



# YAVAPAI COLLEGE Police Department

## October 2018 Annual Safety & Security Report

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

### Policy for Reporting Annual Disclosure of Crime Statistics

Beginning in 1991, the federal government passed legislation requiring all educational institutions of higher learning to provide crime statistics and other information to current students, staff and faculty, as well as to prospective students and employees upon request. The Federal "Right to Know" Act was amended in 1998 to the "Jeanne Clery Act."

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the college to report statistics concerning the occurrence of specific criminal offenses reported to the YC Police or any official of the institution who has significant responsibility for student and campus activities. The requirement to report these crimes applies to offenses involving students, faculty, staff or the general public that occurred in any of the following geographic areas:

- On Campus residential
- On Campus non-residential
- Campus affiliated (any building or property owned or controlled by YC that is used in direct support of the institutions educational purposes.
- Public property (public areas contiguous to campus but not separated by a physical barrier).

Crime statistics are for the most recent calendar year and the two previous years. Requests for statistical information are made for all college campus locations on an annual basis to relevant police agencies and to college officials. Crimes are classified using the F.B.I. Uniform Crime Reporting format. The YC Police Department gathers, compiles, and reports the findings to the College community via this compliance document. A notice of availability of the compliance document is on our web site as well as notifying students and staff via electronic messaging and or postcard.

If you have any questions contact the College Police Department;  
Prescott Campus: 928-776-2185 or Verde Valley: 928-634-6599.

### Message from the Yavapai College Police Chief

On behalf of the Yavapai College Police Department, we would like to welcome everyone to Yavapai College. With your safety in mind, the Yavapai College Police Department is dedicated to providing a safe educational, social and work environment for all students, faculty and staff members. We are committed to serving our community with the highest degree of professionalism, integrity and sensitivity.



our campus. We promote safety and responsibility through education, training and interaction. Because of our philosophy and approach to public safety, our interaction with students, faculty and staff and on campus visitors, is positive and one of cooperation for the overall good of all. It is our belief that this interaction and partnership not only results in increased opportunities to listen and address safety concerns, but is one way to reduce crime and maintain a safe campus.

Yavapai College is characterized by a relatively low crime rate. The intent of this report is to provide students, potential students, their families and staff with accurate, timely and complete information about safety on campus so that informed decisions can be made. We encourage all members of the student body, staff, faculty, or public to read this report as it contains safety tips, prevention programs and crime statistics for all Yavapai College campus locations.

The Yavapai College Police Department takes pride in providing a high level of customer service and regards it a privilege to be granted the opportunity to serve students, faculty, staff and visitors within our community. We recognize that for most, college is a once-in-a-lifetime experience. By working in partnership with you, it is our goal to make that experience truly outstanding.

The Yavapai College District Governing Board has made the safety of our students, faculty, staff and visitors a top priority. Student success is enhanced when the campus environment is a safe place. The Yavapai College Police Department is a full service public safety agency employing both highly trained Arizona certified Peace Officers and Non-certified Safety Officers. Together they patrol and provide safety and protection at each of our campus locations.

As a community-oriented public safety agency, our team of peace officers and safety officers participate and provide activities and awareness events that go hand in hand with the overall safety and security of

<b>Emergency</b>	<b>Call 911</b>
<b>Non-Emergency</b>	Call 311 (from any campus phone) or (928)776-2185 (Prescott Campus) or (928)634-6599 (Verde Valley Campus)
<b>Counseling Services</b>	(928)776-2106 or (928)634-6563 (Verde Valley Campus)
<b>Residence Life Director</b>	(928)776-2220
<b>Website</b>	www.yc.edu/collegepolice

### INSIDE

Welcome from College President	2
Working Together for Your Safety	2
College Police/Here for YOUR Safety	2
Drug and Alcohol Policy	3
Be Safe and Be Aware Safety Tips!	3
Safety Tips for Residence Hall Students	3
Narcans	3
Security and Access	3
Health Risks Associated with Alcohol & Drugs	4
Prescription Drug Disposal and Medical Marijuana Use	5
Sexual Assault Prevention	6
How to Report Criminal Offenses	6
Safety Tips: For Everywhere You Go!	6
Weapons Prohibited on All Campuses	7
Fingerprinting	7
Emergency: Use the Blue Light Phone!	7
Temporary and Secure Gun Storage	7
Tips For Emergency Situations	8
Yavapai College Animal Control Policy	8
Police Safety Escort Available	8
Need Assistance? Call 311	8
Safety Awareness/Crime Prevention	9
Sex Offender Registration	9
Important Phone Numbers	9
Driving and Parking on YC Campuses	10
Accidents Can Occur	10
Safe Biking on Campus	10
Missing Student Notification Policy	11
YC Issuing Timely Warnings	11
YC Alert System	11
Clery Act Terms/Crime Definitions	12
3 Year Crime Statistics	13
Violence Against Women Act	14
2016 Annual Fire Safety Report	14



## Welcome to Yavapai College

Yavapai College is a great place to learn, work, or just visit. The role of our College Police is to provide our students, staff, faculty, and visitors with a safe, and comfortable environment that ensures the highest quality, educational opportunities possible. Our College Police officers are highly trained and experienced and are dedicated to the welfare of the Yavapai College community. The next time you see a Yavapai College police officer, say "hello", and "thank you" for helping maintain our safe community.

—Dr. Penelope H. Wills, President



## College Police: We are Here for YOUR Safety

### Locations

The College Police Department on the Prescott Campus is located inside Building 28, which is the first building on the right side of Marston Avenue as you enter from Sheldon Street. The College Police at the Verde Campus is located at the South end of Building F.



College Police Department is located in Building 28.

## Working Together for Your Safety

Several departments and organizations provide assistance to students, faculty, staff, and visitors, ensuring they have a safe and productive higher education experience.

**The College Police** are 24 hours a day on the Prescott Campus at (928) 776-2185 or 311 from any phone on campus. An officer is available on the Clarkdale Campus from 7:30 am to 10 pm Monday thru Friday; (928) 239-0172 or 311 from any campus phone.



**The Chief Judicial Officer** is responsible for ensuring the conduct of students is conducive with a learning institution and in accordance with the student code of conduct. The Chief Judicial Officer will act as a hearing officer for incidents where the student code of conduct has been violated. If you have any questions regarding the student code of conduct, contact the Chief Judicial Officer at 928-776-2220.

**The Office of Residence Life** is a part of Student Affairs. Residence Life provides on-campus housing to Yavapai College students and promotes learning and positive interaction between students. Residence Life processes applications for housing and meal plans. For questions about housing or meal plans, contact the Residence Life office at (928) 776-2220. Campus Activities are also scheduled through the Office of Residence Life.

**The Risk and Emergency Management Department**, which includes Environmental Health and Safety, is responsible for managing issues involving risk, emergency response, health and fire and life safety. The manager regularly provides training for students, faculty and staff and manages the College's emergency operations team and crisis management procedures. Loss prevention and mitigation are also covered. In addition, the manager provides training to all residence hall assistants and staff including fire safety, bloodborne pathogens, evacuations and fire alarm system functions. To contact the Manager of Risk and Emergency Management call (928)717-7958.

**Facilities Management** maintains the grounds and all buildings of Yavapai College. Department personnel ensure that all campuses and centers are clean; handle plumbing, electrical, and structural concerns; and serve as a liaison to all utility companies. If you have any questions call (928) 776-2180 (Prescott Campus), or (928) 634-6556 (Verde Campus).

**Academic Advising & Counseling Services** support students to successfully implement their educational plans and their achievements toward lifelong goals. The college offers limited personal counseling services for students dealing with issues that may interfere with success in college. For more information about advising and counseling services, call (928) 776-2106 (Prescott Campus), (928) 634-6510 (Verde Campus).

**Yavapai Family Advocacy Center (YFAC)** YFAC is available to assist victims of abuse, neglect, domestic violence or sexual assault by reducing trauma, insuring thorough investigation and prosecution through a multidisciplinary team process. Victims have the opportunity to obtain a variety of crisis services in one location, with all agencies working together to start the healing process. Call (928) 775-0669.

**Yavapai County Victim Services** Is a nonprofit organization of staff and volunteer advocates who work as a team with agencies, individuals, and law enforcement personnel to provide immediate community intervention, social services and referral resources. They recognize the needs of crime victims and are dedicated to the preservation of victim rights. They can assist with examination costs, court proceedings, compensation, counseling and other services needed. Call (928) 771-3344.

### Campus Law Enforcement Authority

The College Police Department employs Arizona Certified Police Officers on the Prescott and Verde campuses. All officers employed by Yavapai College are granted the same powers and responsibilities as all police officers in the State of Arizona. They enforce state and local laws, have the power of arrest, and investigate all crimes occurring within their jurisdiction. All crime statistics are compiled annually and posted on the website and made available, upon request, to students, staff, employees, and visitors. Statistics include an accounting of homicides, sexual offenses, robberies, aggravated assaults, burglaries, motor vehicle theft, arson, hate crimes, fires, hazardous materials, liquor violations, drug violations, and weapon violations.

### Mutual Aid

The College Police department work closely with local, state and federal agencies and have direct radio communication with the City of Prescott on the city police radio network. The College Police Department is also a part of the City of Prescott and City of Cottonwood 911 systems. Our officers work closely with surrounding police agencies including, Prescott Police Department, Veterans Affairs Police Department, Prescott-Yavapai Tribal Police Department, Prescott Valley Police Department, Chino Valley Police Department, Sedona Police Department, Clarkdale Police Department, Cottonwood Police Department and the Yavapai County Sheriff's Office. Interagency cooperation between the departments and prompt reporting of all crimes to the College Police Department enhances safety at all college locations.

### General Assistance

In addition to the investigation of crime, officers respond to all medical emergencies, investigate traffic accidents, report college policy violations, and assist motorists with jump-starts.

## Drug and Alcohol Policy

### Alcoholic Beverages

Yavapai College has been designated a Drug and Alcohol free campus and is governed by Yavapai College Drug and Alcohol Policy, Arizona State and Federal Laws. No alcoholic beverages may be possessed, consumed, sold or furnished on any Yavapai College Property or Campuses or at any Yavapai College sponsored function unless written approval is received from the College President. Such laws are strictly enforced by the Yavapai College Police Department. Violators are subject to College disciplinary action/sanctions, criminal prosecution, fine and imprisonment.

### Illegal Drug Possession

Yavapai College has been designated a Drug and Alcohol free campus and is governed by Yavapai

College Drug and Alcohol Policy, Arizona State and Federal Laws. The possession, use, sale, cultivation, manufacture, distribution of any illegal or controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Yavapai College Police Department. Violators are subject to College disciplinary action/sanctions which can include expulsion from all Yavapai College campuses or sites, criminal prosecution, fine and imprisonment.

If you feel you may have an alcohol or illegal drug problem and would like assistance please contact the Academic Advising and Counseling Office at 928-776-2106 (Prescott Campus) or 928-634-6510 (Verde Valley Campus). Below is a list of available services.

Substance Abuse Organizations	Assistance Available	Location	Phone #
Alcoholics Anonymous	Various 12 step programs	Prescott Area	(928) 445-8691
Catholic Social Services	Adult, adolescent & family counseling	Prescott Verde	(928) 778-2531 (928) 634-4254
West Yavapai Guidance Clinic	In & out patient crisis services	Prescott	(928) 445-5211
Verde Valley Guidance Clinic	Crisis Services	Cottonwood Camp Verde	(928) 634-2236 (928) 567-4026
Yavapai Tribal Social Services (Limited to tribal community members)	Counseling/Crisis Intervention	Prescott	(928) 445-8790

## Be Safe and Be Aware Safety Tips!

1. Trust Your Instincts! If something isn't right call the College Police Department!
2. Be aware of your surroundings and walk with confidence.
3. Lock your car. Don't leave valuable items in plain view.
4. Park your car in designated parking lots.
5. Call the College Police for an escort if you feel uncomfortable walking to your vehicle.
6. Do not walk in dark areas of the campus at night.
7. When walking to your car have your keys in your hand.
8. Check the area around and in your vehicle before entering.
9. Familiarize yourself with the layout of the campus.
10. Know the locations of the campus emergency blue light phones.

## Additional Safety Tips for Residence Hall Students

1. Always lock your door and take your key every time you leave your room.
2. Do not prop open any doors in your residence hall.
3. Close and lock your window when you leave your room.
4. Mark your valuables with any number or marking unique to you for identifying your property if stolen.
5. Don't leave cash, jewelry, laptop computers, music players or any other valuables in plain view.
6. Do not let strangers into the residence hall or into your room.
7. Report suspicious people/behavior in or near the hall to any hall staff member or to the College Police.
8. Tell someone where you are going when leaving campus and when you plan to return.
9. Know the telephone numbers for your resident assistant and hall director.
10. Familiarize yourself with the layout of the campus.
11. Know the locations of the campus emergency blue light phones.

## Narcan Reverse Opioid Overdose

All Yavapai College P.D. personnel, dorm managers and R.A.'s have received training in administering NARCAN (naloxone), an FDA nasal spray that counteracts the life-threatening effects of an opioid overdose.

## Security and Access Buildings are Locked for Your Safety

Residence Halls are staffed with on call Resident Assistants each night. Resident Assistants are there to help students, offer programs and help address safety issues. Each student is issued a key for his/her room. For personal safety and security of valuables, students are encouraged to always lock their rooms when leaving. The College Police and Residence Hall Directors offer presentations pertaining to safety and security awareness.



Marapai Residence Hall on the Prescott Campus.

All exterior doors of Residence Halls are locked 24 hours a day. To further enhance safety, all Residence Hall doors, except the main entrances, are alarmed at night alerting the College Police and those nearby if a door is opened. Each resident must use their card access key to gain entrance into their hall.

Visitors to the Residence Halls are required to have the person they are visiting escort them into the building and continue to escort them throughout their visit.

During college breaks, students must receive approval in advance from Residence Life to stay in a Residence Hall. Services during this time are limited.

Administrative and academic buildings are secured nightly beginning at 10 p.m. by the College Police Department. Anyone not authorized to be in a building after hours will be asked to leave. Special circumstances can exist. With prior approval from an Assistant Dean, and coordination through the College Police Department, exceptions can be made to accommodate these circumstances.

During normal hours, a student can receive authorization to have access to a building for academic reasons without faculty supervision if they have a student pass. The pass is not valid after 11 p.m.

## Health Risks Associated with Alcohol and Drugs

### Alcohol

In Arizona, alcohol is a legal drug. Nonetheless, it is a depressant and is the leading drug of abuse in America. Use of alcohol may affect judgment and decision-making abilities, slow down the central nervous system and brain function, and reduce coordination and reflex actions. Alcohol use (even low doses) may increase the incidence of a variety of aggressive acts, including physical altercations, threats, and domestic abuse. Higher doses may cause marked impairments in mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

A 12 oz. can of beer, a 5 oz. glass of wine and a 1.5 oz. shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not speed up the body's ability to metabolize alcohol—only the passage of time will free the body from the effects of alcohol.

**Signs and symptoms of abuse include:** dulled mental processes, lack of coordination, slowed reaction time, poor judgment, and reduced inhibitions. Alcohol consumption causes a number of marked changes in behavior. Even small amounts of alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car.

**Health effects of alcohol include:** decreased sexual functioning; liver cancer, fatty liver, hepatitis, cirrhosis; increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and skin; kidney disease; ulcers; increased acid in the stomach; insomnia; gout; contributes to high blood pressure and strokes; heart muscle disease or heart failure; use during pregnancy can cause fetal alcohol syndrome, increased risk of miscarriages, premature births, stillbirths, and low birth-weight babies; increased blood sugar levels which makes diabetes worse; increased severity of mental health problems such as bipolar disorder, posttraumatic stress disorder, depression, anxiety, and addiction.

### Marijuana

Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana have negative physical and mental effects. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same "high". Prolonged use leads to dependence, and the drug can become the center of users' lives. The active ingredient in marijuana is Delta-9-Tetrahydrocannabinol, or THC.

**Signs and symptoms of regular use of marijuana include:** substantial increase in heart rate, bloodshot eyes, dry mouth and throat, increased appetite, and chronic sore throat. Use of marijuana also has mental effects that may include: impaired or reduced short-term memory and comprehension, altered sense of time, changed sensory perception—sight, smell,

hearing, and/or touch; reduced ability to perform tasks requiring concentration and coordination, such as driving a car and research also shows that people do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

**Health effects of marijuana use include:** emphysema-like symptoms, respiratory track and sinus infections, lowered immune system response and because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

### Inhalants

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed. Because they are common products, inhalants often are a young person's first attempt at "getting high". Inhalants can severely impair judgment and driving ability. They also cause severe disorientation, visual distortion and confusion. There is evidence that tolerance to the effects of inhalants develops with continued use so, users need to increase use to obtain the same high. Studies have shown that dependence on inhalants continues even when the user goes on to use other drugs. Inhalants include: Nitrous Oxide, laughing gas, propellant aerosol cans, Amyl Nitrite, poppers, snappers in ampules, Butyl Nitrite, rush, bullet, climax, aerosol sprays, aerosol paint cans, containers of cleaning fluid, gasoline, glue and paint thinner.

**Signs and symptoms of abuse include:**

Inhaling solvents allows the substance to reach the bloodstream very quickly and there are immediate negative effects including: nausea, sneezing, coughing, nosebleeds, fatigue, poor coordination, and loss of appetite. Solvents and aerosol sprays also may decrease heart and respiratory rates. Amyl and Butyl Nitrite cause rapid pulse, headaches and involuntary passing of urine and feces.

**Health effects of inhalants include:** hepatitis, brain damage, debilitating effects on the central nervous system, weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

### Cocaine

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Although cocaine has been used in the past as a topical anesthetic, its therapeutic uses have almost been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug

leading to physical and psychological dependence. Cocaine powder is sniffed or snorted. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine powder can also be injected into the bloodstream when it is mixed with water. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Inhalation of cocaine fumes from free-basing produces effects that are very fast in onset, very intense and momentary in duration. Crack is cocaine that is processed into tiny chips having the appearance of slivers of soap. Crack has become a very popular form of cocaine, since it is inexpensive and relatively easy to use. It is smoked in a pipe or rolled with tobacco in a cigarette.

**Signs and symptoms of abuse include:** dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, seizures, anxiety, agitation, periods of increased activity followed by fatigue and depression, wide mood swings and difficulty in concentration.

**Health effects include:** Cocaine stimulates the central nervous system. Its effects include: dilated pupils, elevated blood pressure, elevated heart rate, elevated respiratory rate, elevated body temperature and death by cardiac arrest or respiratory failure.

### Other Stimulants

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases. Amphetamines can be swallowed in pills or capsules, smoked as "crank" and "ice" or injected. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure.

**Signs and symptoms of abuse include:** mood changes, impaired concentration, impaired mental functioning, swings between apathy and alertness and restless, anxious and moody behavior.

**Health effects include:** increased heart and respiratory rates, elevated blood pressure, sweating, headaches, blurred vision, dizziness, sleeplessness and anxiety, rapid or irregular heartbeat, tremors, poor coordination, and physical collapse. Physical exertion while using stimulants can be dangerous because of the drugs' effects on the body's temperature-regulating and cardiovascular systems and can cause deaths in otherwise healthy young athletes.

### Depressants

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The main classes of medical depressants are barbiturates and benzodiazepines. When regular users suddenly stop taking

large doses, they can develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Xanax.

**Signs and symptoms of abuse include:** The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause: slurred speech, staggered walk, altered perception, mental clouding and drowsiness, respiratory depression, coma and death.

**Health effects of depressant use include:** physical and psychological dependence and tolerance to the drug, leading the user to increase the quantity consumed.

## Hallucinogens

Hallucinogenic drugs distort the senses and often produce hallucinations--experiences that depart from reality. Some negative health effects may last six months to a year following prolonged daily use. Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

**Signs and symptoms of abuse include:** impaired concentration, confusion and agitation, muscle rigidity, profuse sweating, a sense of distance and estrangement, muscular coordination worsens and senses are dulled, blocked and incoherent speech, dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors.

**Health effects include:** persistent memory problems, speech difficulties, mood disorders, such as depression, anxiety and violent behavior, paranoid and violent behavior, hallucinations, convulsions and coma, heart and lung failure.

## Narcotics

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone). Narcotics can be smoked or eaten (opium), injected, taken orally or smoked (morphine), inhaled, injected or smoked (heroin). Opiates also are known as: heroin, smack, horse, brown sugar and black tar.

**Signs and symptoms of abuse include:** a feeling of euphoria that is often followed by: drowsiness, nausea and vomiting, constricted pupils, watery eyes and itching, low and shallow breathing, clammy skin, impaired respiration, convulsions, coma and possible death.

**Health effects include:** easy addiction and addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

## Narcan

All Yavapai College P.D. personnel, dorm managers and R.A.'s have received training in administering NARCAN (naloxone), an FDA nasal spray that counteracts the life-threatening effects of an opioid overdose.

## Designer Drugs

Illegal drugs are defined in terms of their chemical formulas, but underground chemists can modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs, which do not meet these definitions. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.

Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage, and the designer drugs still cause illusions, hallucinations and impaired perception.

Some designer drugs are: Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE) and analogs of PCP.

## Prescription Drugs

Prescription drug abuse is defined as using someone else's prescribed medication or taking the prescribed medication in a way that it was not recommended.

Use of prescription drugs requires that they be prescribed by a medical provider so that the provider can assess how that drug will interact with the individual's current health conditions, medication regimen, size, weight, etc. Taking prescription drugs in a way in which they were not prescribed can lead to unpredictable outcomes and potential health consequences including possible death.



## Prescription Drug Disposal and Medical Marijuana Use



### Dump the Drugs

Students and visitors can safely dispose of unwanted RX prescription drugs using the secure "Dump the Drugs" box, located in the YCPD lobby of building 28 on the Prescott campus.

### Medical Marijuana

Yavapai Community College prohibits the possession and use of marijuana on all of its campuses, including campus housing. The provisions within Arizona Revised Statutes §15-108 prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution.

Growing and using marijuana remains a crime under federal law, and federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. The college continues to enforce its current policies regarding controlled substances and any students or employees who violate college policy prohibiting the use or possession of illegal drugs on campus will be subject to disciplinary and criminal action.

## Sexual Assault Prevention

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner so that a thorough investigation can be conducted.

Time is a critical factor for evidence collection and preservation in these types of cases. Valuable evidence can be lost by showering/bathing, changing clothes, washing clothes, or discarding other items that could be helpful identifying a suspect. If the incident occurs at an off campus location, we encourage victims to report the assault to the local law enforcement jurisdiction as soon as possible. Filing a police report with the College Police Department will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officials. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam.
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The Yavapai College Student Code of Conduct addresses procedures and sanctions that may be implemented in the event of a sexual offense. Incidents of sexual harassment will be referred to the Assistant Dean of Student Services. The Assistant Dean will determine the correct office or person who will investigate the allegations. The College is committed to creating a harassment free environment for all employees and students. Necessary action will be taken to prevent, correct, and if needed, discipline persons whose behavior violates this policy. Disciplinary action may result in measures up to and including termination of employment or expulsion from enrollment.

**If you have been a victim of any sexual offense, please report it immediately. Do not feel guilty or try to forget what happened; it is a crime and should be reported. The College Police Department encourages all victims to seek counseling and support to deal with the emotional trauma.**

[www.seekthenspeak.org](http://www.seekthenspeak.org)

### Safety Tips

- Don't be alone with someone you just met.
- Communicate your intentions clearly. When you say "NO", mean it!
- Keep a level head. Don't allow your judgment to be clouded by drugs or alcohol, both of which lower your inhibitions.
- When out with friends, don't leave until everyone is accounted for.
- Trust your instincts!

## How to Report Criminal Offenses

### To report a crime: 911, 311 & Blue Phones

In the event of an emergency dial "911" or push the large Red Button on the Emergency Blue Light Phones. Emergency Blue Light Phones are conveniently located around campus for reporting crimes or general assistance. To report a crime, suspicious activity or other non-emergency, contact the College Police Department at 928-776-2185 (Prescott Campus Police) or 928-634-6599 (Verde Campus Police). You can also dial "311" from any campus phone or push the small black button on the Emergency Blue Light Phones for non-emergency assistance such as disabled vehicle assistance, safety escorts or lockouts.

### Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Yavapai College Police Department in a timely manner. To report a crime on the Prescott, Prescott Valley, Chino Valley Agribusiness Center, Career and Technical Education Center (CTEC) campuses, call 928-776-2185. To report a crime on the Verde and Sedona campuses, call 928-634-6599.

### Yavapai Silent Witness: 1-800-932-3232

With Silent Witness, you can help solve felony crimes in the Yavapai County area. Just pick up the phone and call. It's all anonymous. Your name is never needed, unless you choose to give it. If you choose to remain anonymous an identification number is assigned. Information is forwarded to the proper investigator. If your information leads to a felony arrest or indictment, you could receive a cash reward from \$50 to \$1000.

### Describing an Incident

When describing an incident stay objective, keep things in chronological order, tell listeners where you were at the time of the incident. When describing a person, notice permanent features-hair color, height, facial structure, build, etc. Share any special characteristics such as tattoos, birth marks or injuries. When describing an object, take note of the basics such as size, color and shape. Jot down any identifying characteristics, from a license plate number to a unique odor.

### Confidential Crime Reporting

If you are a victim of a crime within the College's jurisdiction and do not want to pursue action within the criminal justice system or the college's judicial system, you may still want to consider making a confidential report to a college official. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. **The College Officials that you may report a crime to include:** Dean of Student Services (928) 776-2117 or Director of Residence Life (928) 776-2220.

## Safety Tips: For Everywhere You Go!

**BE AWARE** of your surroundings and the people around you. Be alert and recognize a dangerous situation, and you may have time to avoid it.

**STAY SOBER.** Studies indicate a large number of sexual offenses occur when the victim or suspect was either under the influence of alcohol and/or another mind-altering substance. Remember, being under the influence of any substance can hamper your ability to make sound decisions. You could find yourself someplace you don't want to be.

**DON'T BE CONSISTENT.** If you park in the same place and come and go at the same time, you could be unconsciously making a date with a potential attacker. Alter the route you take to your destination. If possible, come and go with friends. Park in a lighted area, and scan the area while walking to your car before you approach. If you see anything suspicious, return to a place where there are other people and call the police. Never allow yourself to be taken to an unknown location.

**FAMILIARIZE** yourself with the layout of the campus. Survey the campus while classes are in session and after dark to see that academic buildings, walkways, facilities, and parking lots are adequately secured and well-lighted.

## Weapons Prohibited on All Campuses

The use, possession, display, or storage of any weapon, explosive device, or fireworks is strictly prohibited on all land and buildings owned, leased, or under the control of Yavapai College or its affiliates or related entities, in all residential facilities, in all Yavapai College vehicles, and at all Yavapai College or Yavapai College affiliate-sponsored events and activities, except as provided in A.R.S. § 12-781.



This policy applies to all persons: who attend classes offered by the College; who are employed by the College; who are visiting College or leased premises (whether managed by the College or by any other entity); who are using College vehicles; who are in attendance at any College-sponsored events and activities; or who otherwise have business within the property of Yavapai College.

This restriction does not apply to certified peace officers acting within the authority of their respective agencies, or to those officially enrolled students of (NARTA) Northern Arizona Regional Training Academy who have successfully passed the program requirements for carrying a firearms.

## Yavapai College Wellness Initiative

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the College prohibits smoking on all campuses **except in designated smoking areas**. Designated smoking areas can be found for each campus here; <http://www.yc.edu/v5content/policies/yavapai-college-smoking-policy.htm>



## Emergency: Use the Blue Light Phone!

Push the large red button in the event of an emergency. This rings to Prescott Police Dispatch and a College Police Officer will be immediately notified of the emergency and respond. Please stay by the blue light phone until an officer arrives. Examples of emergency situations include a crime in progress or one that has just occurred, serious injury, a medical emergency, or a suspicious person on campus.

The black button is for non-emergency purposes. It rings directly to the College Police Department. Examples of non-emergency situations include motorist assist, unlock of a class room, minor injury, and directions.

### PRESCOTT CAMPUS:

**Ten "Blue Light" Phones have been placed in prominent locations on the campus to allow for immediate officer response in emergency and non-emergency situations:**

1. Building 6, west side
2. Building 15, north side entrance
3. Building 11, east side
4. Marapai Residence Hall, west side
5. Kachina Residence Hall, south side
6. Building 28, Welcome Ctr/College Police, north side
7. Building 19, Library & Computer Commons, east side
8. Studio Arts Complex, north side
9. Building 3, top level north side
10. On campus residential area circle



Emergency "Blue Light" phones found on campuses.

### THE VERDE VALLEY CAMPUS:

**Emergency phones are placed in prominent locations on the campus.**

1. Building I, north side
2. Building E, east side near parking lot
3. Building G, northwest corner
4. Building L, east & southwest corner near parking lot
5. Building M, northwest side in front of Learning Center

*Take a moment and become familiar with the locations of these phones. That knowledge will be invaluable in the case of emergency.*

### Prescott Valley Campus:

Emergency "Blue Light" phone has been placed in prominent locations near the front entrance.

**Please contact College Police at (928) 776-2185 with any questions on phone operation.**

## Temporary and Secure Gun Storage



The Prescott Campus is the **only** authorized, locked and secure weapons area that provides temporary and secure gun storage. Anyone on the Prescott Campus can check in their weapon with the College Police Department upon arrival and pick it up when they leave. The Verde Valley, Prescott Valley, Chino Valley, CTEC and Sedona campuses **do not** provide temporary and secure gun storage.

Yavapai College students and employees are required to report violations and suspected violations of this Policy to the Yavapai College Police Department immediately by telephone. If the incident involves an immediate threat to life or property, 911 should be dialed.

## Active Shooter Response

**W**ith the rise of work place violence and active shooter incidents, the Yavapai College Police Department continues to train and test its operational readiness to deal with these types of events. Please take a look at our website for the Run, Hide, Fight video. In the event you should find yourself caught in the middle of an active incident, quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

**RUN** Have an escape route and plan in mind.

**HIDE** In an area out of the shooter's view.

**FIGHT** As a last resort and only when your life is in imminent danger.

## Yavapai College Animal Control Policy

**Animals (including dogs) are allowed on Yavapai College Campus under the following conditions:**

1. During use in approved College functions.
2. While on a leash six feet long or shorter, and under owner's physical control except under the following condition:
  - a. When participating in sanctioned obedience training programs or dog shows.

**Animals (including dogs) are not allowed on Yavapai College Campus under the following conditions:**

1. While wandering at large.
2. Within buildings, including residence halls, (not to conflict with A-1 of this policy).
3. Tethered and unattended anywhere on campus. Animals found in violation of these regulations will be impounded with the City of Prescott at the owner's expense.

**Service animals are allowed at Yavapai College. See Yavapai College service guidelines for more information.**

The College Police would like to remind the College Community NOT to leave an animal unattended inside a vehicle for ANY period of time.



## Need Assistance? Call 311



**Y**avapai College has set up 311, an easy to remember number that can be dialed from any campus phone to provide assistance to anyone on campus. When you dial 311 the call goes to the College Police, where your questions will be answered. If an officer is needed, one will be dispatched to your location. A few of the many services available are directions, escort to your vehicle, unlock your vehicle if you locked the keys inside, jumpstarts, special parking needs, and lost or found property.

**Always dial 911 in the event of an emergency.**

## Yavapai College Campus Locations

### Prescott Campus

1100 East Sheldon Street  
Prescott, Arizona 86301  
**(928) 445-7300**

### Verde Valley Campus

601 Black Hills Drive  
Clarkdale, Arizona 86324  
**(928) 634-7501**

### Agribusiness & Science Technology Campus

2275 Old Home Manor Way  
Chino Valley, Arizona 86323  
**(928) 717-7720**

### Prescott Valley Campus

6955 Panther Path  
Prescott Valley, Arizona 86314  
**(928) 717-7911**

### Sedona Center

4215 Arts Village Drive  
Sedona, Arizona 86336  
**(928) 649-4266**

### Career & Technical Education Center

220 Ruger Road  
Prescott, Arizona 86301  
**(928) 776-2002**



## Police Safety Escort Available Call for a Safety Escort!

**T**he College Police Department encourages all students, staff, faculty, and visitors to call 311 from any campus phone or 928-776-2185 (Prescott) or 928-634-6599 (Verde Valley) to arrange for an officer escort when walking on a campus.

**Safety is our number one priority. Anyone who feels uncomfortable at night or any other time, can call for an officer to provide an escort.**

## Safety Awareness and Crime Prevention Programs

### Get Informed and Stay Informed. Refuse To Be a Victim.

No matter the time of day, the Yavapai College Police Department is here to serve the campus community. We strongly encourage students, staff and faculty to participate in and be aware of the crime prevention programs that are available to them. If you or a group would like more information about any of our crime prevention programs and services, please contact us at 928-776-2185 or 928-634-6599. Some of the services we offer include:

**Safety Escorts.** The College Police Department will provide free safety escorts to any student, staff, faculty or visitor who is concerned about their safety.

**Theft Awareness.** Textbooks, laptops, backpacks, electronic equipment and purses are all high theft items. Write a number known only to you in each of your text books. Record serial numbers, make and model of equipment. Do not leave your personal items unattended even for 5 minutes. Call the College Police for details on an information session regarding protecting your personal items.

**Disabled Vehicle Assistance.** If you find yourself in need of a jumpstart, we can help.

**Alcohol Awareness.** This strong presentation places the student in a real situation involving the effects of alcohol. With the use of simulation goggles, the student feels the effects of alcohol and is put behind the wheel of a golf cart to drive through a course set up with traffic cones. The student is also given a sobriety test, an update on DUI laws, and a discussion of how car insurance rates can be affected.

The purpose of this excellent presentation is to reinforce the concepts of crime prevention and personal safety. Participants learn about the levels of awareness, mental conditioning, and methods of home security. Participants will also be encouraged to develop a safety strategy in order to make themselves more difficult for criminals to prey upon.



### Crime Prevention Presentations.

Members of the College Police Department are available to talk to any student or employee group on a variety of safety topics. These talks are designed to educate members of the campus communities about security and safety issues, and various techniques that can be used to prevent crime on campus.

**Lost and Found.** The College Police Department is designated as the location for receiving and storing found property. If you have lost property, stop by the College Police Department and inquire about your lost property.

**To Get Informed and Stay Informed, contact the College Police Department, (928) 776-2185 or Student Activities, (928) 717-7679.**

## Sex Offender Registration

In accordance to the Campus Sex Crimes Prevention Act (CSCPA) of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Yavapai College Police Department is providing a link to the Arizona Department of Public Safety Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained.

The College Police Department maintains information about registered sex offenders on campus who are required to register as sex offenders under state and federal law, and who have complied with their obligation to register with the College Police Department. Persons seeking to obtain sex offender registration information may do so by visiting the Arizona Department of Public Safety's web site at [www.azsexoffender.com](http://www.azsexoffender.com).

Members of the community may also come to the College Police Department between the hours of 8:00 AM and 4:00 PM, Monday through Friday (except holidays) and ask to view our department's records regarding registered sex offenders attending or working at Yavapai College.

### Important Phone Numbers

**Emergencies**  
911

**Yavapai College Police,  
Prescott Campus**  
(928) 776-2185

**Yavapai College Police,  
Verde Campus**  
(928) 634-6599

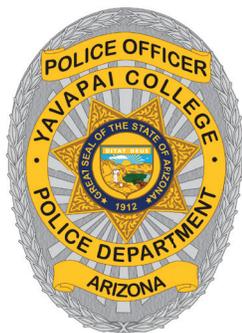
**Student Services**  
(928) 776-2270

**Yavapai County  
Victim Witness**  
(928) 771-3485

**Chief Judicial Officer**  
(928) 776-2207

**West Yavapai  
Guidance Center**  
(928) 445-7730

**Yavapai Family  
Advocacy Center**  
(928) 775-0669



## YCPD Mission Statement

*"Encouraging Excellence through Integrity and Compassion"*

The Yavapai College Police Department is dedicated to providing a safe and secure environment for students, faculty and staff members as well as serving the community by improving the quality of life and focusing on professionalism, integrity, excellence, and leadership. We strive to be proactive while enforcing the laws of the State of Arizona while upholding the United States Constitution and raising the level of preparedness in order to meet current needs and the challenges that may arise.

## Driving and Parking on Yavapai College Campuses

### Speed Limit: 15 mph on all campuses!



**Y**avapai College, at the present time, does not require parking registration on any of its campuses. College Police strictly enforce driving and parking laws on all campuses. The speed limit is 15 MPH on campuses and also in all parking lots. It has been set and posted to ensure the safety of our students, staff, employees, and visitors.

Please drive responsibly and think of others. Some violations of Arizona Revised Statutes can result in a citation requiring an appearance in Justice Court and points could be assessed against your driver's license. Driving violations, which show reckless disregard for property and/or human life, can result in suspension of your driving and parking privileges on Yavapai College campuses.

Parking is permitted on all campuses in designated parking lots. The parking lots are marked with white striping indicating parking spaces. Any vehicle not parked properly i.e., not parked between two white lines, parked in two spaces, parked outside the end of the row, or parked in a disabled space without an MVD approved placard or license plate will be cited.

### College citation fines:

**Improper parking: \$15**

**Moving violation: \$50**

**Unauthorized disabled parking: \$70**

**Reckless driving/DUI: \$100**

**Tobacco/Smoking Policy violation \$25**

Anyone receiving a Yavapai College citation has 14 days to pay the fine or a \$30 late charge is assessed. Appeal forms are available from the College Police Department and must be completed within five business days. A parking committee reviews all appeals and notifies the person who received the citation of its findings.

Do not disregard a Yavapai College parking citation. If a parking citation is not paid or an appeal is not completed, a hold can be placed on student records. This hold will prevent student registration and release of grades and transcripts until the citation fine and late fees are paid.

The College Police Department realizes at certain times parking can be a problem due to limited spaces. If for some reason you are unable to locate a parking place, come by the College Police and we will assist you. We can also provide a temporary special parking permit for persons who are under a doctor's care due to an injury or illness.

***Make sure you are properly parked!***

## Accidents Can Occur

**I**f you are involved in a non-injury accident while driving on campus, you don't have to wait for an officer when the estimated damage is less than \$1,000. The only requirement for private property accidents is that the involved parties exchange information, such as name, address, and phone number; vehicle and insurance information; date and time of the occurrence; and a description of the damage to vehicles. When an accident occurs with injuries, damage to the vehicles exceeds \$1,000, or a dispute of what actually happened exists, call the College Police immediately. Officers will conduct an investigation of the accident.

**R**emember, accidents can and do occur. If you strike an unattended vehicle, do not leave the scene. Leaving the scene of an accident is a crime and you can be charged criminally. It only takes a few minutes to report the accident, so resist the urge of leaving the scene and call the College Police. Officers will conduct an investigation of the accident.



## Safe Biking on Campus

**T**here is no better way to experience the Yavapai College Campus than on a bicycle. Bicycling is a great alternative to driving and you do not have to find a place to park! Bike racks are provided for your convenience on the Prescott and Verde Valley Campuses.



**RIDE RESPONSIBLY** All States require bicyclists on the roadway to follow the same rules and responsibilities as motorists.

- Ride a bike that fits you and that is in good working condition—if it's too big, or is in poor shape it's harder to control the bike.
- Wear equipment to protect you and make you more visible to others, like a bike helmet, reflective gear, and a white front light and red rear flashing light.
- Carry all items in a backpack or strapped to the back of the bike.
- Tuck and tie your shoe laces and pant legs so they don't get caught in your bike chain.
- Plan your route—if driving as a vehicle on the road, choose routes with less traffic and slower speeds.
- Take a photo of your bicycle serial number in case it is ever stolen. Having the serial number is valuable to help identify your bike and can be entered into a statewide database if it is stolen to help recover it. For more information about registering your bicycle in the national registry visit: <https://project529.com/>

**RIDE PREDICTABLY** By riding predictably, motorists get a sense of what you intend to do and can react to avoid a crash.

Ride where you are expected to be seen, travel in the same direction as traffic and signal and look over your shoulder before changing lane position or turning.

Avoid or minimize sidewalk riding. Sidewalks sometimes end unexpectedly, forcing the bicyclist into a road when a car isn't expecting to look for a bicyclist.

**RIDE DEFENSIVELY** Be focused and alert to the road and all traffic around you; anticipate what others may do, before they do it. This is defensive riding—the quicker you notice a potential conflict, the quicker you can act to avoid a potential crash:

- Ride with the flow, in the same direction as traffic.
- Obey street signs, signals, and road markings, just like a car.
- Assume the other person doesn't see you; look ahead for hazards or situations to avoid that may cause you to fall.
- No texting, listening to music or using anything that distracts you by taking your eyes and ears or your mind off the road and traffic.

## Missing Student Notification Policy

**Y**avapai College takes student safety very seriously. To this end, and in compliance with the Missing Student Notification Policy and Procedures (Section 488 of the Higher Education Opportunity Act of 2008), the following policy has been developed in order to assist in locating YAVAPAI COLLEGE students living on-campus, who, based on the facts and circumstances known to the College, are determined to be missing. It is the policy of the Yavapai College to actively investigate any report of a missing resident student (an enrolled student that lives on-campus)

Each resident, upon checking into campus housing, is requested to identify the name and contact information of the individual that is to be contacted in case of an emergency, including in the event of a resident being reported missing for a period of no more than 24 hours. For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing. A student's confidential contact information shall be accessible only by authorized campus officials and law enforcement as appropriate.

If a member of the College community has reason to believe that a student is missing, he/she must notify the Yavapai College Police Department immediately. In addition, a Health and Safety Notification shall be made to the Dean for Student and Academic Services. All efforts will be made to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to checking the resident's room, class schedule, friends, academic departments, ID card access, locating the resident's vehicle, and calling the resident's cell phone number (if provided).

The Yavapai College Police Department will continue to investigate utilizing established police investigative procedures and in collaboration with the Dean for Student and Academic Services and Office of Residence Life. The Yavapai College Police Department will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice. If, upon investigation, the resident is determined to be missing, the Office of the Dean for Student and Academic Services or his/her designee) will contact the resident's designated emergency contact person.

## Yavapai College Alert System: alertYC



**alertYC** sends text messages to your cell phone in case of an emergency or weather related delays or closures.

This free service, called alertYC, sends only emergency or urgent messages. The system is not used to distribute advertising or other unsolicited content.

To register for alertYC visit [www.yc.edu](http://www.yc.edu).

## Yavapai College: Issuing Timely Warnings

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or off campus, YAVAPAI COLLEGE will immediately notify the campus community using a systemized emergency communication procedure (the YAVAPAI COLLEGE Emergency Alert Notification System). The College has developed an integrated and comprehensive procedure which may include the following emergency alert systems: cell phone text messages; priority emails; Internet notifications at YAVAPAI COLLEGE home page, YAVAPAI COLLEGE emergency information web site; broadcast using YAVAPAI COLLEGE PD patrol cars, campus phone trees, and local radio and television stations.

In addition to the notification of the on-campus community, the College will also report any significant emergency or dangerous situation to the local community. The initial report will be executed by the YAVAPAI COLLEGE Police Department or Public Information Officer as appropriate. All follow-up reports and all communications to local and regional media will be managed by the Public Information Office. This will ensure YAVAPAI COLLEGE sends consistent information to those off campus.

YAVAPAI COLLEGE will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message
- Activation of the YAVAPAI COLLEGE Emergency Alert Notification System and the redundant communications capabilities listed above.
- Potential activation of the campus Emergency Operations Center (EOC)

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- College President
- College Vice Presidents
- College Police Chief or designee
- Emergency Management Coordinator
- Chief Information Officer
- Facilities Director

YAVAPAI COLLEGE Emergency Alert Notification System equipment is tested at least once annually to ensure it is working properly. At least once per calendar year the College will conduct a full activation of the Emergency Alert Notification System which will be advertised to YAVAPAI COLLEGE and local communities beforehand.



## Crime Report Categories:

1. Campus crimes are those that occur in any building or property owned or controlled by Yavapai College within the same reasonably contiguous geographic area of the institution and are used in direct support of, or in a manner related to, the institution's educational purposes. This category should also include those crimes that occur on property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports the institutional purpose.
2. Public Property crimes are those that occur within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to the facility owned or controlled by Yavapai College. If the facility is used by the institution in direct support of, or in a manner related to the institution's educational purpose.
3. Noncampus Building or Property crimes are those that occur in, 1) any building or property owned or controlled by a student organization recognized by Yavapai College and 2) any building or property (other than a branch campus) owned or controlled by Yavapai College that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

## Definitions of Clery Act Terms Crime Definitions;

The following list of crimes (and their definitions) are those which are required to be reported to the United States Department of Education (crime definitions from the Uniform Crime Reporting Handbook).

- **Hate Crimes:** A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.
  - **Bias:** is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.
  - **Hate Crimes Involving Bodily Injury:** a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.
  - **Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
  - **Negligent Manslaughter:** the killing of another person through gross negligence.
  - **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
  - **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
  - **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 and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
  - **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).
  - **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
  - **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
  - **Drug Abuse Violations:** violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
  - **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.**
- SEX OFFENSES - NONFORCIBLE:** Unlawful, non-forcible sexual intercourse.
- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent. Relationships which constitute incest (ancestor, descendant, brother or sister, of the whole or half blood, or an uncle, aunt, nephew or niece; The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption).
- person's will; or not forcibly 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 or physical incapacity.
- **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.
  - **Forcible 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.
- SEX OFFENSES - FORCIBLE:** Any sexual act directed against another person, 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.
- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  - **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that



**On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the **Violence Against Women Act**. Included in the bill were amendments to the **Clery Act** that afforded additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.**

The College does not tolerate sexual misconduct. This policy explains what conduct is prohibited, how the College responds to such misconduct, what resources are available to victims and how victims may file a complaint.

### 1. Prohibited Conduct

The College prohibits all forms of sexual misconduct by students and employees, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the College community or against someone outside the community. Such behavior will result in College discipline and may also be a criminal violation.

Prohibited conduct ranges from acts of non-consensual sexual intercourse and non-consensual sexual contact, to sexual misconduct including, but not limited to, harassment of a sexual nature, sexual exploitation, stalking, relationship violence, voyeurism, exposure, video or audio taping of sexual activity, and sexual activity resulting from emotional coercion. The College may also discipline students and employees for inappropriate sexual behavior and forms of sexual misconduct that are not specifically listed here

Active consent is needed to engage in sexual activity. For the purpose of this policy, consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. It is incumbent upon both parties to both obtain and give active consent prior to any sexual activity. Consent may never be given by those not yet eighteen years of age, those who are incapable of giving informed consent as a result of alcohol or other drug consumption (voluntary or involuntary), those who are mentally incompetent, those with impairments to reasoning or judgment, or those who are unconscious, unaware or otherwise physically helpless. Effective consent may never be obtained as a result of coercion, intimidation, threat of force or force.

Any student or employee of the College found responsible for violating this policy is subject to disciplinary action. Complaints of alleged dating violence, domestic violence, sexual assault or stalking shall be handled according to the procedures specified in this policy. All other complaints of sexual misconduct shall be handled under the policies that govern discipline of students and employees. Disciplinary action may be taken regardless of whether criminal charges have been filed and without regard to whether the conduct occurred on or off the College campus.

### Definitions of Prohibited Conduct

#### Sexual Assault

Sexual assault is any type of sexual contact or behavior that occurs by force or without consent of the

recipient of the unwanted sexual activity. Included within this broad term are rape, attempted rape, statutory rape and incest, and, where active consent is absent, groping, forced kissing, sodomy, sexual assault with an object and fondling.

#### Stalking

Stalking is engaging in a course of behavior, directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Stalking includes unwanted and repeated harassing behavior, such as following a person; appearing at a person's home, class or work; making frequent phone calls, emails, text messages, social media, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person's property; and threatening, intimidating or intrusive behavior.

#### Relationship Violence (including Dating Violence and Domestic Violence)

The College prohibits all forms of relationship violence and abuse.

Dating violence consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Relationship violence includes sexual or physical abuse or the threat of such abuse.

Domestic violence consists of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under Arizona law; or by any other person against an adult or youth victim who is protected from that person's acts under Arizona law.

In addition to dating violence and domestic violence, relationship violence includes any pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

### 2. Reporting Sexual Misconduct

The College encourages students and employees to report incidents of sexual misconduct as soon as possible. To report such an incident, the victim may contact:

**Campus Police Victim Advocacy:** 928-776-2185

**Students:** Title IX Coordinator for sexual misconduct incidents, 928-776-2211

**Employees:** Director of Human Resources, 928-776-2217

Employees and students who have been the victims of sexual misconduct also have the option of report-

ing the misconduct to the Yavapai College Police Department. Victims are not, however, required to report such conduct to law enforcement.

Victims of sexual misconduct should take care to preserve evidence of the misconduct. For example, victims should not shower or otherwise clean themselves before reporting the misconduct.

### 3. Resources

The College is committed to providing support and assistance to victims as well as taking active measures to help assure the physical and emotional well-being of victims. A number of resources are available to assist victims of sexual misconduct. See link:

[www.yc.edu/sexualmisconduct](http://www.yc.edu/sexualmisconduct)

### 4. Filing a Complaint

A victim of sexual misconduct may file a complaint with:

**Campus Police:** 928-776-2185

**Students:** Title IX Coordinator for sexual misconduct incidents, 928-776-2211

**Employees:** Director of Human Resources, 928-776-2344

[www.seekthenspeak.org](http://www.seekthenspeak.org)

You will be offered advice and assistance to ensure that the College responds appropriately. The College may bring charges in the absence of a formal complaint from a victim.

### 5. Filing a Criminal Complaint for Colleges with Police/ Security Department

If a student chooses to report a sexual assault to the College Police, the Police will conduct an investigation and assist the victim to file criminal charges against the alleged offender if he or she chooses. The College Police will also help in obtaining protective restraining orders and abuse prevention orders for relationship/domestic violence incidents. If the incident occurred off campus, the College Police will assist the victim in informing the appropriate municipal police department if he or she so desires.

### 6. College Response to Crimes and Misconduct

The College recognizes the importance of offering victims of sexual misconduct immediate treatment, counseling, support, and assistance. In addition, appropriate interim measures to help assure the safety and well-being of the victim will be offered. Consideration of the victim's wishes will be taken into account throughout the process. The College may, however, have a legal obligation to investigate allegations of sexual misconduct, even without the cooperation of the victim.

When a student or employee reports that he or she has been the victim of dating violence, domestic violence, sexual assault or stalking, the student or employee will be provided with a written explana-

tion of the student or employee's rights and options, including types of court orders that may be available. See link:

[www.yc.edu/sexualmisconduct](http://www.yc.edu/sexualmisconduct)

Victims of sexual misconduct or those who have been threatened with such misconduct may be entitled to obtain orders from civil or tribal courts to prevent violence.

When sexual misconduct of any kind is reported, the College will make all reasonable efforts to preserve confidentiality. Information will be restricted to those with a legitimate need for it. The College does not include the names or other identifying information of victims in any publicly available documents. If other policy violations have occurred in connection with an assault, such as alcohol or substance use, the College generally will not pursue disciplinary actions against the complainant or against student witnesses to the misconduct. The College will make every reasonable effort to resolve a disciplinary charge within sixty days after charges are formally brought against an accused perpetrator.

If the complainant proceeds with both a disciplinary complaint and a criminal complaint, the College conduct process will normally proceed while the criminal action is in process. However, in such cases, the Dean of Student Development may elect to delay the disciplinary process if a student is summarily suspended and the criminal matter remains open.

Where a victim may need a change in his or her academic, living, transportation or working situation, and it is within the power of the College to do so, the College will reasonably accommodate the victim's needs.

## 7. Interim Measures Summary Suspension

In situations where the alleged offender may pose a threat to the safety of the victim or others, the Dean of Student Development and/or the Director of Human Resources may impose on the alleged offender a summary suspension from the College, pending final resolution of the matter.

### Other Interim Measures

Where appropriate, the College will provide:

- Assistance with emergency rape crisis treatment and emergency medical services, including accompanying the survivor to the hospital or to the police.
- Guidance and support with filing charges through the College's disciplinary system and/or through the criminal justice process.
- Referral to other forms of assistance as appropriate, including counseling, medical assistance and pastoral care.
- Assistance in contacting community resources.
- Assistance in contacting the appropriate police department.

## 8. Procedures for Disciplinary Action in Matters that Involve Dating Violence, Domestic Violence, Sexual Assault or Stalking

When the College learns of alleged dating violence, domestic violence, sexual assault or stalking, the Title IX Coordinator for sexual misconduct incidents or the Director of Human Resources shall cause an investigation to be conducted. The investigation shall be prompt, fair and impartial. The investigation shall be conducted by officials who, at a minimum, receive annual training on issues relating to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing in a manner that protects the safety of victims and promotes accountability.

When an investigation indicates that there is reasonable cause to believe that a student or employee has committed stalking, relationship violence, sexual harassment, sexual assault, or sexual misconduct, the College will take action to impose discipline.

Charges shall be prepared in writing either by the victim or under the direction of the Title IX Coordinator for sexual misconduct incidents. The hearing officer will adjudicate all such charges.

Charges shall be presented to the accused in written form. A time shall be set for a hearing, which shall ordinarily be held within sixty days of charges being brought. The time within which a hearing will be held may be extended at the discretion of the Dean of Student Development. The Title IX Coordinator for sexual misconduct incidents may hear the charges personally or may appoint a hearing committee to hear and decide the charges. No one shall participate in deciding the charges who has a real or apparent conflict of interest or bias for or against the accuser or the accused.

Both accuser and accused shall be entitled to timely notice of all meetings relevant to the proceeding. Both accuser and accused shall be entitled to timely access to any information that will be used in the proceeding.

The accuser and the accused shall both be entitled to have an advisor present during all phases of the disciplinary process, including any hearing and any related meetings or proceedings. The College may not limit the accuser's or the accused's choice of advisor. The College may, however, impose restrictions on the extent to which advisors may participate in the proceedings and on advisors' conduct during the proceedings. Any such restrictions shall apply equally to the accuser and the accused.

The standard of evidence shall be preponderance of the evidence, i.e., whether it is more likely than not that the accused committed the alleged misconduct. The hearing officer or the hearing committee will issue a written determination of the decision within ten days following the conclusion of the hearing.

The accuser and the accused shall be promptly and simultaneously notified in writing of (1) the decision of the hearing officer or hearing committee and of any decision as to the form of discipline to be imposed; (2) the procedures available for appeal; (3) any subsequent change to the result of the hearing; and (4) when the result in the matter will become final.

If the charges are found to have merit, the hearing officer will determine what discipline is to be imposed on the student or employee and what other relief, if any, is in order. Discipline may include suspension, dismissal or reprimand if the perpetrator is an employee and suspension, expulsion or reprimand if the perpetrator is a student. The hearing officer may also issue such additional orders as may be necessary to protect the victim or others from any further misconduct.

## 9. Retaliation

Students and employees are prohibited from retaliation, intimidation, threats, coercion or other discrimination against any individual for exercising that individual's rights or responsibilities under this policy. Any such acts of discrimination should be reported to the Title IX Coordinator for sexual misconduct incidents or the Director of Human Resources.

## Important Phone Numbers

**Emergencies**  
911

**Prescott Campus Police**  
(928) 776-2185

**Verde Campus Police**  
(928) 634-6599

**Student Services**  
(928) 776-2270

**Yavapai County  
Victim Witness**  
(928) 771-3485

**Chief Judicial Officer**  
(928) 776-2211

**West Yavapai Guidance Center**  
(928) 445-7730

**Yavapai Family  
Advocacy Center**  
(928) 775-0669

## YAVAPAI COLLEGE HIGHER EDUCATION OPPORTUNITY ACT 2017 Annual Fire Safety Report

### Overview

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fires safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Yavapai College for 2017.

All of the respective information contained in this document is available by :

1. Visiting or contacting the Environmental Health and Safety Officer
2. Contacting the Environmental Health & Safety Officer at (928) 717-7958 or by,
3. Accessing the following website: <http://www.yc.edu/content/collegepolice/default.htm>

### 2014-2016 Fire Safety Statistics Compiled For On-Campus Student Housing Facility

The Yavapai College maintains a fire log. The following table is a compilation of fires that occurred on Yavapai College Prescott Campus for the (2) Residence Halls 2014-2016 and includes statistics outlining the number of fires and the cause of the each fire, the number of injuries and deaths related to the fire and the value of property damage related to the fire.

TABLE 1.

Date	Locations: Supai Marapai Kachina	Type/Cause	Number Related Injuries Resulting in Treatment at a Medical Facility	Related Deaths	Property Damage	Value of Property Damage
2014	None	None	None	None	None	None
2015	None	None	None	None	None	None
2016	None	None	None	None	None	None

### Definitions:

**Annual fire safety report:** Beginning by October 1, 2011, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

- (1) The fire statistics described in paragraph (c) of this section.
- (2) A description of each on-campus student housing facility fire safety system.
- (3) The number of fire drills held during the previous calendar year.
- (4) The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
- (5) The institution's procedures for student housing evacuation in the case of a fire.

**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 or manner not intended to contain the burning or in an uncontrolled manner.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from natural or accidental causes, sustained while involved in the activities of fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other persons injured as a result of a fire.

**Fire-related deaths:** Any instance in which a person is killed as a result of a fire, including deaths resulting from a natural or accidental causes sustained while involved in the activities of fire control, attempting rescue, or escaping from the dangers of a fire; or deaths also include people who have died within one year of injuries sustained as a result of the 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. This may include system includes sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

## Definitions (con't)

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

## Fire Safety Systems On Campus Student Housing Facilities

Yavapai College, Prescott Campus has a total of 2 on-campus student Residence Halls. Each Residence Hall is coed dormitory facilities. They include – Marapai & Kachina Halls. A description of the fire safety systems is as follows:

### Marapai & Kachina Residence Halls

All Residence Halls are fully equipped with an automatic alarm system, strobe lights and smoke detectors. All smoke detectors in each resident room are hard-wired. For redundancy, the fire alarm system in each Residence Hall is directly wired to the College Police Department and Fire Alarm Company. All systems are in compliance with the current regulatory requirements. Each Residence Hall is equipped with fire extinguishers in common areas. All fire extinguishers are inspected professionally on a monthly basis, and nightly by Resident Assistants. Fire extinguishers are on a maintenance schedule for hydrostatic testing or recharging, when needed.



*Kachina Residence Hall.*

TABLE 2. Yavapai College Prescott Campus Residence Halls – Description of Fire Protection Systems.

Residence Halls	Number of Beds	Sprinkler or Fire Suppression (Yes/No)	Central Reporting Station	Detection Type (Heat/Smoke)	Fire Alarm Sound	Strobe Lights (Yes/No)
Marapai	142	Yes	Yes	Yes/Smoke	Yes	Yes
Kachina	101	Yes	Yes	Yes/Smoke	Yes	Yes
Supai*	146	No	Yes	Yes/Smoke	Yes	Yes

## Supervised Fire Drills Regular Mandatory Supervised Fire Drills

Yavapai College conducts a minimum of two fire drills in each residence hall per academic year. A drill is conducted in the fall and spring semesters. Additional fire drills are conducted to ensure that new employees and Resident Assistants are familiar with the fire safety policies at the College. The following table outlines the student housing, the designated assembly areas, and the minimum number of drills conducted in each location:

Table 3.

Residence Halls	Minimum # of Fire Drills Per Year	Re-Assembly Area(s)
Marapai	2	Parking Lot "L"
Kachina	2	Parking Lot "L"
Supai*	2	Front of Building 10

\*Supai Hall no longer exists.



## Fire Drill Procedures

All Resident Hall Assistants are trained to be evacuation assistants. Training, of new Resident Hall Assistants is conducted at the beginning of the Fall and Spring semesters. When the fire alarm is activated, the evacuation assistants are trained to guide all residents to the nearest exit, and to pre-determined re-assemble areas upwind of any fire and away from any emergency crews. Assembly areas are subject to change, however, depending on the circumstances related to the fire. Evacuation assistants are required to provide appropriate information to the emergency crews upon arrival to the scene of the fire.

All residents are mandated to immediately evacuate the building by following the fire drill procedures outlined in the Yavapai College Emergency Response Plan and the Students Standards of Residence Guide to Residence Hall living. All students who fail to vacate the building during a fire alarm are reported to Student Affairs for disciplinary action.

### The following outlines the specific instructions in the event they discover the fire:

1. If a fire is noticed, leave the hazard area. **Do not risk a life by remaining in the unsafe building.**
2. Only use a portable fire extinguisher to control a small fire or assist yourself or someone else to evacuate the area. Remember, not all fire extinguishers are effective on all types of fires; so do not try to extinguish the fire unless you have been properly trained.
3. By sounding the alarm, occupants of the building are notified of a fire hazard and should evacuate the building. However, most importantly, the College Police, 911, and Facilities are notified **immediately in the event that the alarm is sounded.**

## Fire Safety Related Student Housing Policies and Procedures

The following outlines the fire safety related student housing policies. All of the policies are outlined in the Yavapai College Student Code of Conduct and Yavapai College Standards of Residence Guide to residence hall living. Routine fire inspections of the facilities are conducted on a semester basis by the Environmental Health & Safety Officer. The policies are also reinforced through Resident Assistants training conducted at the beginning of the Fall and Spring semester. All Resident Assistants are afforded the responsibility and authority to ensure compliance with the specific mandates.

### Smoking Policy and Buildings

Yavapai College is a smoke free campus. All residence halls of Yavapai College are smoke free buildings. Smoking is permitted in designated areas only. A map of the designated smoking areas for each campus may be found at <http://www.yc.edu.dsa>

### Candles/Open Flames/Other Heat Sources

The use of candles (including birthday candles), incense, kerosene or oil lamps, or any other similar items are not allowed in residence halls. Any item using an open flame is strictly prohibited in the residence halls.

### Decorations

Decorations including, but not limited to, boxes, cardboard, mazes, hay, bamboo, cotton batting, straw, vines or pallets are prohibited in the residence halls. The use of live Christmas trees is prohibited in the residence halls. Any electrical decorations, which may be used on Christmas trees must be UL listed and approved by the College Environmental Health & Safety Officer. Routine inspections of Christmas decorations are conducted by the Environmental Health and Safety Officer. Certain portable appliances are also prohibited in Residence Hall rooms.

### The following, portable appliances are prohibited from use in all residence hall rooms, but not limited to:

1. Space heaters
2. George Forman grills/propane grills
3. Deep fat fryers
4. Charcoal burners
5. Microwave ovens (over 700 watts)
6. Crock pots
7. Halogen, spider & oil lamps
8. Toaster ovens
9. Refrigerators which exceed a max. capacity of 3cubic feet
10. Refrigerators that are not UL Approved and are equipped with less than a three-pronged plug

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

It is the policy of Yavapai College to provide faculty, staff students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of Yavapai College is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all Campus buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic basic fire drills, and (3) conducting third party fire safety inspections. Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and adopted Codes by the State of Arizona. The Environmental Health & Safety Officer conducts annual fire safety inspections of all Campus buildings. Some buildings may be inspected more frequently as deemed necessary.

### Staff & Faculty

For those employees that are not directly related to emergency response a variety of fire and safety training programs are available to all on a voluntary basis. The training includes fire safety, emergency planning, emergency evacuation and portable fire extinguisher.

### Resident Assistants

All evacuation assistants are mandated to attend Evacuation Assistant training prior to assuming the respective responsibilities. Training includes Fire safety, evacuation procedures including evacuation procedures for the disabled and fire extinguisher training.

### Students

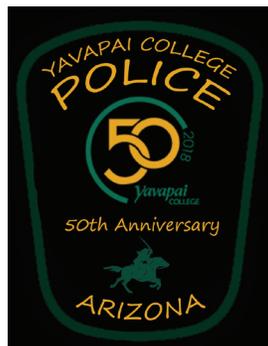
In addition, students are reminded about fire evacuation procedures during hall meetings, floor meetings, and after problems occur during fire drills and accidental activation of the alarm.

## Plans for Future Fire Safety Improvements

At the current time, all facilities are in compliance with National Fire Protection Association (NFPA) Standards.

### Planned facility improvements include:

- Fire protection systems are tested annually under the supervision of the Environmental Health & Safety Officer/Facilities Department.
- Improvements, upgrades or repairs to fire safety systems are made when tests or evaluations indicate a problem exists.





## Yavapai College Campus Locations



**Prescott Campus**  
1100 East Sheldon Street  
Prescott, Arizona 86301  
**(928) 445-7300**



**Verde Valley Campus**  
601 Black Hills Drive  
Clarkdale, Arizona 86324  
**(928) 634-7501**



**Chino Valley Center**  
2275 Old Home Manor Way  
Chino Valley, Arizona 86323  
**(928) 717-7720**



**Prescott Valley Center**  
6955 Panther Path  
Prescott Valley, Arizona 86314  
**(928) 717-7911**



**Sedona Center**  
4215 Arts Village Drive  
Sedona, Arizona 86336  
**(928) 649-4266**



**Career & Technical Education Center**  
220 Ruger Road  
Prescott, Arizona 86301  
**(928) 776-2002**



**PV/YC NAU**  
7351 East Civic Circle  
Prescott Valley, Arizona 86314  
**(928) 771-6144**

## Important Phone Numbers

**Emergencies**  
**911**

**Prescott Campus Police**  
**(928) 776-2185**

**Verde Campus Police**  
**(928) 634-6599**

**Student Services**  
**(928) 776-2270**

**Yavapai County Victim Witness**  
**(928) 771-3485**

**Chief Judicial Officer**  
**(928) 776-2211**

**West Yavapai Guidance Center**  
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**Yavapai Family Advocacy Center**  
**(928) 775-0669**

