

INTRODUCTION

The Higher Education Opportunity Act (HEOA) became public law 110-315 in August 2008 requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Contents of this report reflect the requirements outlined in HEOA, which are included in Rudolf Steiner College (RSC) campus fire safety program. Elements of the campus fire safety program consist of: fire prevention policies and practices, fire safety educational and training initiatives, description of fire protection equipment in the residence halls, emergency evacuation procedures, and fire safety statistics. The annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by Environmental Health and Safety.

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at RSC, and the institution's state of readiness to detect and respond appropriately to fire related emergencies. Hard copies of the report are available for public review by calling 916-961-8727 ext.137 or by visiting the Finance office, Caroline Stave Viemeister. Office hours are 8-4:30 Monday- Friday.

PROGRAM OBJECTIVES

It is the policy of RSC to establish effective procedures and practices in the areas of fire prevention/ protection designed to minimize the potential for fires on the RSC campus. In addition, the importance of fire safety is continually promoted to students, faculty and staff in an effort to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by:

- Providing fire safety and emergency response training to Resident Assistants (RA) training in September and January of each year.
- Conducting periodic review and update of fire prevention policies
- Conducting regularly scheduled announced and unannounced fire drills in the residence halls to test response procedures and readiness of staff and occupants.
- Promoting fire safety awareness for employees and students by conducting regularly scheduled drills and refresher training on fire prevention and emergency evacuation procedures.
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards.
- Performing plans review and code consultation related to current capital improvement and remodeling projects.
- Mitigate fire hazards utilizing the information provided from regularly scheduled fire safety inspections performed by RSC property insurance loss control consultant, and fire protection consultants.

FIRE POLICIES AND PROCEDURES

Fire prevention policies and procedures have been developed and implemented in an effort to help accomplish the program objectives. Applicable NFPA, OSHA, residence hall student regulations were referenced during the development of these policies. A summary of these policies is highlighted below:

ARSON AND AGGRAVATED ARSON

The penalties for committing arson and/or aggravated arson are severe. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a Dorm RA , the housing Manager, or Campus Services.

EMERGENCY EQUIPMENT

Tampering with, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, fire hoses or water lines, fire doors, exit lights or panels, or any other emergency equipment.

Tampering policies include smoke detectors and sprinkler heads which are fire safety equipment, and residents are prohibited from:

- Disconnecting a detector,
- Tampering with the detector or its operation
- Purposely causing an alarm to occur,
- Hanging objects from or otherwise obstructing the sprinkler heads and pipes.
- Blocking open fire-rated door assemblies is strictly prohibited. Fire-rated door assemblies are UL listed and are designed to self-close and latch shut to prevent the passage of fire and smoke. Examples of fire rated doors include:
 - student room doors
 - stairwell doors
 - any corridor doors

Violations of this policy are considered serious and may result in severe consequences. Individuals violating this policy may be billed for any repair costs and/or face criminal charges.

FIRE ALARMS

Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan any time a fire alarm sounds. Failure to abide by this directive will result in disciplinary sanctions. The penalties for setting off a false fire alarm are severe. RSC Housing Services reserves the right to immediately remove anyone found setting off false fire alarms from the residence halls. In addition, the RSC will pursue criminal charges which could lead to a one-year imprisonment and a \$1,000 fine. (California Law) RSC Housing is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a RA member or the Housing Manager.

FIREWORKS

The possession and/or use of fireworks are prohibited in residence halls. RSC ASSUMES THAT POSSESSION OF FIREWORKS IMPLIES INTENT TO USE THEM. The use of fireworks is dangerous and constitutes a serious fire hazard.

ITEMS NOT PERMITTED IN RSC RESIDENCE HALLS

Items not permitted to be used or stored in student rooms or any other area of the residence halls include, but are not limited to: any internal combustion engine, any acids, automobile batteries, , gasoline, firearms or other weapons, fireworks, water beds or other water filled furniture, or bicycles. Due to health standards and possible inconvenience to other residents, no animals (except for service animals approved by the Disability Concerns Office for residents with disabilities), birds, or pets of any kind are to be housed or kept in the residence halls. Kitchen appliances may only be used in the common kitchen of each unit, and must be UL approved.. No refrigerators or food items may be placed in individual bedrooms. No daisy chaining of power stripes.

FURNISHINGS

RSC supplies basic furniture, such as desk, chair, dresser, 2 study lamps, closet, bed, wastebasket, window treatments, and mattress. Students must not move furniture from room to room, stack furniture, move furniture from public areas to their rooms, or detach fixed furniture.

SMOKING POLICY

Smoking is prohibited in all buildings on the RSC campus. Two smoking receptacles are located on campus. One is located on the West side of the front parking lot near Stegmann Hall. The other is located at the back of the campus near the fire gate. Please use provided receptacles due to the high fire hazard, particularly during the summer. No burning of any kind, including sage, sweet grass, and incense. No candles/open flames are allowed in the residence halls.

ALCOHOL

RSC is an alcohol free campus.

INSPECTION, TESTING, AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT

Environmental Health and Safety (EHS) administers this element of the campus fire safety program with support from Maintenance, Campus Services, and outside fire protection contractors. The overall goal is to insure all fire protection equipment in the residence halls is tested, inspected, and maintained in accordance with applicable NFPA standards.

FIRE SAFETY EDUCATION AND TRAINING INITIATIVES

Residence hall staff including; Professional Staff, Resident Assistants, and Campus Services Staff receive fire safety training. Topics include a review of the fire prevention policies, weather safety, use of fire extinguishers, and an emergency evacuation exercise. Emergency evacuation maps are installed on the inside of each resident's room door to direct occupants to primary and secondary exits. Two fire drills per residence hall are conducted each fall and spring semester in coordination with the Environmental Health and Safety, and the Village of Fair Oaks Fire Department. Participation in fire drills is mandatory and failure to evacuate the building during a fire alarm will result in disciplinary action. Environmental Health and Safety and Housing critique the drills to identify problem areas, which are then discussed and resolved with affected staff.

Fire safety training programs are also provided at no cost to other student, staff, and faculty groups on campus by request. This program typically consists of a brief review of fire prevention policies and procedures followed by hands-on fire extinguisher training.

OVERVIEW OF FIRE PROTECTIVE FEATURES IN THE RESIDENCE HALLS

RSC houses students in two residence halls. The following table provides a summary of the fire protection features provided in each of the housing facilities:

Dorm name	Year Built	Levels	Automatic fire detection	Automatic Sprinklers
Turner	2002	2	Yes- Local only	Yes- local only
Renoir	2002	2	Yes- Local only	Yes- Local only

FIRE PROCEDURES

If students see fire or smoke in or near their room, they are to immediately call 911. All fires reported to 911 will be included on the fire log for inclusion in the Annual Fire Safety Report. When the emergency dispatcher answers the phone, students will be requested to provide their name, the name of their building, the floor number or area of the building, and what the student has or is observing. If the fire is in a student's room, he/she is to leave the room immediately and close the door. The nearest fire alarm station is to be pulled at the first opportunity and other occupants of the floor or suite are to be alerted while exiting. Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan ANY TIME a fire alarm sounds. Evidence of non reported fires are to be communicated to the Hr and Payroll Coordinator, Caroline Stave-Viemeister 916-961-8727 ext. 137. These reports will also be included on the fire log for inclusion into the Annual Fire and Safety Report.

It is the Housing Managers responsibility to inform students of these procedures at the first meeting and to answer any related questions. It is not the Residents Assistant's responsibility to knock on doors and ensure that everyone is off the floor during a fire alarm. They are instructed to assist the fire department with crowd control and other duties as assigned. During an emergency, all questions should be directed to the Housing Manager or other assigned RSC staff. In the event that a student with a disability is not able to follow standard evacuation procedures; he/she should contact the Housing Manager upon arrival to secure an evacuation plan.

FIRE SAFETY STATISTICS

The Data presented below summarizes the reported fires that occurred in or about the housing facilities for the past years 2010-2013. Mandatory reporting commences Oct. 2012. Data has been collected since 2009 and will be included in this report. This report includes RSC owned properties, and not private housing, off campus apartments, or other buildings not owned by RSC.

FIRE SAFETY STATISTICS (BY YEAR)

2010- no fires

2011- no fires

2012-

Address	Building	Response date	problem	Dollar loss	Reporting class	Injury/death
Turner 9234	turner	6/14/12	Electric kettle placed on stove, exploded	\$3023	fire	0
Turner 9234	turner	6/16/12	Pot with oil caught fire	0	Smoke/fire	0

At a glance RSC had no fires or alarms during the years 2010 and 2011.

2012 had two fires, and two incidents of pots being left on the stove unattended and water boiling off, and causing the pots to crack. No damage was reported, other than the pots, and no alarms were sounded.

2013 RSC had no fire or alarms to report

RSC EMERGENCY ALERT

RSC Emergency alert is an emergency notification system that is designed to contact the campus community in the event a campus emergency. These emergency notifications will post to the RSC info/SOS page in the form of a "tweet". This

notification can come from the President, Vice President or the CFO of RSC. Once the emergency has passed, an all clear post will be provided.

EMERGENCY NUMBERS

In case of an emergency dial 9-1-1. Then contact RSC staff: In the dorms, contact your RA

Crime –in-progress direct line to Sheriff's department 916-874-5111

Non-emergency sheriff's department 916-874-5111

24 hour crisis line for Women 916-920-2952

After you have reported to the Emergency Agents, please contact Caroline Stave Viemeister at 916-961-8727 ext. 137 or come to Finance office, to complete a report.

ANNUAL DISCLOSURE OF CRIME STATISTICS POLICY

RSC is responsible for gathering and disclosing crime statistics. The annual security report for RSC includes statistics for the previous three years concerning reported crimes that occurred on campus. In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engaged at off campus locations and/or within student organizations that are officially recognized by the college, are gathered from local police agencies. These agencies include any city, county, state, or federal agencies that may have relevant information. These agencies are sent a letter annually encouraging the reporting of these crimes or incidents. The statistics provided are published in the disclosure.

RSC is aware that crimes may go unreported to law enforcement; as such, RSC and employees who have significant responsibility for students and student activities are required to report to RSC Safety Personell (Campus Services and Office Of Business Services) any crimes they become aware of in the course of their daily contact with students. These individuals are designated as Campus Security Authorities (CSAs). Faculty (except for advisors), physicians, counselors and clerical staff are examples of employees who are not required to report as CSA's under the Clery Act. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Each year by October 1st, an email notification is made to all enrolled students, faculty, and staff. Hard copies of the report are also available at the RSC Office of Business Services offices, located in the Finance office.

Prospective students and employees receive the notice of availability in the application process. Notices of availability of the annual report are printed in the course catalogs. The notice of availability is also printed in various other publications like the student handbook when it is updated in 2013.

DAILY ACCESS TO CRIME LOGS

RSC maintains a daily crime log for the most recent 60-day period. The Daily Crime Log lists by date reported, all crimes reported to RSC. The log is available to the public during normal business hours. Log entries older than 60 days may be obtained by request within two business days.

SECURITY AND FACILITY ACCESS

Campus facilities and buildings are generally open to the campus community, visitors and guests Monday through Friday from 8AM until 5PM and for special events as necessary. All staff and faculty are encouraged to either lock or

report unlocked doors, which are not in use, to Campus Services. Custodial and Campus Services staff regularly checks the security of the buildings.

Pursuant to principles of crime prevention through environmental design, campus landscaping, shrubbery, trees and other vegetation are routinely manicured with safety in mind. Artificial lighting has been placed at various locations throughout all campuses to contribute to a safer environment. Campus community members are encouraged to report unsafe conditions created by vegetation or lighting to the OFBS personnel, Caroline Stave Viemeister or campus grounds keeping.

Cameras are installed at various locations throughout campus. The cameras are all capable of recording capability. The cameras may contribute to crime prevention, crime intervention, and enforcement efforts. Students, staff and faculty are cautioned against relying on the camera system to provide or guarantee safety. Campus community members are encouraged to immediately report problems with cameras to RSC.

Access to campus facilities is controlled through a combination of physical keys and electronic locking mechanisms that are administered and maintained by Office of Business Services. Problems with building security or access should be immediately reported to the RSC.

PROCEDURES FOR REPORTING CRIMINAL OFFENSES

RSC Business Services Office is located in the Finance office. Office hours are consistent with normal instructional hours.

Community members can also dial 911 to report crimes in progress or medical emergencies.

Emergencies include:

- Crime in progress
- Disruptive person/group
- Fire
- Medical need
- Other circumstance posing an immediate threat to persons or property

Non-emergency reasons to request an officer include:

- Request for taking a preliminary investigation report of a crime
- Request for a safety escort
- Other circumstance where an officer can aid in keeping the peace or monitoring safety

Reasons for requesting Campus Services to address a facilities matter include:

- District employee using a facility after normal operating hours
- Faulty fire/intrusion alarms
- Heating or air-conditioning problems in classrooms/facilities
- Lighting problems
- Plumbing or electrical problems

- Other problems related to facilities that may pose a hazard until repaired.

CAMPUS SECURITY AUTHORITIES

A campus security authority (CSA) is any individual having significant responsibility for student and campus activities and who also have the responsibility to report and notify the Office of Business Services of any Clery Act crime brought to their attention. The CSA's at RSC are listed below and can be reached through the college phone 916-961-8727 and their extensions as follows:

- President of the college, Betty Staley Ext.101
- Executive Director, Lauren Hickman Ext. 117
- Interim CFO, Jeff Bixsby ext.166
- Human Resources, Caroline Stave Viemeister Ext. 137
- Director of Admissions, Lyn Dixon Ext. 121
- Academic Dean of Instruction, Patrick Wakeford-Evans Ext.102
- Dean of Students, Ronald Koetzsch 916-965-1341

Workplace Violence

RSC is committed to creating and maintaining a working, learning and social environment for all students and employees that is free from violence. RSC has a zero tolerance for violence against any member of the workforce, other persons in the workplace, or property. Every other year, RSC presents training and awareness on workplace violence matters.

Any employee who is the victim of threats of violence or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a RSC employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when: submission to the conduct is made a term or condition of an individual's employment, academic status, or progress; submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual; the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through RSC.

This definition encompasses two kinds of sexual harassment: "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct. "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex. Sexual harassment is prohibited on campus and is defined as unwelcome sexual conduct; sexual advances, requests for sexual favors, and repeated derogatory sexual remarks.

Violations by employees are subject to disciplinary action ranging from oral warnings to dismissal from employment. To make an inquiry or complaint against a student or district employee, contact the HR Department (Marcy Villarica).

SEXUAL OFFENSES AND OFFENDERS

Sexual assault aspects are discussed at orientation and to residential students annually. Safety talks are also provided upon request, for any office, organization or classroom as needed on campus. If you are the victim of a sexual assault, you are encouraged to do the following:

- Get to a safe place.
- Make notification to the police agency having jurisdiction of the location where the crime occurred.
- Seek medical attention regardless of your intention to notify police. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- Preserve evidence; physical evidence is paramount in the prosecution of assailants. Generally evidence should be collected immediately after the assault and only by a certified medical facility upon the request of a law enforcement agency.

To preserve evidence after an attack, you should not change your clothes, bathe, shower, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, use mouthwash or smoke. Do not straighten up or clean the area where the assault took place.

Reporting the Sexual Assault

RSC has limited resources and will transfer the investigation of sexual assault crimes to the local agency having concurrent jurisdiction. RSC is however committed to ensuring that students, employees, and other persons who have been sexually assaulted are provided treatment, medical assistance, counseling assistance, information, and that they are treated with sensitivity, dignity, and confidentiality.

Every effort is made to ensure our campus environment promotes and assists in prompt reporting of sexual assaults. Sexual assault includes but is not limited to acts or attempted acts of rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery and acquaintance/date rape. Sexual assaults should be reported to Heads of Programs, faculty, dormitory manager, and reception, who have been given information regarding services available for these cases.

If requested, RSC employees will assist a victim in making a report. Reports may be made anonymously. A victim may request academic counseling to change their course schedule after a sexual attack, if the changes are reasonably available. If desired, victims may also contact Residence Hall staff to change living arrangements if other accommodations are reasonably available.

Criminal Prosecution

Notification to a police agency begins the criminal prosecution process. RSC will facilitate contact with the agency sharing concurrent jurisdiction or provide information about how to contact them directly. Trained police officers will facilitate medical and counseling services, referrals, and the collection of evidence and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate to accompany you during all aspects of the investigation. The protection of the victim's name and any identifying information will be of the highest priority. Your written consent is required under California law before this information can be disclosed. Your decision to prosecute does not necessarily have to be made during initial contact with officers and your decision determines the

officers' subsequent investigation protocol. Officers have legal authority to arrest as appropriate and to forward the case to the District Attorney's Office for criminal prosecution.

Civil Prosecution

Victims may consult an attorney about initiating a civil suit for damages against the assailant for compensation of wrong doing. Civil action may be sought irrespective of the decision to pursue criminal prosecution.

District Disciplinary Procedure

If the assailant is a student, in addition to criminal and civil action, district administrative action may be initiated. A student charged with sexual assault may be sanctioned by RSC. Sanctions may include, but are not limited to: counseling, probation, suspension, eviction from residential facilities, and/or expulsion. If the assailant is a faculty or staff member, they may be subject to disciplinary action under applicable personnel policies or collective bargaining agreements in addition to criminal and/or civil actions.

Report suspected employee misconduct to RSC. RSC is committed to providing disciplinary proceedings that are supportive, sensitive, expedient, and respectful to each individual's rights. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Megan's Law

Persons convicted of certain sexual offenses are required by law to register with the law enforcement agency where they live. If the person is attending or employed by RSC, they are required to register with the law enforcement agency with jurisdiction at their respective campus also. Please visit the California Attorney General's Office website at <http://www.meganslaw.ca.gov/> to search for registered sex offenders in your area.

Procedures for Sex Offenders on Campus

Sex offenders are REQUIRED to register at the local law enforcement agency with jurisdiction at the campus they will be attending at the time of enrollment and/or employment. This must be done immediately, during first available business hours. Sex offenders must notify the local law enforcement agency upon their decision cease attendance and/or employment for RSC. Students and/or employees required to register MUST contact the local law enforcement agency with jurisdiction at each of the campuses they will be attending.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAM

The reason crime happens is well known. Crime happens because there is a criminal (who is motivated) to commit the crime, a victim who can be victimized by the criminal, and the opportunity for the crime to occur. The potential for crimes to occur can best be reduced by reducing or eliminating the opportunity for the criminal to commit the crime.

Students, staff and visitors need to take responsibility for the safety of themselves and their property. Everyone should strive to help others with this responsibility, which creates a safer environment for all.

TIMELY WARNINGS

The Clery Act requires that education institutions issue timely warnings when an imminent or ongoing threat exists to the community of the institution. Crime alerts (used to issue timely warnings) are issued in compliance with the Higher Education Act (20 U.S.C. 1092(f)). This act requires that a timely notice be issued when a:

- A. Murder
- B. Sex Offense; forcible or non-forcible
- C. Robbery
- D. Aggravated Assault
- E. Burglary
- F. Motor Vehicle Theft
- G. Manslaughter or
- H. Arson

occurs on or near RSC AND there is reason to believe that there is a current and/or ongoing threat to students and/or employees.

Determination on whether or not RSC will issue a Crime Alert is based upon the following questions:

1. Is the incident one of the above crimes (A-H)?
2. Did the incident occur in an area for which RSC must report statistics?
3. Is the suspect unknown?
4. Did the incident by its nature (A-D, G) or during the commission of the intended incident involve a crime against a person (E-F) or in the event of arson (H) occurred in an occupied building?
5. Is there a potential that harm to students and/or employees could occur currently or in the future as an outgrowth of this incident?

If all of the above questions (1-5) can be answered with a "yes," then a crime alert shall be issued. In addition, on a case-by-case basis and upon the discretion of the Manager of Security or designee, a crime alert may be issued for any other crime where there is a compelling need to get information to or from RSC community about a specific crime. Crime Alerts should contain as much of the following information as possible: Relevant incident numbers, date, time, location; a summary of the incident to include any suspect description and special preventive instructions. Crime Alerts will be issued as soon as possible after the specific event. If the report is delayed by the victim, the time and date the victim reported the incident will be included in the report. Nothing shall be included in the Crime Alert that would hinder an ongoing investigation. The Crime Alert will not identify the victim by name or address. The general description of the location may be given such as, but not limited to, dorm, classroom, etc. The Timely Warning (Crime Alert) will be issued through e-mail, and electronic notification. A crime log will be kept by the Office of Business Services. This log will become the official log included in the Annual Fire and Safety Report.

Emergency Notification

RSC has implemented an emergency mass notification system. The system can be used to notify employees and students under the following conditions:

Events, expected or unexpected, that threatens life or safety and requires immediate action. Some examples are:

Urgent Situations

- Natural disasters that place the campus in immediate danger.
- Chemical spills or accidents that require evacuation of a campus.
- Hostage or violent situations requiring evacuation, lockdown, or campus closure.
- Natural disasters that do not pose an immediate danger but pose a potential future danger to the campus.
- Local emergencies or events that could eventually lead to evacuation, lockdown, closure, or major disruption on or off campus or other District locations that could affect normal operations.

Important Communications

- Local emergencies or events that do not directly affect normal operations but will likely be visible to the community and external audiences (i.e. media).
- Local emergencies or events that have concluded.

Confirmation of a significant emergency or dangerous situation involving an immediate threat to health and safety on campus may come from many sources but includes RSC, local law enforcement, local fire agencies, local utilities districts, and news outlets. Which campus(es) or part(s) thereof will be notified will primarily depend on the nature and scope of the emergency or dangerous situation. The content of the message will be formatted to include all pertinent warnings and/or instructions necessary as related to scope of the emergency or dangerous situation. Once the significant emergency or dangerous situation has been confirmed, the scope has been identified, and the message

created, the RSC Emergency Notification System may be activated and the affected students and employees will be sent the message.

RSC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the RSC Emergency Notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. When necessary, information about the significant emergency or dangerous situation may be released to the larger community at the discretion of the responsible authorities. Responsible authorities include: CEO, CFO, Vice President of Operations, or the Sheriff's department.

Evacuation Procedures

Campus Buildings:

RSC has instituted the Building Emergency Evacuation Plan (BEEP). Key staff and other volunteers are identified and trained on building evacuation, first aid, fire suppression, and search and rescue. In the event a significant emergency or dangerous situation, responsible authorities may activate the BEEP. All classrooms and offices have been provided emergency exit route and locations of fire alarms and fire extinguishers.

NOTIFICATION OF MISSING STUDENTS

If a member of the RSC community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify RSC.

RSC will contact the Sheriff's Department to generate a missing person report and initiate an investigation. If after investigating the missing person report, the RPD determines that the student is missing and has been missing for more than 24-hours, RSC Housing Manager will notify the student's emergency contact no later than 24-hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, RSC will notify the student's parent or legal guardian immediately after the Sheriff's Department has determined that the student has been missing for more than 24-hours.

Crime Statistics Data

Crimes	On- Campus			Dorms		
	2011	2012	2013	2011	2012	2013
Criminal offences						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0
Sex Offenses-Non forcible(Includes only incest and Statutory rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	2	1	1	2	1	1
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Action/Judicial Referrals						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

No Hate Crimes were reported for 2011, 2012, 2013

Crime Log 2010-2013

date	day	time noticed	incident
5/5/2010	Wed	3am	Breakin Rebecca Tully car ipod stolen/ farm visitor car robbed of stereo, and purse
5/5/2010	wed	9pm	person found trying to steal bike
1/21/2011	Friday		white car drove up path to quad lawn, destroyed ballast light
3/25/2011	Friday	10am	Supply reps car broken into and cell phone stolen
8/1/2011		6am	White T-bird stolen from parking lot
10/15/2011	sat	8am	Heater and parts stolen from behind dumpster
12/29/2011	Thursday	5:07 AM	three bikes stolen from in front of dorms
5/6/2012	Sunday	am	heart rate monitor watch was stolen out of Claudi's unit
6/14/2012		7:30 AM	Turner 4. kettle put on burner exploded
7/25/2012	Wed	8:30 AM	Discovered HR office door unlocked and light left on. Alarm silenced
7/27/2012	Sat	AM	Discovered HR door was unlocked. Alarm was silenced
7/31/2012	Tuesday	6:30	Freezer marked Kitchen (located behind Emerson) Lock pried off. Nothing seems to be missing
8/11/2012	Saturday	5:30 AM	high def camera ripped off Barn. Barn door pried open. Humidifier from piano removed. Wires cut
8/15/2012	wed	11:02	Breakin in CSA shed- unclear what was stolen
8/27/2012	mon	2:15	Kids spotted on campus with stolen Purse. Was reported to sheriff
8/30/2012	Thur	9 am	Laptop was reported missing from Computer Lab/ was returned 6 months later, Mysteriously
9/4/2012	Tuesday	1:02 am	Breakin to Maintenance shed- missing various power tools
9/4/2012	Tuesday	7 pm	Kids spotted smoking pot at picnic tables. They were removed
12/18/2012	Monday	11:45 pm	Honda Blue 3WM532 driving on campus. Asked to leave
5/13/13	Monday	PM	Bicycle stolen from in front of dorm
9/4/13	Wednesday	overnight	Maintenance shed broken into, various tools taken
9/16/13	Sunday	overnight	Camera on outside of Barn stolen. Humidifier from Piano taken
10/9/13	Wednesday	overnight	Swamp cooler shed door pried open. Nothing taken

RSC works closely with Sherrie Carhart of the Sacramento Sheriff's department to avail them of all security camera and still camera footage, as well all incidents reports.

Students must file reports directly to the sheriff's office for each incident, and provide RSC with a copy of the report.