University staff:

- Main Site Operations 206-239-4500
- Facilities Director 425-681-9666 (cell phone), 206-239-4956 (office)
- Human Resources 206-239-4944

In the case of an emergency, please call 9-1-1 immediately. An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or ambulance personnel.

The University does not maintain any special relationships with State and local police, and does not have an agreement with those law enforcement agencies (such as a written memorandum of understanding) to investigate alleged crimes. The University does maintain contact with applicable law enforcement agencies when appropriate; the frequency of such contact may either increased or decreased as the situation warrants.

## REPORTING CRIMINAL ACTIVITY

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to campus administrators and appropriate law enforcement agencies when the victim of such crime elects to or is unable to make a report.

**Reporting:** Report any criminal offense or possible criminal offense that you either witness or are a victim of to the Student Services desk, or any University employee, located at the campus where the criminal offense occurred, as soon as practicably possible, and to security personnel if they are present at the time the crime takes place. If no one is available to meet with you in person, call 9-1-1 first and make your report directly to local law enforcement. University staff will follow-up with the local authorities.

In all cases, any security violations or crimes that occur at any University location, which is leased, owned, or licensed, or any off-site location at which the University provides classes, shall be communicated through the applicable present faculty or staff member or by calling 9-1-1 directly.

The University will promptly and thoroughly investigate all threats or acts of violence in the workplace. Retaliation against anyone for reporting a violation of this statement or for cooperating in an investigation under this statement is prohibited. Retaliation includes, but is not limited to, acts of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against an individual or group.

**Confidential Reporting:** The University expects all crimes to be reported to either local law enforcement officials or University officials. The University will do everything possible to maintain the confidentiality of the victim or victims upon such request.

**Pastoral and Professional Counselors:** Although counselors typically have significant responsibility and involvement in student and campus activities, they are exempt from the Clery Act reporting requirements. They are, however, contacted and encouraged to forward non-identifying information to the University on crimes that may be reported through their offices for inclusion in the Annual Security Report.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

According to the Drug-Free Workplace Act of 1988 (Public Law 101-690), the University provides information and notices to employees of unlawful activities and the actions the University will take against an employee who violates these prohibitions. In addition, according to the Drug-Free Schools and Communities Act (Public law 101-226), the University provides information to its students, faculty, and employees to prevent drug and alcohol abuse. The University provides the following materials:

- Information on preventing drug and alcohol abuse.
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school property, or as part of school activities.
- Descriptions of the sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
- Descriptions of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees.
- Descriptions of the health risks associated with the use of illicit drugs and alcohol.
- Clear statements that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

The University provides information to all students and employees through its student, staff and faculty portals as well as appropriate handbooks. If new students enroll or new employees are hired after the initial notices for the year, the University ensures that these individuals also receive the above information through orientations and onboarding.

**National Resources:** We encourage anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program:

- Al-Anon & AlaTeen (888) 425-2666



- National Council on Alcoholism (800) 622-2255
- The Substance Abuse and Mental Health Services Administration's National Helpline (800) 662-4357

## **DRUG-FREE CAMPUS**

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol including various deleterious physical and mental consequences including addiction, severe disability, and death.

In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, national the University has enacted the following policy applicable to all students and employees.

The University is committed to providing and maintaining a safe and healthy educational and work environment for its students, faculty, staff, and visitors. This policy prohibits: the unlawful manufacturing, distribution, possession, or use of alcohol, illegal drugs, or controlled substances; or inappropriate use of prescription drugs on campus or at University-sponsored events. This prohibition specifically includes, without limitation:

- Possession, use, sale, distribution, or furnishing of any controlled substance, including heroin, barbiturates, cocaine, LSD, methamphetamine, hallucinogens, and marijuana;
- Possession, use, sale, distribution, or furnishing of alcohol on campus, unless at a specifically authorized University activation. (1) it is unlawful to distribute, sell, or provide alcohol to a person under the age of 21; and (2) The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public is illegal;
- Sale of any controlled substance that is in violation of local, state, or federal statutes; and
- Any other conduct that involves a drug-related violation of local, state, or federal ordinances.

The workplace and campus are presumed to include all premises where activities of the University are conducted. Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

Sanctions and Remedies: Employees and students found in violation of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

## SEXUAL OFFENSES

Should a student be sexually assaulted, it is the student's option to notify the appropriate law enforcement authorities, including on campus authorities. At the student's request, University officials will assist in notifying the proper authority. Victims of sexual assault or rape are encouraged to:

- Dial 9-1-1 (or 9-9-1-1 from an inside extension) and report the incident to local law enforcement.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence.
- Report the incident to the appropriate personnel at the University at your earliest convenience.

City University of Seattle does not tolerate behavior that would constitute sexual harassment whether by an employee in the workplace, regardless of the employee's title, or by a student on University grounds. City University of Seattle urges all employees and students who feel that they may have been the object of sexual harassment while engaged in activities at the University to report the occurrence to the Title IX Coordinator, or Director of Human Resources or appropriate designee. All such matters will be treated confidentially.

**Preservation of Evidence:** Preserving the evidence from the assault is important. Even if the victim does not wish to file a police report immediately, or is certain he or she will not prosecute, preserving evidence allows the victim to change his or her mind later. These actions will assist in the preservation of evidence.

- Do not change clothes, shower, or bathe until you have received medical attention.
- Do not touch anything the suspect may have touched.

**Surviving Sexual Assault:** The University does not have on-campus counseling services or treatment programs available for the victims of a sexual offense. The University urges victims of sexual assault to seek counseling promptly. Victims of sexual assault can receive free, confidential 24-hour counseling by calling the RAINN (Rape Abuse Incest National Network) hotline number at: (800) 646-HOPE (4673).

City University of Seattle provides employees the Life Assistance Program (LEP) as an employee benefit. This program provides referral services and treatment sessions as needed. Employees enrolled in healthcare plans can obtain additional benefits, including outpatient and inpatient services.

**Disclosures to Alleged Victims:** City University of Seattle will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. The accused and the victim will be allowed to choose one person to

accompany them throughout the hearing. If the alleged victim is deceased as a result of the crime of offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## DEFINITIONS

Each state has statutes that define rape, sexual assault, consent, domestic violence, and stalking. If you need assistance locating any of these statutes, please contact the Title IX Coordinator. The investigator will utilize the following definitions whether a violation occurred.

**Sexual Harassment:** Sexual Harassment is unwelcome conduct of sexual nature. It may involve intimidation, threats, coercion, sexual advances, and requests for sexual favors or other verbal, non-verbal, or physical conduct of a sexual nature.

**Bullying:** Repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control, or diminish another person physically or mentally that is not protected by free speech laws.

**Cyber-bullying:** Overt or covert bullying that takes place using electronic technology including internet, cell phones, computers as well as digital communication tools and forums including text messages, email, social media sites, and websites, to send or post messages with the intention to hurt or humiliate another person when such conduct is not protected by free speech laws.

**Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Domestic Violence:** 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; (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.

**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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: (a) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (b) dating violence does not include acts covered under; (c) the definition of domestic violence.

**Sexual Assault:** Physical sexual activity is intentionally engaged in without the consent of the other person. The conduct may include physical force, violence, threat, or intimidating; ignoring the objections of the other person; causing the other person's intoxication or impairment through the use of drugs or alcohol; or taking advantage of the other person's incapacitation (including voluntary intoxication), state of intimidation, or other inability to consent.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to either fear for the person's safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition: (a) course of conduct means two or more acts, including, but not limited to, acts in 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.

**Consent:** In order for individuals to engage in sexual activity of any type with each other, there must be clear knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than verbal communication.

## **CAMPUS SEX CRIMES PREVENTION ACT**

The Campus Sex Crimes Prevention Act provides tracking of convicted sex offenders either enrolled or employed at institutions of higher education. In the State of Washington, convicted sex offenders must register in accordance with RCW 9A.44.130 (Registration of sex offenders and kidnapping offenders). The State makes this information available to law enforcement agencies.

State of Washington: <http://ml.waspc.org>

National Search: <https://www.nsopw.gov/en-US>

The University intends to comply with the United States Department of Education's commitment to enforcing the provisions of the Clery Act that requires institutions of higher education to compile an Annual Security Report. Statistics on the following criminal offenses occurring on campus will be reported to the campus security authorities and local law enforcement agencies during each reporting year:

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violations
- Liquor Law Violations

- Motor Vehicle Theft
- Murder
- Rape
- Robbery
- Weapons Possession
- Prejudice (based on race, gender, religion, sexual orientation, ethnicity, or disability)

The University will prepare, publish, and disseminate the Annual Security Report to all current students, faculty, and staff and the notice of its availability to prospective students, faculty, and staff.

The University does not officially recognize student organizations’ off-campus activities. When it directly sponsors off-campus activities, all policies and procedures relating to security apply. Each University site ensures appropriate security through its lease agreements. The University does not provide its own security personnel.

## FIRE SAFETY OVERVIEW

The Higher Education Opportunity Act (Public Law 110-315), referred to as the Act, became law in August, 2008. The Act requires all academic institutions with on-campus student housing facilities to produce an Annual Fire Safety Report outlining fire safety practices, standards, and fire statistics for on-campus student housing facilities for the three most recent calendar years. Pursuant to this act, the following report details the fire safety practices, standards, and statistics applicable to the University. In compliance with the Act, the report is available on the University’s public website at [www.cityu.edu/compliance](http://www.cityu.edu/compliance) under Policies – Security Policy. A paper copy of the Annual Security & Fire Safety Report is also available upon request.

The fire log for on-campus housing in Seattle (2025 Terry Ave.) is maintained by Cornish College of the Arts Campus Security and Safety Department. The fire log includes the date the fire was reported, time, and the nature of the fire and general location of each fire. Entries are made within two business days of receipt of the information. Fire log for the most recent sixty-day period is open to public inspection during normal business hours, Monday-Friday, at the Office of Campus Safety and Security, 3rd Floor, MCC Building, 1000 Lenora Street, Seattle. Any portion of the log older than 60 days is available within two business days of a request for inspection.

**On-Campus Student Housing:** The University maintains student housing facilities in Seattle, Washington. The housing facility has built-in fire safety system that consists of fire detection systems, smoke detectors, fire alarm pull stations, and fire extinguisher devices.

Facility	Fire Alarm Monitoring done on Site	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	# of Evaluation Drills Each Year
2025 Terry Ave.	X	X	X	X	X	2

**Fire Drills:** A fire drill is defined as a supervised practice of a mandatory evacuation of a building for a fire. Fire drills in residence halls are performed two times per year (fall and spring). Students are instructed on evacuation procedures during the drills.

**Portable Electronic Appliances, Smoking, and Open Flames:** All residents are prohibited from engaging in behavior which constitutes a fire hazard. These behaviors include but are not limited to starting a fire, causing a false alarm, discharging or removing a fire extinguisher or hose, tampering with or removing a battery from a smoke detector, breaking the safety glass on the fire extinguisher case, propping fire doors, possession of prohibited items. Prohibited items include:

- Candles / incense
- Hookahs
- Extension cords (except power strips)
- Halogen lamps
- Explosives / fireworks
- Flammable liquids
- Microwave ovens (except rented or provided ones)
- Toasters / toaster ovens
- Hot plates / electric grills
- Any appliance with an exposed hot plate
- Open flame devices
- Space heaters

**Evacuation Procedures:** Evacuation procedures are documented in the Resident Handbook, issued to all residents in hard copy upon move-in. Students are required to evacuate the building 1) when instructed to do so by Housing staff; and/or 2) when a fire alarm sounds.

The Seattle Residence Hall (Cornish Commons) has a zoned alarm system. This means the alarm will ring on only a few floors in the direct vicinity of the fire. The minimum number of floors that must go into alarm are the fire floor and the floor above. Persons on a floor where an alarm is sounding are to enter the exit stairwell, go down four (4) floors, and re-enter the building. If the alarm is sounding on this floor too, the persons are to evacuate the building and relocate to the Designated Meeting Location. *NOTE: When instructed to do so by Housing staff and/or when a fire alarm sounds, an individual may need to evacuate the building. If, after evacuating (4) floors and an alarm activation is still present, an individual must evacuate the building by following the illustrated evacuation routes (located on each floor near the elevators).*

## CORNISH COMMONS – Evacuation Routes Per Floor



### *Evacuation Procedures:*

1. Evacuate from the building quickly and safely. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you.
  - a. Feel the door from top to bottom - if it is hot, do not open. Keep calm. If trapped in a room, do the following if possible.
    - i. Place towels or clothing, preferably wet, under the door to keep smoke out.
    - ii. Clear the window of blinds, attract attention. If you have a phone available contact Campus Safety & Security at extension 5038 or 206-726-5038 (with a cell phone) and/or 911 to report that you are trapped; give your name and room number/specific location.
    - iii. Stay low; breathe fresh air near the ground.
    - iv. Stay calm and await help.
  - b. If the door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present.
  - c. If you encounter heavy smoke in a stairwell, go back and use an alternate route.
  - d. If it is clear, locate nearest EXIT ROUTE sign (displayed as an example above) and proceed down the stairwell. Stay low if smoke conditions exist. Report to your Designated Meeting Location.
2. Follow the evacuation plan established for the building.
3. Do not re-enter this building until instructed by Campus Safety and Security and/or Housing and Residence Life Staff.

### **IMPORTANT: IF UNABLE TO LEAVE THE BUILDING**

If guests or tenants are unable to leave the building, they should create an area of refuge: *Seal the room*. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke. *Do not break windows*. Flames and smoke can come back in from the outside. If you need air, open the window a crack. *Stay low under smoke*. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only. *Signal for help*. Use the telephone to call 911.

**Fire Safety Education and Training Programs:** In addition to the bi-annual fire drills, the Resident Handbook provides students with specific fire safety practices in the case of emergency and evacuation information is posted in the student room. This information is reviewed with the resident by the floor Resident Assistant and/or Resident Assistant Director during the student's move in and room orientation.

**Reporting Procedures:** To report the occurrence of a fire emergency, residents and housing staff are directed to, if possible, activate the building alarm and to call 9-1-1, providing the exact location and cause of fire (if known). To report the occurrence of a fire in a non-emergency (i.e. fire extinguished by resident) after the event, residents are directed to report the incident immediately to appropriate professional staff member. For the new Seattle Cornish Commons facility students are directed to notice the Pro-on-Call (24-7) at 206.902.6371 or Cornish Campus Safety and Security at 206.726.5038.

Housing and Residence Life Staff are directed to provide after incident reporting to Campus Security and Safety providing such details as location, cause of the fire, number of injuries that required treatment at a medical facility, number of deaths related to the fire, and value of property damage caused by the fire.

**Future Improvements:** The University currently does not have any plans for further improvements. The current fire safety systems are operating at maximum efficiency and are not in need of repair or replacement.

*The Clery Act is a federal statute, codified at 20 U.S.C. § 1092(f) as part of the Higher Education Act of 1965, that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private intuitions of postsecondary education participating in federal student aid programs are subject to this requirement. Violators can be "fined" up to \$35,000 by the U.S. Department of Education, the agency charged with enforcement of the Clery Act and where complaints of alleged violations should be made, or face other enforcement action.*

*The Clery Act, originally enacted by U.S. Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990 (CACSA), was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. In addition to their policy advocacy, they also founded the non-profit Security On Campus, Inc. in 1987. In 1998, amendments to CACSA resulted in renaming the statute in memory of Jeanne Clery.*



## CITY UNIVERSITY OF SEATTLE CRIME STATISTICS 2021

The crime statistics from January 1, 2021 through December 31, 2021, provided in the Annual Security & Fire Safety Report, are located on the University's website at <http://www.cityu.edu/compliance/> are reported to the U.S. Department of Education, at <http://ope.ed.gov/security>, and can be found on the following tables:

CRIMINAL OFFENSES											
Geographic Location: On-Campus	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Seattle, WA	0	0	0	0	0	0	0	0	3	0	0
Tacoma, WA	0	0	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>
CRIMINAL OFFENSES											
Geographic Location: On-Campus Housing	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Seattle, WA	0	0	0	0	0	0	0	0	1	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
CRIMINAL OFFENSES											
Geographic Location: Public Property	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Seattle, WA	0	0	0	0	0	0	0	0	0	0	0
Tacoma, WA	0	0	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hate Crimes: There were no reported hate crimes for the years 2021, 2020, and 2019.

January 1, 2021 - December 31, 2021 Cont'd

Geographic Location: On-Campus	VAWA OFFENSES			ARRESTS AND DISCIPLINARY REFERRALS					
	Domestic Violence	Dating Violence	Stalking	Weapons: Carrying, Possessing, Etc.		Drug Abuse Violations		Liquor Law Violations	
				Arrests	Disciplinary Referrals	Arrests	Disciplinary Referrals	Arrests	Disciplinary Referrals
Seattle, WA	0	0	0	0	0	0	3	0	2
Tacoma, WA	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>

Geographic Location: On-Campus Housing	VAWA OFFENSES			ARRESTS AND DISCIPLINARY REFERRALS					
	Domestic Violence	Dating Violence	Stalking	Weapons: Carrying, Possessing, Etc.		Drug Abuse Violations		Liquor Law Violations	
				Arrests	Disciplinary Referrals	Arrests	Disciplinary Referrals	Arrests	Disciplinary Referrals
Seattle, WA	0	0	0	0	0	0	3	0	2
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>

Geographic Location: Public Property	VAWA OFFENSES			ARRESTS AND DISCIPLINARY REFERRALS					
	Domestic Violence	Dating Violence	Stalking	Weapons: Carrying, Possessing, Etc.		Drug Abuse Violations		Liquor Law Violations	
				Arrests	Disciplinary Referrals	Arrests	Disciplinary Referrals	Arrests	Disciplinary Referrals
Seattle, WA	0	0	0	0	0	0	0	0	0
Tacoma, WA	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: Seattle On-campus Drug Abuse Violations, Liquor Law Violations, and Burglary that occurred in the On-Campus Housing Facility are co-reported with Cornish College of the Arts. Reported violations are all violations not just those of CityU.

## CITY UNIVERSITY OF SEATTLE CRIME STATISTICS 2020

The crime statistics from January 1, 2020 through December 31, 2020, provided in the Annual Security & Fire Safety Report, are located on the University's website at <http://www.cityu.edu/compliance/> are reported to the U.S. Department of Education, at <http://ope.ed.gov/security>, and can be found on the following tables:

CRIMINAL OFFENSES											
Geographic Location: On-Campus	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Everett, WA	0	0	0	0	0	0	0	0	0	0	0
Renton, WA	0	0	0	0	0	0	0	0	0	0	0
Seattle, WA	0	0	0	0	0	0	0	0	3	0	0
Tacoma, WA	0	0	0	0	0	0	0	0	0	0	0
Vancouver, WA	0	0	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>
CRIMINAL OFFENSES											
Geographic Location: On-Campus Housing	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Seattle, WA	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CRIMINAL OFFENSES											
Geographic Location: Public Property	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Everett, WA	0	0	0	0	0	0	0	0	0	0	0
Renton, WA	0	0	0	0	0	0	0	0	0	0	0
Seattle, WA	0	0	0	0	0	0	0	0	0	0	0
Tacoma, WA	0	0	0	0	0	0	0	0	0	0	0
Vancouver, WA	0	0	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hate Crimes: There were no reported hate crimes for the years 2020, 2019, and 2018.



## CITY UNIVERSITY OF SEATTLE CRIME STATISTICS 2019

The crime statistics from January 1, 2019 through December 31, 2019, provided in the Annual Security & Fire Safety Report, are located on the University's website at <http://www.cityu.edu/compliance/> are reported to the U.S. Department of Education, at <http://ope.ed.gov/security>, and can be found on the following tables:

CRIMINAL OFFENSES											
Geographic Location: On-Campus	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Bellevue, WA	0	0	0	0	0	0	0	0	0	0	0
Everett, WA	0	0	0	0	0	0	0	0	0	0	0
Renton, WA	0	0	0	0	0	0	0	0	0	0	0
Seattle, WA	0	0	0	0	0	0	0	0	1	0	0
Tacoma, WA	0	0	0	0	0	0	0	0	0	0	0
Vancouver, WA	0	0	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
CRIMINAL OFFENSES											
Geographic Location: On-Campus Housing	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Seattle, WA	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CRIMINAL OFFENSES											
Geographic Location: Public Property	Murder/ Non-Negligent Manslaughter	Manslaughter by Negligence	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Thefts	Arson
Bellevue, WA	0	0	0	0	0	0	0	0	0	0	0
Everett, WA	0	0	0	0	0	0	0	0	0	0	0
Renton, WA	0	0	0	0	0	0	0	0	0	0	0
Seattle, WA	0	0	0	0	0	0	0	0	0	0	0
Tacoma, WA	0	0	0	0	0	0	0	0	0	0	0
Vancouver, WA	0	0	0	0	0	0	0	0	0	0	0
Calgary, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Edmonton, AB (Canada)	0	0	0	0	0	0	0	0	0	0	0
Vancouver, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
Victoria, BC (Canada)	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hate Crimes: There were no reported hate crimes for the years 2019, 2018, and 2017.

