



# 2010 Campus Security and Fire Safety Annual Report

January 01 through December 31, 2010

## **Oregon Institute of Technology**

### Campus Safety Department

Emergency: 541-885-0911

Office: 541-885-1117

Patrol and Information Services: 541-885-1111

### Risk Management

Office: 541-885-1556

*Partners for a Safe Campus*

**Campus Crime Awareness and Campus Security Act**

This brochure and annual report summary is provided in compliance with the federal Campus Crime Awareness and Campus Security Act of 1990 (Title II, Public Law 101-542, Nov. 1990) and the Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. A complete listing by category can be obtained on the OIT Campus Safety web page. If you have information for inclusion, or questions, comments or remarks, contact Campus Safety or the Vice President of Finance and Administration.



**The Annual Security and Fire Safety Report is a combined effort from  
Campus Safety and Risk Management**



# Annual Security Report

## **Campus Environment**

Oregon Institute of Technology, a member of the Oregon University System, serves students from all over the world. It is the only accredited public polytechnic university in the Northwest. The main campus—consisting of 190 acres, 18 buildings and a stadium—is located in Klamath Falls, Ore., a high-desert town on the eastern slope of the Cascade Mountains. The city’s metropolitan population is about 45,000. OIT maintains an “open campus” with no physical barriers between the university and the community.

## **Campus Safety is a Shared Responsibility**

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

There is no easy way to stop campus crime: however, to reduce risks, OIT has initiated the steps described in this brochure. OIT’s Campus Safety program, directed by the Vice President for Finance and Administration through the Campus Safety Director, is a proactive approach to incorporating visibility, education, prevention and immediate response to campus incidents.

Campus safety at OIT involves students, faculty and staff. It is OIT’s desire to create and promote an open environment that encourages learning and freedom among all who attend or visit the university. Safety is an important part of the educational and occupational experience.

Campus Safety has a role in preserving an open environment where students, faculty and staff feel safe to academically explore the issues of the day. With this goal in mind, OIT is committed to providing a professional Campus Safety program, administered by a trained, professional staff. The program uses updated procedures to provide a “reasonably secure campus” for all members of the campus community.

## **Campus Safety Services**

The mission of the Campus Safety Department is to provide for the safety, security and maintenance of order for the campus community including faculty, staff, students and visitors. Campus Safety promotes safety and security on campus through educational programs, emergency and non-emergency response services, problem solving and enforcement of appropriate laws, rules and regulations.

Campus Safety serves all students, staff, faculty and guests. The university employs full and part-time Campus Safety officers. Students assist with issuing temporary parking permits, weekend patrols and other safety-related responsibilities. Campus Safety operates 24 hours a day, seven days a week, responding to campus incidents, including building alarms, crimes, injuries, illnesses, accidents, safety hazards and calls for assistance. Additionally, Campus Safety provides coordination with local law-enforcement agencies, crowd control, building inspections and parking enforcement. Crimes can also be reported to the Vice President for Finance and Administration, Vice President for Student Affairs, Dean of Students, Residence Life staff, Athletics Director or the Integrated Student Health Center staff.

**Campus Safety also provides:**

- ◆ Crime Prevention/Safety Information: Campus Safety Officers are available to assess potential safety problems or hazardous situations.
- Parking Services: Temporary parking permits, information, vehicle unlocks and “jump starts” for dead batteries.
- Special Events Assistance: Campus Safety Officers assist with crowd control, barricade set-up, traffic control, vehicle assistance and other activities.
- “Night Ride” Program: Officers are available to escort individuals on campus to vehicles, buildings or the Residence Halls.
- Building Access: Faculty and staff members without a key who need access to a building may request assistance after proper clearance or verification.
- Student Auxiliary Safety Patrol: SASP employees act as an additional level of safety for the campus. Patrols raise the visibility of Campus Safety and increase a security presence on campus.

**Campus Safety and Klamath Falls Police Department**

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

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

All officers are trained in first aid and CPR procedures. They conduct foot, bike and vehicular patrols of the university facilities 24 hours a day, seven days a week.

Klamath Falls Police Department is the “primary” law enforcement agency in the city of Klamath Falls. They have jurisdiction and will respond upon request, to all crimes against the State of Oregon Revised Statutes (ORS). The Klamath County Sheriff’s Office and Oregon State Police will also respond to calls from campus.

Any major crime incidents on campus will generally be handled by or include the Klamath Falls Police Department in cooperation with Campus Safety personnel. As a general operating procedure, the Klamath Falls Police Department will conduct investigations upon requests from the Campus Safety department and make arrests as the responsible law-enforcement jurisdiction.

**Crime Prevention and Education**

Campus Safety, staff, faculty and students continually work together on personal safety and preparedness to assist others in time of need. This strategy works. Each individual is responsible for taking basic precautions such as walking in pairs at night or high-risk periods, locking office and car doors and securing personal valuables when unattended. Campus Safety is always available to meet with individuals, groups and clubs to discuss safety, crime-prevention methods and related issues.

Campus Safety actively supports crime prevention through a number of activities. Uniformed officers provide educational talks, workshops and information exchanges throughout the academic year.

***Campus Safety personnel provide the following crime-prevention services:***

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

When campus crimes occur, Campus Safety will notify the campus community to educate and inform members as a crime deterrent. If you have information or questions, contact Campus Safety at 541-885-1111.

### **Reporting a Crime**

In the event of a crime or emergency, contact Campus Safety at 541-885-0911. This number will reach Campus Safety. Dialing 911 will reach the Klamath County Dispatcher. One or more agencies will respond immediately.

### **Building Access and Safety**

Campus buildings are open Monday through Friday, 8 a.m. to 5 p.m. Access to buildings is limited during evenings and weekends. Campus Safety officers will confirm campus buildings are being secured beginning at 5 p.m., except where evening classes meet. All buildings are locked after evening activity is completed.

Unauthorized entry to, or use of, the college facilities, including buildings and grounds, is prohibited. Building access for special use or use during non-business hours requires prior approval. If you are working alone or will be in your building after normal work hours or on weekends, notify Campus Safety of your entry time and location. This is for your safety. ***Please report all strangers or suspicious activity in your building to Campus Safety immediately.***

### **Security of Campus Grounds**

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

### **Residence Hall Safety**

Campus Safety officers routinely patrol the Residence Halls (RH), respond to requests and assist students as needed. Officers usually respond to calls within two to five minutes. RH public areas are accessible to residents and their guests. RH doors are locked at 11 p.m. After that time, only persons with keys may enter the building. Late-entering residents should be certain that doors shut and lock behind them. Access is limited only to the extent that residents abide by established security procedures. Residents are asked to report suspicious person or circumstances.

Resident Advisors (RAs) make routine "rounds" and hall checks. A RA is "on call" at all times. Visitors and guests are to be escorted and "checked-in" pursuant to RH rules. Students should call their RA and Campus Safety at 541-885-0911 any time they need safety assistance or observe unusual circumstances.

### **Timely Warnings**

The issuance of timely warnings on campus satisfies the Clery Act for the purposes of reporting an ongoing threat to the campus community. If there is a crime with an element of a continued threat to the safety of campus faculty, staff students or visitors, a timely warning to the campus community will be communicated. The timely warning will be comprised of the initial crime, suspect description (if known), generic victim information where appropriate along with the time and location the crime took place. The timely warning will also include information regarding the continued or ongoing threat to the campus community's safety and precautions to take until or unless the threat is removed or no longer considered an on-campus threat.

The timely warning will originate from the Campus Safety department. The timely warning can also originate from office of the Vice President of Finance and Administration or the office of the Vice President of Student Affairs in cooperation with the Campus Safety department. The timely warning will be released through OIT student and employee e-mail addresses along with campus-wide notifications through Human Resources and Publications offices on campus. Timely warnings can also be found on OIT's daily OIT information page on OIT's web site known as TnDaily. Updates to the Timely Warning will also be found on all of the same locations mentioned under this heading when new or updated information is confirmed and released.

## **Emergency Notification**

In October 2009, the Department of Education finalized the rules to the Higher Education Opportunity Act amendment that Congress passed in 2008. The changes affected many parts of the original act, but significant changes were put in place that impact emergency management and reporting. Institutions of higher learning must have mass notification plans and provide detailed reports to the Department of Education about campus security and fire safety. There are strict guidelines in place regarding what information must be included in these reports and how the institution should provide access to the reports to current and prospective students and employees.

### ***OIT-Alert***

The Oregon Institute of Technology Risk Management, Information Technology Services and Campus Safety departments working in conjunction with selected administrative personnel have implemented the OIT-Alert system to alert the on-campus and off-campus community to an emergency situation.

It is our hope that this information will insure and assist in having the best experience possible with the university as a student, faculty member, staff member or visitor. It is our mission to assist the campus community in providing a safe and secure environment in pursuing educational or work experiences.

The OIT-Alert notification system enables the university to contact the OIT community in the event of an emergency by sending messages to preferred electronic devices. These devices include:

- Cell Phone
- E-mail
- Phone (land line)

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

### ***How OIT-Alert Works***

OIT is committed to providing a safe learning environment for its students, faculty, staff and administrators. With this commitment comes a responsibility to notify the campus community of emergency situations if they arise on OIT campuses. OIT-Alert fulfills this commitment with emergency information available to the campus community and by providing emergency information and notification to a large scale of persons on campus and the larger outlying community. OIT-Alert will provide emergency information without delay to the campus community and beyond once an emergency situation or threat is confirmed and the appropriate officials on campus are notified for purposes of emergency response and possible evacuations.

In the event that OIT receives a confirmed significant emergency or dangerous situation involving an immediate threat at or near an OIT campus, an OIT official that is recognized as an emergency information provider will confirm the given emergency through other emergency channels on or off campus. These “other channels” may include but not be limited to OIT’s Chief Information Officer, Risk Management Director, Campus Safety Director, Vice President, Public Information Representative or from legitimate off-campus emergency response and/or law enforcement agencies. Once the emergency is confirmed and the scope of the emergency is determined (campus-wide, section of campus one building etc.), the emergency information officer will enter the alert on OIT’s alert network server of choice, Blackboard Connect. Blackboard Connect will automatically send the alert message to various relay points of delivery to be dispersed to those persons that have signed up and/or updated their emergency information on the OIT-Alert system. The alert is then delivered to landlines, cellular phones and through e-mail accounts.

In the event that an on-going emergency at or near the OIT campus has follow-up information to be disseminated, the same process will be used to update the emergency alert information through OIT-Alert. Reasons for an updated OIT-Alert message would include but not be limited to further detailed information on the emergency, changes in location of the emergency, the emergency being deemed contained, concluded or no longer a threat.

In the event of an emergency, primary phone numbers and OIT e-mail accounts will be used for contact. Add cell phone, secondary e-mail address or alternate phone to update personal profiles. Information for parents, spouses or friends to contact in case of a campus emergency can also be added to a personal profile.

### **How OIT-Alert will be used**

Situations for which OIT-Alert will be used but not limited to:

- Campus Closings
- Building emergencies
- Potential life-threatening situations on campus
- Extreme weather conditions
- Activation of Emergency Response teams

### **Types of messages to be sent by OIT-Alert**

Depending on the device of choice, a sample message will appear similar to this:

*“OIT-Alert - Fire in Owens Hall. If you are in Owens Hall, evacuate immediately. If you are not in Owens Hall, avoid the area.*

*Visit [www.oit.edu](http://www.oit.edu) and check e-mails for details.”*

Confirmation that the emergency notification message is from OIT-Alert

In order to know that a message has been sent from OIT-Alert by the message sender, look for the following addresses with the given preferred electronic device:

- **Text message SMS ID#:** 23177
- **Phone:** 541-885-0648 (885-0-OIT) message only for referring to Web
- **E-mail:** [oit-alert@oit.edu](mailto:oit-alert@oit.edu)

OIT-Alert was established and initially tested on November 17, 2009. More tests of this emergency notification system will be coordinated to occur at least two times through each subsequent academic year.

Persons with updated profiles will be notified of the testing via their electronic device of choice described in the text. The audible or electronic message will clearly state that a test message has been transmitted. For more detailed and updated OIT-Alert information, please visit <http://www.oit.edu/oit-alert>.

### **Missing Student Notification Policies & Procedures**

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

Missing students should be reported to Housing staff. Missing students can also be reported to the Vice President for Finance and Administration, Vice President for Student Affairs, Athletics Director or the Student Health Service staff. Any university official who receives a report that a student is missing shall immediately contact the Campus Safety Department. If the student lives in on-campus housing, the Campus Safety Department will open an official investigation and retain status as the primary response unit. A welfare check of the student’s on-campus residence will be made. If the student lives off campus, the appropriate law enforcement agencies will be contacted. All reasonable efforts will be made to locate the student to determine their status and well-being.

OIT Housing and Residence Life maintain emergency contact information for each student that lives in on-campus housing. Beginning in September 2009, each student that lives in on-campus housing has the option to identify a contact person or persons whom the university will notify if the student is determined to be missing for a 24 hour period. As with all emergency contact information it will remain confidential, be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing student investigation.

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

## **Standards of Conduct**

Disciplinary sanctions as serious as suspension or expulsion from the university or eviction from university housing may be imposed against any students found guilty of committing, attempting to commit or intentionally assisting in any of the offenses listed in the Student Handbook and the housing contract.

## **Alcohol and Drug Policy**

OIT participates in the “Drug Free Schools and Community Act” (Public Law 101-226, Sec. 22) and is committed to providing an environment that maximizes the potential for drug- and alcohol-free lifestyle. Possession, consumption or furnishing alcoholic beverages on campus is prohibited, except in designated “Over 21 Wing”s of the Resident Halls (including the Sustainable Village and on special sanctioned occasions in the College Union. The use, possession, sale, giving or exchanging of illegal drugs or controlled substances is prohibited on campus by state law and university policy. Persons violating these prohibitions are subject to discipline and corrective intervention by the university, including possible suspension, expulsion and filing of criminal charges.

Health risks associated with misuse and abuse of mind-altering drugs, controlled substances and alcohol include, but are not limited to, diminished immunity; physical and psychological dependence; brain, pancreas, kidney and lung damage; high blood pressure; heart attack; strokes; ulcers; birth defects; and death.

The Integrated Student Health Center provide assessment and referral service to students and serve as an alcohol and drug abuse information and educational resource.

## **Firearms, Munitions and Explosives**

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

## **Sexual Assault**

The OIT campus will not tolerate crimes of a sexual nature in any form, including sexual assault, rape and acquaintance rape. OIT provides sexual-assault prevention training through the Health Educator under the auspices of the Student Health Center. Additionally, Campus Safety provides training on the subject to interested campus organizations.

Where there is probable cause to believe that campus regulations prohibiting sexual misconduct have been violated, the university will pursue strong disciplinary actions through its own channels. This discipline includes the possibility of suspension or expulsion from the university under the Student Conduct Code. A student charged with sexual misconduct may also be prosecuted under Oregon criminal statutes. If the criminal-justice authorities choose not to prosecute, the university may still choose to pursue disciplinary actions.

During the review of the complaint, the complaining party has the right not to have his/her sexual history discussed and to have a person of his/her choosing present at the proceedings. Complaints will be handled in accordance with OAR Chapter 578, Division 33. Complaints are assured to maximum possible anonymity. Retaliation against a complainant is prohibited by federal and state law.

Disciplinary procedures are detailed in the OIT Student Conduct Code. In cases of an alleged sexual offense, the accused and the accuser are entitled to have others present during disciplinary proceedings. The accused and the accuser will be informed of the outcome of any disciplinary action alleging a sex offense. The outcome of a disciplinary action means only the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Stranger rape, acquaintance rape and other sexual assaults are crimes against persons and the state. Victims of these crimes are encouraged to report the incident to police authorities and to seek medical attention. These steps protect the right of future prosecution and provide medical evidence if the case is prosecuted. The risk of sexually transmitted disease and pregnancy are also concerns to which health professionals can respond.

In addition to, or instead of, reporting to the police, the victim has the right to report incidents of rape and sexual assault to university authorities. This report may be made to Campus Safety, Resident Hall staff, the Integrated Student Health Center, the Campus Access Director, Dean of Students or Vice President for Student Affairs. A variety of services are available to meet the needs of students who have been involved with an incident of rape or sexual assault. OIT is committed to supporting the victim to minimize consequences of the assault. Campus officials will modify the victims academic and living situations, if changes are requested by the victim and are reasonable available. Additionally, OIT staff members will assist the victim in notifying appropriate authorities, and the victim's request.

Another reporting option for crimes of sexual and dating violence can be anonymously reported by completing an Anonymous Report Form for sexual or relationship violence. It is available through the Office of Student Affairs. It is not necessary for the survivor of the sexual crime in order to fill out the form. Once the form is filled out, it can be placed in an envelope and mailed or delivered to either the Office of Student Affairs or the Integrated Student Health Center. The form includes addresses for both locations. If the survivor wishes for the crime to be recorded in university statistics, a section on the report form needs to be completed. All details are on the anonymous reporting form. ***Filling out the available form does not constitute a police report nor a student conduct report. Please read the entire Sexual Assault portion of this annual report for more information on reporting a sexual crime to authorities.***

Counseling Services through the Integrated Student Health Center provide free, confidential counseling to students on various issues, including rape and sexual assault. Students who have experienced such assaults are encouraged to speak with a counselor.

OIT's Integrated Student Health Center is available to meet the medical needs of students who have been victimized.

The Student Affairs Office maintains the Student Affairs Hotline 541-891-0648 to provide connections to campus and community resources. Sexual assaults may also be reported to this number.

The Rape Crisis Team of the Klamath Crisis Center is also available for advocacy and consultation. Advocacy may include emotional support accompanying the victim through medical procedures and police interviews, and providing information, referral, crisis counseling and other support. The 24-hour hotline is 541-884-0390.

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law Oct. 28, 2000, but which delayed certain provisions until Oct. 28, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institution of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime-reporting law, and the Family Educational Rights and Privacy Act of 1974 (FERPA) to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex-offender program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. They also must alert the state of any change in enrollment or employment status.

Under current state law, computerized sex-offender information can be obtained through local law-enforcement agencies and the Oregon State Police through the sex offender registration information line at 503-378-3720, ext. 4429. This computerized database can access sex offender information by name, address, zip code or county.

Additionally, OIT Campus Safety will maintain a list of sex-offenders who have been required to report their sexual-offender status to the institution under federal and/or state law.

**Sexual Harassment**

All Forms of sexual harassment are a violation of federal law (Title VII and Title IX) and OAR 578-033-0220. OIT strives to provide a respectful environment of all of its citizens. Sexual harassment of students, faculty or staff by any member of the university community is prohibited and will not be tolerated. Abuse of positions of economic, supervisory or academic power is oppressive and will be regarded as sexual harassment. Sex discrimination, a form of sexual harassment, also is a violation of law and administrative rule.

If you believe you are being harassed, please contact the Affirmative Action Officer at 541-885-1108. Complaints are assured maximum possible anonymity. Complaints are handled in accordance with OIT Policy 21-25; retaliation also is prohibited.

**Keys**

Members of the campus community are issued keys to help access their place of business on campus. If a key is lost, misplaced or stolen, it should be reported to Campus Safety immediately. Campus keys may not be duplicated, transferred or loaned to others. Report all lost keys immediately to your supervisor and the Campus Safety Department.

**Campus Safety Activity Report**

Offense Type	2010		2009		2008	
	Campus	Residence Hall	Campus	Residence Hall	Campus	Residence Hall
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses(including forcible rape)	1	0	1	1	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Assault	0	0	0	0	1	1
Arson	2	2	0	0	0	0
Robbery	0	0	0	0	0	0
Burglary	2	1	5	4	9	0
Motor vehicle theft	2	0	1	0	0	0
Theft*	21	2	20	4	12	0
Criminal Mischief*	8	2	19	13	6	0
Criminal trespass*	3	0	0	0	0	0
Disorderly conduct*	1	0	2	0	1	0
<b>Hate Crimes</b>						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses(including forcible rape)	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Disciplinary Actions or Arrests</b>						
Liquor Law Violations	16/0**	16/0**	40/5**	40/3**	5/0**	5/0**
Drug violations	7/0**	7/0**	10/0**	10/0**	5/0**	5/0**
Weapons possession	0/0**	0/0**	0/0**	0/0**	0/0**	0/0**

\* Denotes statistics not required by law

\*\* Arrests

# Fire Safety Report

## Campus Fire Safety Act

These annual fire safety statistics are provided in compliance with Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. Additional information pertaining to fire safety programs at OIT can be obtained on the OIT Risk Management web page. If you have information for inclusion, questions, or remarks contact The Risk Management Department or the Vice President of Finance and Administration.

## Fire Safety at OIT

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

The Higher Education Opportunity Act of 2008 requires OIT to maintain a fire incident log, annually publish a fire safety report and report fire statistics annually. **The fire log includes the date the fire was reported, time, the nature of the fire and general location of each fire. Entries are made within two business days of the receipt of the report. The fire log is on the Risk Management webpage under the heading Fire Safety. The fire log for the most recent sixty day period is also available for public inspection during normal business hours (8:00 am to 5:00 pm) at the Risk Management Department office. Any portion of the log older than sixty days is available within two business days of receipt of an informational request.**

For the purposes of including a fire in the annual fire safety report, the fire should be reported to any of the following departments/people: the Campus Safety Department, the Risk Management Occupational Safety Specialist, Resident Assistants, Director of Housing or the Director of Risk Management.

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

## Policy Statement

To minimize the potential for fires at OIT student housing facilities, it is the policy of OIT to prohibit the use of the following items in any University owned student housing facility; portable space heaters, barbecue grills, and related accessories including lighter fluids and lighters, halogen lamps, and other similar type products, any open flame device or object including candles, incense sticks and related accessories. Smoking is also prohibited in all buildings on the OIT campus. Hot plates, slow cookers, deep fryers, electric skillet, electric woks, griddles, toaster ovens, sandwich makers/grills and other similar type products are allowed only in kitchen areas.

## Definitions:

**Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

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

**Fire evacuation exercise:** A supervised practice of a mandatory evacuation of a building for a fire. This exercise is also referred to as a fire drill.

**Fire related death:** Any instance in which a person is (1) killed as a result of fire, including death resulting from a natural or accidental cause or, (2) dies within one year of injuries sustained as a result of the fire.

**Fire related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting escape, or escaping from the dangers of fire.

**Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire.

**Value of property damage:** The estimated value of the loss of the structure and contents in terms of the replacement in like kind and quantity.

**Fire Safety Systems in Student Housing**

On-campus student housing at OIT consists of the original Residence Hall and the three building, Village for Sustainable Living complex. The original residence hall has smoke detectors in all student rooms as well as all hallways. Fire extinguishers are located in all hallways. Specific common areas, such as the television lounge, have sprinklers.

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

**Student Housings Fire Safety Systems**

<b>OIT Residential Facilities</b>	<b>Traditional Residence Hall</b>	<b>Village Bldg. #1</b>	<b>Village Bldg. #2</b>	<b>Village Bldg. #3</b>
<b>Alarm System Monitored by Off-Site Firm</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Full Sprinkler System<sup>1</sup></b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Partial Sprinkler System<sup>2</sup></b>	<b>X</b>			
<b>Smoke Detectors</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Fire Extinguishers</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Evacuation Plans/Placards</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b># of Required Fire Evacuation Drills</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b># of Fire Evacuation Drills</b>	<b>4</b>	<b>1*</b>	<b>1*</b>	<b>1*</b>

1. Full sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

2. Partial sprinkler system is defined as having sprinklers in common areas only.

\* Buildings were under construction and unoccupied until September 2009.

**Fire Extinguishers**

All OIT buildings are equipped with portable fire extinguishers. These extinguishers are designated for the use of Fire District #1 personnel and/or Campus Safety Officers. However, OIT personnel may use an extinguisher on an incipient fire if they have been trained in the use of fire extinguishers and are comfortable attempting to extinguish the fire. An incipient fire is defined as a fire in its initial stage and is no larger than a trash can fire. Anyone attempting to extinguish a fire should remember the PASS system.

- **P**ull the pin from the handle.
- **A**im the nozzle at the base of the fire.
- **S**queeze the handle to activate the extinguisher.
- **S**weep the nozzle from side to side at the base of the flame until the fire is out.

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

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

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

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

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

**Class D Extinguishers** are designed for use on flammable metals.

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

Many fire extinguishers available today are effective in extinguishing several types of fires. The majority of portable fire extinguishers located at OIT are rated for multiple types of fires. The most common type of extinguisher at OIT is rated as ABC followed by BC fire extinguishers.

### **OIT Residence Halls Fire Statistics 2010**

OIT Residential Facilities	Traditional Residence Hall	Village Bldg. #1*	Village Bldg. #2*	Village Bldg. #3*
Total Fires in Each Building	<b>0</b>	<b>2 (in same report)</b>	<b>0</b>	<b>0</b>
Cause	<b>N/A</b>	<b>Attempted Arson +</b>	<b>N/A</b>	<b>N/A</b>
Date	<b>N/A</b>	<b>Unknown</b>	<b>N/A</b>	<b>N/A</b>
Time	<b>N/A</b>	<b>Unknown</b>	<b>N/A</b>	<b>N/A</b>
# of Injuries that Required Treatment at a Medical Facility	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
# of Deaths Related to a Fire	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Value of property Damaged	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>
Incident Number	<b>N/A</b>	<b>10-0075</b>	<b>N/A</b>	<b>N/A</b>

\* Under Construction, Occupied September 2009

+ Report 10-0075 was submitted on May 11, 2010 as an Attempted Arson. The reporting and evidence involved two hallway decoration posters that showed evidence of attempted burning. Statistics also included in Security Activity Report under Arson.

*- There were no OIT Residence Hall fire statistics to report for the calendar years of 2008 and 2009*

#### **Response to Fire and/or Alarms**

If you discover or suspect that there is a fire, pull the nearest fire alarm and exit building. Make an attempt to warn others as you leave. On exiting the building, occupants shall proceed to the Evacuation Marshalling Site specified for that building. First contact the Fire at 911, and then contact Campus Safety at 541-885-0911 from a safe location. Do not re-enter the building until fire department or Campus Safety personnel give permission. The silencing of a fire alarm does not mean it is safe to return to a building. OIT Campus Safety coordinates with the Klamath Falls Police Department and/or the Klamath County Fire District #1 in the investigation of each fire incident.

On receiving notification of a fire alarm activation, the on-duty Campus Safety Officer will immediately respond to the building involved. The Officer will visually inspect for the cause of the alarm. If the alarm is from a non-fire/emergency mishap (maintenance work or an accidental/malicious activation) the Officer will contact the 911 dispatcher and inform Klamath County Fire District #1 that the cause of the alarm has been determined. If the cause of the alarm has been determined to be a non-fire/emergency mishap the Officer may then silence the alarm. If the cause of the alarm cannot be determined, or is the result of a fire or emergency, Fire District #1 personnel will respond to the campus and perform an investigation to determine the cause of the alarm. Silencing the alarm without an approved investigation to determine the cause of the alarm is a violation of Oregon law. Persons who do so are guilty of a misdemeanor and can be prosecuted.

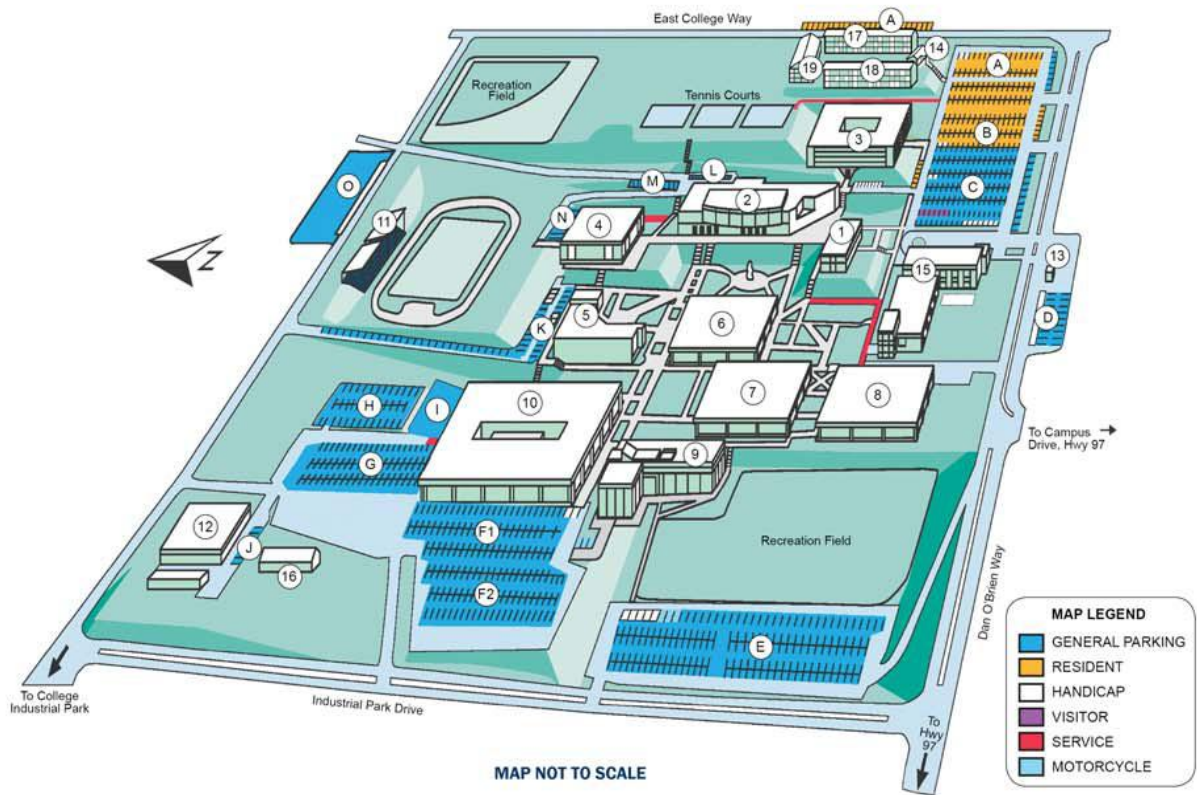
### **Training**

All Residence Hall residents (including those with special needs) and residence halls staff receive basic fire safety training at the beginning of each academic year. In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Building evacuation drills are conducted four times per year in each Residence Hall.

Fire safety training is offered to all employees annually. These sessions focus on three topics; fire characteristics, response procedures for building occupants and proper use of a fire extinguisher. Each training session consists of a lecture component, video clips and a voluntary hands-on module.

A fire evacuation exercise is an exercise performed by trained staff to prepare and evaluate the occupants on their efficiency and effectiveness to carry out emergency evacuation procedures. All occupants are required to participate. During a fire evacuation exercise, occupants are to practice safely evacuating the building, gathering at the assigned Evacuation Marshalling Site and providing any relevant information to emergency responders. Each Residence Hall participates in four fire evacuation exercises each year. All other campus buildings participate in a minimum of one exercise each year.

*Partners for a Safe Campus*



**1. SNELL HALL**

Administrative offices, Alumni Relations, Cashier, Human Resources, Oregon Tech Foundation, Registrar

**2. COLLEGE UNION**

Admissions, ASOIT, Bookstore, Campus Dining, Financial Aid, Information, KTEC, Meeting Rooms, Post Office, Student Affairs

**3. RESIDENCE HALL**

**4. ATHLETICS**

Gymnasium, Pool, Fitness Center

**5. LEARNING RESOURCE CENTER**

Career Services, Center for Learning and Teaching (CFLAT), Offices, Shaw Historical Library, Student Success Center, Television Studio

**6. OWENS HALL**

Classrooms, Laboratories, Offices

**7. SEMON HALL**

Classrooms, Dental Clinic, Laboratories

**8. BOIVIN HALL**

Classrooms, Information Technology Services, Geo-Heat Center, Offices, Small Business Development Center

**9. PURVINE HALL**

Classrooms, Laboratories, Offices, Oregon Renewable Energy Center

**10. CORNETT HALL**

Campus Safety, Classrooms, Laboratories, Offices

**11. JOHN F. MOEHL STADIUM AND TRACK FACILITY**

**12. FACILITIES SERVICES**

Central Receiving

**13. INFORMATION CENTER**

Disabled Parking Information, Temporary and Visitor Parking Permits, Campus Security

**14. INTEGRATED STUDENT HEALTH CENTER**

Information, KTEC, Meeting Rooms, Post Office, Student Affairs

**15. MARTHA ANNE DOW CENTER FOR HEALTH PROFESSIONS**

Classrooms, Laboratories, Offices

**16. MILLER HALL**

Classrooms, Laboratories, Offices

**17. SUSTAINABLE VILLAGE 1**

Classrooms, Laboratories, Offices

**18. SUSTAINABLE VILLAGE 2**

Classrooms, Laboratories, Offices

**19. SUSTAINABLE VILLAGE 3**

Classrooms, Laboratories, Offices