



ANNUAL SECURITY REPORT

JEANNE CLERY DISCLOSURE OF
CAMPUS SECURITY POLICIES AND
CAMPUS CRIME STATISTICS



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ANNUAL SECURITY REPORT

Introduction

Northwest College of Art & Design (NCAD) is committed to providing a safe and secure campus environment. The safety and well-being of students, faculty, staff, and visitors are of foremost concern. NCAD prohibits any and all acts of violence; threats of violence, harassment, discrimination, intimidation, dating violence, domestic violence, sexual assault, stalking, and other disruptive behaviors. The best protection against campus crime is an aware, informed, and alert campus community, a commitment to reporting suspicious activities, and using common sense when carrying out daily assignments.

NCAD works diligently to reduce risk and the potential for crime. Safety and security are a shared responsibility, and it is expected of all current and prospective NCAD community members to contribute to the safety and security of our campus.

History of the Clery Act

The Clery Act was advocated by Howard and Connie Clery after their 19-year-old daughter Jeanne was raped and murdered in her dorm room at Lehigh University in 1986. Clery's parents lobbied Congress for legislation requiring colleges and universities to publish their crime statistics after learning about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law requiring colleges and universities to disclose information about campus crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to the Clery Act. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

Annual Security Report

NCAD is responsible for collecting and reporting campus crime statistics on a daily and annual basis. These statistics are compiled into a crime log and reported annually to the U.S. Department of Education to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as state and federal laws.

NCAD makes a good faith effort to obtain crime statistics from Campus Security Authorities (CSAs) and the Tacoma Police Department. The report contains campus crime statistics for the prior three years and the required security policy statements including sexual assault policies which assure basic victims' rights, the authority of campus security personnel, and where students should go to report crimes.

The Annual Security Report is published on NCAD's website on or before October 1st of each year. The Title IX Coordinator is responsible for updating this report each year and providing all current students and employees with a copy of the report and/or the website address where the report can be found. Additionally, all prospective students and employees are provided with an emailed copy of the report and/or the website address where the report can be found.

The Annual Security Report can be found on the NCAD website at: www.ncad.edu.

Printed copies may be obtained in person or by writing to NCAD, 1126 Pacific Ave, Suite 101, Tacoma, WA 98402, or by calling 253.272.1126.

Sexual Misconduct Policy

Policy Statement

NCAD expressly prohibits discrimination or harassment based upon race, sex, gender, gender identity, gender expression, national origin, ancestry, religion, physical or mental disability, veteran status, age or any other basis protected by federal, state or local law. NCAD also strives to provide a safe and respectful environment for its students and employees. As such, sexual harassment or sexual misconduct of any kind, including the crimes of dating violence, domestic violence, sexual assault, and stalking will not be tolerated within the NCAD community. Any student or employee who violates this policy is subject to a number of consequences as outlined under Possible Sanctions.

Sexual misconduct includes conduct such as sexual assault or any other nonconsensual sexual activity, dating violence, domestic violence, stalking, sexual exploitation, sexual harassment, and sex-based discrimination.

Conduct constituting a sexual offense, such as rape, sexual assault or sexual harassment, will not be tolerated. Students and employees committing sexual offenses in any form can be prosecuted under Washington State criminal statutes. In addition, students can be disciplined under the Student Conduct Code and employees can be disciplined under the Employee Conduct Code.

NCAD reserves the right to sanction students and employees based on the procedures discussed herein. NCAD encourages members of our community to report any instances of harassment or discrimination.

Campus SaVE Act/VAWA

The Campus Sexual Violence Elimination (Campus SaVE) Act refers to Violence Against Women Act (VAWA) amendments to the Clery Act. The Campus SaVE Act is an update to the Clery Act, expanding the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

The Violence Against Women Act (VAWA) was enacted in 1994 to raise awareness of domestic violence and assault crimes against Women. VAWA has been amended and modified several times since 1994, always requiring institutions to review and update their current policies and procedures to comply with the new requirements for handling sexual violence on campus.

Under VAWA and The Campus SaVE Act, higher education institutions are required to do the following:

- Report domestic violence, dating violence, and stalking (in addition to other categories the Clery Act mandates).
- Adopt certain student disciplinary procedures, such as for notifying purported victims of their rights.
- Adopt certain institutional policies to address and prevent campus sexual violence.

Student & Employee Prevention/Awareness Programs

Primary Programs: As required by the Clery Act, NCAD has implemented primary prevention and awareness programs for students and employees. NCAD has contracted with SafeColleges training programs. These courses comply with important federal legislation, including Title IX, Clery Act, VAWA, Campus SaVE Act, and more. Prevention programs seek to inform and educate individuals in an effort to stop dating violence, domestic violence, sexual assault, and stalking before they occur by promoting behavior that fosters healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction. Awareness programs share information and resources to prevent violence, promote safety, and reduce perpetration.

Ongoing Programs: The Title IX Coordinator and various school personnel may distribute materials to students and employees; the content is focused on raising the awareness and understanding of what constitutes dating violence, domestic violence, sexual assault, stalking, changing social norms, and advancing prosocial behaviors of individuals and communities. Materials may include additional course content available through SafeColleges, relevant statistics, videos, and resources specific to

our campus community. Various school personnel and outside presenters may talk with students and employees on topics such as workplace ethics, anti-harassment and discrimination, campus safety and campus culture.

On an annual basis, all students and employees participate in mandatory refresher training through SafeColleges to receive continuing education about Title IX, Clery Act, VAWA, Campus SaVE Act, and more.

Reporting, Investigation, and Resolution

Reporting a Violation

NCAD is committed to seriously investigating any and all incidents that are reported in possible violation of these policies. All students are strongly encouraged to speak with the Title IX Coordinator about any incident that causes them concern. If the student is uncomfortable speaking with the Title IX Coordinator for any reason, speaking with another staff or faculty member is also encouraged.

It is important to note that all staff and faculty at NCAD are “Mandatory Reporters” and therefore are required to report to the Title IX Coordinator all the details of any incident that is reported to them. A report obligates NCAD to investigate the incident, through one of two investigation procedures.

The first is a **formal report**, which will consist of a formal complaint filed in writing with the Title IX Coordinator. A formal report will be followed by an investigation. The Title IX Coordinator will coordinate the investigative process.

The second is an **informal report**. An informal report is reported verbally, with the Title IX Coordinator generating a written report of the informal complaint, which is kept confidential. An investigation will not proceed from an informal complaint, unless it is subsequently elevated to a formal report by the reporting party or the Title IX Coordinator.

Investigative Process

1. The Title IX Coordinator or Designated Official is informed about a possible violation and a report is completed.
2. The Title IX Coordinator or Designated Official determines if the alleged incident constitutes a possible violation.
3. If it is determined that there may be a violation, the Title IX Coordinator or Designated Official will conduct an interview with the Complainant and generate a written summary of the complaint. The Complainant will review this written report, make any necessary revisions, and then affirm this report with a signature.
4. If the complaint is a violation of federal, state, or local law, such as an instance of rape or sexual assault, and the Complainant wishes to press charges, NCAD will help facilitate contact with police.
5. The Title IX Coordinator or Designated Official will meet with the Respondent and will notify them verbally and with a written report containing known details of the alleged incident.
6. The Title IX Coordinator or Designated Official will remind the parties of their Title IX rights and options, and provide information on campus or community resources that may be of assistance. Additionally, the Title IX Coordinator or Designated Official will discuss with each party what supportive measures may be available.
7. The Title IX Coordinator or Designated Official will coordinate an official investigation. This investigation will be conducted using the Preponderance of Evidence Standard, meaning the evidence suggests that it's more likely than not that the alleged incident occurred. This investigation will be conducted independently of any possible law enforcement investigation. This investigation may be comprised of a number of factors including but not limited to conducting interviews with involved parties and witnesses, reviewing security footage, reviewing law enforcement documents (if applicable), and inspection of student and/or personnel files.
8. Involved parties will receive a written report of the investigation for their review to which they can each provide a written response.

9. A live hearing will take place and each party has the right to appoint an advisor of their choosing to cross-examine the other party. In lieu of an advisor, either party may provide written questions to the Title IX Coordinator or Designated Official to be asked during cross-examination of involved parties or witnesses. At the request of either party, NCAD will arrange for the live hearing to occur with the parties in separate rooms (or remotely) attending via an audiovisual platform such as Zoom. The hearing will be recorded as required under Title IX.
10. When the hearing is concluded, the Hearing Examiner will generate a written report. This report may list recommendations for resolutions and possible sanctions or disciplinary action. The Title IX Hearing Panel will render a resolution decision.
11. Once a resolution is decided, the Complainant and the Respondent are both informed with a written notice.
12. Both parties have a right to appeal the decision. The Appellate Officer will make a decision based on the grounds for the appeal and their decision will be final.
13. A final report is generated which combines the details of the investigation, the hearing, the resolution, and any appeals and/or revised resolutions. This report will be kept in the Title IX Coordinator's official records and copies are given to the Complainant and the Respondent.

Possible Sanctions

If the Respondent is found to be responsible for a violation of these policies, sanctions may include, but are not limited to the following:

- **Warning:** Official written notice to the Respondent stating such conduct is in the violation of NCAD policies. If the conduct or actions continue, NCAD will take further disciplinary action.
- **Probation/Suspension:** This action may include restricted access to campus facilities and/or equipment, participation in campus activities, and any other restrictions deemed appropriate to the situation. If Respondent has already accumulated absences in one or more classes, this action could result in class failures due to attendance, as NCAD's attendance policy will remain in full force and effect. The probation will be for one to three weeks per the determination of Hearing Panel and may include conditions that must be met. At the end of the probationary period, a review of the Respondent's behavior and completion of any required conditions may be conducted by the Title IX Coordinator or Designated Official to determine if the Respondent shall have any or all restrictions lifted.
- **Expulsion:** This action terminates a Respondent's enrollment and the current NCAD Refund Policy will apply based on last date of attendance. This action may include conditions that must be met if Respondent wishes to be considered for reinstatement in the future. The Respondent may apply in writing for reinstatement to the Director of Operations. Written proof documenting completion of any required conditions must be provided with the reinstatement application. Reinstatement is not guaranteed and is up to the discretion of the Direction of Operations and the Admissions Department.
- **Mandatory Counseling:** Any counseling deemed appropriate by the Hearing Panel.
- **Employee disciplinary action:** This action could be in the form of a warning, probation, or termination as deemed appropriate by the Hearing Panel. Warning and/or probation may have conditions that must be met in order to remain employed by NCAD.
- **No-contact order:** This action restricts the Respondent's ability to communicate with NCAD personnel, the reporting party, and/or witnesses
- **Criminal Trespass:** This action restricts the Respondent's access to NCAD property. Trespassing charges will be filed if this sanction is violated.
- **Other actions:** Any other actions deemed appropriate by the Hearing Panel.

Appeals

Either party may request an appeal of the outcome or sanctions in writing to the Title IX Coordinator or Designated Official no more than three (3) business days after the receipt of the written notice of the outcome. The appeal request should include detailed information as to why the requesting party believes an appeal is warranted.

If a request for appeal is received, the Title IX Coordinator or Designated Official will provide a copy of the request to the other party. If the other party wishes to submit a response to the appeal request, they must do so in writing to the Title IX Coordinator or Designated Official within three (3) business days from the date they receive a copy of the appeal request. This response will be shared with the party requesting the appeal.

The appeal request, responses, and applicable documentation will be forwarded to the Appeals Board for review. One of the following situations may happen:

- The original findings and any sanctions will remain in force if the Appeals Board determines that an appeal is unwarranted. This decision is final.
- If the Appeals Board determines that an appeal is warranted, they will render a new decision to be delivered in writing to all parties within seven (7) business days from the date of the receipt of the petition and applicable documentation from the Title IX Coordinator. This decision is final.

Confidentiality

NCAD will take every reasonable effort to maintain the confidentiality of every individual and all information pertaining to a sexual misconduct complaint. If at all possible, an individual's identity will not be disclosed. However, it is important to note that in order for NCAD to employ any disciplinary actions, the Respondent of the complaint must be informed of the identity of the Complainant.

Retaliatory Behavior

Retaliatory behavior is strictly prohibited by NCAD. Examples of retaliatory behavior may include intimidation, threats, harassment, or any action, which is taken against a Complainant or witness or their friends or family. It will be considered retaliatory behavior regardless of if the Respondent or a third party perpetrates it. NCAD will take strong, immediate responsive action if retaliatory behavior occurs. Such action may include dismissal from the program.

False Complaints

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Rights of a Complainant

Individuals whose complaints of sexual misconduct are being investigated by NCAD can anticipate that:

- They will be treated with sensitivity, dignity, and respect and in an unbiased manner by all involved administrators, coordinators, investigators and adjudicators.
- They will be informed in writing that their complaint of sexual misconduct is being investigated, and of any other suspected related policy violations being explored through this investigation.
- They will be afforded the same rights and opportunities as the Respondent throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may pursue and/or request NCAD's assistance to find resources for medical, counseling or other services at any time.
- They may choose to pursue a formal complaint with external law enforcement authorities or other federal or state agencies at any time.
- They may meet with the Title IX Coordinator or Designated Official in person prior to the official determination of a finding.
- They will be informed in writing, concurrently with the Respondent, of the finding issued by the Hearing Panel.

- They will have the right to appeal the outcome, provided they have participated in the investigation process.

Rights of a Respondent

Individuals responding to complaints of sexual misconduct can anticipate that:

- They will be treated with sensitivity, dignity, and respect and in an unbiased manner by all involved administrators, coordinators, investigators and adjudicators.
- They will be informed in writing that a complaint of sexual misconduct against them is being investigated, and of any other suspected policy violations being explored through this investigation.
- They will be afforded the same rights and opportunities as the Complainant throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may pursue and/or request NCAD's assistance to find resources for medical, counseling or other services at any time.
- They may meet with the Title IX Coordinator or Designated Official in person prior to the official determination of a finding.
- They will be informed in writing, concurrently with the Complainant, of the finding issued by the Hearing Panel.
- They will have the right to appeal the outcome, provided that they have participated in the investigation process.

Privacy Practices

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of the party bringing a grievance. Public records, including the Clery Act reporting and disclosures, will be completed without the inclusion of personally identifying information about the victim.

NCAD will maintain as confidential any accommodations or supportive measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or supportive measures.

Resources

Amnesty for Reporting Party and Witnesses

The NCAD community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to school officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that reporting parties choose to report to school officials, and that witnesses come forward to share what they know. To encourage reporting, NCAD offers reporting parties and witnesses amnesty from minor policy violations related to the incident.

Supportive Measures

Students and employees may seek supportive measures without pursuing law enforcement or institutional investigations. Supportive measures will be approved if requested and reasonably available.

NCAD will implement initial remedial, responsive, and/or supportive actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include, but are not limited to: no contact orders, counseling and/or medical services, academic support, providing a campus escort, altering academic or work schedule, assignment accommodations, safety planning, or referral to community support resources.

NCAD will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor, who has been found to engage in harassing or discriminatory behavior or retaliation.

Written Notification

NCAD will provide written notification to victims about existing counseling, health, mental health, victim advocacy, student financial aid, protective services, and other services available; both within the institution and in the community.

NCAD will provide written notification to victims about available options and assistance to change academic situations, transportation situations, or work study situations; including how to request these changes and who to contact.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, NCAD will provide the student or employee a written explanation of their rights and options.

Available Support Programs

If you are sexually assaulted, resources are available on and off campus to help you. Talking with an advocate or a counselor is crucial to help explain your options, give you information, and provide emotional support. In addition to talking an NCAD staff member, other resource options include:

For Emergencies call	911
24-hour Pierce County Crisis Line	800.576.7764
24-hour King County Crisis Line	866.427.4747
24-hour Suicide Prevention Lifeline	800.273.TALK (8255)
24-hour Crisis Clinic Suicide Support	206.461.3222/TTY/TDD: 206.461.3219
Crystal Judson Family Justice Center	253.798.4166 or aplaceofhelp.com
Domestic Abuse Women’s Network South King County	425.656.STOP (425.656.7867)
Jewish Family Service	206.461.3240
National Sexual Assault Hotline (RAINN)	800.656.HOPE (4673) or rainn.org
National Domestic Violence Hotline	800.799.7233 or thehotline.org
National Teen Dating Abuse Hotline	866.331.9474 or loveisrespect.org
Pierce County Domestic Violence Helpline	253.798.4166
Planned Parenthood	800.769.0045
Sexual Assault Center of Pierce County	800.756.7273 or sexualassaultcenter.com
Stalking Resource Center	202.467.8700 or victimsofcrime.org
Tacoma General Hospital	253.403.1000 (SANE nurse available)
Trevor Project	866.488.7386 or thetrevorreport.org
United Way Helpline	877.211.9274
Washington State Domestic Violence Helpline	800.562.6025
YWCA Pierce County	253.383.2593
YWCA Domestic Violence Services	206.461.4882

Registered Sex Offenders

Information about registered sex offenders in Pierce County can be obtained by clicking [HERE](#). Information is searchable by area, first and last name, city, or by non-compliant offenders.

Protection Orders and Accommodations

A victim can file for applicable protection orders through the Pierce County Prosecuting Attorney's Office, located at 930 Tacoma Avenue S, Room 946, Tacoma, WA 98402. Forms can also be accessed online by clicking [HERE](#).

If you wish to pursue a legal protection order and need help, please contact the Crystal Judson Family Justice Center at (253) 798-4166 or online by clicking [HERE](#).

Victims must notify NCAD of granted protection orders to allow the institution to comply. NCAD may enforce an internal no-contact order or arrange for a security escort in an effort to protect a victim or witness when necessary, or when requested by the victim and reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Campus Safety and Security

Prompt Reporting of a Crime or Emergency

Security is achieved through the cooperation and participation of all members of the campus community. All students, employees, and visitors are expected to promptly and accurately report all crimes and public safety-related incidents to any NCAD staff member designated as a Campus Security Authority (CSA) and/or the appropriate local police agency. Call 911 if the situation poses an immediate threat or if a criminal violation occurred.

Campus Security Authority (CSA)

All NCAD administrative staff are considered to be a CSA. These designated individuals have significant responsibility for student and campus activities, and as such are instructed by NCAD as to the extent of their responsibility and how to report crimes to NCAD officials.

Contact any of the following CSAs to report a NCAD related emergency or crime:

Dial 911	To report an immediate threat or criminal violation
253-272-1126	NCAD Main Phone Line
kperigard@ncad.edu	Kim Perigard, Director of Operations
sogilvie@ncad.edu	Susan Ogilvie, Director of Education
jperigard@ncad.edu	Julie Perigard, Financial Aid Officer/Title IX Coordinator
mperigard@ncad.edu	Mike Perigard, Facilities Manager
ajones@ncad.edu	Ashley Jones, Registrar
dgundy@ncad.edu	Derek Gundy, Career Services Coordinator
drothrock@ncad.edu	Dan Rothrock, Director of Admissions
scarlson@ncad.edu	Skye Carlson, Technology/Facilities Projects Administration
titleix@ncad.edu	Title IX

Voluntary Confidential Reporting Options

The Incident Report Form is for NCAD students, employees, or visitors wishing to communicate information about an incident of sexual harassment or assault in violation of the Anti-Harassment Policy, the Drug and Alcohol Policy, or the Weapons and Violence Policy to the school on your own behalf or on behalf of another person. The Incident Report Form can be obtained from the Title IX Coordinator.

Response to a Reported Crime

Reported incidents will be forwarded to the appropriate personnel to work with individuals reporting a crime to obtain information, identify potential witnesses, and if necessary, to conduct

an investigation in an effort to come to a resolution. When appropriate, crime suspects will be adjudicated through the student conduct system, employee conduct system, or criminal justice system. Information reported to NCAD is treated as confidential during the investigation phase, except as required by law. When major incidents occur, the Tacoma Police Department, or Pierce County Sherriff's Department may also respond.

Access to and Security of Campus Facilities

NCAD is a private institution, open to the public Monday through Thursday from 7:00am to 5:00pm. Access to the facilities is limited. The campus is monitored internally and externally by video surveillance. All visitors are required to sign-in and out at the front desk.

In order to protect the safety and welfare of students, employees, and NCAD property, all persons on the property under the jurisdiction of NCAD behaving in a suspicious or threatening manner will be asked to identify themselves by a NCAD official. If any person refuses or fails upon request to present evidence of his/her identification and/or has no legitimate reason to be on campus, the person will be asked to leave and law enforcement may be contacted if their behavior poses a risk.

Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities must be reported to a Campus Security Authority (CSA) immediately.

Campus Security Personnel

NCAD does not have uniformed campus security personnel. Employees have the authority to detain individuals who break the law; however, they do not have the authority to arrest individuals. The Tacoma Police Department will be contacted to intervene and stabilize a situation, should the need arise. The Tacoma Police Department will assume full authority once on NCAD property, including the investigation of an alleged criminal offense. Therefore, NCAD does not have a written MOU in place with local law enforcement.

Maintenance of Facilities and Grounds

The facilities and grounds are maintained in a manner that minimizes hazardous conditions and improves security through environmental design. Proper lighting and building security are major factors in reducing crime on campus. The Facilities Manager routinely checks all lighting, alarm systems, door locks, access control system, and video surveillance system to ensure they are functioning properly. Repairs, when needed, are made as quickly as possible. All members of the campus community must immediately report safety hazards or concerns to the Facilities Manager.

Timely Warnings

A timely warning will be issued to the campus community if a crime is reported that poses a serious or ongoing threat to the safety and security of members of the campus community. The Director of Operations or designee are responsible for issuing a timely warning when deemed necessary.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing threat to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued as soon as possible, and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

The timely warning content will contain sufficient information about the nature of the threat to allow members of the campus community to take protective action:

- A clear statement of the incident
- Possible connection to previous incident(s) if applicable
- Date, time, and location the incident occurred
- Description and image of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

The timely warning will be disseminated using any of the following methods, which will ensure the entire campus is likely to receive the warning:

- Verbal Announcement
- NCAD Email and/or Text Alerts
- Website and Social Media
- Local Media

Campus Safety, Crime Prevention, and Security Awareness

NCAD takes a proactive approach to preventing crimes on campus. The goal is to eliminate or minimize criminal opportunities and to encourage students and employees to be responsible for their own safety and the safety of others.

NCAD's Safety & Emergency Preparedness Plan is a separate document that is made available to all current students and employees on or before October 1st of each year. The Title IX Coordinator is responsible for updating this document each year and providing all current students and employees with a copy of the document and/or the website address where the document can be found.

This document describes the responsibilities and duties of employees and students in the event of an emergency or dangerous situation involving an immediate threat. The plan is designed to assist NCAD employees and students to respond appropriately when emergency conditions exist. To ensure emergency plans are appropriate, NCAD conducts at least one fire/evacuation drill per year.

New employees review the procedures during their onboarding. Prospective and current students and employees are provided a link to current required reports on the NCAD website.

The Safety & Emergency Preparedness Plan can be found on the NCAD website at: www.ncad.edu.

Printed copies may be obtained in person or by writing to NCAD, 1126 Pacific Ave., Tacoma, WA 98402, or by calling 253.272.1126.

How to Report an Emergency

The campus community is encouraged to call 911 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus community. Reports must also be made to a CSA, as this is the best way to expedite an emergency notification to alert the rest of the campus community of the threat.

Response Procedures for an Emergency or Dangerous Situation

When a serious threat or disaster to the campus community occurs, NCAD will coordinate with first responders, which may include the Tacoma Police Department, Tacoma Fire Department, and the Pierce County Sheriff's Department. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

Confirming a Significant Emergency or Dangerous Situation

First responders and essential NCAD personnel are responsible for initiating emergency warnings. Those responsible include, but are not limited to:

Incident Command Team

- Kim Perigard, Director of Operations
- Susan Ogilvie, Director of Education
- Mike Perigard, Facilities Manager
- Dan Rothrock, Director of Admissions
- Skye Carlson, Technology/Facilities Projects Administration

NCAD works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the campus. The Incident Command Team will investigate all reported incidents to determine if the incident poses an immediate threat to the institution. The Incident Command Team will use the following levels to confirm the significance of an emergency or dangerous situation, and to determine the appropriate segment or segments of the campus community to receive a notification.

Minor: Any incident, potential or actual emergency, which will not seriously affect the overall operations of the school. Only affected departments will receive an emergency notification.

Major: Any incident, potential or actual emergency, which affects a large portion of the campus and which will disrupt the overall operations of the school. All departments will receive an emergency notification.

Disaster: Any incident, potential or actual emergency, which affects the entire campus and which will seriously impair or halt the operation of the school. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus and emergency resources are required to effectively help with response to this level of emergency. The entire campus will receive an emergency notification. After the Incident Command Team confirms and determines the significance of an emergency or dangerous situation, without delay and taking into account the safety of the campus community, they will initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notifications

The Incident Command Team will initiate Emergency Notifications as needed through any of the following methods:

- Verbal Announcement
- NCAD Email and/or Text Alerts
- Website and Social Media
- Local Media

Emergency Drills, Testing, and Evacuation Procedures

The Emergency Response Team (ERT) is responsible for scheduling emergency drills and/or other testing of emergency response, plans, and capabilities. After each drill or test, NCAD's ERT meets to evaluate the effectiveness of the drill or test and identify areas needing improvement. The ERT is responsible for implementing any needed improvement.

All drills engage a process that tests our emergency communication pathways, fire alarms, emergency alerts, and emergency procedures. After every drill, the test is documented in the Emergency Drill Log with the date, type of drill, elapsed time, name of person recording the data, and additional notes if needed. These forms are kept on file for seven years.

NCAD contracts with local vendors to perform annual confidence testing of all fire suppression and alarm systems.

Student Housing Facilities

NCAD does not offer student housing therefore, the college does not have any policies pertaining to this area.

Pastoral and Professional Counselors

NCAD does not have a pastoral or professional counselor therefore, the college does not have any policies pertaining to this area.

Student & Employee Safety Awareness Programs

The Title IX Coordinator and various school personnel may distribute informational materials to NCAD students and employees. Materials may include courses available through SafeColleges, relevant statistics, videos, and resources specific to our campus community. Various school personnel and outside presenters may talk with students and employees on topics such as campus emergencies requiring evacuation or lockdown, campus fire safety, active shooter preparation, health and safety awareness. The goal is that by raising awareness, the NCAD community can work together to prevent campus crime, promote safety, and respond appropriately to various situations.

Campus Crime Information

Classifying and Disclosing Crimes

NCAD discloses campus crime statistics gathered from Campus Security Authorities, local law enforcement, and other school officials. The statistics are broken down geographically into "on campus" or "public property." The report also indicates whether any of the reported incidents, or any other crime involving bodily injury, was a "hate crime."

Campus Crime Statistics

	2017	2017	2018	2018	2019	2019
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
CRIMINAL OFFENSES						
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
HATE CRIMES						
Hate Crimes	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
ARRESTS						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
DISCIPLINARY ACTIONS						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
UNFOUNDED CRIMES						
Unfounded Crimes	0	0	1	0	0	0

NCAD Geography

ON-CAMPUS: The NCAD building (center of map image), except for the public sidewalks and streets are considered on-campus.

PUBLIC PROPERTY: (Sidewalk - Alley - Sidewalk) Includes Pacific Avenue, S 12th Street (stairway), and Commerce Street.

NON-CAMPUS: NCAD does not own any non-campus property.

STUDENT HOUSING FACILITIES: NCAD does not own any student housing facilities.

Drug-Free and Alcohol-Free Campus and Workplace Policy

Statement of Policy

NCAD prohibits the irresponsible or unlawful possession, use, or distribution of alcohol and drugs by students and employees on college premises or as part of any of its activities. This Policy is intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988.

In accordance with federal law, this policy applies to (1) any student enrolled at the college in one or more courses for academic credit, regardless of the length of the student's program of study, and to (2) any regular or temporary faculty or staff of the college. The conduct prohibited by this policy includes, at a minimum, the unlawful possession, use, or distribution of alcohol and drugs by students or employees on college premises or as part of its activities. A college "activity" means any activity sponsored by the college, whether or not it takes place on college premises.

The term "alcohol" as used here means hard liquor, wine, beer, and any other alcoholic beverage. A "drug" is any "controlled substance" within the meaning of the Uniform Controlled Substance Act [RCW 69.50]. The possession, use, or distribution of alcohol or a drug is "unlawful" if such use is prohibited by federal or state law.

Drug-Free Schools and Communities Act Requirements

In compliance with Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, all students and employees of NCAD are expected to observe the following minimum standards of conduct relating to the use of alcohol and illicit drugs:

- This policy strictly forbids the unlawful manufacture, possession, distribution, or use of drugs on college premises or in connection with a college activity.
- Alcohol may not be furnished to anyone under age 21, and under aged persons may not possess or consume alcohol on college premises or in connection with any college activity.
- Open containers of alcohol may not be possessed, and alcohol may not be consumed, on college premises (including but not limited to campus facilities, grounds, and adjacent streets and sidewalks) or in connection with a college activity.

Drug-Free Workplace Act Requirements

The college expects its employees to report to any work assignment unimpaired by the effects of alcohol or substance abuse and in condition to perform their duties safely and effectively. In addition, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or drugs is prohibited on college premises or as part of any college activity.

In compliance with the Drug-Free Workplace Act of 1988, an employee who is convicted in a court of law for a violation of criminal drug laws in the workplace must provide notice of the conviction within five days to the Director of Operations. As required by law, within 10 days of receiving such notice, the college will notify the U.S. Department of Education (and any other federal contracting or granting agency as required) that the employee has had a criminal drug statute conviction for a violation occurring in the workplace.

As required by law, each individual employed by the college is hereby notified that, as a condition of his or her employment, he or she must abide by these drug-free workplace requirements.

Information, Education, and Counseling

This policy emphasizes the importance of information and education in helping to prevent alcohol and drug abuse. In furtherance of this purpose, a copy of this policy will be distributed annually to students and employees.

In case of an emergency, dial 911 to contact for Fire/Medical/Police response. If you are ever in doubt about your own health and safety or somebody else's, call for help.

NCAD can provide general information about available resources. NCAD also provides education to the campus community about alcohol and drug use and related health issues. The Title IX Coordinator oversees the educational component.

Alcoholism and drug dependency are defined as illnesses that may interfere with a student's ability to perform assigned work satisfactorily or that adversely affect classroom behavior. Students are

encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, or drug dependency. Assistance is available through a variety of professional resources in the community.

Community Resources:

Pierce County Crisis Line	800.576.7764
WA Recovery Help Line www.warecoveryhelpline.org	866.789.1511
Substance Abuse & Mental Health Services Administration www.samhsa.gov	800.662.HELP (4357)
Tacoma Rescue Mission 425 South Tacoma Way, Tacoma, WA 98402 www.trm.org	253.383.4493
Tacoma-Pierce County Health Department 3629 S. D Street, Tacoma, WA 98418 www.tpchd.org	253.798.6500
Puget Sound Alcoholics Anonymous 3640 S. Cedar Street, Tacoma, WA 98409 www.pugetsoundaa.org	253.474.8897
Al-Anon Pierce County PO Box 98577, Lakewood, WA 98496 www.al-anon-pierce-wa.org	800.726.8094
Pierce County Area Narcotics Anonymous PO Box 706, Tacoma, WA 98401 www.pcana.org	253.531.8792

Sanctions

The college will impose disciplinary sanctions on students and employees for violations of this Policy. Sanctions will be imposed in accordance with the procedures of the Student Conduct Policy and the Employee Manual, as appropriate.

Sanctions that may be imposed by the college upon a student include but are not limited to (1) conduct reprimand, (2) conduct probation, (4) conduct suspension, (5) other corrective sanctions as appropriate, which may include participation in an approved chemical dependency education, assessment, counseling, or rehabilitation program, and (6) permanent expulsion.

Sanctions that may be imposed upon an employee include but are not limited to (1) conduct reprimand, (2) restrictions on participation in campus activities, (3) demotion or forfeiture of promotion or salary increase, (4) suspension or mandatory leave of absence, (5) other corrective sanctions as appropriate, which may include participation in an approved chemical dependency education, assessment, counseling, or rehabilitation program, and (6) termination of employment.

As required by federal law, the college will also cooperate with law enforcement authorities in referring for prosecution the unlawful possession, use, or distribution of alcohol and illicit drugs by students or employees on college premises or as part of any of its activities.

Policy Review

As required by law, this policy will be reviewed biennially to assess the effectiveness of the college's alcohol and drug abuse prevention program and to ensure that disciplinary sanctions are consistently enforced.

The college reserves the right as permitted by FERPA to notify parents/guardians if their under 21 year-old son or daughter has been determined to have violated this Policy.

Substance Abuse Health Risks

Medical research has demonstrated the following health risks associated with the abuse of alcohol or drugs: (1) liver disease, including hepatitis and cirrhosis of the liver, (2) digestion and nutrition problems, including pancreatitis, peptic ulcer, and vitamin deficiencies, (3) memory lapses, blackouts, loss of problem-solving abilities, and other serious neurological disorders, (4) congestive heart failure, hypertension, and stroke, (5) numerous forms of cancer, and (6) birth defects.

Additional information about the health risks of alcohol and drug abuse may be obtained from Student Services.

State and Federal Laws

The following is a brief list, including links, of where to find more information about State and Federal laws pertaining to alcohol and drugs. This is not an exhaustive list and is subject to change.

Washington State – Alcohol & Drug Laws

Alcoholic Beverage Control / Enforcement—Penalties

[RCW 66.44](#)

Motor Vehicles / Driving under the Influence

[RCW 46.61.502](#)

Uniform Controlled Substances Act

[RCW 69.50](#)

Washington State – Additional Information

Washington State Liquor and Cannabis Board

[Know the Law](#)

Federal Drug Crimes and Penalties

United States Drug Enforcement Administration (DEA)

[Drug Information](#)

Definitions

ACQUAINTANCE RAPE: Assault or attempted assault that is ordinarily committed by a new acquaintance. It involves sexual intercourse without mutual consent. It is also referred to as date rape. The offender need not be the person dating with the victim, it may be his/her acquaintance or a stranger.

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.

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.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking or entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

BYSTANDER INTERVENTION: An active bystander is a person who takes action to intervene in order to prevent further harm and/or deescalate a problematic situation. Since direct intervention is not always safe or possible, an active bystander may also help someone get medical attention, help them find a safe place to stay, or assist with reporting the violation.

COMPLAINANT: A Complainant is a person who reports or files a report. A Complainant may be someone other than the person who may have been a victim.

CONSENT: Consent is a voluntary agreement to engage in sexual activity. Consent cannot be forced, coerced, and cannot be given by a person who is incapacitated, unconscious, unable to make rational decisions, or under the influence of drugs or alcohol. Consent is never implied, and thus past consent does not notate future consent. Silence or a lack of resistance does not imply consent. Consent to engage in one form of sexual activity does not imply consent for another sexual act. Consent is an active and dynamic agreement between cognizant partners and demands verbal communication as well as physical cooperation. Consent can be revoked at any time.

DATING VIOLENCE: Violence committed by a person:

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- i. The length of the relationship.
- ii. The type of relationship.
- iii. The frequency of interactions between the persons involved in the relationship.

DESTRUCTION / DAMAGE / VANDALISM OF 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.

DOMESTIC VIOLENCE: Domestic violence includes a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; 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.

DRUG LAW VIOLATIONS: The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically, those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

FONDLING: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

HATE CRIMES: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

ILLEGAL WEAPONS POSSESSION: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

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.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above. Not including driving under the influence and drunkenness.

MANSLAUGHTER BY NEGLIGENCE: The killing of another person through gross negligence.

MANDATORY REPORTER: All NCAD staff and faculty are Mandatory Reporters and have the duty to report incidents of sexual misconduct or other student misconduct to the Title IX Coordinator.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle (SUV's, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATVs, and snowmobiles).

MURDER / NON-NEGLIGENT MANSLAUGHTER: The intentional killing of one human being by another.

NONCONSENSUAL SEXUAL ACTIVITY OR RAPE: Nonconsensual sexual activity consists of any sexual contact that lacks consent. Rape consists of any sexual intercourse or penetration (oral, vaginal, or anal) to any degree with any body part and/or object without consent. Physical force or intimidation does not need to be present in these situations in order to be classified as nonconsensual sexual activity or rape, merely a lack of consent. This definition includes date rape, nonconsensual sexual activity that is perpetrated by an acquaintance, friend, or romantic partner, and includes the knowing and willful transmission of HIV/AIDS.

RESPONDENT: The Respondent is the person accused of a violation by the Complainant.

RETALIATION: Retaliation is intentional action taken against a Complainant seeking to cause harm and/or intimidation for reporting a possible violation or for participating in an investigation of such violation.

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

SEXUAL ASSAULT: Any sexual act direct against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

SEXUAL EXPLOITATION: Sexual exploitation refers to activity that involves nonconsensual sexual activity, but via behavior that may not be covered by the definition of other forms of sexual violence. Examples of sexual exploitation include inducing incapacitation with the intent to rape or sexually violate another, invading sexual privacy, allowing other parties to observe an otherwise consensual act without the consent of the partner, nonconsensual sexual voyeurism, or prostitution of a member of the campus community.

SEXUAL HARASSMENT: Sexual harassment is defined as any unwanted or nonconsensual sexual conduct, including but not limited to unwanted verbal or physical contact, physical or emotional intimidation, unwelcome sexual advances or attention, inappropriate exposure of one's body, non-consensual photography or video of sexual activity, requests for sexual favors in exchange for some kind of benefit, unwelcome sexual innuendo or jokes, and stalking. It is important to note that conduct may be classified as harassment whether the conduct was implicit or explicit.

SEXUAL VIOLENCE: Sexual violence is an umbrella term meant to encompass a wide variety of conduct violations, such as sexual harassment, unwanted sexual attention, nonconsensual sexual activity, creation of a hostile environment, intimate partner or domestic assault, and sexual assault/rape.

SIMPLE ASSAULT: All assault and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

STALKING: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for his or her safety or the safety of others; or
- b. Suffer substantial emotional distress.

Course of conduct is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or by third party, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

STATUTORY RAPE: Non-forcible sexual intercourse with a person who is under the statutory age of consent.