

Oregon **TECH**

Oregon Institute of Technology

2024 Annual Security and Fire Safety Report

Klamath Falls Campus

Oregon Institute of Technology

Crime and Fire Statistics for 2021, 2022 and 2023

2024 Annual Security and Fire Safety Report Klamath Falls Campus Table of Contents

Introduction.....	6
Preparation and Disclosure of Annual Crime Statistics	6
Confidentiality of Victim/Survivors.....	6
Distribution and Availability of the Current Report.....	6
Reportable Crimes.....	6
Excluded Crimes.....	7
Security Policies, Procedures, and Programs	7
Campus Environment.....	7
Campus Safety is a Shared Responsibility.....	8
Security Awareness and Crime Prevention.....	8
Incident Reporting	8
Important Phone Numbers	8
Personal Safety	8
Property Protection	9
Bicycle Theft.....	9
Office Security and Key Control	10
Parking Safety.....	10
Threatening Situation.....	10
Campus Safety Tips.....	10
Campus Safety Services	10
Calendar Year 2023 Crime Prevention and Safety Programs.....	11
Campus Safety and Klamath Falls Police Department.....	12
Crime Prevention and Education	12
Reporting a Crime.....	14
Building Access and Safety.....	14
Security of Campus Grounds	14

On Campus Housing Safety	14
OT Alert and Emergency Communications.....	15
How OT Alert Works.....	15
How OT Alert will be used.....	15
Timely Warnings.....	16
Evacuation Drills and Procedures.....	17
Missing Student Notification and Student Conduct Information	17
Missing Student Notification Procedures: On-Campus Student.....	17
Student Conduct, Disciplinary Responsibility and Sanctions.....	17
Title IX Investigations and Disciplinary Action.....	18
Victim Notification	18
Appeal Procedure.....	18
Appeal of Decisions Reached Through Hearing Proceedings.....	18
Other University Policies	19
Drug Free School and Workplace Programs	19
Notice of Nondiscrimination	19
Alcohol and Drug Policy.....	19
Firearms, Munitions, and Explosives.....	19
Violence Against Women Act Legislation	20
Clery Crime Definitions and Terminology	20
Consent	21
Clery Act Hate/Bias Crimes.....	22
Other Crime Definitions.....	23
Campus Security Authorities.....	24
If You Are Sexually Assaulted.....	25
For Students:	25
For Employees:	25
Rape Evidence Collection Examination	25
General Medical Attention	26
For Immediate Counseling.....	26
Campus Sex Crimes Prevention Act and Sex Offender Registration	26

Health Professional Reporting of Crimes and Annual Crime Statistics	27
Campus Safety Activity Report - <i>Klamath Falls</i>	28
Fire Safety Report.....	29
Fire Safety at Oregon Tech.....	29
Policy Statement.....	30
Fire Safety Systems in On-Campus Housing.....	30
Student Housings Fire Safety Systems	30
Fire Extinguishers	30
Response to Fire and/or Alarms	31
Training.....	31
Fire Statistics.....	31

Campus Crime Awareness and Campus Security Act

This annual report is provided in compliance with the federal Campus Crime Awareness and Campus Security Act of 1990 (Title II, Public Law 101-542, Nov. 1990) and the Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. A complete listing by category can be obtained on the Campus Safety web page. If you have questions, comments or remarks, contact Campus Safety at campus.safey@oit.edu.



Annual Security and Fire Safety Report

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), requires that post-secondary schools participating in the Title IV Student Financial Aid Programs publish a statistical report of crimes occurring on or near the institution's campus and provide information about security policies, procedures, and programs. This report serves to inform the campus community of reported crimes occurring in the three previous calendar years. In this report, you will see data for calendar years 2021, 2022 and 2023.

Preparation and Disclosure of Annual Crime Statistics

Campus Safety coordinates the development of this report, in conjunction with the university's Clery Compliance Committee and other stakeholders, to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics. The report is also prepared in cooperation with the Klamath 911 Emergency Communications District (Klamath 911). Klamath 911 provides statistics for off-campus and adjacent-to-campus reported crimes. These statistics represent crime reporting by the Oregon State Police, the Klamath Falls Police Department and the Klamath County Sheriff's Office. Campus crime, arrest and referral statistics include those reported to Campus Safety, Student Affairs, Housing and Residence Life, the Integrated Student Health Center, Student Involvement and Belonging, Athletics, the Title IX Coordinator along with other designated campus officials.

Confidentiality of Victim/Survivors

This data, when recorded and compiled by the university's Clery Coordinator for the purposes of Clery reporting, contains information specific to and necessary for Clery reporting requirements to include: date, location, and crime. When collecting and compiling statistics, the Clery Coordinator does not request or record any identifying information about a victim, as such information is not required for Clery crime disclosure. The Clery Coordinator is the Custodian of Records for all Clery associated records. These records include the crime log, available in paper copy format to the public at the Campus Safety office located in room 231 in Cornett Hall, and Clery reportable crime statistics which are provided to the public and the Department of Education annually, for the current and prior two years. The institution is required to keep Clery associated records for seven years.

Distribution and Availability of the Current Report

Each year, an e-mail notification is sent to all enrolled students along with all current faculty and staff members providing the web site to access this report. Paper copies of the report may also be obtained at the Campus Safety office located in Cornett Hall room 231 or by calling 541.885.1111 to request a copy. All prospective employees may obtain a copy of this report from Human Resources in Snell Hall or by calling 541.885.1074.

Reportable Crimes

The Clery Act requires that participating schools collect data on a specific list of crimes. These crimes are listed within this document and are defined by the current reporting requirements. In the case of liquor, drug and weapon offenses, the numbers are categorized into two groups based on violations of Oregon law. The first set of numbers is for those who were referred for disciplinary action by Oregon Tech and the second is for those individuals who were arrested or issued a citation in lieu of arrest. This information represents the actual impact of liquor, drug and weapons violations occurring in the campus community even when the incident does not result in an arrest.

Excluded Crimes

In some cases an incident that is reported as a crime may not be included in this report. Each of the following five standards must be met for an incident to be included in the annual report:

1. **Reported to the Proper Authorities** – The incident must be reported to law enforcement or a person who, according to the Clery Act, is defined as a Campus Security Authority. A person designated as a Campus Security Authority includes more than individuals employed by Campus Safety. The term is applied to any person who works for the university in a paid or volunteer status and has significant responsibilities for student activities. For example, professors, student advisors, resident advisors, coaches for university athletics and persons who perform security functions at campus recreational facilities are considered Campus Security Authorities.
2. **Listed Crimes** – The crime must be one of those listed in the Clery Act as a reportable crime.
3. **Reportable Area** – The crime must have occurred in one of the reportable areas per Clery regulations. Every reportable crime occurring within the boundaries of campus is in a reportable area. Perimeter streets are described as a “Sidewalk – Street – Sidewalk”. This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable as are incidents occurring in the street. But an incident occurring in a building on the distant side of a perimeter street would not be included.
4. **Made in Good Faith** – For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the credibility of the person making the report is considered. When the incident is reported to the university through a law enforcement agency, the Campus Security Authority believes this determination has already been made.
5. **Founded** – For an incident to be included there must be a determination that the report is founded. If in the case of a particular incident, law enforcement and/or Campus Safety determine that the incident could not have occurred or did not occur, i.e., a false report, the crime would not be included in the annual report.

Security Policies, Procedures, and Programs

This report provides information about security policies, how to report crimes, the jurisdiction and arrest authority of Campus Safety personnel and information about campus educational programs. These documents are gathered together in this report to assist you in your efforts to arrive at a more complete understanding of the campus climate as it relates to the issues of personal safety, crimes occurring on or near campus and the resources available. The collection of data and the evaluation of the data in the preparation of this report is a lengthy process requiring the involvement of numerous campus departments and external partner agencies. The intent of this information is to provide individuals with the information necessary to make an informed and reasoned decision about personal safety while at Oregon Tech.

Campus Environment

Oregon Tech serves students from all over the world, serving as the only accredited public polytechnic university in Oregon. The main campus—consisting of 190 acres, 20 buildings and a stadium— is located in Klamath Falls, Oregon, a high-desert community on the eastern slope of the Cascade Mountains. The city’s metropolitan population, including the outlying county communities, is about 45,000. Oregon Tech maintains an “open campus” with no physical barriers between the university and the community.

Campus Safety is a Shared Responsibility

No university campus or community is totally risk free. Each person must contribute to fostering a safe learning environment by using common precautions and practicing crime prevention. These measures help reduce vulnerability as well as opportunities for criminal activity on campus.

Campus Safety reports to the Executive Director of Resilience, Emergency Management and Safety within Finance and Administration. Campus Safety applies a proactive approach to incorporating visibility, education, prevention, and response to campus incidents.

Campus Safety programs at Oregon Tech are comprehensive and inclusive, ensuring a focus on the entire campus community to include students, faculty, staff, and guests. It is Oregon Tech's desire to create and promote an open environment that encourages learning and freedom among all who attend or visit the university. Safety is an important part of the educational and occupational experience.

Individuals who are the victim of a crime, witness a crime or suspect a crime is taking place within the campus boundaries or adjacent properties, should report the event immediately to Campus Safety at 541.891.2143 or Klamath County 911 by calling 911. Everyone needs to be an active member of our campus community, reporting crimes and pointing out safety concerns to the appropriate departments or agencies. It is our collective responsibility to help keep the campus crime free. Whether a victim or bystander, everyone plays an important role in keeping our community safe.

Members of the campus community are encouraged to report concerns and all campus crimes to Campus Safety. Students may also report concerns to Student Affairs, the Diversity/Title IX Officer or to Housing and Residence Life. An online campus incident report is available through "TechWeb" at: <https://techweb.oit.edu/students/incident-report>.

Security Awareness and Crime Prevention

Oregon Tech provides the following contact information to students, faculty and staff:

Incident Reporting

- For emergencies or a crime being committed, call 911.
- Report all crimes, no matter how minor they may seem. Notify Campus Safety of all suspicious persons or activity at 541.891.2143.
- Report any unsafe conditions, or any malfunctioning lights, doors or windows, to Campus Safety at 541.891.2143. Maintenance issues can also be reported to Facilities Services at 541.885.1693.
- Optional online report through TechWeb at: <https://techweb.oit.edu/students/incident-report>.

Important Phone Numbers

- Emergencies: 911
- Campus Safety Non-Emergency: 541.885.1111
- Campus Safety On-Duty Officer: 541.891.2143

Personal Safety

Survivors of crimes are not responsible for their victimization, regardless of their actions. Not all crimes can be prevented with preparation and readiness, however campus community members can improve their safety by taking the following precautions:

- If working or studying late, arrange to leave with a friend or call Campus Safety at 541.891.2143 for a safety escort. Lock the building doors and windows if working late/alone.

- Refrain from using elevators with people who look out of place or behave in a strange or threatening way. Always immediately report suspicious people or conditions to Campus Safety at 541.891.2143
- If followed, go to a high visibility area where individuals may be present.
- Be alert to any suspicious persons or vehicles.
- Carry a fully charged cell phone with pre-programmed emergency numbers.

Property Protection

- Never leave valuables unattended (backpacks, wallets, purses, keys, computers, phones, electronic devices, etc.).
- Engrave personal property, such as electronic or sporting equipment, with an Oregon Driver's License number, similar to this: **OR123456DL**. A secondary option would be to engrave an owner applied number, or OAN. This would be an engraved number easily identifiable to the owner.
- Keep a written record of all personal valuables, including descriptions and serial numbers. It is evidence that the property belongs to the rightful owner.

Bicycle Theft

- Never leave a bicycle unlocked. It only takes a moment to steal an unlocked bicycle.
- U-lock style locks are recommended. Cables and padlocks can be cut easily and quickly.
- Lock the bicycle frame to a bike rack. Front wheels can be easily removed, and the bike stolen.
- Bicycle registration is not mandatory on campus, although Housing and Residence Life does provide this service to on-campus residents if requested.



Office Security and Key Control

- Never leave purses, wallets, or other valuables unattended. Lock them in a drawer or closet or carry them.
- Do not leave keys unattended, in plain sight on a desk, or in a top drawer where could be easily accessed.
- Do not loan out university issued keys, proximity cards, fobs or any other form of entrance you have been granted.
- Request proof of authorization from persons asking for confidential information or from delivery or repair people who want to enter a restricted area.
- If keys are lost or stolen, notify Campus Safety and Facilities Services immediately. If Housing keys are lost or stolen, notify Housing and Residence Life and Campus Safety immediately.

Parking Safety

- Lock vehicles at all times.
- When returning to a vehicle, have the keys out while approaching. Check the interior of the vehicle before going inside.
- Notify Campus Safety immediately of any suspicious people seen loitering in the parking lots or in any campus facilities.
- Remove all valuables from your vehicle. Leave valuables at home, carry them, or lock them in the trunk.

Threatening Situation

- If physically challenged by an individual, attract attention by yelling loudly or using a whistle.
- If using self-defense tactics or equipment, run away as soon as the attacker is disabled. Please note Oregon Tech policy (OIT-50-010), which prohibits the use of weapons on any Oregon Tech campus. Please refer to ORS 166.360 for the definition of a weapon.
- Situational awareness is vital when it comes to personal safety. Run scenarios in your head and pre-plan your response to threatening situations.
- If confronted by someone who only wants property, give it to them. Your valuables are not worth your personal safety.
- Try to get an accurate description of the assailant. If a vehicle is involved, get the license number and call Campus Safety at 541.891.2143

Campus Safety Tips

When crimes occur on campus, Campus Safety may inform the campus community when deemed appropriate and offer ways to take precautions to avoid becoming a victim of crime, or so they may aid in the solving of crimes. Contact Campus Safety for more information at campus.safety@oit.edu or 541.885.1111.

Campus Safety Services

The mission of Campus Safety is to provide for the safety, security and maintenance of order for the campus community including faculty, staff, students and visitors. Campus Safety promotes safety and security on campus through educational programs, emergency and non-emergency response services, problem solving and enforcement of appropriate laws, rules and regulations. The university employs full-time Campus Safety Officers as well as part-time on-call Campus Safety Officers. Students assist with issuing temporary parking permits, weekend patrols and other safety-related responsibilities. Campus Safety operates 24 hours a day, seven days a week, responding to campus incidents, including building alarms, crimes, emergencies, injuries, illnesses, accidents, safety hazards and calls for assistance. Campus Safety routinely collaborates with local law-enforcement agencies to ensure a coordinated approach to campus safety and security.

Calendar Year 2023 Crime Prevention and Safety Programs Student Involvement & Belonging (SIB)

The Treehouse, a subdivision of SIB, held events in 2023 to include the following:

- The Bandana Project: decorate a bandana and stand in solidarity while helping raise awareness about sexual violence against migrant farmworker women in the United States. Educations pamphlets/informational cards were shared about this issue.
- Denim Day: Denim Day is acknowledged in April, during Sexual Assault Awareness Month (SAAM). The purpose of this event is to show that no matter what you are wearing, it is not an invitation to be assaulted. People all over campus will be encouraged to wear a denim clothing article to show solidarity with assault victims. There will be a table set up with a jean jacket where students and staff can write messages on it to show solidarity as well.
- SAAM Breaking Plates: for Sexual Assault Awareness Month, anyone can come and write their experiences or feelings on a plate and break it. It is said that smashing plates symbolizes the smashing of the old-world order to make way for a new one. When you break a plate it can represent your own personal struggles with change, as well as the difficult process of breaking free from past events or feelings.

Integrated Student Health Center

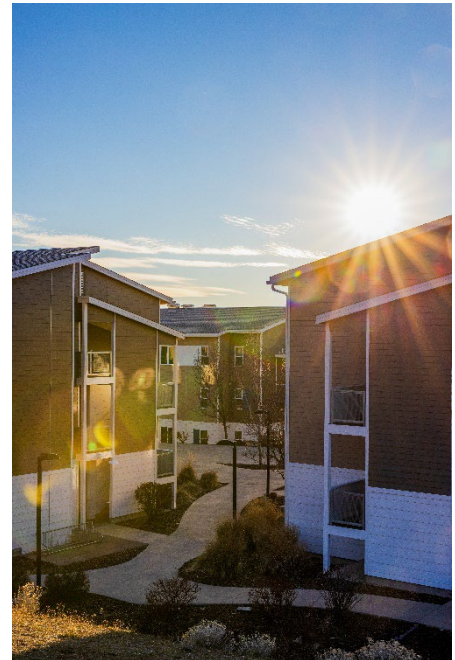
During 2023, the Integrated Student Health Center participated in the National Collegiate Sexual Responsibility Week by presenting students with information on topics ranging from acquaintance rape to STD prevention. Additionally, the Integrated Student Health Center hosted a Safe Spring Break event, provided suicide prevention and sexual assault prevention programs in support of the Title IX office.

Title IX

Because Title IX awareness is crucial to the health and wellness of the Oregon Tech community, annual training on Title IX and related laws is required for all university students, employees, volunteers at all campus locations. The university's Board of Trustees also attends annual Title IX training. Members of the Title IX Office, including the Title IX Coordinator, Investigator, and Deputy Title IX Coordinators receive additional training, as do Hearing Officers and Advisors. Title IX office provided on-line/virtual Title IX training opportunities throughout 2023. Online training can be found through the Oregon Tech Title IX web page at <https://www.oit.edu/title-ix/training>.

Housing and Residence Life

To reach their goal of providing a safe living environment for students at Oregon Tech, Housing and Residence Life offers specific training to their staff and informational meetings for all residential students. Housing and Residence Life student staff return to campus two weeks prior to the arrival of the general student population. During this time, all student staff received training on being a mandatory reporter, suicide prevention, fire evacuation and safety, de-escalation of stressful situations, how to report to and interact with Campus Safety, and more. Housing and Residence Life partners with the Title IX Coordinator, Campus Safety, staff from the Integrated Student Health Center, and the Dean of Students to provide this training effectively. At the beginning of the fall term, Housing and Residence Life holds an All-Residential Meeting to share about campus policies along with tips on how to keep the living community safe and secure. Floor meetings are held throughout the academic year to address residential concerns and remind students of safety protocols and policies.



Athletics

The Athletics department has multiple training sessions for staff and student athletes. Athletics staff are trained in Title IX, mandatory reporting, and “coaching with character” via the National Association of Intercollegiate Athletics. The student-athletes are also trained on Title IX topics from the university Title IX Coordinator. The Director of Athletics conducts training with the student-athletes, covering department policies on hazing, bullying, drugs and alcohol.

Resilience, Emergency Management and Safety (REMS)

Resilience, Emergency Management and Safety (REMS) provides strategic leadership over the university's business continuity, campus safety, emergency management, environmental health and safety, parking and radiation safety portfolio. The department collaborates with key stakeholders to build organizational and individual resilience to adverse events, business disruptions, emergencies, hazardous environmental conditions, public safety incidents and safety risks.

Environmental Health and Safety

The Environmental Health and Safety office within REMS provided CPR/First Aid training to student staff, has given presentations on environmental health and safety topics such as lab safety and chemical safety and has participated with Campus Safety in providing safety information to new and returning Residence Hall students during 2023.

Campus Safety

Campus Safety within REMS provided community training to both the general campus community by term and as requested by various campus clubs and departments. Training in self-defense, active assailant/active shooter (utilizing an ALICE certified instructor and incorporating the Standard Response Protocol), safe winter driving and office safety was provided. Additionally, Campus Safety Officers staffed information tables during various campus events, to include, but not limited to, New Wings student registration, Admitted Students Day and the Safe Spring Break event hosted by the Integrated Student Health Center.

Campus Safety and Klamath Falls Police Department

Oregon Tech and the Klamath Falls Police Department have a long history of coordination and cooperation in responding to crime on campus and areas adjacent to campus.

Campus Safety is generally considered the first responder to campus incidents. All uniformed Campus Safety Officers are Oregon Tech employees and under ORS 164.205 (5), are designated as lawful persons in charge with authorization to direct persons to leave the campus and initiate subsequent law-enforcement intervention for crime and university violations.

Five of the full-time Campus Safety Officers have been commissioned by the university and can make probable cause arrests while on duty and operating within the university boundaries and jurisdiction. All Campus Safety Officers are trained in first aid and CPR procedures. Officers conduct foot and vehicular patrols of the university facilities 24 hours a day, seven days a week.

The Klamath Falls Police Department is the primary law enforcement agency in the city of Klamath Falls. They have jurisdiction and will respond to campus upon request to assist as needed. The Klamath County Sheriff's Office and Oregon State Police also respond to calls from campus, as needed or warranted.

Any major crime incidents on campus will generally be handled by or include the Klamath Falls Police Department in cooperation with Campus Safety personnel. The Klamath Falls Police Department will conduct investigations upon request from Campus Safety and make arrests as the responsible law-enforcement jurisdiction.

Crime Prevention and Education

Campus Safety, staff, faculty and students continually work together on personal safety and preparedness to assist others in time of need. Each individual is responsible for taking basic precautions, such as walking in pairs at night, locking office and car doors and securing personal valuables when unattended. Campus Safety is available to meet with individuals, groups and clubs to discuss safety, crime-prevention methods and related issues. Campus Safety actively supports crime prevention through a number of activities. Campus Safety Officers provide educational talks, workshops and information exchanges throughout the academic year.

Campus Safety personnel provide the following crime-prevention services:

- Daily incident and crime reports
- Crime information and data collection that is disseminated to local police agencies
- Resident Advisor support
- Orientation programming for new students

When campus crimes occur, Campus Safety may notify the campus community as needed to educate and inform members as a crime deterrent. If you have information or questions, contact Campus Safety at 541.885.1111.



Reporting a Crime

In the event of a crime or emergency, contact Campus Safety at 541.891.2143. This number will reach the on-duty Campus Safety Officer. Dialing 911 will connect the caller to Klamath 911 who will coordinate a response by the appropriate public safety agency.

In addition, crimes can be reported to the following persons or offices:

- Vice President for Student Affairs/Dean of Students at 541.885.1011
- Integrated Student Health Center (ISHC) at 541.885.1800
- Director of Housing and Residence Life at 541.885.1087
- Title IX Coordinator at 541.885.0182

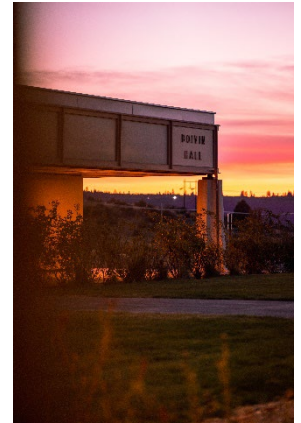
Building Access and Safety

Campus buildings are open Monday through Friday, 8 a.m. to 5 p.m., with access to buildings limited during evenings and weekends. Campus Safety Officers confirm campus buildings are being secured beginning at 5 p.m., except where evening classes meet, or special events are occurring. All buildings are locked after evening activities are completed.

Unauthorized entry to, or use of university facilities, including buildings and grounds, is prohibited. Building access for special use or use during non-business hours requires prior approval.

If working alone or in a building after normal work hours or on weekends, individuals should notify Campus Safety of their entry time and location by calling the on-duty Campus Safety Officer at 541.891.2143.

Please immediately report all strangers or suspicious activity in your building to Campus Safety.



Security of Campus Grounds

The university is committed to campus safety and security. Parking lots, pedestrian walkways, high-traffic areas, buildings, exterior lighting and grounds are checked during routine patrols. Patrols occur during daytime and evening shifts. Doors are secured each evening. Shrubs, trees and vegetation are trimmed regularly by Facilities Services. Members of the campus community are encouraged to report all hazards, exterior-lighting deficiencies or grounds problems to Facilities Services at 541-885-1690.

On Campus Housing Safety

Campus Safety Officers routinely patrol the campus housing facilities, respond to calls for service and assist students as needed. Public areas are accessible to residents and their guests. All campus residential facilities are locked 24/7. Students and staff living and working in the building have access cards that provide access to the facilities. The only exception to the facility being continuously secured is for an all-student event held in the residential facility or for maintenance work that includes hauling items that make access cumbersome. In these cases, buildings are secured again as soon as the event is over or at the end of each workday/period. Residents should be certain that doors shut and lock behind them and not let people enter behind them. Access is limited only to the extent that residents abide by established security procedures.

Resident Assistants (RAs) make "rounds" and conduct hall checks. An RA is "on call" Monday-Friday, 5pm-8am and all weekend. Students who will be hosting a guest for the night must submit a "Guest Request Form" through the housing online portal (eRezlife). Students should accompany their guest while they are in public areas of the residential facilities.

Students should call their RA and/or Campus Safety at 541.891.2143 any time they need assistance or observe unusual circumstances or suspicious persons.

OT Alert and Emergency Communications

REMS, Information Technology Services, Marketing, Communications and Public Affairs and Campus Safety, working in conjunction with administrative personnel, support the OT Alert system to promptly notify the campus community in the event of an emergency

The OT Alert mass notification system enables the university to contact the Oregon Tech community in the event of an emergency by sending messages through the following approaches:

- Cell Phone
- E-mail
- Phone (land line)
- SMS (text messaging)



OT Alert *is not* used to send non-emergency, routine or spam messages.

How OT Alert Works

Oregon Tech is committed to providing a safe learning environment for students, faculty, staff and administrators. With this commitment comes a responsibility to notify the campus community of emergency situations if they arise on Oregon Tech campuses. OT Alert fulfills this commitment with emergency information available to the campus community and by providing emergency information and notification to a large percentage of persons on campus as well as the larger outlying community. OT Alert will promptly provide emergency information to the campus community and beyond once an emergency or threat is confirmed and the appropriate officials on campus are notified for purposes of emergency response and possible evacuations.

If Oregon Tech receives a confirmed emergency or dangerous situation involving an immediate threat at or near an Oregon Tech campus, Oregon Tech will confirm the given emergency via both on and off campus resources. These resources may include, but are not limited to, Campus Safety Officers, the Executive Director of REMS or emergency response agencies, such as the Klamath Falls Police Department, Klamath County Fire District One, etc.

Once an emergency is confirmed and the scope of the emergency is determined, the Public Information Representative will enter the alert via OT Alert. The mass notification system will automatically send the alert message to all faculty, staff and students and to those persons that have signed up and/or updated their emergency information on the OT Alert system. The alert is then delivered to landlines, cellular phones and through e-mail accounts.

All Oregon Tech students, faculty, and staff are automatically enrolled into the OT Alert system with their primary phones and Oregon Tech email. University community members are also encouraged to provide additional contacts (secondary email or phone number) and to regularly update their information at www.oit.edu/ot-alert.

In the event of an on-going emergency on or near the Oregon Tech campus, follow-up information will be disseminated via the same process used to send out the initial alert via OT Alert. Reasons for an updated OT Alert message may include further detailed information on the emergency, changes in location of the emergency, the emergency being deemed contained, concluded or no longer a threat.

How OT Alert will be used

Situations for which OT Alert will be used (but not limited to):

- Campus closing
- Building emergencies
- Potential life-threatening situations on campus
- Extreme weather conditions

The campus community can be confident that an emergency message is genuine by the following sender identification:

Phone: 541.885.1000 or E-mail: OT Alert (do not reply)

Timely Warnings

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, Campus Safety will issue Timely Warnings. Campus Safety will generally issue Timely Warnings for the following crimes:

- Arson
- Aggravated assault
- Burglary
- Criminal homicide
- Hate Crimes
- Motor Vehicle Thefts
- Robbery
- Sexual assaults
- Stalking
- Dating Violence
- Family Violence

Crimes that would not present a continuing threat and therefore might not merit a Timely Warning, include the following:

- An assault between two individuals who have a disagreement and know each other. This may be an isolated event and presents no ongoing threat to the community.
- In the case of a late report in which the delay precludes the possibility of issuing a Timely Warning to the community. Late reports will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information available.
- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat.
- Crimes in which an identified perpetrator is only targeting specific individuals to the exclusion of others..

In the event a Timely Warning is disseminated, it may include the following information:

- Type of crime
- Date, time, and location of the crime
- Brief description of the incident
- Available suspect information
- Safety tips to help with the risk of being involved in a similar incident

Campus Safety may, in some circumstances, issue Timely Warnings when there is a pattern of crimes against persons or property. At Oregon Tech, the Executive Director of REMS will make the determination, in consultation with other university officials, if a Timely Warning is required. Anyone with information warranting a Timely Warning or emergency response notification for the Oregon Tech campuses may contact Campus Safety at 541-885-1111 or 541-891-2143.

Evacuation Drills and Procedures

The purpose of evacuation drills is to prepare building occupants for a safe and coordinated evacuation in case of fire or other type of emergency. At Oregon Tech, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During a drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to evacuations procedures during the drills, the process also provides Oregon Tech with an opportunity to test the operation of the fire alarm system components. Fire drills are conducted annually in campus facilities with the exception of four times per year in on-campus housing facilities.

Missing Student Notification and Student Conduct Information

Missing Student Notification Procedures: On-Campus Student

In accordance with the Higher Education Opportunity Act of 2008, Oregon Tech has established procedures for missing student notification and campus response. This procedure outlines the process campus officials will follow in response to a report of a missing student from on campus housing locations.

This missing student procedure applies to any student who lives in an on-campus student housing facility, regardless of their age, status, or whether they have registered as a confidential contact person. Students, staff, faculty, parents/legal guardians, Campus Security Authorities, or any other person who is aware that a student, who resides on campus, is missing should report that information immediately to a Campus Safety officer at 541.891.2143. Missing students can also be reported to Housing and Residence Life staff, the Vice President for Student Affairs, Dean of Students, Student Affairs, the Athletics Director, or the Integrated Student Health Center staff.

Any university official who receives a report that a student is missing shall immediately contact Campus Safety. If the student lives in on-campus housing, Campus Safety will open an official investigation and retain status as the primary response unit. A welfare check of the student's on-campus residence will be made. If the student lives off campus, the appropriate law enforcement agencies will be contacted. All reasonable efforts will be made to locate the student to determine their status and well-being.

Oregon Tech Housing and Residence Life maintain emergency contact information for each student that lives in an on-campus housing facility. Each student that lives in on-campus housing must identify two contact persons whom the university will notify if the student is determined to be missing after a 24-hour period. All emergency contact information will remain confidential, accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing student investigation.

Campus Safety is responsible for determining that a student is missing. Once a student is determined to be missing for 24 hours, Oregon Tech will notify the designated contact person within 24 hours. If the student is under 18 years of age and is not emancipated, the student's custodial parent or guardian must also be notified within 24 hours. The appropriate law enforcement agencies will be contacted within 24 hours of the determination that the student is missing. This notification will be made even if the student has not registered a contact person.

Student Conduct, Disciplinary Responsibility and Sanctions

Disciplinary sanctions as serious as suspension or expulsion from the university or eviction from university housing may be imposed against any students found guilty of committing, attempting to commit or intentionally assisting in any of the offenses listed in the Student Conduct Code and the Student Housing Handbook. The responsibility for the campus discipline system is delegated from the State Board of Higher Education to the Vice President for Student Affairs through the President. The Vice President for Student Affairs further delegates authority for student conduct to the Dean of Students, Housing and Residence Life, and designated hearing officers. A hearing officer is a university employee who is an officially designated administrator, faculty member, or staff member. The goal is to resolve cases closest to the point of infraction for maximum educational benefit. The Student Code of Conduct in its entirety, to include prohibited conduct, the disciplinary process and sanctions can be found at: [Student Conduct | Oregon Tech \(oit.edu\)](https://oit.edu/student-conduct). The Housing Student Handbook can be found at: [Housing & Residence Life | Oregon Tech \(oit.edu\)](https://oit.edu/housing-residence-life).

Title IX Investigations and Disciplinary Action

Victim Notification

In cases involving allegations that a crime of violence or non-forcible sex offenses, victims are entitled to know the results of any disciplinary proceedings. Both the accused and complainant will be notified in writing of the results of any hearing involving such allegations. Victims of a crime of violence, sexual assault, non-forcible sex offense, or stalking will be provided with notification in writing of the final outcome of the disciplinary hearing, including the sanctions imposed against the alleged perpetrator. Victims of sexual harassment will be provided with notification in writing of the final outcome of the disciplinary hearing, including those sanctions that directly relate to the harassed student (e.g., no contact order, suspension, expulsion, etc.). Please review the Student Code of Conduct for more information. It can be found at [Student Conduct | Oregon Tech \(oit.edu\)](https://oit.edu/student-conduct).

Appeal Procedure

An appeal is a review of the record of the original hearing, not a new hearing. It serves as a procedural safeguard for the student. The burden of proof is on the appellant, who must show that one or more of the listed grounds for appeal has merit. A student or group will not appear before the review panel unless specifically requested to do so by the panel.

Appeal of Decisions Reached Through Hearing Proceedings

Any outcome decided by the Student Hearing Commission may be appealed to the University president by either the respondent or the complainant.

1. Students will be asked for their current address at the original hearing. A letter containing the hearing panel's decision will be mailed to this address by certified mail, delivered in person or sent electronically to the institutional email address within two working days following the hearing. Students may also pick up a copy of the decision at the Office of Student Affairs. Appeals must be submitted in writing to Office of Student Affairs by 5 p.m. within seven university working days of the original hearing. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
2. The appeal must cite at least one of the following Appeals Criteria as the reason for appeal and provide supporting argument(s) as to why an appeal should be granted on these grounds. Appeals grounds include the following:
 - a. The hearing was not conducted in conformity with prescribed procedures, and substantial prejudice to the complaint or the respondent resulted;
 - b. The evidence presented at the previous hearing does not support the finding that was made; that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to support the Panel's findings;
 - c. New evidence that could substantially affect the outcome of the previous hearing has been discovered since that hearing. The evidence must not have been available at the time of the original hearing. Failure to present evidence that was available is not grounds for an appeal under this provision;
 - d. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with university procedures. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.
3. The President will review the record of the original hearing, including documentary evidence, and issue a finding as to the merits of the criteria cited as the reason for appeal.
 - a. If the appeals panel finds there is no merit to any of the grounds appealed, it will issue a finding as such.
 - b. If the appeals panel is presented with new evidence that could not have been presented at the original hearing, the matter may be remanded to the original hearing panel for a rehearing.
 - c. If the sanction is determined to be inappropriate for the violation, the appeals panel may recommend the sanction be modified by the vice president for student affairs and state the reasons for that recommendation.

4. If the President finds there is no merit to any of the submitted grounds for appeal, that decision shall be final. The final decision will be communicated in writing by Office of the President or Student Affairs to the complainant and the respondent. The decision will normally be communicated within ten university working days of receiving the written recommendation, but it may take longer during university recesses, in a complex case, or other reasonable circumstances.
5. If the President recommends modifying the outcome or the sanction, the final decision will be communicated in writing by the vice president for student affairs to the complainant and the respondent. The decision will normally be communicated within ten university working days of receiving the written recommendation, but it may take longer during university recesses, in a complex case, or other reasonable circumstances. The decision of the university President shall be final.

Other University Policies

Drug Free School and Workplace Programs

Oregon Tech complies with the provisions of the federal Drug Free Workplace Act of 1989 and the Drug Free School and Communities Act Amendments of 1990. University policies adopted to implement these federal requirements provide for the possibility of serious disciplinary action in the event of alcohol abuse or illicit drug use on campus or in connection with university functions, or for mandatory referral to approved rehabilitation, assistance programs. Copies of the university's policy statements are available online at www.oit.edu/hr (policy OIT-30-034)

Notice of Nondiscrimination

Oregon Institute of Technology does not discriminate on the basis of race, color, ethnicity, national origin, gender, disability, age, religion, marital status, sexual orientation or gender identity in its programs and activities. The following office is designated to handle inquiries and complaints regarding this non-discrimination policy: Affirmative Action Officer, Oregon Tech, 3201 Campus Dr., Klamath Falls, OR 97601-8801; 541.885.1108; Fax 541.851.5200

Hard copies of policies may be requested through Student Affairs in 217 College Union.

Alcohol and Drug Policy

Oregon Tech participates in the "Drug Free Schools and Community Act" (Public Law 101-226, Sec. 22) and is committed to providing an environment that maximizes the potential for a drug and alcohol-free educational experience. Possession or consumption of alcoholic beverages on campus is prohibited, except in designated over 21 spaces in on campus housing and at specially sanctioned occasions in the College Union). Furnishing alcoholic beverages to minors is prohibited on campus by state law and university policy.

The use, possession, sale, giving or exchanging of illegal drugs or controlled substances is prohibited on campus by state law and university policy. Persons violating these prohibitions are subject to discipline by the university, including possible suspension, expulsion and/or filing of criminal charges. The Integrated Student Health Center provides assessment and referral service to students and serves as an alcohol and drug abuse information and educational resource. These and other Oregon Tech policies can be found on the on the Oregon Tech Human Resources web page at <http://www.oit.edu/faculty-staff/human-resources>.

The Oregon Tech campus is designated as "Drug Free" campus. Enforcement of State and Federal drug laws are conducted by law enforcement agencies including the Klamath Falls Police Department. Violators could be subject to university disciplinary action if they are affiliated with the university.

Firearms, Munitions, and Explosives

Except as expressly authorized by law or university regulations, possession, use or the threatened use of firearms, fireworks, ammunition, explosives, chemicals or any objects that may be used as a weapon are strictly prohibited on university property or at university sponsored or supervised activities. Concealed weapons are prohibited, even with an authorized concealed carry permit. Certified law enforcement officers are the only individuals authorized to possess firearms while on campus.

Violence Against Women Act Legislation

On March 7, 2013, President Obama signed into law a bill that strengthened and reauthorized the Violence Against Women Act (VAWA), which affords additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking. Included in the VAWA legislation were numerous amendments to the Clery Act requiring updates to policies and procedures and collection and reporting of statistics for sexual assaults, dating violence, domestic violence and stalking. As a result of the passage of VAWA, schools are now required to collect data and report statistics for the additional crimes of dating violence, domestic violence and stalking as well as additional hate/bias crime categories of gender identity, ethnicity and national origin.

Clery Crime Definitions and Terminology

Under the Clery Act, Oregon Tech annually distributes statistics in an annual report and submits statistics to the Department of Education, on the reported occurrences of the following offenses:

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sexual Assault: An offense that meets the definition of rape as used in the FBI's UCR program or an offense that meets the definition of fondling, incest or statutory rape as used in the FBI's NIBRS program.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- C. **Date Rape Drug:** Under Clery, the administration of a date rape drug in an unsuccessful attempt to incapacitate and sexually assault the victim, and investigation determines that the perpetrator's attempt was to commit a sex offense, is a sexual assault. Administration of a date rape drug in which intent cannot be proven is an Aggravated Assault.

Sex Offenses, Non-forcible: Unlawful, non-forcible sexual intercourse.

- A. **Incest** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

- A. **Federal Definition:**

A felony or misdemeanor crime of violence committed-

 - (i) By a current or former spouse or intimate partner of the victim
 - (ii) By a person with whom the victim shares a child in common
 - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner
 - (iv) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or
 - (v) 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 (Federal Definition): 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.

Stalking:

A. Federal Definition

- (1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - (i) Fear for the person's safety or the safety of others; or
 - (ii) Suffer substantial emotional distress
- (2) For the purposes of this definition-
 - (i) 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.
 - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Consent

It is the responsibility of the parties involved to both give and receive consent in a clear, concise and mutually understood manner. Consent once given can be revoked at any time. Once consent is withdrawn, the sexual activity must cease immediately, and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity. Just because consent was given in the past, each new contact should clearly establish consent between everyone involved.

Evaluate and Communicate Your Intentions

Domestic Violence, Dating Violence, Stalking and Sexual Assault are issues that impact both women and men. Because the largest percentage of all university related rapes, dating violence and stalking are committed by acquaintances, it is important that you decide what you want to happen in intimate situations.

Both women and men should consider the following:

- Pay close attention to what is happening around you. Clearly communicate your desires, limits and intentions to your date, partner, or friend.
- Intercourse becomes rape when a person is under the influence of any intoxicant or controlled substance and is thereby prevented from resisting or consenting to the sexual contact. Be aware that alcohol and other drugs can impair your judgment; make you slow or unable to escape from a dangerous situation.
- Previous sexual contact, regardless of frequency, does not constitute consent for sexual activity in the present or future. A current or previous dating relationship does not constitute the basis for implied consent.
- Do not assume that sexual intercourse is permissible if a person is dressed in a certain way or is incapacitated and does not give consent.
- Assaultive behavior is never acceptable.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Liquor Law Violations: The violation of state and local laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of controlled substances.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

(Crime definitions are from the Uniform Crime Reporting Handbook. Sex offense definitions are from the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program).

Clery Act Hate/Bias Crimes

A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime. For more information on the definition and classification of hate/bias crimes, see:

Bias: Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

Although there are many possible categories of bias, under Clery, only the following eight categories are reported:

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Other Crime Definitions

Oregon Tech is required to report statistics for hate/bias crimes by the type of bias for the prior listed offenses as well as the crimes of larceny, simple assault, intimidation and vandalism. The below listed crimes are not Clery reportable crimes unless the crime was motivated by bias:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control over it.

If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, or disability, the crime is classified as a hate crime.

Sexual Harassment: Sexual harassment is unwelcomed conduct of a sexual nature. Oregon Tech is committed to providing a respectful environment for all its members. Sexual harassment of students, faculty or staff by other members of the university community is prohibited and will not be tolerated.

Sexual harassment is a violation of Federal Law (Titles VII and IX) and the Oregon University Administrative Rule 580-015-0015 along with Oregon Administrative Rule 578-12-0010(1)(2) prohibiting any form of discrimination. Sexual harassment is a prohibited act normally resulting in disciplinary proceedings against the perpetrator.

Unwanted sexual activity by persons abusing positions of economic, supervisory or academic power is undesirable and oppressive. Sexual harassment is also sex discrimination which is against the law and administrative rules.

If you believe you are being or have been sexually harassed, please contact the Title IX Officer. The office number is 541.885.0182. Oregon Tech's Human Resources office handles complaints and grievances along with inquiries regarding discrimination or equity programs. The Human Resources number to contact for Oregon Tech is 541.885.1120 for Oregon Tech. Human Resources will deal with all harassment matters directly and confidentially. Complaints are handled in accordance with Oregon Tech Policy 21-25. Retaliation also is prohibited.

Campus Security Authorities

Oregon Tech encourages the campus community to immediately report crimes or suspicious activity to Campus Safety to help maintain a safe environment for students, faculty, staff, and visitors.

Pursuant to the Clery Act, the university is required to compile and publish crime statistics in an Annual Security and Fire Safety Report. As part of this obligation, members of the university's community who are considered to be Campus Security Authorities are required to report crimes for inclusion as statistics in the university's annual report.

Who Are Campus Security Authorities

Campus Security Authorities is a Clery specific term that encompasses certain departments, groups and individual Oregon Tech employees who have a duty to report crimes they become aware of, as defined by the Clery Act. The law defines a Campus Security Authority as "an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings."

Examples of Campus Security Authorities:

Police and security departments (Campus Safety)
Deans and Directors
Title IX Coordinators
Office of the Dean of Students
Athletics team coaches
University Housing staff
Faculty and staff advisors to student organizations

Campus Security Authorities may also be identified by job function; that is any employee who, by virtue of their job function, has significant responsibility for assisting students or campus activities. Examples would be student advisors or formal or informal student mentors.

The Clery Act requires that Campus Security Authorities be identified, notified and trained.

Campus Security Authorities who have been identified by job title receive annual notification and training and are asked to forward the training to anyone within their department who they believe meets the Clery definition of a Campus Security Authority by job function. A listing of all Campus Safety Authorities is maintained by Campus Safety. If you believe that you may qualify as a Campus Security Authority and have not received notification or training, please contact the Executive Director of REMS at 541.885.1225.

The Role of a Campus Security Authority

Campus Security Authorities should not investigate crimes or attempt to determine whether in fact a crime occurred. Rather, a Campus Security Authority's obligation is to simply report the information that they have as soon as possible. To better assist a Campus Security Authority with determining what they are required to report, the following offenses that occur on campus, or non-campus buildings, or property own or controlled by the university, and public property within or immediately adjacent are required to be reported:

- Murder
- Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking
- Hate/Bias Crimes

If You Are Sexually Assaulted

For Students:

If you are a victim of sexual assault, you can contact one of the following offices:

- Campus Safety dial 541.885.1111
- Student Affairs (to reach the Vice President for Student Affairs or the Dean of Students), dial 541.885.1011
- Integrated Student Health Center dial 541.885.1800
- Diversity/Title IX Office, dial 541.885.0182
- Klamath Falls Police dial 911

If you are a victim of sexual assault, consider the following:

- Talk to someone you trust about the incident—a good friend, a family member, and/or a member of the university community. Talking to someone can help you clarify your options.
- Do not wash, shower, douche, change, destroy, or clean the clothes you wore during the assault. These provide vital evidence should you later decide to prosecute.
- Contacting the police department does not mean you must press charges. Ask about filing an "informational" (informal) report, which covers the expenses for a rape exam and provides a record of the incident if you later decide to file charges.

Whether or not criminal charges are filed, a campus administrative investigation will be conducted and handled through Student Affairs if the incident is officially reported to the university. Integrated Student Health Center staff are confidential reporters and will not disclose a report to the university. Campus sanctions can be imposed regardless of the criminal investigation.

For Employees:

Remember that you are not to blame -no one deserves to be sexually assaulted.

You should contact one of the following offices: Campus Safety, the Title IX Coordinator or the Klamath Falls Police Department.

- For Campus Safety assistance, dial 541.885.1111
- For the Diversity/Title IX Officer, dial 541.885.1073
- For police assistance, dial 911
- Talk to someone you trust about the incident—a good friend, a family member, and/or a member of the university community. Talking to someone can help you clarify your options.
- Do not wash, shower, douche, change, destroy or clean the clothes you wore during the assault. These provide vital evidence should you later decide to prosecute.
- Contacting the police department does not mean you must press charges. Ask about filing an "informational" (informal) report, which covers the expenses for a rape exam and provides a record of the incident if you later decide to file charges.

Rape Evidence Collection Examination

A rape exam provides essential treatment for exposure to sexually transmitted diseases and pregnancy. It also collects evidence to be used against your assailant should pressing charges be the victim's course of action. Campus Safety will assist in reporting to the Klamath Falls Police Department. In most cases, DNA evidence needs to be collected within 72 hours in order to be analyzed by a crime lab—but a sexual assault forensic exam can reveal other forms of evidence beyond this time frame that can be useful if you decide to report.. The examination will be conducted at a medical facility by a certified Sexual Assault Nurse Examiner (S.A.N.E.). Please look over the added website for more information on sexual assault exams/rape kits <https://www.rainn.org/get-information/sexual-assault-recovery/rape-kit>.

General Medical Attention

You can receive medical attention from the following areas:

- Integrated Student Health Center: 541.885.1800
- Sky Lakes Medical Center: 541.882.6311

For Immediate Counseling

- Oregon Tech Integrated Student Health Center at 541.885.1800. The counseling center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. to schedule an appointment. If it is an emergency, call and share that you need to see someone, and the staff will do their best to see you.
- Campus Safety 541.885.1111 has emergency contact capability for counselors who can assist after business hours.
- The RAINN (Rape, Abuse and Incest National Network) number is 1.800.656.HOPE (4673) or www.rainn.org.
- The US government website on sexual assault at <http://changingourcampus.org/about-us/not-alone/>.
- Dial 988 for the 988 Suicide and Crisis Lifeline. Check out their website at: <https://988lifeline.org/>

Additional Reporting Information

- Oregon Tech takes sexual and relationship violence very seriously. Another reporting option for crimes of sexual and dating violence can be anonymously reported by completing an Anonymous Report Form for sexual or relationship violence. It is available online through the Office of Student Affairs at <https://www.oit.edu/sites/default/files/2020/documents/anonymous-report%281%29.pdf>. Once the form is filled out, it can be placed in an envelope and mailed or delivered to either Student Affairs or the Integrated Student Health Center. The form includes addresses for both locations. If the survivor wishes for the crime to be recorded in university statistics, a section on the report form will need to be completed. All details are on the anonymous reporting form. ***Filling out the available form does not constitute a police report or a student conduct report. Please read the entire Sexual Assault portion of this annual report for more information on reporting a sexual crime to authorities.***
- Contact Campus Safety at 541.885.1111. They will help you in any manner possible, including contacting a counselor, and reporting an assault to the Klamath Falls Police Department.
- Contact the Klamath Falls Police Department at 541.883.5336 or 911 in an emergency. They hold jurisdiction for any criminal action occurring within the city of Klamath Falls. Officers will respond and assist in getting an incident documented and can follow up on any needed action.

Campus Sex Crimes Prevention Act and Sex Offender Registration

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institution of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime-reporting law, and the Family Educational Rights and Privacy Act of 1974 (FERPA) to allow the disclosure of this information regarding students. As provided in the Wetterling Act, any person required to register under a state sex-offender program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. They also must alert the state of any change in enrollment or employment status. The act also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, to advise the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. Under state law, sex-offender information may be obtained through local law enforcement agencies and the Oregon State Police and requestors may access this information using a variety of search criteria, such as name, address, ZIP code, or county. For the state of Oregon sex offender requirements and other sex offender information see the following web site: <https://www.oregon.gov/osp/programs/SOR/Pages/offenderinformation.aspx>.

Health Professional Reporting of Crimes and Annual Crime Statistics

The Integrated Student Health Center is comprised of staff that provide professional counseling and psychological services for students. For the purposes of supporting the client victim of a crime, staff will encourage and assist their client with how to report a crime to Campus Safety or local police agencies. This reporting will be done on a voluntary or confidential basis. There is also an option for the health professional to anonymously capture crime statistics disclosed confidentially during a given session.



Campus Safety Activity Report - Klamath Falls

Offense Type	2023			2022			2021		
	Campus	Residence Halls	Non-Campus	Campus	Res Halls	Non-Campus	Campus	Res Halls	Non-Campus
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses									
Rape	0	0	0	3	2	0	1	1	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	1	0	0	0	0	0
Sexual Harassment*	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	1	1	0	0	0	0
Domestic Violence	0	0	0	0	0	1	0	0	0
Stalking	2	1	0	3	0	0	1	1	0
Aggravated Assault	1	0	0	0	0	0	0	0	0
Assault	0	0	0	2	1	0	1	1	0
Arson	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	1	1	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	1	1	0	1	1	0
Theft*	11	2	1	9	7	1	5	4	0
Criminal Mischief*	7	3	0	6	1	0	3	0	0
Criminal Trespass*	0	0	0	6	1	0	2	0	0
Disorderly Conduct*	8	2	1	3	0	0	2	1	0
Hate Crimes #									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0	0

Campus Safety Activity Report - *Klamath Falls*

Offense Type	2023						2022						2021					
	Campus		Residence Halls		Non-Campus		Campus		Residence Halls		Non-Campus		Campus		Residence Halls		Non-Campus	
Disciplinary Actions or Arrests	AR	REF	AR	REF	AR	REF	AR	REF	AR	REF	AR	REF	AR	REF	AR	REF	AR	REF
Liquor Law Violations	1	3	1	3	0	0	1	4	1	2	0	0	0	26	0	26	0	0
Drug Violations	1	1	1	1	0	0	0	4	0	4	0	0	0	5	0	5	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Notation Legend

#	= Denotes hate crimes
*	= Denotes statistics not required by law
AR	= Denotes an arrest for liquor, drug and weapons violations
REF	= Denotes a referral for liquor, drug and weapons violations

There were no reported hate crimes for calendar years 2023, 2022 and 2021

Campus Fire Safety Act

Fire Safety Report

The annual fire safety statistics are provided in compliance with the Higher Education Opportunity Act of 2008 which requires the reporting of fire safety information relating to on campus housing facilities. Information is reviewed and updated on an annual basis. Additional information pertaining to fire safety programs at Oregon Tech can be obtained on the Environmental Health and Safety website. If you have information for inclusion, questions, or remarks contact Environmental Health and Safety at: [Environmental Health and Safety | Oregon Tech \(oit.edu\)](https://www.oregon-tech.edu/ehs)

Fire Safety at Oregon Tech

It is the policy of Oregon Tech to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the university's fire prevention program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by conducting periodic fire safety inspections of all university buildings and increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety. Regular inspections and maintenance are performed on fire safety equipment.

The Higher Education Opportunity Act of 2008 requires Oregon Tech to maintain a fire incident log annually and publish a fire safety report and report fire statistics annually. 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 the receipt of the report.

For the purposes of including a fire in the annual fire safety report, the fire should be reported to any of the following departments/offices: Campus Safety, Environmental Health and Safety, Facilities Services, Housing and Residence Life, or any other university employee if a fire occurs in or around campus.

The Campus Security and Fire Safety Annual report complies with both the security and fire safety reporting requirements of the Department of Education regulations (34 CFR 668, subparts 46 and 49).

Policy Statement

To minimize the potential for fire in Oregon Tech student housing facilities, it is the policy of Oregon Tech to prohibit the use of the following items inside any university owned student housing facility:

Portable space heaters, barbecue grills, and related accessories including lighter fluids and lighters, halogen lamps, and other similar type products, any open flame device or object including candles, incense sticks and related accessories. Open flames of any kind are prohibited in all residential facilities. Hot plates, slow cookers, deep fryers, electric skillet, electric woks, griddles, toaster ovens, sandwich makers/grills and other similar type products are allowed only in kitchen areas

All Oregon Tech campuses are smoke and tobacco free campuses, smoking is prohibited anywhere on campus property.

Fire Safety Systems in On-Campus Housing

On-campus housing at Oregon Tech consists of the Residence Hall and the Village for Sustainable Living 3 building complex. The Residence Hall has smoke detectors in all student rooms as well as all hallways. Additionally, fire extinguishers are located in all hallways and common areas also have sprinklers.

The Residence Hall and Village Apartments complex is covered by an integrated automatic sprinkler, detector, and alarm system, which is monitored 24 hours/day, seven days/week. Fire extinguishers are located in all hallways and the entrances to each suite are protected by fire doors with 20-minute protection ratings. Stairwells are protected by fire rated doors with one-and-a-half-hour protection ratings. The stairwell doors close automatically whenever the fire alarm system is activated.

Student Housings Fire Safety Systems

Oregon Tech Residential Facilities	Residence Hall	Village Bldg. #1	Village Bldg. #2	Village Bldg. #3
Alarm System Monitored by Off-Site Firm	X	X	X	X
Full Sprinkler System ¹		X	X	X
Partial Sprinkler System ²	X			
Smoke Detectors	X	X	X	X
Fire Extinguishers	X	X	X	X
Evacuation Plans/Placards	X	X	X	X
Required Fire Evacuation Drills	4	4	4	4
# of Fire Evacuation Drills	4	4	4	4

1. A full sprinkler system is defined as having sprinklers in both the common areas and individual rooms.
2. Partial sprinkler system is defined as having sprinklers in common areas only.

Fire Extinguishers

All Oregon Tech buildings are equipped with portable fire extinguishers. Most portable fire extinguishers located at Oregon Tech are rated for multiple types of fires. The most common type of extinguisher at Oregon Tech is rated as ABC followed by BC fire extinguishers.

Fires are classified into four types: A – ordinary combustibles, B – flammable liquids, C – electrical and D – flammable metals. Fire extinguishers are grouped into five classes (A, B, C, D and K), each of which extinguishes a specific type of fire as shown below:

Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper.

Class B Extinguishers are to be used on fires involving flammable liquids, such as grease, gasoline, oil, etc.

Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc.

Class C Extinguishers are suitable for use on electrically energized fires.

Class D Extinguishers are designed for use on flammable metals.

Class K Extinguishers are specific for kitchen fires involving burning oil or grease.

Response to Fire and/or Alarms

If a student or staff member discovers or suspects that there is a fire, the nearest fire alarm should be pulled and the student or staff member should exit the building via the closest, safe exit. Evacuating individuals should always attempt to warn others when leaving. On exiting the building, proceed to the nearest Emergency Assembly Point. After safely exiting the building, contact 911 and then contact Campus Safety at 541.891.2143 from a safe location. Individuals should not re-enter the building until the fire department or Campus Safety personnel grant permission. The silencing of a fire alarm does not mean it is safe to return to a building. Campus Safety coordinates with the Klamath Falls Police Department and/or the Klamath County Fire District 1 in the investigation of each fire incident.

Training

All housing occupants (including those with special needs) and Housing and Residence Life staff receive basic fire safety training at the beginning of each academic year. In addition, a program that covers emergency procedures and evacuations is reviewed regularly with the occupants and staff of each respective facility.

Every student room has an emergency evacuation map on the inside of the door, directing occupants to primary and secondary exits. Each individual housing facility participates in four fire evacuation exercises per year.

A fire evacuation exercise is an exercise performed by trained staff to prepare and evaluate the occupants on their efficiency and effectiveness to carry out emergency evacuation procedures. All occupants are required to participate. During a fire evacuation exercise, occupants are to practice safely evacuating the building, gathering at the nearest Emergency Assembly Point and providing any relevant information to emergency responders.

2023 On-Campus Housing Fire Statistics

<u>Facility</u>	<u>Date</u>	<u>Time</u>	<u>Cause of Fire</u>	<u>Number of Injuries/Deaths</u>	<u>Estimated Value of Property Damage</u>
Residence Hall, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #1, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #2, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #3, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A

2022 On-Campus Housing Fire Statistics

<u>Facility</u>	<u>Date</u>	<u>Time</u>	<u>Cause of Fire</u>	<u>Number of Injuries/Deaths</u>	<u>Estimated Value of Property Damage</u>
Residence Hall, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #1, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #2, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #3, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A

2021 On-Campus Housing Fire Statistics

<u>Facility</u>	<u>Date</u>	<u>Time</u>	<u>Cause of Fire</u>	<u>Number of Injuries/Deaths</u>	<u>Estimated Value of Property Damage</u>
Residence Hall, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #1, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #2, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A
Village Building #3, 3205 Campus Drive	N/A	N/A	N/A	N/A	N/A

