



2026 Annual Security and Fire Safety Report

(covering January 1, 2025 – December 31, 2025)



Table of Contents

I. INTRODUCTION: FROM THE INTERIM DIRECTOR OF TCCS CAMPUS SAFETY	4
II. ANNUAL SECURITY REPORT	5
Reporting Crimes and Other Emergencies	5
Reporting to Campus Safety	5
Anonymous Reporting to Campus Safety	6
Voluntary, Confidential Reporting to CMC	6
Reporting to Other Campus Security Authorities (CSAs)	7
Pastoral and Professional Counselors	7
It's Up to Each of Us	7
Responding to Crime Reports	7
Preparation of the Annual Security Report & Disclosure of Crime Statistics	8
About the TCCS Department of Campus Safety	8
Daily Crime and Fire Log	12
Timely Warning Reports	12
Emergency Response and Evacuation Procedures	13
Security of and Access to College Facilities	19
Emergency Phones	20
Campus Security Policies, Crime Prevention, & Safety Awareness Programs	21
Student Conduct	23
Parental Notification Policy	25
Faculty & Staff Conduct	25
Anti-Hazing Policy	25
Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking	29
Procedures to Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, and Stalking Has Occurred	30
Missing Student Notification Policy	35
CMC Policies Governing Alcohol and Other Drugs	37
Annual Disclosure of Crime Statistics	44

III. CRIME PREVENTION TIPS	52
Theft	52
Identity Theft	53
IV. ANNUAL FIRE SAFETY REPORT AND DISCLOSURE OF FIRE STATISTICS	53
Definitions	53
Fire Safety	53
Fire Safety Education and Training Programs for Students, Faculty and Staff	54
On-Campus Student Housing Fire Drills	55
Evacuation of Residence Halls in the Event of a Fire	55
Smoking and Open Flames in On-Campus Student Housing Facilities	56
Appliances in On-Campus Student Housing Facilities	56
Plans for Future Improvements in Fire Safety	56

I. Introduction: From the Interim Director of TCCS Campus Safety

Hello Athenas and Stags!

On behalf of the Department of Campus Safety, I want to personally thank you for your interest in our Annual Security and Fire Safety Report. The Claremont Colleges Services (TCCS) Department of Campus Safety is made up of dedicated professionals who are committed to helping make Claremont McKenna College and The Claremont Colleges safe, welcoming, and supportive places to live, work, and learn. Claremont McKenna College and the TCCS Department of Campus Safety publish this report to provide our community with important information about campus safety resources, policies, and services. Creating and maintaining a safe campus environment is a shared responsibility, and we encourage you to review this report to learn more about our department, the services we provide, and the many ways we work together to support campus safety.

As you read through the report, you will learn about our strong commitment to supporting victims of crime and the comprehensive resources available to assist them. You will also find important information on campus safety policies and procedures, crime statistics, emergency preparedness, and crime prevention programs designed to help keep our community informed and empowered.

Campus safety is most effective when it is built on collaboration and partnership. In support of Claremont McKenna College's commitment to fostering a secure and caring community, we work closely with many campus partners, including the Dean of Students Office, senior administrators, Campus and Residential Life, Facilities and Campus Services, and other departments that play a vital role in promoting the well-being of our students, faculty, staff, and visitors.

Our dedicated campus safety officers work every day to build positive relationships across the campus community. Through visible engagement, exceptional service, and open communication, these officers strive to create an environment where everyone feels safe, respected, and supported. Their commitment reflects our shared belief that campus safety is strengthened through trust, connection, and community partnership.

It remains our goal to provide the highest quality public safety services to The Claremont Colleges community. We are honored to work alongside our campus partners and are grateful for the opportunity to serve and support all who live, learn, and work here.

Melinda Heikkinen

Assistant Vice President/Director of Campus Safety and Emergency Services
The Claremont Colleges Services

II. Annual Security Report

Reporting Crimes and Other Emergencies

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage CMC community members to report crimes promptly and to participate in and support crime prevention efforts. The CMC community will be much safer when all community members participate in safety and security initiatives.

As described below, CMC and the TCCS Campus Safety Department have a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. It is critical for the safety of the entire College community that you immediately report all incidents to Campus Safety by calling at 909-607-2000 to ensure effective investigation and appropriate follow-up actions, including issuing a Timely Warning or Emergency Notification. CMC has an Office of Public Safety and Emergency Management where trained CMC Public Safety Officers act as the first response capability for the college. TCCS Campus Safety acts as the first contact for dispatch services and acts as a backup force for CMC Public Safety. TCCS Campus Safety and CMC Public Safety are in close and continual communication, consistent with a shared MOU. All incidents reported to Campus Safety are shared with the CMC Public Safety team, and vice versa, to coordinate an efficient response.

Reporting to Campus Safety

Members of the CMC community are encouraged to immediately and accurately report any criminal offense, suspected criminal activity, or other emergency directly to the Claremont Colleges Campus Safety Department. Campus Safety has a dispatch center that is available by phone at 909-607-2000, or community members can report incidents in person, twenty-four hours a day, at the Campus Safety Office, located in the Administrative Campus Center (ACC) at 101 S. Mills Avenue, Claremont, CA 91711. Campus Safety Dispatch will then dispatch a Public Safety or Campus Safety Officer to the location to provide prompt assistance. If the incident is taking place off-campus, immediately request law enforcement assistance by contacting the relevant jurisdiction agency where the incident is taking place or occurred, or simply dial 911. Reporting crime as quickly and as safely feasible, is a critical component of public safety, to ensure not only resources are expeditiously provided to those in need, but to also ensure the apprehension and arrest of perpetrators who might continue to pose a threat to the entire community. Campus Safety should be notified of any crime, whether or not an investigation occurs, to ensure the College can assess any and all security concerns and inform the community if there is a significant threat to the community. If a victim is unable to immediately notify Campus Safety of a criminal offense, suspected criminal activity or an emergency, it is recommended that others with relevant information do so on the victim's behalf, or the victim promptly report when it is safe and/or have the capacity to do so.

Callers who wish to remain confidential should share with the Dispatcher who answered the call that they wish to keep their name private. Campus Safety Dispatch will honor that request and not press the caller for their information. However, please note that the Cisco IP phones often times still records a phone number that Dispatch may call back if additional information is necessary. Should a Campus Safety Incident Report result from the phone call, the caller information will be written as "Jane Doe" or "John Doe".

During orientation, all students are encouraged to program their cell phones with the Campus Safety phone number and to download the [LiveSafe Application](http://colleges.claremont.edu/livesafe/)¹ to their phone. LiveSafe is a free personal safety mobile application for students, staff, faculty, and the community to engage in two-way conversation with Campus Safety.

¹ <http://colleges.claremont.edu/livesafe/>

Anonymous Reporting to Campus Safety

CMC encourages the accurate and prompt reporting of crimes to Campus Safety and appropriate police agencies by a victim, or on a victim's behalf when the victim of a crime is unable to make such a report. If you are interested in reporting a crime anonymously, you can utilize the Campus Safety's Silent Witness program that can be accessed through the [Campus Safety website](#)². By policy, we do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. The form provides a user the opportunity to communicate directly with the Director of Campus Safety. It is not intended for reporting emergencies or crimes-in-progress. The user will submit a description of the event, date, time, and location of the event. Contact information is optional. Once all pertinent information has been disclosed, the user will click the 'submit' button which in turn sends it directly to the Director of Campus Safety.

Students, faculty, and staff can download the LiveSafe app from their mobile device for free. The app is available in the [Apple app store](#)³ and in [Google Play](#)⁴. Once downloaded, the user will find their institution by clicking on 'Manage Organizations' in Settings. LiveSafe provides users the opportunity to do something when they see something. Users can send an email, make a phone call, and send pictures to Campus Safety in real time from the convenience of their mobile device. It also provides the user with updated information regarding: Emergency Procedures, Sexual Assault Assistance, Health and Wellness Assistance, Student Life Resources, and Local Resources. All messages sent to Campus Safety through the LiveSafe app give the user the option to send the transmission anonymously by simply clicking the box that asks the user if they wish to remain anonymous.

Voluntary, Confidential Reporting to CMC

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within CMC or the criminal justice system, you can consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow CMC to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, CMC may not be able to assure confidentiality and will inform you in those cases.

CMC uses a confidential reporting system called CMC Report A Concern. Additional information about CMC Report A Concern instruction and the portal for reporting can be [accessed online](#)⁵. CMC Report A Concern is an anonymous program developed by a third-party vendor named EthicsPoint/NAVEX. CMC encourages the accurate and prompt reporting of crimes to CMC Public Safety, TCCS Campus Safety and appropriate police agencies on a victim's behalf when the victim of a crime is unable to make such a report; CMC Report A Concern is a useful modality for filing such reports.

We also highly recommend this method for the accurate and prompt reporting of crimes to campus police and appropriate police agencies on a victim's behalf when the victim of a crime is unable to make such a report.

² https://cuc.formstack.com/forms/silent_witness_incident_report

³ <https://itunes.apple.com/us/app/livesafe/id653666211>

⁴ <https://play.google.com/store/apps/details?id=com.livesafe.activities>

⁵ <https://www.cmc.edu/report-a-concern>

Reporting to Other Campus Security Authorities (CSAs)

While CMC prefers that community members promptly report all crimes and other emergencies directly to Campus Safety at 909-607-2000 and to the City of Claremont Police Department at 909-399-5411, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Clery Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and conduct proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While CMC has identified numerous CSAs, the following offices are common places where community members may report crimes:

Official	Campus Address	Phone Number
Campus Safety	101 S. Mills Ave.	(909) 607-2000
The Dean of Students Office (Deans & RAs)	Heggblade Center 400 E. Ninth Street	(909) 621-8114
Human Resources	528 N. Mills Ave	(909) 607-1236
Office of Civil Rights	Heggblade Center, 2 nd Fl. 400 E. Ninth Street	(909) 607-3407
Title IX Coordinator	Athenaeum 220 385 E. Eighth Street	(909) 607-3830
Dean of Students and VP of Student Affairs	Heggblade Center 104 400 E. Ninth Street	(909) 621-8114
Director, Washington Program	N/A	(240) 577-2015

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by CMC to serve in a counseling role, are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, CMC encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. CMC designates the Chaplains in the Chaplains Office as pastoral counselors, and the Counseling staff at Monsour Counseling and Psychological Services (“MCAPS”) as the professional counselors.

It’s Up to Each of Us

CMC takes great pride in the community and offers students, faculty members, and staff members many advantages. This community is a great place to live, learn, work and study; however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, CMC has taken progressive measures to create and maintain a reasonably safe environment on campus.

Although CMC reviews its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

Responding to Crime Reports

When TCCS Campus Safety or CMC’s Public Safety receives word of a serious incident or emergency that could be considered a crime or policy violation, Officers generate reports. Depending on the nature of the incident or emergency, Campus Safety and CMC Public Safety will forward information to the Claremont

Police Department or other involved law enforcement agencies based on shared agreements/guidance from General Counsel and/or the Dean of Students Office for further investigation and follow-up.

CMC responds promptly and effectively to all reports of incidents or emergencies which may constitute crimes or policy violations, including offering care and support, resources, and initiating a conduct process for identified policy violations. This process is also followed for incidents reported through [CMC Report A Concern](#) ⁶.

Preparation of the Annual Security Report & Disclosure of Crime Statistics

The Dean of Students Office, in consultation with the general counsel office and Campus Safety, prepares this report to comply with The Jeanne Clery Campus Safety Act using information maintained by Campus Safety, information provided by other College offices such as the members of the Dean of Students Office, Facilities and Campus Services, other Campus Security Authorities, and information provided by local law enforcement agencies surrounding the main Claremont campus and other locations, including our space Washington, DC). Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by CMC. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

CMC distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of CMC community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting CMC's General Counsel's Office at 909-607-0348. Electronic copies are available on the [TCCS](#) ⁷ and [CMC](#) ⁸ websites. CMC also discloses the availability of this report to prospective employees on the Application for Employment. CMC also makes similar notifications to prospective students and applicants through the Admission Office.

About the TCCS Department of Campus Safety

Role, Authority, Training and Jurisdiction

TCCS Campus Safety protects and serves The Claremont Colleges community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that includes Emergency Management, Community Safety and Security Education, Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management. Other specific tasks include but are not limited to the following:

- First responders to emergencies of any kind.
- Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges.
- Patrol by vehicle, electric carts and on foot all campus streets, byways and interior areas.
- Apprehend criminals.
- Provide first aid until the arrival of paramedics.
- Provide security and traffic control at parties, special events and performances.
- Monitor fire alarms, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.
- Enforce traffic and parking regulations.

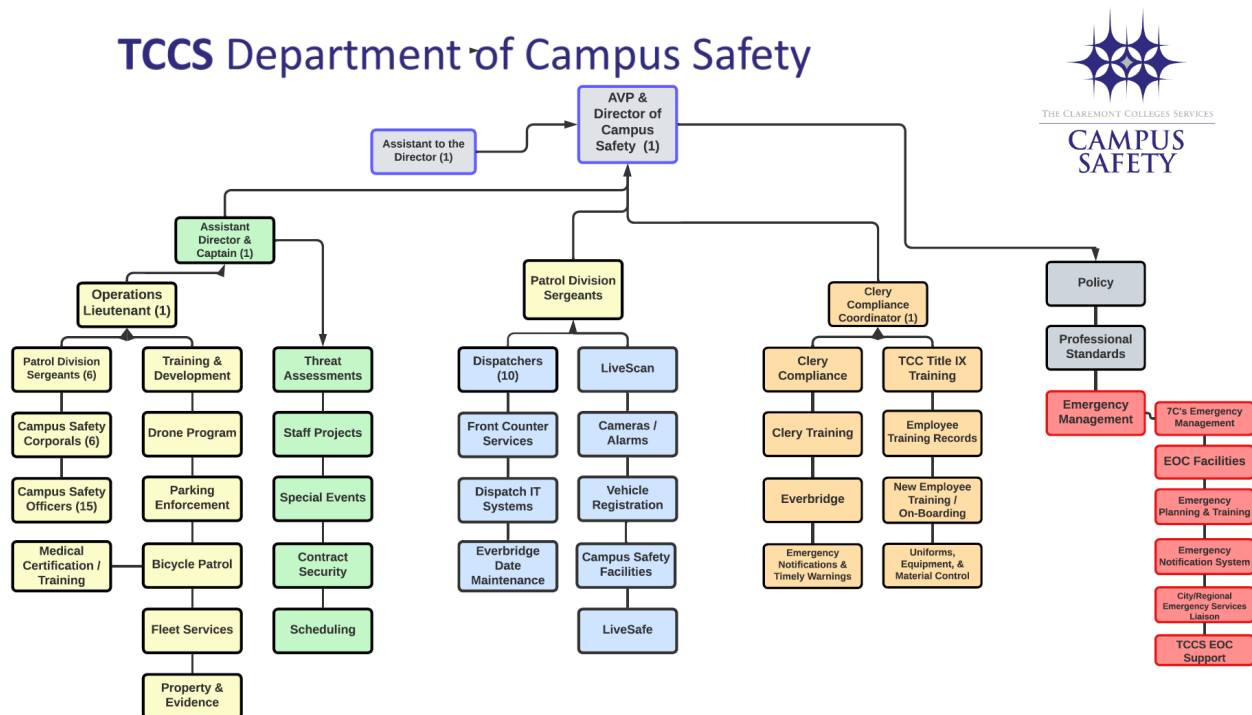
⁶ <https://www.cmc.edu/report-a-concern>

⁷ <https://services.claremont.edu/campus-safety/>

⁸ <http://cmc.edu/clery-report>

- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation.
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes.
- Assist law enforcement and other emergency service providers as needed.
- Offer security survey/audit services to campus administrators.
- Provide security/crime prevention presentations to students and staff.

The Campus Safety Department is led by the Assistant Vice President, and staffed by a Lieutenant, Sergeants, Dispatchers, full-time uniformed Campus Safety Officers, an Assistant to the Director/Assistant Vice President, and a Clery Compliance Coordinator.



Campus Safety Officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. Under Penal Code 837 PC, a private person is authorized to make a citizen's arrest in California when the perpetrator commits a misdemeanor in a citizen's presence or commits a felony and a citizen has reasonable cause to believe the perpetrator committed it. Current certification requirements for the Officers include Guard Registration and Basic Life Support for Health Care Providers, which includes CPR, First-Aid, and AED. Officers are also trained in Blood Borne Pathogens, Baton usage, and the administration of Oleoresin Capsicum (Pepper Spray), Auto Epinephrine Pen, and Narcan (Naloxone). Officers also receive various FEMA training. Select officers and supervisors receive Dignity Protection training. Employees undergo continuous education and training to upgrade their skills. Campus Safety is private security and not a police department, but is responsible for law enforcement, security, and emergency response protocols at the Claremont Colleges. Campus Safety also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, responding to suspicious activity and crime reports, as well as respond to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Patrol Jurisdiction

There are seven separate and distinct colleges within The Claremont Colleges, with six of the colleges sharing contiguous space (Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Pitzer College, Pomona College and Scripps College). The streets that establish the perimeter of Campus Safety's patrol jurisdiction are Foothill to the north, Claremont Boulevard to the east, First Street to the south and Harvard Avenue to the west (these streets can be seen on the map directly below). Additional details of the patrol jurisdiction for each campus are described below.

Claremont McKenna College (CMC) owns the Roberts Campus East property. The Roberts Campus East Property, which encompasses a total of 75 acres, is bordered by Foothill Boulevard to the north, Monte Vista Avenue to the east, Arrow Route to the south and Claremont Boulevard to the west. The East Campus is organized into two primary areas:

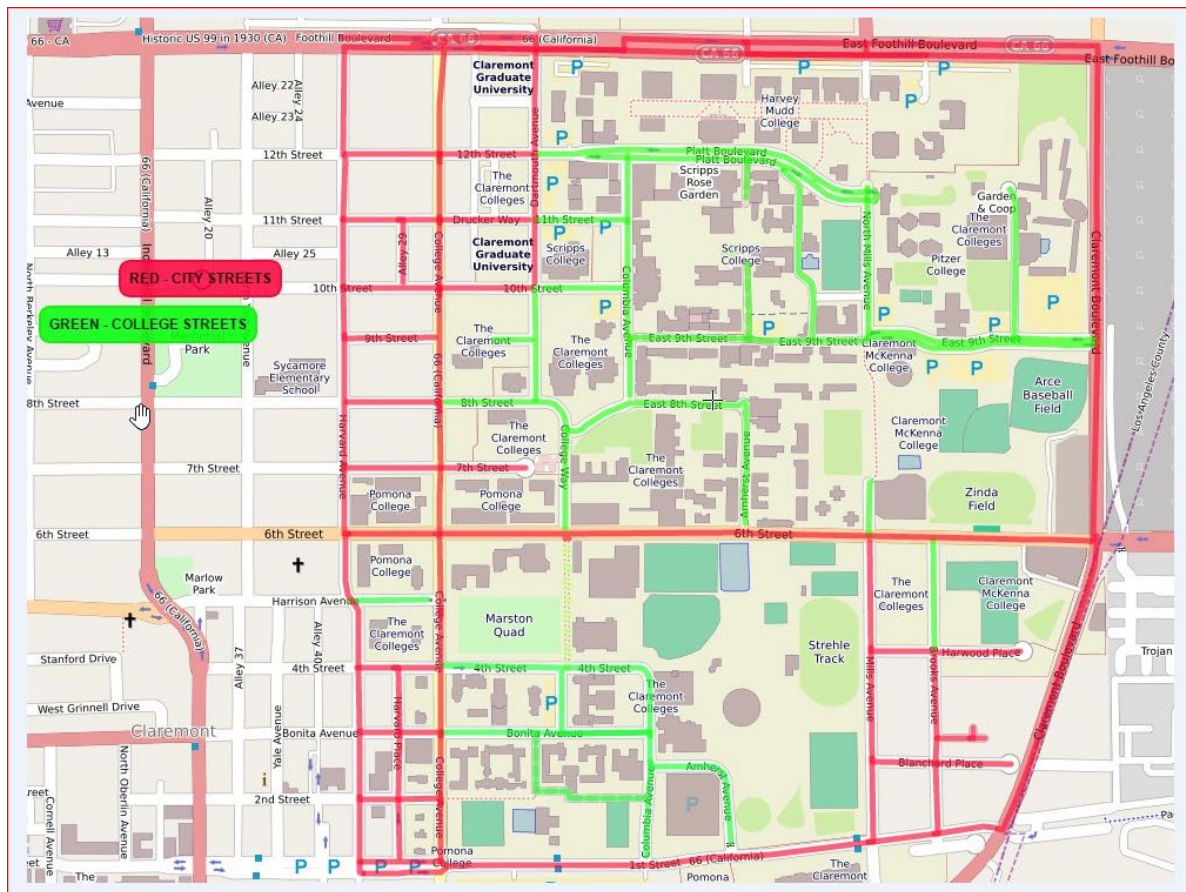
- 8 acres on the southern end of the site adjacent to Arrow Route.
 - This land is undesignated for development until future uses are identified and approved.
- 67 acres on northern 85% of this site, which is being developed as a Sports Bowl.

Claremont Graduate University, Harvey Mudd College, Pomona College, Scripps College and TCCS own parcels of undeveloped land that was formerly known as the Bernard Field Station (BFS) and is set back off Foothill Boulevard. One specific parcel of land within the BFS is Pitzer College's Robert Redford Conservancy. All this land is bordered to the north by the backyards of residential housing not affiliated with the Colleges to the North, Mills Avenue to the east, Foothill Boulevard to the south, and the Rancho Santa Ana Botanical Gardens to the west. The Rancho Santa Ana Botanical Gardens are affiliated with the Claremont Colleges, although they are not owned or controlled by The Claremont Colleges.

Set back off the main street and north of Foothill Boulevard are the Claremont Collegiate Apartments (CCA), which is Claremont Graduate University housing. CCA is bordered by TCCS undeveloped land that was formerly a golf course to the north, the California Botanical Gardens to the east, the former location of the Claremont School of Theology, to the west.

The exception to this is Keck Graduate Institute, which does not reside on the same parcel of land as the other six colleges. KGI's borders and Campus Safety's patrol jurisdiction include: First Street to the North, Bucknell Avenue to the East, Arrow Highway to the South, and South Cambridge Avenue to the West.

The Claremont Colleges contain both city streets and streets owned by the Colleges. However, all streets are considered public access. The map below reflects the streets that are owned by the City of Claremont and those owned and/or controlled by The Claremont Colleges.



Working Relationship with Local, State, and Federal Law Enforcement Agencies

The Claremont Colleges Campus Safety enjoys a highly effective and close working relationship with the City of Claremont Police Department and the Upland Police Department. As detailed by a formal Memorandum of Understanding (MOU's) with both agencies, our local law enforcement partners ensure effective operational roles and responsibilities that directly support the mission of the Campus Safety Department and the safety and security of The Claremont Colleges. The MOU's are maintained and available at all times, pursuant to the Kristen Smart Act of 1988 (State of California).

Campus Safety immediately notifies the police about crimes against persons, including violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and when police presence and/or assistance is deemed appropriate for the situation. As appropriate, and in accordance with Uniform Crime Reporting (UCR) standards, crime reports initiated by Campus Safety may be forwarded to the police agencies for investigation and mandated reporting.

Campus Safety and the Claremont Police Department, with colleagues across The Claremont Colleges as appropriate, convene regularly through in-person meetings, phone and electronic communication to discuss safety issues and work collaboratively and proactively.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus. The Campus Safety Department typically plays a supportive role in these instances.

Crimes Involving Student Organizations at Off-Campus Locations

CMC does not have any recognized student organizations who own or control any off-campus or non-campus locations (e.g., Greek-letter housing near campus or other satellite housing) for which CMC can

monitor crimes at such locations. Nevertheless, TCCS Campus Safety relies on its close working relationships with local law enforcement agencies to receive information about incidents involving CMC students and recognized student organizations, on and off campus (regardless of whether CMC owns or controls the property). In coordination with local law enforcement agencies, TCCS Campus Safety actively works with local police to investigate certain crimes occurring on or near campus. If TCCS Campus Safety learns of criminal activity involving students or student organizations, it coordinates with the appropriate external law enforcement agency to forward information about the situation to the Dean of Students Office, as appropriate.

CMC requires all recognized student organizations to abide by federal, state, and local laws, and College regulations.

Daily Crime and Fire Log

Campus Safety maintains a Daily Crime Log of all crime reported to the Department. The log includes criminal incidents reported to Campus Safety during the last 60 days and is available on the [Campus Safety website](#)⁹. Any member of the Claremont Colleges and members of the public may also view the Daily Crime Log Campus Safety during normal business hours at 101 S. Mills Avenue, Claremont, CA 91711. This log identifies the type, location, date, time and disposition of each criminal incident reported to Campus Safety. Any portion of the log that is older than 60 days will be made available within two business days from date requested for public inspection.

CMC's Facilities Department maintains CMC's Fire Log. The log with the most current 60 days of information is available to view upon request and during normal business hours at CMC's Story House building, located at 742 North Amherst Ave. Upon request, information older than the most recent 60 days will be made available for viewing within two business days of a request.

Timely Warning Reports

Purpose

The purpose of this policy is to outline procedures The Claremont Colleges will use to issue Timely Warning Notices in compliance with the Clery Act. The Claremont Colleges are comprised of Claremont Graduate University, CMC, Harvey Mudd College, Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College in concert with the TCCS.

Procedures

A Timely Warning Notice will be issued in the event any of The Claremont Colleges or the TCCS receives notice of an alleged Clery Act reportable crime (identified below) occurring on campus, on public property within or immediately adjacent to one of the campuses of The Claremont Colleges, or in or on non-campus buildings or property controlled by any of TCCs, where CMC determines, in its judgment, that the allegations present a serious or continuing threat to the community. For purposes of this policy, "timely" means as soon as reasonably practicable, after an incident has been reported to: Campus Safety, one of the *Campus Security Authorities* (CSAs) identified by each College, or a local police agency. The Director of Campus Safety or in his/her absence or unavailability, his/her designee (generally the Captain, Lieutenant or on-duty Watch Commander), and the Dean on-call (as designated by each of the Colleges), impacted by the reported crime, are responsible for determining whether to issue a Timely Warning Notice and the contents of a Timely Warning Notice.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes: arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft,

⁹ <https://services.claremont.edu/campus-safety/>

domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act, as well as arrests or disciplinary referrals for violations of California liquor, drug or weapon offenses. Bulletins or alerts may also be issued for other crimes as determined necessary by the Director of Campus Safety, Dean on-call or Senior Administrator on-call. TCCS or The Claremont Colleges will issue a Timely Warning Notice even if insufficient information is available if it is likely that there is an ongoing threat to the community. The goal of a Timely Warning Notice is to aid in the prevention of similar occurrences.

The above individuals determine if an alert should be sent and are the senders of the notices. In determining whether to issue a Timely Warning Notice, the responsible individuals described above will consider any factors reflecting on whether the reported crime represents a serious or continuing threat to the community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) the continuing danger to the community; (d) the amount of information known by The Claremont Colleges and Campus Safety; and (e) when it was reported (as incidents reported more than 10 days after the fact will generally not result in a Timely Warning Notice unless the other factors weigh in favor of sending a Notice).

The Timely Warning Notice Decision Matrix/Timely Warning Notice Determination Form will be used in the decision-making process to document the decision to alert or not to alert the community. Once completed, the form and any and all information related to the decision will be maintained for a seven-year period.

Timely Warning Notices will be distributed via a multi-modal integrated communications system which notifies students and employees by e-mail. When appropriate, Timely Warning Notices can also be distributed via text messages and phone.

The Timely Warning Notice will typically include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact local law enforcement and where applicable and appropriate, cautionary advice that would promote safety. In **no instance** will a Timely Warning Notice include the name of the victim or other identifying information about the victim. In developing the content of the Timely Warning Notice, Campus Safety will take all reasonable efforts not to compromise on-going law enforcement efforts. Campus Safety will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven-year period.

Anyone with information about a serious crime or incident is encouraged to report the circumstances to the Campus Safety by phone at 909-607-2000 or from campus phones at ext. 72000 and in person at 101 S. Mills Avenue. If a report is made to another official at The Claremont Colleges, that official will immediately notify Campus Safety.

Emergency Response and Evacuation Procedures

Emergency Management at CMC

The Emergency Management Program is the framework within which CMC reduces vulnerability to hazards and responds to emergencies. This framework protects the CMC community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to prevent, mitigate, protect, respond and recover from all threats associated with natural conditions, technology, and human actions. CMC recognizes the following priorities:

- Protection of Life Safety
- Protection of the Environment

- Incident Stabilization
- Restoration of Essential Facilities and Services (Continuity and Recovery)

The CMC Emergency Management Program is based on the functions and principles of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the National Fire Protection Association Standard 1600, the National Response Framework, Department of Education Guidelines, FEMA's Comprehensive Planning Guide 101, and the requirements of the Occupational Safety and Health Regulations.

A summary of CMC's emergency response procedures is located at www.cmc.edu/emergency. Included in this website are direct links to CMC's emergency planning documents and procedures.

The Claremont Colleges Emergency Response and Evacuation Procedures

This policy statement summarizes The Claremont Colleges and CMC's emergency response and evacuation procedures, including protocols for sending Emergency Notifications. An emergency is defined as a situation that present a significant emergency or dangerous situation at one of The Claremont Colleges' campuses or in the local area affecting the health and/or safety of the community, in whole or in part.

Campus emergency mass notification system tests are conducted regularly (generally, on a quarterly basis).

CMC's Office of Public Safety and Emergency Management, and/or other relevant partners, to include Strategic Communications, IT, IOP leadership and in conjunction with TCCS should conduct a public (announced) campus-wide test at least twice annually. A reminder of testing should be sent to subscribers at least 24 hours prior to the test. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

TCCS and CMC publicize the emergency response and evacuation procedures in conjunction with at least one system-wide test or exercise per calendar year, which is evaluated, documented and retained by the Executive Director of Public Safety and Emergency Management to assess exercise and system effectiveness.

Emergency Response Plans

Under the direction of the Executive Director of Public Safety and Emergency Preparedness, CMC has developed a comprehensive, all-hazards Emergency Response Plan which outlines the steps the College will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards the community may face. Please visit CMC's Emergency website for more information at www.cmc.edu/emergency/emergency-procedures. Links to each of The Claremont Colleges' Emergency Web Sites is located at www.cmc.edu/emergency.

To ensure these plans remain current and actionable, CMC tests the emergency management program by conducting annual exercises. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency multi-functional response exercises, which include evacuation drills of the residence halls and dorm facilities and other essential facilities at The Claremont Colleges campuses. A Hot Wash or After-action review is conducted at the conclusion of all emergency management exercises, where not only are exercise objectives thoroughly examined for improvement focal points and future successes, but to also ensure that actions were consistent with policies, procedures and protocols within the Incident Operations Plan (IOP). These documented debriefs are retained by the Executive Director of Public Safety and Emergency Management. Exercises where communication and notification software, such as the Everbridge platform are utilized, also use a polling feature, enabling recovery and retention of the number of participants and actual response times of community members. These processes are tested and

evaluated during the college's Fire Safety/Evacuation and Earthquake Drills. During the Fire Safety/Evacuation Drill, audible fire alarms are activated to test immediate evacuation responses and Assembly Area utilization. CMC's notification system, the Everbridge platform, is also used to not only provide additional communication to community members, but to capture the total number of evacuees for each building and assess the total time elapsed for each evacuation. This specific drill examines coordination of effort, as Building Safety Coordinators assisted in evacuation and personnel accountability. Resident Assistants also play a key role, wearing safety vests, holding up flags and using megaphones to coordinate movement, as CMC Public Safety Officers patrol affected areas to assist those requiring additional aid, ensure full participation and a safe and orderly evacuation. The Everbridge polling feature provides real time data to consider post-test lessons learned, areas for improvement and accomplishment of goals and objectives. These types of tests have proven invaluable in the critical and transparent evaluation of CMC's emergency management plans and response capabilities.

In conjunction with at least one emergency management exercise each year, CMC will notify their community of the exercise(s) and remind the community of the information included in the publicly available information regarding Emergency Response Procedures.

Emergency Notification System and Enrollment in Same

CMC and TCCS is committed to ensuring the community receive timely, accurate, and useful information in the event of an emergency. To support this commitment, TCCS has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. The mass notification system used by TCCS to incorporate technology consisting of e-mail, text messaging, and telephony through Everbridge, a cloud-based platform.

There are 3 layers of notification under existing policy:

1. Emergency Notification - situations that present a significant emergency or dangerous situation at one of The Claremont Colleges campuses or in the local area affecting the health and/or safety of the community
2. Advisories - situations that require increased awareness or advisories (e.g., road closures, protests, water main breaks, etc.) that may directly or indirectly affect the campus. Generally, for information only, and may include an Incident that occurs adjacent to the campuses. May involve media and public safety agencies; road closures, etc.
3. Timely Warnings

Enrollment in the Everbridge system for CMC students is automatic based on student information system enrollment data (including cell phone numbers, personal email and CMC email addresses). The Everbridge system access any updated contact information for students on a nightly basis.

Enrollment in the Everbridge system for faculty and staff occurs upon hiring when the Human Resources Department requests computer access for new faculty and staff. For faculty and staff without computer access, enrollment is entered on a monthly basis upon the Human Resources Department providing the information to CMC's Information Technology Department. Verification of this contact information is conducted every semester by CMC.

Confirming the Existence of a Significant Emergency or Dangerous Situation

Campus Safety and/or other CMC employees may become aware of a critical incident or other emergency that potentially affects the health and/or safety of The Claremont Colleges or CMC communities. Generally,

CMC Public Safety Officers become aware of these situations when they are reported to the Campus Safety Communications Center, who then advise or dispatch CMC officers to respond to the incident to gather further information and address, or upon their own independent discovery during patrol or other assignments, wherein those instances CMC Public Safety Officers also communicate this information to TCCS Campus Safety via mobile radio or telephonically to ensure complete and timely dissemination of critical information.

The Campus Safety Department and/or the CMC Office of Public Safety and Emergency Management will consider all known factors reflecting on whether the situation represents an immediate threat to the health or safety of the College community, including, but not limited to, (a) the nature of the significant emergency or dangerous situation; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community; and (e) the amount of information known.

Campus Safety staff or CMC employees may seek confirmation of a significant emergency or dangerous situation from one or more the following sources:

- Campus Safety or CMC Public Safety staff;
- City of Claremont 9-1-1 Communications Center;
- The Claremont Colleges personnel;
- Other TCCS-affiliated personnel;
- Blue Light Phones and affiliated smartphone applications (LiveSafe);
- Los Angeles County Fire and Claremont Police Departments, EMS, and public agency partners;
- Members of the community/general public through telephone and other communication systems, including social networking;
- Media reports originating from the incident scene (television, radio, etc.);
- Social Media (Instagram, Facebook, Twitter, etc.).

In all cases, where members of the CMC community, including students, faculty, staff and visitors, discover any significant emergency or dangerous situation involving or impacting the community, they are directed to immediately contact Campus Safety, direction that is provided annually messaged and trained via messaging and training.

Determining which designated official from Campus Safety assists with Emergency Notifications is based on availability during a 24-hour cycle. Campus Safety maintains designated individuals throughout each 24-hour cycle who are trained in determining the need for issuing alerts. These designated officials are the Assistant Vice President and Director of Campus Safety, and the Lieutenant, or Watch Commander.

Once the Emergency Notification has been issued, Campus Safety, in collaboration with CMC Senior leadership, specifically the Executive Policy Group and the Executive Director of Public Safety and Emergency Management, as well as on-duty field personnel, such as the On-Call Dean and Public Safety Officers will take the initial lead in implementing the appropriate response plan, assessing the severity of the crisis, reviewing all available information, delegating responsibility where appropriate, and ensuring that the information needs of various constituencies are met.

TCCS Campus Safety protocol for disseminating Emergency Notifications specific to infectious diseases, travel warnings and other public health issues, such as COVID-19, is in alignment with the Clery Act legislation and Department of Education (ED) Guidance. A highly contagious virus *does* meet the criteria for

being immediately threatening to the health and safety of our community members. Per ED Guidance, a COVID-19 specific information can be found on the [TCCS web page](#)¹⁰.

Our protocol of not sending Emergency Notifications for each confirmed COVID-19 case will continue. However, in addition to information on the website designed to share pertinent information, each of the Claremont Colleges has procedures in place to assist with mitigating the spread of COVID-19 and its variants. This information can be found on the institution's website. Therefore, an Emergency Notification may be sent out if the status of the COVID-19 emergency changes, necessitating community notification.

Initiating the Emergency Notification System

The TCCS Department of Campus Safety is responsible for responding to all significant incidents that may involve an immediate or ongoing threat to the health and/or safety of CMC and the Claremont Colleges community. It is also tasked with promptly summoning the appropriate resources to mitigate and investigate such incidents. The TCCS process to initiate the Emergency Notification system is as follows. Once an incident is reported, either on its own or with the input from these external agencies, (Claremont Police Department, Los Angeles County Fire Department, Los Angeles County Emergency Management) the Department of Campus Safety Assistant Vice President, Lieutenant, on-duty Watch Commander (or designee) will determine if the situation does in fact pose a threat to the community. Should that be the case, federal law requires that the College will, without delay, and taking into account the safety of the community, immediately notify the campus community that may be affected by the situation.

The College communicates and works closely with local police, regularly requesting their cooperation in informing the College about reported situations that may warrant an emergency response. Based on nature of information and facts available, the Director of Campus Safety, Lieutenant, on-duty Watch Commander (or designee) will work with Campus Safety Dispatch to generate the notifications and whenever possible, in collaboration with the On-call Dean from the affected community and for CMC, coordination with Sr. leadership from the Office of Public Safety and Emergency Management (if applicable), take the initial lead consistent with existing MOUs in implementing the appropriate response plan, assessing the severity of the crisis, reviewing all available information, delegating responsibility where appropriate, and ensuring that the information needs of various constituencies are met.

Determining the Appropriate Segment or Segments of The Claremont Colleges Community to Receive an Emergency Notification

The Claremont Colleges are a consortium of seven separate and distinct colleges that share a multitude of social, dining and academic programs, to name a few. Due to this configuration, once a significant emergency or dangerous situation occurring on one of the campuses is established that requires an emergency notification, the notification is disseminated via text message to all seven of the Claremont Colleges, students and employees enrolled in the Everbridge emergency management system. Depending on the nature of the emergency, Campus Safety may work with TCCS Communications and the Claremont Police Department to issue subsequent notifications to a wider group of local community members.

Determining the Contents of the Emergency Notification

The individuals responsible for issuing the Emergency Notification (usually the Campus Safety Communications Officers and supervisors) will, with the assistance of campus and local first responders, without delay, and taking into account the safety of the community, determine the content of the notification. Campus Safety has developed a wide range of template messages addressing several different

¹⁰ <https://services.claremont.edu/blog/fall-2025-update/>

Emergency situations. The individual issuing the Emergency Notification will select the template message most appropriate to the situation and, in accordance with the following guidelines, modify it to address the specific emergency. Those issuing the notification will use the following guidelines when determining the contents of the Emergency Notification:

1. **Alerting** the community (or appropriate segment of the community) of the emergency and the actions they should take to safeguard their and their neighbor's safety. Messages distributed in this stage of a rapidly unfolding incident will generally be short, precise, and directive. Examples include:
 - "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated evacuation assembly area."
 - "There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene. Meet at the designated evacuation assembly area or other safe area as designated by emergency personnel."
2. **Informing** the community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. The local utility company is responding along with facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to TCC or individual institution homepages for additional information or dial xxx-xxxx."
3. **Reassuring** the community once the situation is nearly or actually resolved. The purpose of this message is to reassure the community that TCCS or CMC is working diligently to resolve the dangerous situation and/or that the situation is resolved. It can also be used to provide additional information about the situation and where resources will be available.

Procedures Used to Notify The Claremont Colleges and Larger Community

In the event of an Emergency, TCCS have various systems in place for communicating information quickly. Some or all of these communication methods may be activated in the event an Emergency Notification needs to be sent to of the community. These methods of communication at CMC include the mass notification system (Everbridge), CMC's email system, and campus bulletin boards or digital signs. CMC may post updates during a critical incident on www.cmc.edu/emergency, as well as use fire alarms, social media posting, and runners.

CMC is also committed to providing a safe environment for everyone in the larger campus community. In the event of an emergency or significant safety concern that could impact members of the larger community outside of the college campuses, updated and ongoing emergency information is provided to the Claremont Police Department for appropriate dissemination. The Claremont Police Department is included on the Everbridge distribution list and receives all emergency notifications and alerts issued by Campus Safety. The TCCS Communication Office would liaison with local media to further distribute the details of an incident as appropriate.

Individuals may also call the TCCS Campus Safety emergency line 909-607-2000 for information about the emergency. If the situation warrants, TCCS may establish a telephone call-in center to communicate with the campus community during the emergency.

Trained Operators

Authorized Emergency Mass Notification Staff complete an initial training and any subsequent follow up trainings to ensure they are thoroughly familiar with the Emergency Notification software operating and menu systems associated with the Emergency Notification system hardware. Emergency Notification staff shall be trained to ensure familiarization with the system components and software activation procedures at all times.

The following officials are authorized to activate mass notification systems for warnings and advisory situations, or in response to requirements outlined within the Clery Act:

Primary (TCCS)

- Director of Campus Safety
- Lieutenant & Campus Safety Watch Commander (Supervisors)
- Dispatchers

Secondary (CMC)

- CMC authorized designees who have completed training and are designated as “trained operators” may send mass notifications to the CMC college students, faculty, and staff only. The authorized designees are the Executive Director of Public Safety and Emergency Management, designees from the President’s office, the Office of Public Affairs, and the Vice President of Student Affairs and Dean of Students. In addition, the Associate Director of Information Technology Services and an additional designee have the responsibility to maintain the CMC networking operations and data within Everbridge.

Once the Emergency Notification has been issued, Campus Safety, in collaboration with the on-call Dean from the affected community (if applicable) takes the initial lead in implementing the appropriate response plan, assessing the severity of the crisis, reviewing all available information, delegating responsibility where appropriate, and ensuring that the information needs of various constituencies are met. CMC on-call Deans make notifications to the Vice President of Student Affairs, wherein additional up-channel notifications are made to senior leadership, as well as the Executive Director of Public Safety and Emergency Management. Simultaneously, CMC Public Safety Officer leadership on-duty contact the Executive Director of Public Safety and Emergency Management to ensure continuity. Based on the timing, location and severity of the event, the Emergency Policy Group and/or the Incident Operations Team may be activated.

Security of and Access to College Facilities

At CMC’s campus, administrative buildings are open from 8:00 am until 5:00 pm, Monday through Friday and closed on the weekend and College holidays, unless access is specifically requested by appropriate College officials. Some academic and administrative spaces are open longer for student, faculty, and staff use. Access to individual classrooms and laboratories is limited to those who have an educational purpose to use those spaces after normal business hours. Similarly, access to most programs is limited to those enrolled in the program or otherwise authorized access. Only those who have a demonstrated need and approved by the Dean of Students or Dean of Faculty are issued keys or door access cards to a building.

Security/intrusion alarms are located on several College buildings, and classrooms have manual or remote lockdown systems for emergency situations. Once the administrative buildings are closed for the evening, the doors are locked to prevent access by those without permission.

Roberts Pavilion's hours for students, faculty and staff can be found at the [Pavilion's website¹¹](#). Additionally, Roberts Pavilion has front door staff which monitor access to the building, including enforcing card swipe access for those using the facility for exercise.

Many events held in CMC facilities are open to the public. Other facilities such as Huntley Bookstore and Honnold-Mudd Library are also open to the public.

Special Considerations for Residence Hall Access

On the CMC campus, all residence halls operate under a computerized access control system 24 hours a day, 7 days per week. Identification cards are coded so that only current CMC students and authorized staff are given electronic access to enter the residence halls; the system denies entry to all unauthorized persons. When a door is malfunctioning, the staff at Facilities and Campus Services should be notified for immediate repair. During normal business hours Facilities can be contacted at 909-621-8112 or by submitting [a work order¹²](#). For contact with Facilities and Campus Services *after* normal business hours, please see a Resident Assistant or call Campus Safety at (909) 607-2000.

TCCS Campus Safety, CMC Public Safety and CMC's Facility Department regularly remind students to lock residence hall doors and windows. All residence hall and apartment exterior doors are equipped with handles and/or crash bars to ensure a quick emergency exit.

Only current students, their registered guests, and College staff with a business purpose (including housekeepers, maintenance persons, and members of the Dean of Students Office) are permitted in the residence halls. Guests are expected to be accompanied by their host. It is the host's responsibility to ensure that his/her guest is aware of College policies. Guests are not provided with room keys or door access cards. All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to report individuals who cannot be identified as residents or the guests of residents. When Campus Safety receives a report of an unfamiliar person in a residence hall, an officer is dispatched to identify that person. The Resident Assistants live in their assigned residence halls when CMC is in session. Campus Safety personnel also make regular patrols of the exterior areas near the residence halls.

Security Considerations for the Maintenance of Campus Facilities

CMC is committed to campus safety and security. At CMC, locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Facilities and Campus Services, in conjunction with representatives from the Dean of Students Office, conducts a "lighting and safety walk" of College property once a year to evaluate campus lighting.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to Campus Safety.

Emergency Phones

CMC has installed 50 emergency phones throughout the campus that are easily identifiable and clearly marked via color coded red or yellow callboxes, flashing blue lights and "Emergency" and "Help" language. Phones are located in public areas of the campus including the parking lots, elevators, residence halls, administrative and classroom buildings, and also along some common walkways. Emergency phones provide direct voice communications to the Campus Safety Dispatch Center.

¹¹ <http://roberts-pavilion.cmc.edu/frequently-asked-questions-about-roberts-pavilion>

¹² <https://app.stackfm.com/Clients/EmployeesPortal/WorkOrdersForm/IssueSubmissionForm.aspx?pid=24&fid=650543>

Campus Security Policies, Crime Prevention, & Safety Awareness Programs

In addition to the many programs offered by the Campus Safety and other CMC offices, CMC has established a number of policies and procedures related to ensuring a reasonably safe campus community. These programs include:

Behavioral Intervention by the On-Call Deans Group

In order to extend our efforts on emergency preparedness and prevention, CMC evaluates behavioral threats through the On-Call Deans (OCD) Group, which consists of staff members who have been trained in emergency response. The objective of the OCD Group is to evaluate and mitigate potentially threatening situations that may occur at CMC. Depending on the nature of the concern, the OCD group may include other stakeholders from different offices at the Colleges who have more direct knowledge of a situation. For more information about the OCD Group and behavioral interventions, please contact the Dean of Students or the Vice President for Student Affairs at (909) 621-8114.

CMC also has a Threat Assessment Team (TAT), a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, college employees and community members who may present a risk to the health or safety of the College or its members. The TAT includes representatives from a number of offices and departments on campus, including but not limited to: Student Affairs, Public Safety, Counseling and Psychological Services, Academic Affairs, Title IX, Human Resources and General Counsel.

In addition, a 7C Threat Assessment Team exists at the consortial level, including representatives from each of the seven colleges. This group may convene when threats exist across the consortium. This team also gathers best practices from its members and researches professional development opportunities for staff, as necessary and appropriate.

Live Safe App

Live Safe is a free personal safety mobile application for students, staff, and faculty to engage in a two-way conversation with Campus Safety. It allows users to directly access Campus Safety and 911 emergency services. This service can create greater situational awareness and safety preparedness by educating the user on safety-related statistics and updates. For more information, please visit the [Live Safe information page](http://colleges.claremont.edu/livesafe/about/)¹³.

Explosives, Firearms, and Other Weapons

CMC prohibits the possession and/or use of weapons and explosives on campus in accord with local and state laws. Possessing, using or storing firearms, other weapons, ammunition, explosives or dangerous chemicals is prohibited. Please review CMC's [Safe Campus Policy](https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=8084)¹⁴. The Policy does not apply to the Physical Education or ROTC Programs, which may use otherwise-prohibited items as part of their courses.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, the TCCS Campus Safety and CMC Public Safety Officers maintain a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific program, please contact Campus Safety at 909-607-2000 or the CMC Executive Director of Public Safety and Emergency Management at 909-621-8114.

¹³ <http://colleges.claremont.edu/livesafe/about/>

¹⁴ <https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=8084>

Some of the special programs and services that are offered on campus which encourage community members to be responsible for their safety (and the safety of others) include:

- 24 hour per day patrolling with TCCS Campus Safety and CMC Public Safety Officers: Officers patrol the perimeter of campus as well as interior residential sectors of the campus.
- Review of Services for Resident Assistants: Twice annually (August and January), Campus Safety Officers participate in resident assistant training to familiarize RAs with how to understand and access CS services including dispatch, escort services, incident reporting, emergency response, interface with emergency personnel, and emergency assessment. In 2020, virtual training only occurred in August because of the campus closure due to COVID-19.
- CMC Public Safety facilitates an Active Shooter Training program annually for the Dean of Students staff, and calendared, more nuanced sessions for CMC Faculty. Additional annual trainings are held for the Associated Students of Claremont McKenna College, and for the full CMC staff at one of the regular monthly meetings. Active Shooter Training is also available upon request to all departments and student organizations.
- CMC's Office of Public Safety and Emergency Management and Human Resources Department offer a variety of emergency and safety trainings for new faculty and staff.
- Participation on Training Sessions for CMC's Incident Management Team: TCCS Campus Safety and CMC Public Safety Officers participate in tabletop and active simulation training sessions for CMC related to emergency response. These annual training sessions include incidents such as an active shooter or a major earthquake or fire.
- CMC Public Safety Officers are Teal Dot/Bystander Intervention trained, with several officers trained to the instructor level and provide training to students, faculty and staff throughout the Claremont Colleges.
- Safety Escort Services: TCCS Campus Safety and CMC Public Safety provide 24/7 walking escort services to students, faculty, or staff to avoid walking through campus alone at any time.
- CMC's Executive Director of Public Safety and Emergency Management teaches a semester long self-defense class twice per year. Students from any of The Claremont Colleges may register for the course. In addition, the CMC Public Safety team provides situational awareness/self-defense classes to Resident Assistants and multiple affinity groups campus-wide.
- Exterior and interior emergency telephone use: Emergency phones are located throughout the campuses for a direct, automatic connection to Campus Safety. Some phones have blue lights with attached red or yellow call boxes. The Campus Safety dispatcher has the phone locations and will immediately dispatch an officer to the location when the phone is activated, whether the person talks or not. People are asked to stay near the phone if possible and describe their urgent need while an Officer responds. Community members are encouraged to use emergency phones for danger, fire, medical emergency, crimes-in-progress, or suspicious activity.
- Fire Alarm system response: CMC Public Safety Officers immediately report to the location if a fire alarm has been activated. While CMC Public Safety Officers respond to the immediate needs/location of the alarm, other agencies (e.g., police, fire, medical) will be directed to the location, as needed, by Campus Safety Dispatch. CMC Public Safety and TCC Campus Safety Officers will clear the way and guide other emergency service providers to the exact location. Officers know the campus streets and buildings and are trained in first aid response. Campus Safety has a close working relationship with the Claremont Police Department, the Los Angeles County Fire Department, and local ambulance providers.
- Facility Surveys: Annually each fall, CMC Public Safety, the Dean of Students Office, and CMC's Facilities Department conducts an evening safety walk to check exterior lighting, doors, windows, hardware, and grounds for possible improvements.

- Security cameras: A campus security team meets annually to review the locations of existing security cameras to suggest additional placements. Security cameras: The CMC Camera Committee is comprised of representatives from Public Safety, Facilities and IT to conduct annual assessments to review the existing security camera locations, vulnerability gaps and existing and future needs. This team also convenes bi-weekly to discuss issues such as preventative maintenance, landscape concerns impacting camera views, short term and long-term plans for replacement, and new construction additions to ensure an intentional overall security concept plan.
- Site security assessment services: TCCS Campus Safety and CMC Public Safety Officers provide security and traffic control at special events and performances.
- Free bicycle registration programming: Campus Safety Provides a free 10-year bike registry service (available at Campus Safety office from 8 a.m. to 5 p.m.).
- Free safety apps for smartphones: [LiveSafe¹⁵](#) is a smartphone app that helps members of The Claremont Colleges find resources and information as well as communicate suspicious or hazardous activities to Campus Safety.

Student Conduct

The goals of the Dean of Students Office include the promotion of a healthy and safe campus, a community of respect and belonging, and leadership development that emphasizes personal and social responsibility.

The Dean of Students Office is responsible for administering the [Student Code of Conduct¹⁶](#) and the [Student Conduct Process¹⁷](#), which articulate the behavioral standards and the equitable procedures employed by CMC to respond to allegations of student misconduct. On issues of student conduct, CMC does not differentiate between undergraduate and graduate students; all student conduct policies apply to all students.

The Student Code of Conduct governs conduct occurring on College property, at College-sponsored events, and may also address off-campus student misconduct when a student's behavior affects a College interest. Students who are found responsible for violations may be subject to sanctions ranging from a conduct warning up to suspension or expulsion from CMC. Students residing in College housing may also lose the privilege of living on campus for violating rules and regulations or conditions of the housing agreement. A list of sanctions can be found under Section 5 of the [Student Conduct Process](#).

In many cases the Dean of Students Office will assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of their self or other persons or property or is an immediate threat to disrupt essential campus operations, a staff member from the Dean of Students Office may assign an Interim Suspension, a "no-contact order," or other actions designed to protect the health and safety of the community and its members.

Any individual or entity may report an allegation of student misconduct to the Dean of Students Office, a Resident Assistant, or a TCCS Campus Safety or CMC Public Safety Officer.

CMC uses an anonymous reporting system called [CMC Report A Concern¹⁸](#) for those who wish to report misconduct anonymously. This is an option for our community to report issues or ask questions in a

¹⁵ <http://colleges.claremont.edu/livesafe/>

¹⁶ <https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=7941>

¹⁷ <https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=7975>

¹⁸ <https://www.cmc.edu/report-a-concern>

Filling out an [online form](#)¹⁹; or
Calling 800-461-9330 in the U.S.; or
Calling 702-514-4400 collect if outside the U.S.

Upon written request, CMC will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Student Conduct Proceedings (for violations of the Student Code of Conduct, not the Civil Rights Policy)

CMC (the “College”) maintains expectations of its community members to conduct themselves in a responsible manner. These expectations are designed to support the educational mission of CMC and constitute the framework on which others depend.

CMC advances its mission through two interdependent commitments: to the growth of our students' intellectual strengths and to their personal and social responsibility and accountability. CMC has adopted the Student Code of Conduct , which describes CMC's overarching expectations for student conduct and other College policies (including, but not limited to, those contained in the Guide to Student Life) to:

- support student development as responsible and mature adults;
- support positive and healthy social interactions rooted in responsible decision-making;
- promote the health and safety of CMC community members and its guests; and
- maintain an environment that facilitates and promotes the broad educational mission and purpose of CMC.

CMC maintains similar but distinct expectations and procedures to respond to alleged misconduct by faculty and staff. If students have any concerns about the conduct of a faculty or staff member, a report can be made to a Deans in the Dean of Students Office or via [CMC Report A Concern](#)²³.

23 <https://www.cmc.edu/report-a-concern>

Parental Notification Policy

Federal legislation authorizes CMC to disclose disciplinary records concerning violations of CMC's rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent or whether the student consents to such disclosure.

The Family Education Rights and Privacy Act (FERPA) also permits CMC to report incidents or behaviors to parents or legal guardians of dependent students in cases where a student is unable to make normal decisions for themselves or when it is necessary to protect the health or safety of the student or others. Such a disclosure shall be restricted to appropriate parties and will be made on the basis of a good-faith determination based on the facts that are available at the time.

Faculty & Staff Conduct

Employees of CMC who are not students (generally "Faculty and Staff") are expected to abide by the rules of conduct presented in the [Staff Handbook](#)²⁴ and [Faculty Handbook](#)²⁵.

From the *CMC Staff Handbook*:

CMC expects that all Employees will perform to the best of their abilities at all times. There will be occasions, however, where Employees perform at unsatisfactory levels, violate policies, or commit acts that are inappropriate. As previously noted, employment may be terminated at will by the Employee or CMC at any time with or without cause and without following any system of discipline or warnings. Nevertheless, CMC may choose to exercise its discretion to utilize forms of discipline that are less severe than termination in certain cases. Examples of such less severe forms of discipline include verbal warnings, written warnings, probationary action and demotion.

Although one or more of these steps may be taken in connection with a particular Employee, no formal order or system is necessary. An Employee may, of course, resign at any time. CMC may also terminate the employment relationship, at any time, without following any particular series of steps whenever it determines, in its own discretion, that such action should occur. This policy or practice does not alter an Employee's at-will status with the College.

Information about [grievances against Faculty members and grievances by Faculty members against Academic Administrators](#)²⁶ can be found online.

Employees of The Claremont Colleges who work at The Claremont Colleges Services are governed by TCCS conduct policies and their respective departments.

Anti-Hazing Policy

The College is committed to the safety of the students, student-athletes, faculty, staff, and visitors. An important element to a safe campus is a strong, effective, anti-hazing program. This Policy informs the CMC and CMS community of the College's comprehensive program to deliver hazing prevention education and training, provide a variety of options to report suspected hazing, and response framework for allegations, including possible sanctions for substantiated violations.

The College encourages all individuals who are the subject of potential hazing to pursue all legal remedies available to them, including reporting incidents of potential criminal conduct to law enforcement. If the conduct in question is alleged to be a violation of both College policy and the law, the College will proceed

²⁴ <https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=7921>

²⁵ <https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=7935>

²⁶ <https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=8058>

with its normal process, regardless of action or inaction by outside authorities. Decisions made or sanctions imposed through these or other College procedures are not subject to change because criminal charges arising from the same conduct are dismissed, reduced, or rejected.

Through the promulgation, implementation, and enforcement of this Policy, the College complies with [California's Stop Campus Hazing Act²⁷](#), [California Penal Code 245.6²⁸](#), and the federal [Stop Campus Hazing Act²⁹](#).

Prohibition Against Hazing

The College is committed to maintaining an environment of social responsibility that is free of harm, including hazing. Hazing is also against the law, and CMC recognizes the act of hazing as illegal, irresponsible, intolerable, and inconsistent with our community values.

For the purposes of this Policy, hazing is defined as:

Any intentional, knowing, or reckless act, activity, or method committed by a person (individually or in concert with other persons), whether through active or passive participation against another person or persons that

- is committed in the course of a pre-initiation, an initiation into, an affiliation with, or the maintenance of membership in, without limitation, an official or unofficial student organization, club, body, center, or athletic team; and
- causes or creates a risk of physical or psychological injury, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (e.g., the physical preparation necessary for participation in an athletic team).
- Hazing activities can be committed against current, former, or prospective students.
- Acts constitute hazing under this Policy *regardless* of the willingness of such other person(s) to participate in the activity or their actual *or* apparent consent to engage in the activity.

Hazing includes, but is not limited to, behaviors that:

- Emphasize a power imbalance between new members and veterans of the group or team that involve ridicule, embarrassment, and humiliation.
- Cause emotional anguish or physical discomfort that puts unnecessary stress upon the victims (e.g., verbal abuse, threats, sleep deprivation, confinement in spaces, exposure to elements, etc.).
- Have the potential to cause physical and/or emotional harm (e.g., beating, branding, excessive exercise, forced alcohol/food/drug consumption, extreme physical acts, sexual acts, etc.)
- Require someone to perform a task that violates any criminal law.

No policy can address all possible activities or situations that may constitute hazing or identify all groups that may be involved in hazing activities. Whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring in light of the above framework.

²⁷ https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=5.&title=3.&part=40.&chapter=5.1.&article=

²⁸ https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=245.6.&lawCode=PEN

²⁹ <https://www.congress.gov/118/plaws/publ173/PLAW-118publ173.pdf>

In California, criminal prosecution for certain types of hazing incidents is possible. A person can be charged with a misdemeanor or felony, depending on the seriousness of any injuries. In addition to a conviction and possible incarceration, fines may be assessed. Please read [Penal Code 245.6](#)³⁰ for more information.

California also provides for civil liability for hazing activities under certain circumstances. Please read [Education Code Section 66308](#)³¹ for more information.

Education and Training of CMC Community Members

A fundamental component of a comprehensive anti-hazing program is research-informed, effective training for the entire CMC Community. To ensure that every CMC community member has a foundational understanding of their role in promoting a safe environment that is free from hazing, minimum training outcomes include:

- Defining hazing and the range of hazing behaviors and scenarios;
- Identifying the types of harm and impact that can result from hazing activities;
- Differentiating healthy and unhealthy group behaviors and dynamics;
- Identifying activities that build group cohesion, sense of belonging, and support individual and leadership development without hazing;
- Developing skills to intervene in situations where hazing occurs or is likely to occur, including bystander intervention; and,
- Options for reporting allegations of hazing, including anonymous reporting options.

The College requires training on the above outcomes for all new students (incoming first-years and transfers) as well as annually for student-athletes, and student club/organization Executive Board members. Specifically:

- **New Students:** All incoming first-year and transfer students will be required to complete an interactive online training to gain a foundational understanding of recognizing, avoiding, and responding to hazing. This online training must be completed prior to students' arrival on campus for Orientation. Completion of this module will be tracked, and individual follow up will be done to ensure all students complete the module. During Orientation, students will engage in in-person sessions and conversations to build on the knowledge they acquired in the online training.
- **CMS Athletes:** All CMS athletes are required to participate in an annual, pre-season team meeting with the athletic directors that reviews the definitions of hazing, provides key examples, and works with the student-athletes to consider alternative activities that support team building and competitive success. Attendance is mandatory and compliance is tracked by the Associate Athletic Director/Senior Woman Administrator.
- **CMC Student Club and Organization Leaders:** In addition to requiring all club Executive Board members to complete an online training module, a minimum of two Executive Board members are required to participate in an annual in-person Club Leader training, which includes discussions that build on the skills and content learned in the online training.

³⁰ https://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=245.6&lawCode=PEN

³¹ https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=66308.

Additionally, each year, faculty and staff, including coaches, will participate in training and will receive the policy to ensure they foster an environment that is free of hazing and promotes healthy group cohesion and development. Specifically:

- **Employees:** At the start of each academic year, the Vice President and Chief Civil Rights Officer will communicate the Hazing Policy to all employees (faculty and staff) via email. This email will include access to an interactive online training that provides a foundational understanding of recognizing, avoiding, and responding to hazing. Additionally, the Vice President for Human Relations and Chief Diversity Officer will present on the topic of Hazing during the fall semester to reinforce and relay critical information about this Policy.
- **CMS Coaching Employees:** CMS Coaches receive all communications with training opportunities listed above for CMC staff. Additionally, all CMS Coaches, including Assistant Coaches, are required to complete an online training administered by the U.S. Center for Safe Sport that includes a module on hazing education and prevention. This training is required annually.

Reporting Options

CMC Community Members are encouraged to report concerns about potential hazing activities as follows:

Within the Claremont Colleges:

Dean of Students Office

Dianna “DT” Graves

Vice President for Student Affairs

(909) 621-8114

Dianna.graves@cmc.edu

Reports may also be anonymously submitted through the [CMC Report a Concern](#)³² page by clicking on the “Student Conduct Violations, Including Hazing” tile.

Department of Campus Safety for The Claremont Colleges

101 South Mills Avenue

Claremont, CA 91711

(909) 607-2000 (emergency)

(909) 621-8170

External Reporting Options

The Claremont Police Department

570 West Bonita Avenue

Claremont, CA 91711

Lobby Hours: 7:00 a.m. - 10:00 p.m., 7-days a week

Emergencies: Dial 9-1-1

(909) 399-5411 (non-emergency number)

³² <https://www.cmc.edu/report-a-concern>

Investigating and Responding to Hazing Allegations, including Possible Sanctions

Students

The College expects its students to conduct themselves in socially responsible and respectful ways. Participation in hazing, either as an individual or as part of any recognized or unrecognized student group of the Claremont Colleges, may result in serious individual and organizational consequences including, but not limited to: disciplinary action up to and including suspension or expulsion; permanent loss of organizational recognition; and loss of eligibility to remain a member of any club, team, or other College-affiliated student group.

Allegations of hazing against students, including student-athletes, will be investigated and responded to through the College's [Student Conduct Process](#)³³, administered by the Dean of Students Office. If allegations include students from the other Claremont Colleges, the College will contact those campuses to request they review the information provided and respond appropriately under their disciplinary processes.

Employees

Staff who are alleged to have participated in hazing will be subject to discipline, with sanctions ranging from warnings to termination.

Faculty who are alleged to have participated in hazing will be subject to the grievance procedures for redress and remedy with regard to the violation of established College policies and procedures, as outlined in the [Faculty Handbook, Section 4.4](#).³⁴

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

CMC is firmly committed to providing equal opportunity for all our community members, irrespective of an individual's background. CMC strives to maintain a community in which all people respect the rights of other people to live, work, and learn in peace and dignity; to be proud of who and what they are; and to have equal opportunity to realize their full potential as individuals and members of society.

As such, CMC strives to maintain an environment for students, faculty, staff, and visitors free from all forms of discrimination and harassment prohibited by law, including dating violence, domestic violence, sexual assault, and stalking. CMC's Civil Rights Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in, any matter related to the Policy.

CMC provides comprehensive programming and initiatives to address dating violence, domestic violence, sexual assault, and stalking. CMC takes education and prevention on dating violence, domestic violence, sexual assault, and stalking seriously and has programs designed to educate the community about these important issues. Prevention and education programs focus on positive consent culture and include an overview of the College's policies and procedures, including a discussion on the definitions of prohibited conduct that are derived from the CMC Civil Rights Policy and TCC Interim Title IX Policy definitions in compliance with federal and state law; discussions on how to obtain Affirmative Consent; safe options for bystander intervention; resources to get further assistance; and reporting options. The College also conducts ongoing prevention programs for all students and employees.

³³ <https://catalog.claremontmckenna.edu/content.php?catoid=42&navoid=8740>

³⁴ <https://catalog.claremontmckenna.edu/content.php?catoid=39&navoid=8073>

Trainings For New and Continuing Students

To maintain an environment free from discrimination and harassment prohibited by law including sexual assault, domestic violence, and stalking, incoming students participate annually in a web-based prevention and awareness program. This program includes a statement that CMC prohibits dating violence, domestic violence, sexual assault, and stalking and defines dating violence, domestic violence, sexual assault, stalking, and affirmative consent per CMC policy definitions, crimes as defined by 34 C.F.R. § 668.46, and California criminal definitions. The program also addresses issues related to alcohol and drug-facilitated sexual assaults, and bystander intervention, and offers tools to intervene safely and prevent harmful conduct from taking place. Further, additional resources related to prohibited conduct and complaint reporting procedures and parties' rights are provided to first year, incoming students, and transfer students during orientation. This information is also shared with First-Year Guides prior to outdoor adventure trips.

Trainings For Faculty and Staff

All new employees participate in a web-based program or in-person training on prohibited conduct such as dating violence, domestic violence, sexual assault, stalking, sexual harassment, and bystander intervention. The trainings include a statement that CMC prohibits dating violence, domestic violence, sexual assault, and stalking and defines dating violence, domestic violence, sexual assault, stalking, and affirmative consent per CMC policy definitions, crimes as defined by 34 C.F.R. §668.46, and California criminal definitions. In addition, staff participate bi-annually in either an in-person or online refresher training. Employees also receive information on reporting procedures and rights available in the complaint process. Trainings also include scenario-based discussions or interactions to practice response and reporting.

Risk Reduction

CMC's risk reduction strategy includes the above-mentioned trainings for new and continuing students and all staff, including faculty. CMC also hosts programming and awareness campaigns throughout the academic year on the topics of dating violence, domestic violence, sexual assault, stalking and bystander intervention at critical moments in the year especially around Halloween, Valentine's Day, and Sexual Assault Awareness Month to educate the campus community about healthy relationships, bystander intervention, and safe alcohol practices. Furthermore, to empower those who may be at risk, CMC promotes safety and supportive measures that may help students, including incoming students and employees.

Procedures to Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, and Stalking Has Occurred

CMC strongly encourages individuals who are the subject of dating violence, domestic violence, sexual assault, and stalking, to report, including pursuing a civil case or reporting incidents of potential criminal conduct to law enforcement. Reports, inquiries or complaints can be made to internal or external agencies (or both).

Reporting to CMC

Complaints of dating violence, domestic violence, sexual assault, or stalking may be addressed through TCC and CMC's administrative processes. A reporting party can report an incident to the Title IX Coordinator. The Title IX Coordinator monitors the CMC's Grievance Procedures and ensures the process is fair and neutral and assists in initiating the TCC Grievance Procedures. To report an incident of sexual assault, domestic violence, dating violence, or stalking a student can contact the Assistant Vice President for Civil Rights and Title IX Coordinator through different avenues. Students can make a phone call at (909) 607-8131; send emails to ccatota@cmc.edu, or make an appointment to speak to the Assistant Vice President for Civil Rights and Title IX Coordinator. The Assistant Vice President for Civil Rights and Title IX

Coordinator gives students the option to meet in person on the second floor of the Atheneum room 220 or virtually.

The Importance of Preserving Evidence

When an individual reports an incident of dating violence, domestic violence, sexual assault, or stalking, the Assistant Vice President for Civil Rights and Title IX Coordinator discusses the individual's rights, resources, and options, including the option to report to law enforcement, the option to not notify law enforcement, as well as the importance of preserving evidence. CMC typically connects individuals interested in preserving evidence to Project Sister Family Services (PFSF), the local rape crisis center, so that PSFS can coordinate a free SART exam and accompany them.

CMC also informs individuals of the following: If an incident of sexual assault, domestic violence, dating violence or stalking occurs it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The Complainant of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way. The Complainant is encouraged to preserve this evidence in writing.

Reporting to Law Enforcement and Making a Criminal Complaint

As mentioned, as part of the initial meeting, CMC informs victims that they may choose to report a crime or deny reporting to law Enforcement. For crimes that occur on CMC's campus, victims should report to the Claremont Police Department. Victims may do so by calling 911 or going to the station. Claremont Police Department is located at 570 W. Bonita Claremont, CA 91711. Victims may also choose to report to Campus Safety by calling them at 909-607-2000 or by going to their office at 101 S. Mills Ave Claremont, CA 91711.

One of CMC's main priorities is to provide for the safety of the campus community when receiving a report of domestic violence, dating violence, sexual assault, or stalking. As a result, when CMC receives a report of potential misconduct under the CMC Civil Rights Policy that indicates an immediate threat to Complainant or other member(s) of the community, CMC will notify appropriate first responders (medical or law enforcement) as soon as reasonably possible. CMC will also implement any Interim Measures, as it determines necessary and appropriate, to provide for the safety of Complainant or the community. A complete discussion of Interim Measures is set forth in the Grievance Procedures section.

Protective Orders

As part of the initial meeting with the Complainant, the Office of Civil Rights also discusses potential protective or supportive measures that may be offered, including No Contact Orders or Mutual No-Contact Orders. If a No-Contact Order is issued, in those circumstances, the Complainant and Respondent are to have no contact with one another for a designated time or until both parties are advised otherwise. In certain circumstances, No Contact Orders can include area restrictions, such as residential halls. Accommodations or protective measures are available if the Complainant requests them and if they are reasonably available, regardless of whether the Complainant chooses to report the crime to campus safety or local law enforcement.

Court Ordered Restraining Orders

As part of the initial meeting with the Complainant, CMC may also connect them to resources should they require assistance in obtaining a restraining order. Complainants may decide to request a court ordered

restraining order or similar lawful orders issued by a criminal, civil, or tribal court. The Complainant can contact the <https://www.7csupportandprevention.com/> EmPOWER Center at (909) 607-2689 or the Claremont Police Department (909-399-5411) for more information on how to obtain restraining orders. CMC will comply with these court orders. The party who obtains the order should notify Claremont Police Department of the restraining order for it to be enforced. The party who obtained the order can notify Campus Security if they need assistance notifying Claremont Police Department.

Confidentiality

While the words "confidentiality" and "privacy" are often used interchangeably in our daily lives, they mean different things under the law and CMC's Civil Rights Policy.

Privacy generally refers to an individual's freedom from intrusion into one's personal matters and personal information. In contrast, in a legal setting, confidentiality most commonly refers to situations in which an individual may disclose personal information with a legally-protected third party, such as an attorney, physician, therapist, or chaplain, with the understanding that such third party **may not reveal** such information **to anyone else without** the individual's **express permission** (unless there is an imminent threat of harm to the individual or others). This is legally protected confidentiality.

In addition to legally protected confidentiality, confidentiality based on policy or procedure ("organizational confidentiality") generally refers to organizational settings in which an individual provides "private" information to an organization with the understanding that:

- Such information may be shared **within** the organization among those who have a reasonable "need to know;"
- Those within the organization who receive such information are trained in the expectation of privacy of such information; and,
- The organization will not disclose the information to third parties without: (i) the express consent of the individual; or, (ii) in response to a legally-binding request to disclose, such as a lawfully issued subpoena to assist in the active review, investigation, or resolution of the report. This could include a subpoena by a criminal or civil court for the records of the CMC's Grievance proceedings.

CMC proceedings are conducted in compliance with the requirements of the Family Education Rights and Privacy Act (FERPA), the Clery Act, Title IX of the Education Amendments Act, the Violence Against Women Act (VAWA), state and local law, and CMC's Civil Rights policy. No information shall be released from such proceedings except as required or permitted by law and CMC's Civil Rights policy.

Written Notification

CMC provides Complainants alleging dating violence, domestic violence, sexual assault, or stalking with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. This written notice additionally includes information on supportive measures and rights and options available throughout the reporting and complaint process, including administrative and criminal reporting options, the preservation of evidence, protective orders, and medical care. The written notice is provided annually to all students and employees. Additionally, this information is published on CMC's Title IX website and incorporated into printed booklets available throughout campus.

Registered Sex Offenders

Sex Offender Registration – Campus Sex Crimes Prevention Act (“Megan’s Law”)

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. The California Department of Justice maintains a website containing information about sexual offenders in California which may be found at meganslaw.ca.gov.

Disciplinary Procedures

To report an incident of sexual assault, domestic violence, dating violence, or stalking, a student or employee can contact the Assistant Vice President for Civil Rights and Title IX Coordinator through different avenues: by phone at (909) 607-8131; email at ccatota@cmc.edu or titleix@claremontmckenna.edu; or appointment to meet in person on CCMC’s campus in the second floor of the Atheneum room 220.

Applicable Complaint and Disciplinary Procedures

When a party makes a complaint alleging sexual assault, domestic violence, dating violence, or stalking, the complaint may be processed under the CMC’s Civil Rights Policy or TCC Interim Policy on Title IX Sexual Harassment, Other Sex-Based Conduct, and Retaliation.

Below is a summary of the applicable policy and disciplinary procedures based on the status of the Complainant and Respondent. Within the linked applicable policy and disciplinary procedures, one will find the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding.

Parties	Applicable Policy & Disciplinary Procedures
For cases by anyone against a CMC staff member.	CMC’s Civil Rights Policy. Please see “ Formal Resolution Procedures ” and “ Title IX Resolution Procedures for Certain Forms of Prohibited Conduct .”
For cases by anyone against a CMC faculty member.	CMC’s Civil Rights Policy. Please see “ Formal Resolution Procedures ,” “ Title IX Resolution Procedures for Certain Forms of Prohibited Conduct ,” and “ Additional Procedures Applicable to Faculty Matters .”
For cases by anyone against a CMC student.	TCC Interim Policy
For cases by a CMC employee against a CMC student.	TCC Interim Policy
For cases by a CMC student, staff, or faculty member against a non-CMC student or participant such as Consortium student.	TCC Interim Policy
For cases by a CMC student, staff, or faculty against a non-CMC employee within the Consortium.	The Policy adopted by the Respondent’s institution will be used.
For cases by a CMC student or employee against a third-party.	CMC’s Civil Rights Policy. Please see “ Formal Resolution Procedures ” and “ Title IX Resolution Procedures for Certain Forms of Prohibited Conduct .”

Agreement-Based Resolution

Agreement-Based Resolution as a form of resolution procedures is available under both the TCC Interim Policy and the CMC Civil Rights Policy. For more information on the Agreement-Based Resolution process and options see page 32 of the [TCC Interim Policy](#). For more information on the Agreement-Based Resolution process and options under CMC's Civil Rights Policy see [Agreement-Based Resolution](#).

Standard of Evidence

For both the TCC Interim Policy and the CMC Civil Rights Policy procedures, the preponderance of the evidence standard is used to determine whether a policy violation has occurred.

Sanctions

Under both the TCC Interim Policy and the CMC Civil Rights Policy, Respondents found in violation of the respective policy are eligible to receive sanctions. For more information on Remedies and Sanctioning under the TCC Interim Policy see page 62. For more information on Sanctions under the CMC Civil Rights Policy see section titled, "[Sanctions in all Formal Resolution Procedures and Title IX Resolution Procedures](#)."

Protective Measures

In response to all reports of an alleged violation of domestic violence, dating violence, sexual assault, or stalking, CMC may offer supportive measures as are necessary to support and protect the health and safety of the parties and the safety of the CMC community (or any of its individual members) pending the outcome of the Grievance Process. In order to access supportive measures, a person should contact the Assistant Vice President for Civil Rights and Title IX Coordinator by phone at (909) 607-8131, email at ccatota@cmc.edu, to or make an appointment to speak to the Assistant Vice President for Civil Rights and Title IX Coordinator. The Assistant Vice President for Civil Rights and Title IX Coordinator meet individuals in person on CMC's campus in the second floor of the Atheneum room 220 or virtually.

Supportive Measures generally refer to support or assistance that can be provided to either party without impacting the rights of the other party and which may be implemented independent of the Grievance Process. Examples of such accommodations include:

- Housing assistance for Complainant or Respondent, such as: changes to on-campus housing, on-campus relocation, and assistance with dissolving a housing contract in accordance with housing policies;
- Academic assistance such as: providing alternative course completion options; dropping a course without penalty, or transferring to a different class section;
- Rescheduling of exams and assignments (in conjunction with the appropriate faculty);
- Assistance in accessing academic counseling or support services (e.g., tutoring);
- Protective/No-Contact Orders;
- Assistance in seeking relevant information on immigration, Visa, or financial aid status;
- Appropriate changes in work or class schedules;
- Providing an escort to ensure safe movement on campus;
- Assistance in modifying assigned parking;
- Assistance in arranging temporary transportation concerns;
- Facilitating a voluntary leave of absence; and,
- Other reasonable accommodations as the Assistant Vice President for Civil Rights and Title IX Coordinator determines are appropriate.

The Assistant Vice President for Civil Rights and Title IX Coordinator will determine what measures to take and will comply with reasonable request for living and academic changes following a report made to the Office of Civil Rights. The Title IX Coordinator will coordinate the implementation of any appropriate accommodations as follows:

- Academic Accommodations will be coordinated with the Registrar's Office and the Academic Standards Committee.
- Housing/Student Activities-related Accommodations will be coordinated with the Dean of the Students.
- Financial Accommodations will be coordinated directly through the Treasurer.

Statement of the Proceedings

The Title IX procedures under the TCC Interim Policy and the CMC Civil Rights Policy include a prompt, fair, impartial process from the initial investigation to the final result.

As required by California law, the Investigator, Decision-maker, Appeal Officer, Title IX Coordinator, Deputy Title IX Coordinator, and Title IX Administrator will have undergone an annual comprehensive, trauma-informed training program for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases as well as how to conduct an investigation process that protects safety of victims and promotes accountability

Under the TCC Interim Policy and the CMC Civil Rights Policy, both Parties have the same opportunity to be accompanied by an Advisor and a Support Person throughout the proceedings. Please see pages 45-46 of the [TCC Interim Policy](#) for more information. For the CMC Civil Rights Policy, see section titled "[Advisors](#)" and section titled "[Support Persons](#)."

Simultaneous Written Notification

Any communications relating to the outcome of an investigation or hearing, including any changes to the outcome, when the outcome becomes final, or information on appeal procedures will be provided in writing to the Complainant and the Respondent at the same under both the TCC Interim Policy and the CMC Civil Rights Policy.

Disclosure of Results of Disciplinary Proceedings

Upon request, CMC will disclose the results of any disciplinary proceedings conducted by the College or TCC against a student who is the alleged perpetrator of any crimes of violence or nonforcible sex offense to the alleged victim or next of kin if the victim is deceased.

Missing Student Notification Policy

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from CMC, staff at CMC, in collaboration with Campus Safety and local law enforcement, will be guided by this Missing Student Notification Policy and related procedures

Confidential Contact

Students who reside in on-campus housing are encouraged to register one or more people to be listed as a confidential contact for the College to contact strictly for the purposes of attempting to verify whether you

are a missing person. Confidential contacts can be, but are not required to be, the same as the student's emergency contact(s). The confidential contact(s) will be kept confidential and can only be accessed by authorized College officials. College officials may only disclose the confidential contact(s) to law enforcement officials for the purposes of a missing student investigation. Students may update their missing person contact and their emergency contact information at any time by notifying the Dean of Students Office or updating the information on their student portal.

Investigation

If any member of the Claremont McKenna College community has reason to believe that a student may be missing, they should immediately notify the Dean of Students Office at (909) 621-8114 (Monday-Friday, 8:00 am to 5:00 pm) or Campus Safety at (909) 607-2000. The College will initiate an investigation into any report of a missing person as soon as this information is received by the College or the Department of Campus Safety. If Campus Safety was not initially notified, the Dean of Students Office will immediately notify Campus Safety upon receipt of a report that a student may be missing. If a student is determined to have been missing for twenty-four (24) hours, the College and/or Campus Safety will notify the appropriate law enforcement agency and initiate the notification procedures as set forth in this policy.

Notification Procedures

A student's missing person contact will be notified by a member of the Dean of Students Office no later than twenty-four (24) hours after the time that the student is determined to be missing. If the student is under the age of 18 and not emancipated, the College must notify the student's parent/guardian in addition to the confidential contact(s). Appropriate law enforcement agencies will also be notified.

After notifying the Department of Campus Safety, students in the Washington D.C. Program may also call the Director of the Program at (240) 577-2015.

There are no mandatory waiting periods to commence an investigation of persons believed to be missing. The College will initiate an investigation into any report of a missing person as soon as information about a missing student is received by the College or the Department of Campus Safety. In coordination with Campus Safety, the appropriate Dean of Students representative or other designated individual, will coordinate efforts to find the missing student, which could include, for example, contacting the student's roommate or Resident Assistant, searching a student's use of their ID card, checking on their class attendance with their faculty, and/or checking social networks.

Under the Clery Act, from the moment a student is determined to have been missing for twenty-four (24) hours or more, the notification of local law enforcement and the student's confidential missing person contact is *required* within the next 24 hours. At CMC, when a student is determined to have been missing for twenty-four (24) hours or more, within the next 24 hours, the College and/or Department of Campus Safety will notify the appropriate law enforcement agency (for CMC's main campus, this means the Claremont Police Department) and will initiate the notification procedures as set forth in this policy.

CMC Policies Governing Alcohol and Other Drugs

The mission of CMC is to educate students for thoughtful and productive lives and roles of responsible leadership. In support of this mission, we seek to provide a living and learning environment in which students can advance their own intellectual, social, moral and personal development and in which all members of our community work together in pursuit of the CMC mission. The irresponsible, abusive, or illegal use of alcohol and other drugs is antithetical to the pursuit of our mission and students' growth and development and can result in negative consequences for the individual and the community. Negative consequences include, but are not limited to, hangovers and blackouts, disruptive behavior, academic impacts, vandalism, impaired driving, alcohol or drug dependence or addiction, sexual assault, and personal injury and death.

CMC expects students and staff to conduct themselves in a responsible manner and in accord with the law and CMC's policies. CMC complies with all federal, state, and local laws and regulations governing the possession, use, sale, and distribution of alcoholic beverages, illegal drugs, and controlled substances by all members of the CMC community. The College uses licensed bartenders for ticketed events to enforce California's drinking regulations. To drink alcohol at such events, students must provide a government issued photo identification (ID) with proof that they are of legal age. Additionally, students who are 21 or older are provided a wristband. CMC Public Safety, Campus Safety, and members of the Dean of Students Office, including Resident Assistants, are the primary enforcement agents at the college. Students in possession of a false ID will have the ID confiscated and will be subject to conduct proceedings. Regardless of age, when students drink in an immoderate, irresponsible, or unsafe manner, college personnel intervene to enforce community expectations of responsible moderation, and the students are subject to conduct proceedings. CMC authorizes Campus Safety to act in an enforcement role on behalf of the institution when Public Safety, a CMC professional staff member or a Resident Assistant is not present or has requested support.

Similarly, the use of illicit drugs is prohibited and monitored. The possession and use of marijuana, though legal in California, is not permitted on campus in compliance with federal law. CMC Public Safety, Campus Safety, and members of the Dean of Students Office, including Resident Assistants, are the primary enforcement agents at the college. Resident Assistants or other college personnel who observe the possession or use of marijuana or other illegal substances are to notify Campus Safety immediately. Campus Safety protocol is to confiscate the illegal substances, take a thorough report, and notify the Dean of Students Office. Those students are subject to the college's conduct process. The influence of alcohol or other drugs is not an excuse for unsafe or irresponsible behavior and will not be seen as a mitigating factor in any proceeding to resolve alleged violations of College policy.

For more information, please see the [High-risk Alcohol and Drug Use Prevention Program Guide](#)³⁵ along with the [College's Drug-Free Schools and Communities Act Biennial Review](#)³⁶ and the [annual disclosures](#)³⁷ sent to all students.

College Regulations Regarding Alcohol

The following policies are in place to ensure the moderate and responsible use of alcohol by members of CMC community.

1. The purchase, possession, or consumption of alcohol (including beer, wine, and hard alcohol/liquor) by any person under the age of 21 is prohibited.

³⁵ <https://catalog.claremontmckenna.edu/content.php?catoid=30&navoid=4711>

³⁶ <https://claremontmckenna.box.com/s/zewz54rhz04a1up9yfdsy99uffx208wu>

³⁷ <https://claremontmckenna.box.com/s/qiq8r8e7bdvi35ta3xzlwcsvdp5b8l2e>

2. Providing alcohol or access to alcohol to individuals under the age of 21 is prohibited.
3. Alcohol may not be served, consumed, or present at intercollegiate athletic events.
4. When alcohol will be present at a College-sponsored or affiliated event (including student hosted events) and students will be present, the event must be registered and approved by the Student Activities Office. Such events must comply with the Guidelines for the Use of Alcohol at Formal Activities and Events.
5. The sale of alcohol is prohibited without a liquor license.
6. Common-source containers of alcohol (including, but not limited to, kegs, kegerators, multi-gallon containers, and punch bowls) are not permitted on campus unless approved by Student Activities staff through the Event Registration process.
7. Event staff and security reserve the right to refuse entry to any student or guest.
8. Attendees may not bring more than one drink into or out of an event.
9. Alcohol use is not permitted on campus prior to the first day of classes each semester regardless of when the student returns to campus for that semester.
10. Student fee money may not be used to purchase alcohol.
11. Students who wish to consume alcohol at school sponsored functions must prove their age by presenting their government issued ID, such as a state issued driver's license, state or federal agency issued ID card, or passport.
12. Visibly intoxicated attendees will not be served alcohol and may be removed from any event.
13. Food water and other non-alcoholic beverages must be available throughout the event.
14. Public intoxication (openly drunken, disorderly behavior) is prohibited.
15. The display of alcohol containers in windowsills or in clear view of the public is not permitted.
16. Any alcohol remaining after an event will be disposed of by event staff.
17. Students found responsible for violations of federal, state or local laws or College regulations governing the possession, use, sale, or distribution of alcoholic beverages will be subjected to CMC educational or disciplinary sanctions and may be referred to local law enforcement.

College Regulations Regarding Drugs

The following policies are in place to prevent drug abuse and distribution by members of CMC community.

1. The use, sale, manufacture, possession, or distribution (providing, sharing, jointly purchasing, purchasing for others, or otherwise making available) all forms of illegal drugs (per Federal statutes) including edibles and drinkables are prohibited.
2. The use, sale, or distribution of legally prescribed medication for use in a manner in which the medication was not intended (including use by someone other than the person to whom the medication was prescribed) is prohibited.
3. Marijuana use on campus is prohibited in compliance with Federal law. Documentation of medically prescribed marijuana does not exempt a student from this Policy. A student who qualifies for medical use under California's Compassionate Use Act should speak with the Dean of Students regarding their option to live off campus.
4. The display of drug paraphernalia, regardless of whether the item has an alternate legal use, is not permitted.
5. Students found responsible for violations of federal, state or local laws or College regulations governing the possession, use, sale, or distribution of drugs will be subjected to CMC educational or disciplinary sanctions and may be referred to local law enforcement.

Facts About Alcohol

1. The average serving of wine (5 oz), beer (12 oz), or hard alcohol/liquor (1.5 oz) contains approximately the same amount of alcohol.
2. It takes approximately one hour for the body to process (oxidize) the amount of alcohol in an average

serving.

3. If a person drinks slowly (one average drink per hour or less), there is less likelihood of intoxication. A faster rate of consumption will produce a buildup of alcohol in the bloodstream, resulting in intoxication.
4. Eating before and while consuming alcohol will slow the rate at which alcohol is absorbed into the bloodstream.
5. Diluting alcohol with another liquid such as water slows down the absorption, but mixing alcohol with a carbonated beverage increases the rate of absorption.
6. The body oxidizes alcohol at a fairly constant rate. Nothing will accelerate the sobering-up process. You can give a drunk person gallons of coffee, for example, and the result will not be sobriety, but a wide-awake drunk.
7. Alcohol depresses the central nervous system. The relaxed "high" people often feel from drinking results from the alcohol depressing upper levels of the brain that store learned behavior such as judgment and self-control. Higher levels of alcohol depress deeper levels of the brain producing increased impairment.
8. Consuming alcohol while taking over-the-counter or prescription medications or illegal drugs is dangerous and presents serious health and safety concerns.
9. Binge drinking is defined by the Center for Disease Control and Prevention as a pattern of drinking that brings a person's blood alcohol concentration (BAC) to .08 grams percent or above. This typically happens when men consume five or more drinks and when women consume four or more drinks in about two hours.
10. Binge drinking is associated with many health problems including unintentional injuries (falls, burns, drowning, crashes), intentional injuries (fighting, sexual assault), alcohol poisoning, liver disease, sexually transmitted diseases, and unintended pregnancy.

California Laws Governing Alcohol Use on Campus

Members of the CMC community are expected to be familiar with federal, state and local laws regarding alcohol. Students should be familiar with California laws governing the consumption of alcohol. The following summarizes those laws most relevant to all persons who might find themselves on the Claremont McKenna College campus. The list is provided for as a reference and is not all inclusive.

- It is illegal for persons under the age of 21 to possess an alcoholic beverage in any public place or any place open to the public (CA Business and Professions Code 25662).
- Any person who furnishes gives or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (CA Business and Professions Code 25658(a)).
- Any person under the age of 21 who attempts to purchase an alcoholic beverage is guilty of an infraction (CA Business and Professions Code 25658.5).
- Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor (CA Penal Code 647(f)).
- It is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (CA Vehicle Code Section 23152). NOTE: A golf cart is a motor vehicle.
- It is unlawful for a person under the age of 21 years who has 0.05 percent or more, by weight, of alcohol in his or her blood to drive a vehicle (CA Vehicle Code Section 23140(a)).
- It is illegal for a person under the age of 21 to drive a vehicle when he or she has a blood alcohol concentration (BAC) of .01% or higher (CA Vehicle Code Section 23136(a)).
- It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs or both (CA Vehicle Code Section 21200.5).
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle (CA

Vehicle Code Section 23223).

- It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area (CA Vehicle Code Section 23225).

Violations committed by non-CMC students, will be addressed in accordance with existing MOUs (Memorandum of Understanding) between CMC Public Safety, TCC Campus Safety and the relevant law enforcement agency with jurisdictional responsibility. CMC Public Safety will complete relevant reports relating to alcohol related incidents and in instances where there is an active investigation or violation of law, that might necessitate an arrest, relevant law enforcement agencies will be requested for assistance/enforcement.

Violations committed by non-CMC students, will be addressed in accordance with existing MOUs (Memorandum of Understanding) between CMC Public Safety, TCC Campus Safety and the relevant law enforcement agency with jurisdictional responsibility. CMC Public Safety will complete relevant reports relating to alcohol related incidents and in instances where there is an active investigation or violation of law, that might necessitate an arrest, relevant law enforcement agencies will be requested for assistance/enforcement.

For more information about alcohol laws in California, please refer to <https://www.abc.ca.gov/law-and-policy/>

Underage Drinking

It is illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card. It is also illegal to serve alcohol to a minor.

Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

Public Intoxication

It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity.

Public intoxication is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Public intoxication also leads to other behaviors and important health concerns. Oftentimes public intoxication contributes to many criminal mischiefs and disorderly conducts on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

Serving/Furnishing Alcohol to Obviously Intoxicated Person

It is illegal to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to any obviously intoxicated person.

Driving Under the Influence (DUI)

In California, it is illegal to operate a motor vehicle with a Blood Alcohol Concentration level (BAC) of .01% BAC if you are under age 21, and it is illegal to operate a motor vehicle with a BAC of .08% at any age. Drivers

under age 18 may not operate a motor vehicle with ANY measurable BAC. Penalties for a first offense include jail time of 4 days to 6 months, fines of up to \$1,000, driver's license suspension of 30 days to 10 months, and required installation of an Interlock Ignition Device.

Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical test (e.g., breath, blood, or urine). This implied consent means that a person doesn't have the right to an attorney before testing. If a person refuses to submit to a chemical test: 1) the test will not be conducted; 2) the person's license will be suspended for one year; 3) the person will most likely be charged with DUI.

Container Laws

In California, it is illegal to possess an open container of an alcoholic beverage in a car, even if that beverage has not been consumed.

California Laws Governing Drug Use on Campus

Members of the CMC community are expected to be familiar with federal, state and local laws regarding drugs. The following list is provided for as a reference and is not all inclusive.

- Possession of Marijuana (California Health & Safety Code Section 11357)
- Possession for Sale of Marijuana (California Health & Safety Code Section 11359)
- Transportation of Marijuana (California Health & Safety Code Section 11360)
- Possession of Drug Paraphernalia (California Health & Safety Code Section 11364)
- Unauthorized Possession of Controlled Substances (California Health & Safety Code Sections 11350 & 11377)
- Possession for Sale of Controlled Substances (California Health & Safety Code Sections 11351 & 11378)
- Sale of Synthetic Cannabinoid or Stimulant Compound Derivative (California Health & Safety Code Sections 11357.5 and 11375.5). Possession of these items are prohibited under federal law (21 United States Code 811).
- Transportation of Controlled Substances (California Health & Safety Code Sections 11352 & 11379)
- Possession with intent to manufacture methamphetamine (California Health & Safety Code Section 11383)
- Federal Omnibus Drug Initiative of 1988: Gives courts the authority to suspend eligibility for Federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance.

Please visit the [National Institute on Drug Abuse website](https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts)³⁸ for more information.

CMC Public Safety Officers, On-Call Deans, DOS staff and other CMC leadership, will address policy violations around drug possession and/or other unknown substance use/abuse in real time. Student welfare will be considered first priority, with subsequent documentation and follow-up to address long term care and safety, as well as possible disciplinary action based on CMC's Student Code of Conduct Policy. Drug incidents that constitute violations of federal and state law will be addressed in accordance with existing MOUs (Memorandum of Understanding) between CMC Public Safety, TCC Campus Safety and the relevant law enforcement agency with jurisdictional responsibility. CMC Public Safety will complete relevant reports relating to drug related incidents and in instances where there is an active investigation or violation of law,

³⁸ <https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts>

that might necessitate an arrest, relevant law enforcement agencies will be requested for assistance/enforcement.

Alcohol and Drug Policies Specific to Faculty and Staff

CMC seeks to maintain a work and educational environment that is safe for Employees and students and conducive to hard work and high educational standards. CMC complies with all appropriate federal, state and local regulations regarding illicit use of drugs and the abuse of alcohol in the workplace.

Drug and alcohol use is highly detrimental to the work place and to the efficiency and productivity CMC desires to promote. The use, possession, distribution or sale of drugs or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while working or while on CMC premises. Violation of this policy will result in disciplinary action, possibly including discharge. This policy is not construed to prohibit the use of alcohol at social or business functions sponsored by CMC where alcohol is served. However, Employees must remember their obligation to conduct themselves properly at all times while at College sponsored functions or while representing CMC at off-campus events.

Legally prescribed medications are excluded from this rule and permitted only to the extent that the use of such medications does not adversely affect the Employee's work ability, job performance, or the safety of that individual or others. Employees using prescription drugs that may impair their abilities are to notify their supervisor in advance so that appropriate precautions may be taken.

Drugs Risks and Consequences

Alcohol and other drug use during pregnancy increases risk of physical harms to fetus.

Additional risks of harm may occur from toxic impurities present in street drugs.

Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.

Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

For more information visit the National Institute on Drug Abuse (NIDA) website: www.drugabuse.gov.

Drug and Alcohol Abuse Education Programs

Resources for Students

CMC is concerned about the harm that can come to students who use and abuse drugs, including alcohol. CMC has a strong support structure for students concerned about or involved in the abuse or misuse of alcohol and use or abuse of other drugs, including Resident Assistants, deans, first year guides, faculty members, counselors, chaplains, and many others. Campus resources include:

Health Education Outreach (HEO): (909) 607-3602

Monsour Counseling and Psychological Services (MCAPS): (909) 621-8202

Student Health Services: (909) 621-8222

For after-hours emergencies contact Campus Safety: (909) 607-2000

[College's Drug-Free Schools and Communities Act Biennial Review](https://claremontmckenna.box.com/s/zewz54rhz04a1up9yfdsy99uffx208wu)³⁹

Resources for Faculty and Staff

CMC wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid

³⁹ <https://claremontmckenna.box.com/s/zewz54rhz04a1up9yfdsy99uffx208wu>

time off to participate in the program unless it would result in an undue hardship to provide time off. The employee may use any accrued sick time or vacation benefits while on leave. CMC's health benefits will be administered as under the FMLA policy.

If an employee requests time off to participate in such a program, CMC will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

CMC reserves the right to request proof of the employee's attendance in a rehabilitation program.

Nothing in this policy shall be construed to prohibit CMC from refusing to hire, declining a request for a leave, or discharging an employee who, because of the employee's current use of alcohol or drugs, violates CMC's policies, or is unable to perform his or her duties in a manner which would not endanger his or her health or safety or the health or safety of others.



Flamson Plaza

Annual Disclosure of Crime Statistics

The Jeanne Clery Campus Safety Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Campus Safety maintains a close relationship with all police departments where CMC owns or controls property to ensure that crimes reported directly to these police departments that involve CMC are brought to the attention of Campus Safety.

Campus Safety collects the crime statistics disclosed in the charts through a number of methods. Campus Safety dispatchers and officers enter all reports of crime incidents made directly to the department into a records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Campus Safety maintains, the statistics below also include crimes that are reported to various Campus Security Authorities (CSAs) as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

Murder/Non-Negligent Manslaughter - the willful killing of one human being by another.

Manslaughter by Negligence - the killing of another person through gross negligence.

Sexual Assault - 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. This offense includes the rape of both males and females.
- 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 incapacity.
- C. Incest - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. Statutory Rape — sexual intercourse with a person who is under the statutory age of consent.

Robbery - 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 - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hazing - any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

Hate Crimes - a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes includes all of the crimes listed above plus the following additional crimes:

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 or Property - to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

Race - A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

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.

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

Gender - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., 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.

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.

National Origin - A preformed negative opinion or attitude towards a group of people based on their actual or perceived country of birth.

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

Dating Violence, Domestic Violence, and Stalking

Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence – a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or,
- 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.

Stalking - 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.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession (defined by state and municipal laws).

Campus crime statistics must be reported by location:

On campus - any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in the above definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On campus student housing - any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Non-campus buildings or property - any buildings or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This includes property located at the Washington D.C. Program, as well as other hotels and campgrounds which CMC students stay at on college-sponsored overnight trips.

Public Property - all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The annual report is to be made available to all currently enrolled students and all employees by October 1 each year. The report must also be provided to any prospective student or prospective employee upon request. The report must be distributed to all current students and employees by one of the following: directly by publications and mailings; by the US Postal Service; by campus mail; email or a combination of these methods. Posting the Annual Campus Safety Report on an Internet or Intranet Web site is also permissible as long as the required recipients are notified and provided the exact (URL) Internet or Intranet web site at which the report is posted.

Neither Campus Safety nor CMC Public Safety has the ability to deem allegations as "unfounded," and thus the following crime charts do not fail to include any such "unfounded allegations."



Roberts Hall North and Adams Hall

2026 CMC Crime Statistics Chart*

2026 CMC Crime Statistics Chart

Offense		On-Campus	Residential Facility	Non-campus Building/Property**	Public Property
Criminal Homicide					
<i>Murder and Non-negligent Manslaughter</i>	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
<i>Manslaughter by Negligence</i>	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Sex Offenses					
<i>Rape</i>	2023	3	3	1	0
	2024	4	4	0	0
	2025	4	4	0	0
<i>Fondling</i>	2023	2	2	0	0
	2024	2	1	0	0
	2025	1	0	0	0
<i>Incest</i>	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
<i>Statutory Rape</i>	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Robbery	2023	1	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Burglary	2023	4	0	0	0
	2024	2	0	1	0
	2025	4	1	0	0
Motor Vehicle Theft**	2023	25	0	0	0
	2024	13	0	1	0
	2025	10	0	0	0
Arson	2023	1	0	0	0
	2024	1	0	0	0
	2025	0	0	0	0
Hazing	2023	N/A	N/A	N/A	N/A
	2024	N/A	N/A	N/A	N/A
	2025	0	0	0	0

Arrests		On-Campus	Residential Facility	Non-campus Building or Property*	Public Property*
Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	1	0	0	0
Drug Abuse Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Illegal Weapons Possession	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Judicial Referrals		On-Campus	Residential Facility	Non-campus Building or Property*	Public Property*
Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Drug Abuse Violations	2023	4	3	0	0
	2024	7	5	0	0
	2025	13	4	0	0
Illegal Weapons Possession	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

VAWA Amendment Offenses		On-Campus	Residential Facility	Non-campus Building or Property*	Public Property*
Dating Violence	2023	1	1	0	0
	2024	1	1	0	0
	2025	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2024	0	0	0	0
	2025	1	1	0	0
Stalking	2023	0	0	0	0
	2024	0	0	0	0
	2025	2	2	0	0

Unfounded Crimes

2023: There were no unfounded crimes.

2024: There were no unfounded crimes.

2025: There were no unfounded crimes.

Hate Crimes:

2023: There was one on-campus Robbery characterized by religious bias.

2024: There were no reportable hate crimes.

2025: There were two on-campus Vandalism incidents characterized by gender identity bias.

* Statistics were requested from law enforcement agencies with jurisdiction over these locations, but some agencies did not respond or their responses were provided in a format not usable for Clery reporting.

**The Clery Act defines motor vehicles as vehicles that are self-propelled and run on the surface and not on rails.

Of the 25 motor vehicle thefts reported in 2023, 24 are electric scooters, bikes, skateboards, or golf carts.

Of the 14 motor vehicle thefts reported in 2024, 10 are electric scooters, bikes, skateboards, or golf carts.

Of the 10 motor vehicle thefts reported in 2025, 8 are electric scooters, bikes, skateboards, or golf carts.



Heggblade Center and Public Art

College Areas and Campus Map

CMC owns or controls space for educational purposes at the following locations:

- In Claremont, California:
 - Main campus, business address: 500 E. Ninth Street, Claremont, CA, 91711
- In Montclair, California:
 - Residences: 4785 Cypress Street, Montclair, CA, 91763
 - Residences: 4865 Cypress Street, Montclair, CA, 91763
- In Washington, D.C.:
 - 1101 17th Street NW, Suite 604, Washington, DC, 20036
 - Residences: 415 L Street NW, Washington, DC, 20001
 - Residences: 425 L Street NW, Washington, DC, 20001
- In Lee Vining (near Mono Lake), California:
 - Burger Sierra Research Station: 677 Log Cabin Mine Road, Lee Vining, California, 93541

Although not required by current law, CMC provides a “boundary” map of our main Claremont campus as well as property that is owned by The Claremont Colleges Services that is frequently used by CMC students, faculty, and staff. We offer this to help readers understand and define the borders of our campus.

Claremont McKenna College – Clery Map

- | | |
|--|--|
| CMC CMC main campus, deemed on campus property | CMC or CUC parking lots, deemed "on campus property." |
| CUC CUC property, deemed on campus property | CMC on campus residential facilities |
| CMC or CUC owned roads, deemed "on campus."
All other roads = Public Property or owned by another institution. | CMC private property |
| CMC Core Campus Boundary | CMC Main campus, athletic fields |



III. Crime Prevention Tips

While the CMC campus is a reasonably safe environment, crimes do occur. We offer the following safety tips so that you may increase your awareness of measures that you can take to protect yourself, other CMC community members, and property.

- Exterior doors should never be propped open. A propped door puts everyone at risk.
- Residence hall room doors should be locked at all times even when leaving for a short time.
- Keys or key-cards should be carried at all times and never loaned to others.
- Exercise good judgment when walking, jogging, or engaged in solitary activity, especially at night. Consider working out in one of our indoor exercise facilities.
- Engrave, mark, and/or photograph your property and record serial numbers and property description.
- Consider not bringing expensive jewelry, valuable property, and important keepsakes to campus.
- Purses, backpacks, and other personal property should not be left unattended or unsecured in office buildings, libraries, and other common use areas.
- Parked cars should be locked at all times and valuables should be concealed.
- Become familiar with the location of emergency phones throughout the campuses and use them if you have an emergency or observe criminal or suspicious activity.
- Program the phone number of Campus Safety (909-607-2000) and your Resident Assistant into your cellphone.
- Travel across campus with a friend, sticking to lighted paths and walkways. When this is not possible, you may call Campus Safety to request an escort.
- All crimes and suspicious persons should be reported to Campus Safety immediately.

It is most helpful to Campus Safety if you can provide your name, telephone number and location as well as the following information on any crime suspect: physical appearance, clothing, height, weight, coloring, approximate age, sex, scars, or other noticeable features (glasses, facial hair, etc.), and whether or not s/he displayed or threatened a weapon. If a vehicle is involved, please note: last direction of travel, license plate number and state, make and model of the vehicle, color and body type, and other identifying marks (rust, dents, etc.).

Theft

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, and classrooms locked when not occupied.
- Do not provide access to unauthorized persons in buildings or classrooms.
- Do not keep large amounts of cash with you.
- Lock all valuables, money, jewelry, checkbooks, and passports in a lock box or locked drawer.
- Take a photograph of any valuable possessions, including makes, models, and serial numbers, and email it to yourself so that you can access it later.

- Using a personal engraver, mark specific identifying symbols into your items.
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
- Don't lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to police immediately; don't take any chances.

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use computer security software on computers and install firewalls.
- Report any suspicious computer activity (possible email scams) to your Resident Technology Assistant (RTA) or computer lab manager.

IV. Annual Fire Safety Report and Disclosure of Fire Statistics

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this Act for CMC.

Definitions

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety

CMC takes fire safety very seriously and continues to enhance its programs to the CMC community through education, engineering and enforcement. Educational safety prevention programs are presented throughout the year to all students and staff. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a safe living environment. All College residence halls and apartments are provided with automatic sprinkler systems, smoke detectors, carbon monoxide detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency. Additional fire safety features for College residence halls and apartments are detailed in this section in the chart entitled "Description of On-Campus Student Housing Fire Safety Systems."

CMC maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard and California Fire Code to ensure system readiness and proper operation in the event of a fire emergency. The sprinkler systems and fire suppression systems are inspected annually by certified outside contractors. Fire extinguishers are inspected monthly by the CMC Facilities Department.

Additional protection is provided by TCCS Campus Safety and CMC Public Safety Officers who are trained for initial response to fire incidents occurring at CMC facilities. Officers provide assistance in building evacuation and extinguishment/confinement of small fires.

Fire Safety Education and Training Programs for Students, Faculty and Staff

Training Programs for Students, Faculty and Staff CMC's Office of Public Safety and Emergency Management provides annual training to Resident Assistants, Building Coordinators, Housekeeping personnel, and new employees, to include faculty and staff:

- Fire prevention
- What to do in the event of a fire
- How to report a fire or other emergency
- Use of fire extinguishers and other safety systems

Students, faculty, and staff are instructed to call Campus Safety at 909-607-2000 for all emergencies, including a fire emergency. TCCS Campus Safety Dispatchers are trained in dispatching immediate on-duty/on-site CMC Public Safety Officers who will respond in real time to evacuate CMC staff, faculty and students and with fire extinguishers to address the safety concern, if able. In addition, TCCS Campus Safety Dispatchers will request local firefighter resources, with shared radio frequencies to respond, wherein Campus Safety Officers and CMC Public Safety Officers will act as pathfinders to direct them to the threat. Non-emergency notifications (e.g., evidence that something burned) are made to Campus Safety (101 S. Mills Avenue, 909-607-2000) other relevant support entities including Resident Assistants or the Dean of Students Office (Heggblade Center, 909-621-8114) and Facilities & Campus Services (Story House, 909-621-8112)

Building Coordinators (at least two per building) receive monthly training in how to assist during a variety of incidents or crisis situations. Resident assistants also view training materials on the website for the [Center for Campus Fire Safety](#)⁴⁰. The training includes fire prevention efforts, policies and procedures, evacuation plans, how to educate residents in the policies and procedures, and behavioral expectations around fire safety on campus.

In addition, students are provided twice-yearly training about fire safety. The resident assistants host a hall meeting for all residents each semester in which they review fire safety policies as well as evacuation procedures. Students are told that they are required to participate in fire drills twice each year. Students are provided a printed list of prohibited items including halogen lamps, candles, hot plates, and microwaves. They are also familiarized with behavioral expectations such as:

- Candles, fire pits, or any other flame may not be used on campus unless they are used as part
- of a campus event and approved by the Associate Dean of Students for Student Engagement.
- Cook only where allowed. Set a timer on your phone to remind you that food is cooking.
- Never burn candles in your residence hall or apartment room.
- Make sure cigarettes and ashes are out. Never toss hot cigarettes butts or ashes in trash cans.

⁴⁰ <http://www.campusfiresafety.org/Training-Activities/Campus-Fire-Safety-for-Students/Share>

- Don't smoke when you have been drinking or are drowsy.
- Never use an extension cord with appliances like a refrigerator.
- Do not overload electrical outlets.
- Never cover light fixtures or smoke detectors.
- Never disable a smoke detector or fire alarm.

Fire Incident Reporting

Students, faculty, and staff are instructed to call 9-1-1 to report a fire emergency.

Non-emergency notifications (e.g., evidence that something burned) are made to:

- Resident Assistants or the Dean of Students Office (Heggblade Center, 909-621-8114)
- Facilities & Campus Services (Story House, 909-621-8112)
- Campus Safety (101 S. Mills Avenue, 909-607-2000)

On-Campus Student Housing Fire Drills

Unannounced fire drills and/or fire system tests are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Office of Public Safety and Emergency Management with assistance from CMC Public Safety Officers and Resident Assistants. The drills conform to the California Fire Code. All College residence halls have emergency evacuation plans and pre-identified evacuation assembly areas. These are shared with all students via Resident Assistant training and other yearly community training such as emergency Evacuation Drills, in response to earthquakes, fires and other critical incidents that would require immediate evacuation and subsequent recovery and reconstitution.

Full evacuation fire drills are held each semester in occupied residence halls and periodically in non-residential buildings, in accordance with California Fire Code (CFC) 403.4, which requires fire drills at least twice per year for the secondary (college) level. Response and evacuations are timed for post exercise debrief. Fire drills are documented and records are maintained by the Office of Public Safety and Emergency Management. The Office of Public Safety and Emergency Management will have a representative, such as the Executive Director of Public Safety and Emergency Management, the Assistant Director of Public Safety or the Environmental Health and Safety Manager for Emergency Management present during the fire evacuation drills, in coordination with the Dean of Students Office, Residential Life and in partnership with Resident Assistants, who will be briefed prior to the exercise and post exercise, to discuss success points and areas of focus for improvement. For non-residential buildings, the same process will occur, with Building Safety Coordinators taking the place of the Resident Assistant.

Evacuation of Residence Halls in the Event of a Fire

Through the annual, unannounced drills, CMC prepares its community, consisting of students, faculty and staff for the proper evacuation protocols to follow in the event of a fire. Upon being alerted to a fire alarm, personnel are required to leave their building, report to their designated evacuation assembly area, and report to their Building Coordinator or Resident Assistant.

If a student, faculty or staff member notices a fire in a residence hall or other building, that has not yet been reported, the person should activate the fire alarm, evacuate to the designated evacuation assembly area, and call TCCS Campus Safety at 909-607-2000 to report the location and nature of the fire. Personnel should then report to their Resident Assistant or Building Coordinator.

Evacuees maintain a distance of generally at least 50 feet away from the building, 500 feet away for explosions or further if necessary. No one may return to an evacuated building unless told to do so by appropriate incident response personnel.

In the event that persons with mobility challenges need to be assisted during an evacuation, fire/ambulance personnel will conduct stairway evacuations of wheelchair users. As a precaution, anyone using a wheelchair should consider being housed on the ground level floor, whenever possible.

All College residence halls have assigned evacuation assembly areas and evacuation routes, which are that posted within every residence hall.

Smoking and Open Flames in On-Campus Student Housing Facilities

All CMC residence halls are smoke-free. This includes the hallways, stairwells, balconies and terraces.

CMC's [Smoking Policy⁴¹](#) can be found online.

Due to fire hazards, open flames are also not permitted on CMC's campus unless they are used in conjunction with a campus event and are approved by the Director of Student Activities. Barbeque areas are provided near certain residence halls, but personal barbeques are not allowed on campus.

CMC's [Open Flames Policy⁴²](#) can be found online.

Appliances in On-Campus Student Housing Facilities

To mitigate risks of fires, CMC limits the quantity and types of appliances allowed in all on-campus student housing facilities. No more than two high-wattage appliances may be used at one time in an on-campus student housing room or apartment. Air conditioning units, halogen lights, washing machines and dryers, and cooking appliances with heating elements are prohibited in all on campus residence halls.

CMC's [Appliance Policy⁴³](#) can be found online.

Plans for Future Improvements in Fire Safety

CMC continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. The Executive Director of Public Safety and Emergency Management continues to attend national, state and localized training to ensure fire safety compliance as well as to collaboratively strategize with CMC key leadership, to facilitate the development of new innovative programs, policies, and systems for the safety of all students, faculty and staff. CMC is examining additional mass notification systems and increasing new capabilities within the existing Everbridge platform. Currently there are no infrastructure or system improvement additions or modifications planned for the future.

⁴¹<https://catalog.claremontmckenna.edu/content.php?catoid=42&navoid=8707#smoking-policy>

⁴²<https://catalog.claremontmckenna.edu/content.php?catoid=42&navoid=8707#open-flames>

⁴³<https://catalog.claremontmckenna.edu/content.php?catoid=42&navoid=8707#appliance-policy>

Fire Statistics for On-Campus Student Housing Facilities - 2023

Building	Address All in Claremont	#	Date	Cause	Injuries Requiring Treatment	Deaths Related to Fire	Property Damage Value (\$)	Report Number
Appleby	408 E. 8th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Auen	497 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Beckett	726 N. Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Benson	411 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Berger	413 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boswell	849 N. Mills/410 E. 9th St (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Crown	650 Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Fawcett	695 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Green	845 N. Mills Ave./ 412 E. 9th St.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Marks	400 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Phillips	415 E. 6th St./734 N. Amherst Ave.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Stark	455 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Valach	412 E. 6 th Street	0	N/A	N/A	N/A	N/A	N/A	N/A
Wohlford	406 E. 9th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	651 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	661 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	671 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	681 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A

Fire Statistics for On-Campus Student Housing Facilities – 2024

Building	Address All in Claremont	#	Date	Cause	Injuries Requiring Treatment	Deaths Related to Fire	Property Damage Value (\$)	Report Number
Appleby	408 E. 8th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Auen	497 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Beckett	726 N. Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Benson	411 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Berger	413 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boswell	849 N. Mills/410 E. 9th St (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Crown	650 Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Fawcett	695 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Green	845 N. Mills Ave./ 412 E. 9th St.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Marks	400 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Phillips	415 E. 6th St./734 N. Amherst Ave.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Stark	455 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Valach	412 E. 6 th Street	0	N/A	N/A	N/A	N/A	N/A	N/A
Wohlford	406 E. 9th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	651 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	661 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	671 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	681 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A

Fire Statistics for On-Campus Student Housing Facilities – 2025

Building	Address All in Claremont	#	Date	Cause	Injuries Requiring Treatment	Deaths Related to Fire	Property Damage Value (\$)	Report Number
Appleby	408 E. 8th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Auen	497 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Beckett	726 N. Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Benson	411 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Berger	413 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boswell	849 N. Mills/410 E. 9th St (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Crown	650 Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Fawcett	695 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Green	845 N. Mills Ave./ 412 E. 9th St.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Marks	400 E. 6th St.	1	9/2/2025	Lithium-ion Battery	0	0	\$82,959.96	202527834
Phillips	415 E. 6th St./734 N. Amherst Ave.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Stark	455 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Valach	412 E. 6 th Street	0	N/A	N/A	N/A	N/A	N/A	N/A
Wohlford	406 E. 9th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	651 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	661 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	671 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Student Apartments	681 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A

Description of CMC On-Campus Student Housing Fire Safety Systems — Residence Halls/Apartments

Building Name	Address	Year Built or Renovated	Fire Sprinklers	Fireproof Frame	Sq. Ft. Protected	CO Detection	Smoke Detection	Fire Extinguishing Devices	Evacuation Plans and Placards	Evacuation Drills per Year (2024 & 2025)	Fire Alarm Monitoring done on site	Annual Fire Alarm Testing	Fire Dept Water/Standpipe Connection
Appleby Hall	408 E. 9th Street	2003	Yes	Yes	15,680	Yes	Yes	Yes	Exits directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	408 E. 9th Street
Auen Hall	497 E. 6th Street	2008	Yes	Yes	24,629	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	497 E. 6th Street
Beckett Hall	726 North Amherst Avenue, c/s 8th	2013-14	Yes	Yes	17,194	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	726 N. Amherst Ave.
Benson Hall	411 East 6th Street, c/s Amherst	2014	Yes	Yes	17,421	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	411 E. 6th Street
Berger Hall	413 East 6th Street, c/s Amherst	2013	Yes	Yes	15,110	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	413 E. 6th Street
Boswell Hall	410 East 9th Street	2003	Yes	Yes	15,742	Yes	Yes	Yes	Exits directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	410 E. 9th Street
Valach Hall	650 North Amherst Avenue	2015	Yes	Yes	13,744	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	400 E. 6th Street
Crown Hall	650 N. Amherst Ave.	2008	Yes	Yes	37,257	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	650 N. Amherst Ave.
Fawcett Hall	695 N. Mills Ave.	2008	Yes	Yes	24,629	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	695 N. Mills Ave.

Building Name	Address	Year Built or Renovated	Fire Sprinklers	Fireproof Frame	Sq. Ft. Protected	CO Detection	Smoke Detection	Fire Extinguishing Devices	Evacuation Plans and Placards	Evacuation Drills per Year (2023 & 2024)	Fire Alarm Monitoring done on site	Annual Fire Alarm Testing	Fire Dept Water/Standpipe Connection
Green Hall	412 E. 9th Street	2003	Yes	Yes	15,677	Yes	Yes	Yes	Each apt. enters directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	412 E. 9th Street
Marks Hall	400 E. 6th Street	2014-15	Yes	Yes	28,754	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	400 E. 6th Street
Phillips Hall	734 N. Amherst Ave	2013	Yes	Yes	15,973	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	734 N. Amherst Ave
Stark Hall	455 East 6th Street, c/s Amherst	1997	Yes	Yes	32,400	Yes	Yes	Yes	Hallways	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	499 E. 6th Street
Wohlford Hall	406 E. 9th Street	2018	Yes	Yes	16,270	Yes	Yes	Yes	Exits directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	406 E. 9th Street
Student Apartments-651	651 East 6th Street, c/s Claremont	1995	Yes	No	10,969	Yes	Yes	Yes	Exits directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	651 E. 6th Street
Student Apartments-661	661 East 6th Street, c/s Claremont	1995	Yes	No	13,372	Yes	Yes	Yes	Exits directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	661 E. 6th Street
Student Apartments-671	671 East 6th Street, c/s Claremont	2018	Yes	No	8,800	Yes	Yes	Yes	Exits directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	671 E. 6th Street
Student Apartments-681	681 East 6th Street, c/s Claremont	2018	Yes	No	8,800	Yes	Yes	Yes	Exits directly outside	2 in 2024 1 in 2025	Yes, Campus Safety	Yes	681 E. 6th Street

Appendix:

Contact List

- Campus Safety Office, 101 S. Mills Ave., 909-607-2000
- Dean of Students Office, Heggblade Center, 400 E. Ninth St, 909-621-8114
- Title IX Coordinator, Athenaeum #217, 385 E. Eighth St., 909-607-8131
- Office of Civil Rights, Heggblade Center, Second Floor, 400 E. Ninth St., 909-607-0347
- Human Resources Office, 528 N. Mills Ave. West, 909-607-1236
- Dean of the Faculty's Office, Athenaeum North 225, 909-621-8117
- Monsour Counseling and Psychological Services (MCAPS), Tranquada Center, 757 College Way, 909-621-8202
- Student Health Services (SHS), Tranquada Center, 757 College Way, 909-621-8222
- Health Education Outreach (HEO), Tranquada Center, 757 College Way, 909-607-1147
- The Washington (DC) Program, 1101 17th St NW, Suite 604, Washington, D.C., 240-577-2015
- Claremont Police Department, 570 W. Bonita Ave, 909-399-5411 (business) or 9-1-1 (emergency)

Statement on Non-Discrimination, Equal Opportunity, and Related Laws

CMC does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. The College complies with all applicable state and federal laws, including, but not limited to:

- A. Title IX of the Higher Education Amendments of 1972
 - B. Title VII of the Civil Rights Act of 1964
 - C. California Fair Employment and Housing Act ("FEHA")
 - D. California Unruh Civil Rights Act
 - E. Family Educational Rights and Privacy Act of 1974
 - F. Section 504 of the Rehabilitation Act of 1973
 - G. Americans with Disabilities Act (the "ADA")
 - H. Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act ("ADEA")
 - I. Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.
- Inquiries concerning the application of these laws to this institution should be referred to the Title IX Coordinator or the Director of Human Resources.