

HARASSMENT

WORKPLACE HARASSMENT

CUC complies with Federal and State equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment.

Employees who believe they have been subject to discrimination or harassment should immediately report the incident to their supervisor or the Office of Human Resources. Complaints are investigated immediately and handled as confidentially as possible. CUC ensures that employees following this complaint procedure are protected against retaliation. All reported violations of equal employment opportunity law or this policy are investigated. Supervisors or employees found to have engaged in unlawful discriminatory conduct or harassment may be subject to immediate disciplinary action, up to and including termination of employment.

SEXUAL HARASSMENT

The following is the Sexual Harassment Policy of the Claremont University Consortium.

I. STATEMENT OF SEXUAL HARASSMENT POLICY

It is the policy of CUC to maintain an environment for employees that is free of sexual harassment and all forms of sexual intimidation and exploitation. All members of CUC should be aware that the organization is concerned about sexual harassment, and is prepared to take action to prevent and correct such behavior. Individuals who engage in such behavior are subject to discipline, up to and including termination.

Sexual harassment is an assault on a person's privacy and integrity. It can cause poor job performance, physical illness, and fear of reprisal, anxiety, and loss of self-confidence. Sexual harassment can also affect those exposed to the situation, causing conflict in the workplace, a decline in morale, and a loss of respect for the responsible party.

Information concerning an allegation of sexual harassment will be handled as confidentially as possible. Any employee or agent of CUC who receives a complaint of sexual harassment or who otherwise learns of the occurrence of sexual harassment has the responsibility to take prompt steps to report the situation and ensure that the matter is addressed, even if the complainant refuses to be identified. The CUC EEO Officer will investigate all complaints.

CUC will not tolerate any retaliation against any employee who reports, complains about, or participates in an investigation regarding a complaint of harassment, even if that complaint is ultimately determined to be unfounded. Any such retaliatory conduct will result in discipline, up to and including termination. Any employee, however, who makes a false claim of sexual harassment with malice or reckless disregard for the truth will be subject to discipline up to and including termination.

II. DEFINITION OF SEXUAL HARASSMENT

Harassment on the basis of gender is a violation of Federal and State Laws and the policies of each of The Claremont Colleges and CUC. Sexual harassment is defined as unwelcome, unsolicited verbal, physical or sexual conduct: (1) where submission is made an explicit or implicit term or condition of an individual's employment, status or progress; (2) where submission or rejection of such conduct is used as the basis for making employment or other decisions affecting the individual; or (3) which has the purpose or effect of substantially interfering with the individual's job or other performance or which creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment does not refer to occasional compliments or other generally accepted social behavior. It refers to conduct which is offensive, not welcomed by those to whom it is directed, and inappropriate to the educational or work environment. Examples of sexual harassment include:

- (1) Offering academic or employment benefits or to negate an employment detriment in exchange for sexual favors;
- (2) Making or threatening reprisals after a negative response to sexual advances;
- (3) Offensive sexual or gender-related verbal "kidding," derogatory jokes, comments or abuse; unwelcome sexual overtures;
- (4) Pressure or demand for sexual activity, including continuing to express personal interest after such interest has not been affirmatively reciprocated/welcomed, especially (but not exclusively) when the initiator of such activity is in a position of power with respect to the recipient of the conduct;
- (5) Offensive or unwanted physical contact, including inappropriate touching, patting, pinching, kissing, brushing

against another's body or otherwise invading the "space" normally afforded one's colleagues, or co-workers in an educational or work environment;

- (6) Comments about an individual's body, whether or not intended to be complimentary;
- (7) Visual displays of suggestive, erotic or degrading sexually-oriented images; or
- (8) Retaliation for reporting or threatening to report sexual harassment.

III. REPORTING A COMPLAINT OF SEXUAL HARASSMENT

An individual may feel uncomfortable about a sexual advance and may begin to feel embarrassed, guilty, trapped or even frightened that a job or reputation is in jeopardy. If possible, an individual who experiences sexual harassment should make it clear to the harasser that such behavior is offensive, unwelcome and contrary to the policies of CUC and the Claremont Colleges.

Whether or not the individual can confront the harasser, such behavior should be brought immediately to the attention of the appropriate official listed below:

- Immediate supervisor or
- Director of the Department in which the accused harasser works or
- Director of Human Resources

CUC seeks cooperation of every member of The Claremont Colleges who may be subjected to sexual harassment or who witnesses the sexual harassment of another. Employees or who believe they are victims of, or witnesses to, sexual harassment are urged to report such incidents as soon as possible after the incident.

Under no circumstances is an individual compelled to report the sexual harassment to a supervisor whom he/she is accusing of the harassment. All reports of sexual harassment will be promptly reported and thoroughly investigated and, when warranted, disciplinary action, up to and including termination, will be taken against the accused harasser. Throughout the complaint and investigation process, every effort will be made to provide confidentiality to the fullest extent possible and protect against retaliation.

The Director of Human Resources or the Assistant Director of Human Resources will conduct a prompt and timely investigation into any sexual harassment allegation.

Normally, the investigation should be completed within thirty (30) working days of receipt of the complainant's formal complaint. This time frame may be extended due to complexity of the issues or with the consent of the appropriate parties.

Within ten (10) working days after the conclusion of the investigation, a report will be prepared, presenting in summary the findings and conclusions of the investigation. A copy of the report will be submitted to the Director of the Department and the CAO if appropriate in which the accused harasser works, and to legal counsel if appropriate.

The Director, Human Resources will submit a recommendation to the accused harasser and the charging party based on the findings and conclusions

In determining whether or not the alleged conduct occurred and/or constitutes sexual harassment, consideration will be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

The Chief Executive Officer will be the appeal authority for either party. An appeal must be submitted directly to the Chief Executive Officer within ten (10) working days of the date that the recommendation is communicated to the accused harasser and the charging party. This time frame may be extended for good cause.

Written notice of the appeal decision shall be provided to the accused harasser and charging party within five (5) working days of the date upon which the Chief Executive Officer receives an appeal.

The remedies for violation of this sexual harassment policy will depend on the nature of the offense, and may include, but are not limited to, one or more of the following actions: required counseling, a verbal or written warning, suspension, or termination of employment.

A false complaint of sexual harassment, which is known to be false by the complainant, or is made with gross disregard of its truth or falsity, will be considered a violation of this policy, and may result in one or more of the following actions: required counseling, a verbal or written warning, suspension, or termination of employment.

V. OUTSIDE AGENCIES

In addition to the internal remedies established by CUC, external remedies are available for employees through the California Department of Fair Employment and Housing and the United States Equal Employment Opportunity Commission. For more information, you may contact these agencies at:

California Department of Fair Employment and Housing

322 West First Street, #2126
Los Angeles, CA 90012-3112
(213) 897-1997

1845 S. Business Center Drive, #127
San Bernardino, CA 92408-3426
(909) 383-4711

United States Equal Employment Opportunity Commission

255 East Temple, 4th Floor
Los Angeles, CA 90012
(213) 894-1000

External remedies are available through the United States Department of Education Office of Civil Rights. For more information, you may contact:

United States Department of Education
Office for Civil Rights
50 United Nations Plaza, Room 239
San Francisco, CA 94102
(415) 556-7000

Claremont University Information Resources

Use of Internet Services and Network Resources

This policy establishes the requirement for CUC employees to sign a statement of understanding of appropriate use of CUC information services.

The use of information resources is critical to every aspect of operations at Claremont University Consortium and CUC desires to ensure that those resources be appropriately used by all employees. All CUC employees must sign the Employee Statement of Understanding of Appropriate Use of CUC Information Services attached as Appendix A as a condition of employment.

Upon receiving an initial employee orientation or as soon as practicable thereafter, each new employee will sign an Employee Statement of Understanding of Appropriate Use of CUC Information Services. The original signed statement will be kept in the official employee personnel file by the CUC Office of Human Resources.

Appropriate Use of CUC Information Services

Computing resources, including access to the Internet, are provided to Claremont University Consortium (CUC) employees as a tool to assist in performance of their job responsibilities. Computer usage is a privilege not to be abused. Access to information technology and data it stores carries with it the obligation that each CUC employee respects the confidentiality of all data.

Network Access Agreement:

Accounts authorized on the CUC computer center system have access to the Internet. Other computing devices not under the jurisdiction of the computer center may also allow Internet access. As a Claremont Colleges network and internet user you are expected to comply with the most current version of "The Claremont Colleges Appropriate Use of Campus Computing and Network Resources Policy" which is found online at <<www.cuc.claremont.edu/infotech>>. You must also agree not to alter the unique internet-related address assigned to any internet accessible device you may use. Such open access is a privilege and requires that users act in a responsible manner. Users must respect the rights of other users and the integrity of the system and observe all relevant Federal, State and local laws, CUC and Claremont Colleges policies and contractual obligations.

Employee's Understanding

1. I will observe Federal, State and local laws to respect and not violate any laws pertaining to Copyrights, Trademark and Licenses for any intellectual property.
2. I will keep the integrity of information resources given to me. I will not intentionally or unintentionally seek unauthorized access to any other information resource.
3. I fully understand that the intentional disclosure by me of this information to any unauthorized person(s), or the use of this data outside the limited scope and reasons to which access is granted is a violation of CUC policy and could result in disciplinary action up to and including termination. In addition, such unauthorized use could subject me to criminal and civil penalties imposed by law. Furthermore, I agree not to share, copy, or reproduce any CUC data with any employee or other person who does not have a legitimate work-related reason to view or access the data.
4. I acknowledge that such access is granted on the need to fulfill employment responsibilities and that no data will be copied, stored, disclosed or otherwise used except in the fulfillment of these duties.
5. I understand I will not use any information resources given to me for political, personal or commercial use.
6. I understand that as an employee of Claremont University Consortium (CUC), or as a contractor working on behalf of the CUC system, I have been granted access to records which contain individually identifiable information which is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) or other financial or personnel records that are owned by CUC.
7. I acknowledge that such willful or unauthorized disclosure also violates "The Claremont Colleges Appropriate Use of Campus Computing and Network Resources Policy" and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

8. I further understand that I am expected to report suspected abuse of CUC and Claremont Colleges computer and network resources to my immediate supervisor and the Director of CUC Information Services. Failure to comply may be grounds for cancellation of access privileges or other disciplinary actions.
9. I further acknowledge that information stored in CUC as well as Claremont Colleges databases is the property of CUC and The Claremont Colleges and that CUC has the right to monitor all information to insure its appropriate use by CUC employees.

The Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges' students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges' regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws or other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

Computing and network facilities resources users are required to use these resources within the Colleges' standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;
- All other similar resources owned, controlled, and/or operated by the Colleges; and
- Services to maintain these resources.

OWNERSHIP

The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

PRIVACY & SECURITY

- **File confidentiality**

Your documents, files and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines

that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

You should also know that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

- **NETWORK MONITORING**

Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the World Wide Web sites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations and planning. You should also be aware that many Web host machines on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your e-mail address.

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges' primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College's IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

- **PASSWORDS AND CODES**

Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords. Passwords may be used for the purpose of security, but the use of the password does not affect the Claremont Colleges ownership of electronic information.

ACCESS TO RESOURCES

Access to CNF resources is a privilege, which is allowed only to the Colleges' authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

1. You must understand and comply with all applicable federal, state, and local laws.

2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to “sniff” or eavesdrop on data on the network that are not intended for you.
3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., “spam”) are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by “locking” systems without permission from the appropriate system manager.
9. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
10. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
11. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
12. You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.
13. Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the Colleges. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium.

Drug-Free Workplace (Substance Abuse)

In compliance with Federal law, CUC maintains a drug-free workplace policy.

POLICY

It is the policy of Claremont University Consortium to provide a safe, healthy, and productive workplace for all employees including staff and student employees. The unlawful possession, distribution, dispensation, use, sale, purchase, or offering for sale of a controlled substance is prohibited in the workplace of this institution. The term "controlled substance" is defined in Schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended, and includes, but is not limited to, such substances as marijuana, heroin, cocaine, barbiturates, amphetamines, and other narcotics.

Employees of CUC shall report to work with their abilities unimpaired by illegal or controlled substances, and remain so throughout their assigned workday. Violation of this policy will result in appropriate disciplinary action, up to and including immediate termination. A CUC employee may also be required to complete a drug assistance or rehabilitation program. In the case of a student employee, referral will be made to the appropriate Dean.

An employee who is convicted of a criminal drug statute violation occurring outside the workplace must, within five days after the conviction, notify CUC of such conviction by informing the Director of Human Resources. Persons who are not employees of Claremont University Consortium, but who perform work for its benefit (such as independent contractors, temporary employees provided by agencies, visitors engaged in joint projects, etc.), are required to comply with this policy. Violation by such persons is likely to result in their being barred from the workplace, even for a first offense.

HEALTH RISKS

Health risks of drug abuse have been well researched and documented.

All drugs are toxic or poisonous when abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, malnutrition, liver and kidney damage, cardiac irregularities, hepatitis, and neurological damage.

Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, cancer of the esophagus, liver, bladder, or lungs, memory loss, tremors, malnutrition, vitamin deficiencies, and possibly sexual dysfunction.

Abuse of either or both alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

Substance abuse often leads to on-the-job accidents and absenteeism.

LOCAL, STATE, AND FEDERAL LEGAL PENALTIES

Local, State, and Federal laws establish severe penalties for unlawful possession or distribution of controlled drugs and alcohol. Upon conviction, these penalties may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these penalties could include the seizure and summary forfeiture of property, including vehicles. Recent Federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000. Some other examples of the laws include:

Unlawful possession of any controlled substance is punishable by imprisonment in the State prison.

The purchase, possession, or consumption of any alcoholic beverages (including beer and wine), by any person under the age of 21 is prohibited.

It is unlawful to provide alcohol to a person under the age of 21.

Selling or serving alcohol to an intoxicated person is prohibited.

Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.

Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, or tickets for admission.

Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.

Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful.

AVAILABLE RESOURCES

In order to help employees who are concerned with substance abuse, information about treatment programs and rehabilitation is available on a confidential basis through the Human Resources Department located at 101 S. Mills Avenue.

An Employee Assistance Program is available at no cost to all regular, benefit-based staff. The program includes individual or group and family counseling, alcohol and drug dependence counseling, and crisis/emergency counseling. The system is accessed by calling 1-800-998-8448, and a clinical coordinator will evaluate the problem and offer a list of providers who specialize in the problem being presented. All records will be treated confidentially.

Any questions regarding this policy should be directed to your Supervisor or the Director of Human Resources. Information about support groups and rehabilitation programs is available from your Office of Human Resources, on a confidential basis if so desired. Any violation of policy should be reported at once to your supervisor or Office of Human Resources.

CLAREMONT UNIVERSITY CONSORTIUM

Annual Campus Safety Report

2004

(Jan. 1 – Dec. 31, 2004)

**Prepared by the
Department of Campus Safety
251 E. Eleventh Street
Claremont, CA 91711
(909) 621-8170
Extensions 72000, 72667, 18170 (On campus)
Web Site: www.cuc.claremont.edu/cs**

SUMMARY OF THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all public and private institutions of postsecondary education participating in federal student aid programs, to disclose certain timely and annual information about campus crime and security policies.

Schools must annually publish a report by October 1st that contains three years of on/off campus crime statistics. These statistics must be gathered from campus police or security, local law enforcement, and other school officials who have significant responsibility for campus activities. Professional mental health and religious counselors are exempt from reporting requirements. The report must also contain certain policy statements, including Sexual Assault policies - which assure basic victims' rights and outline procedures to be followed in sex offenses; Weapon, Alcohol and Drug Policies.

Crimes are reported in the following seven major categories:

1. Murder; Negligent and Non-negligent Manslaughter
2. Sex Offenses, including Rapes, Forcible and Non-forcible Sex Offenses
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral:

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Campus crime statistics must be reported by location: **On campus** (owned, contiguous, educational or student-used); **In Dormitories or other student residences** (within the on-campus area); **Non-campus buildings or property** (frats, non-contiguous owned and student-used); and **Public Property** (streets, sidewalks, lots adjacent to campus).

Schools are also required to provide timely warnings/notices of crimes that pose an on-going threat to students and employees. In addition, a daily log, which records all crimes reported to the campus police or security department must be maintained and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality.

The annual report is to be made available to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet so long as the required recipients are notified and provided the exact Internet address where the report can be found and paper copies are available upon request.

THE CAMPUS SEX CRIMES PREVENTION ACT (SECTION 1061 OF PUBLIC LAW 106-386)

This federal law enacted on October 28, 2002 amends the Jeanne Clery Disclosure Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in

addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. These changes take effect October 28, 2002 and this notice will be a requirement beginning with the annual security report due October 1, 2003.

How to obtain Sex Offender Information

The Claremont Colleges campus community may obtain sex offender information in one of two ways:

1) Calling the Sex Offender Identification Line – this telephone service is for use by the public and organizations to identify serious sex offenders. The cost of calling the **1-900-463-0400 line** is a flat fee of \$10 for information on up to two individuals.

To use the 900 line, you must be at least 18 years of age, and you must know the following about the person you are checking:

- Name of person, AND one of the following:
- An exact address; or
- Exact date of birth; or
- California driver's license, identification or social security number

*Note: if you only know the person's name, you will need to provide a complete description of the person.

2) The Claremont Police Department provides another means to obtain information on California's registered sex offenders via Megan's Law CD-ROM. A CD-ROM, available for public viewing, provides the following information about serious sex offenders: registrants' name; aliases; photograph (if available); sex; physical description, including scars, marks, and tattoos; registered sex offenses; county of residence, and ZIP code (based on last registration).

To view the CD_ROM, you must:

- Be 18 years of age or older;
- Provide a California driver's license or Identification card;
- Sign a statement that you are not a registered sex offender, that you understand the purpose of the release of information is for the public to protect themselves and their children from sex offenders; and that it is illegal to use the information to harass, discriminate or commit a crime against any registrant;
- State a distinct purpose for viewing the CD-ROM, if required by local law enforcement.

For Megan's Law CD-ROM viewing information, please call Claremont Police at (909) 399-5411. Claremont Police Department is located at 570 W. Bonita Ave, in the city of Claremont.

3.) A new California Law, Assembly Bill 488, signed by the Governor on September 24, 2004, now provides the public with internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. For internet access to registered sex offender information go to:

www.meganslaw.gov

The complete text of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is available at: <http://campussafety.org/publicpolicy/cleryact/text.html>.

The Claremont Colleges are a unique consortium of seven independent institutions including: Pomona College, Claremont McKenna College, Pitzer College, Harvey Mudd College, Scripps College, Keck Graduate Institute and the Claremont Graduate University. Each has its own campus, administration, student body, faculty, trustees, curricular emphasis, and distinctive style and mission. They all, however, share the resources and services of a central coordinating body known as the Claremont University Consortium (CUC). Under the auspices of CUC, Campus Safety and 17 other organizations provide support and services to The Claremont Colleges.

THE DEPARTMENT OF CAMPUS SAFETY

Campus Safety provides a full range of services to the Claremont Colleges community 24 hours a day, year `round. The department is located at 251 E. Eleventh and can be reached on campus by dialing extension 72000 from any campus phone, or by calling (909) 621-8170 from any phone not on the campus telephone system.

WHO WE ARE / WHAT WE DO

- First responders to emergencies of any kind
- Protect the persons and property of students, faculty, staff and visitors to the Claremont Colleges consortium
- Patrol on bicycles, electric cart and on foot on all campus streets, byways and interior areas
- Apprehend criminals
- Provide first aid until the arrival of paramedics
- Provide security and traffic control at parties, special events and performances
- Monitor fire alarms, theft alarms and closed circuit TV surveillance systems
- Enforce traffic and parking regulations
- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes
- Assist law enforcement and other emergency service providers as needed
- Offer security survey/audit services to campus administrators

- Refer citizens to appropriate outside or on-campus sources for required services (Campus Safety is the after-hours referral source)
- Administer a “lost and found” property service
- Provide security/crime prevention seminars and presentations to groups of students, staff/faculty
- Work with student escort services and student security organizations regarding training and dispatch requirements
- Provide around-the-clock escort service on campus to anyone, as needed

The Campus Safety Department is staffed by 14 full-time uniformed Campus Safety officers, six dispatchers, a director and an Administrative Assistant. The regular staff is supplemented by 25 to 40 reserve Campus Safety officers and part time employees who work special assignments, perform crime prevention duties, and carry out a host of support functions for the department.

Campus Safety officers are unarmed and have no special or police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All full-time officers undergo an intensive eight to twelve- week field training program and successfully complete and receive certification for the following: guard registration, PR-24 baton, chemical mace, bicycle patrol training, first aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response at the Colleges. The department also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, investigation of suspicious activity and crime reports, as well as response to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Campus Safety works closely and cooperatively with the City of Claremont Police Department. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

CRIME PREVENTION AND SECURITY RECOMMENDATIONS

Our crime prevention strategies are based upon the dual concepts of eliminating or minimizing criminal activities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a list of ongoing crime prevention programs and projects:

- Security Alerts: prepared and distributed either selectively or throughout the campuses if circumstances are warranted.
- Campus Watch: a community program designed to increase awareness and encourage immediate reporting of criminal and suspicious activity to Campus Safety.
- Operation Identification: the engraving of serial numbers on personal property and/or recording of items of value, is promoted and available free of charge.

- Crime Prevention Presentations: crime specific workshops presented to students and employees throughout the year.
- Escort Services: available through student-run escort programs and Campus Safety.
- Exterior and Interior Emergency Telephones: linked directly to Campus Safety located throughout the campuses.
- Immediate Emergency Repairs: done on inoperative or malfunctioning exterior doors, as well as individual dorm doors, windows and locks.
- Electronic Alarm Systems: a computerized alarm monitoring system connected directly to Campus Safety monitors a comprehensive network of intrusion and fire alarms campus wide.
- Facility Surveys: checks of exterior lighting, doors, windows, hardware, and grounds are conducted by Campus Safety, campus maintenance and facilities staff.

No crime prevention program can be effective without the cooperation, involvement, and personal support of students and employees. Awareness of one's environment and implementation of strategies to reduce or eliminate the opportunity for crime to occur is the best place to start. Within this framework, please use the following suggestions to help safeguard yourself and others:

- Exterior doors should never be propped open. A propped door puts everyone at risk.
- Dorm doors should be locked at all times even when leaving for a short time.
- Keys should be carried at all times and never loaned to others.
- Exercise good judgment when walking, jogging, or engaged in solitary activity, especially at night.
- Request escort service anytime by calling Campus Safety at extension 72000 or 621-8170; or, at night, use the student escort service.
- Engrave, mark, and/or photograph your property and record serial numbers and property description.
- Consider not bringing expensive jewelry, valuable property, and important keepsakes to campus.
- Purses, backpacks, and other personal property should not be left unattended or unsecured in office buildings, libraries, and other common use areas.
- Parked cars should be locked at all times and valuables should be concealed.
- Become familiar with the location of emergency phones throughout the campuses and use them if you have an emergency or observe criminal or suspicious activity.
- All crimes and suspicious persons should be reported to Campus Safety immediately. If you are a victim of - or a witness to - a crime, we urge you to call the Campus Safety dispatcher at once, DIAL EXTENSION 72000 OR (909) 621-8170, OR ACTIVATE AN EMERGENCY PHONE.

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

ALCOHOL AND DRUG POLICY

In accordance with local, state, and federal law, the Colleges have adopted and implemented the following policy to prevent the unlawful possession, use or distribution of illicit drugs and alcohol on college property or as part of its activities:

- a) The use of alcoholic beverages by persons under the age 21 is prohibited.
- b) The sale or furnishing of an alcoholic beverage to anyone under the age of 21 is prohibited.
- c) The sale of alcoholic beverages on campus is prohibited.
- d) Advertising of alcoholic beverages is prohibited.
- e) Alcoholic beverages may be served or consumed only at private events limited to members of the college community and their invited guests (all of legal age).
- f) Alcoholic beverages may not be served or consumed in public or at events open to the public.
- g) The possession, use, cultivation, sale, or transfer of illicit drugs is prohibited.
- h) The possession of drug paraphernalia, including pipes, needles, or other contrivances used in the consumption of illicit drugs, is prohibited.

More detailed information about each institution's policies, guidelines, and sanctions may be found in the policy or student conduct section of that college's Student Handbook.

The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs. Students are encouraged to use the counseling, educational, and medical services provided on a confidential basis at the Monsour Counseling Center, Health Education Outreach, and Baxter Medical Center. Also, the Dean of Students staff and residential life staff at each of the Colleges serve as advisers and will be able to refer concerned students to appropriate resources.

EXPLOSIVES, FIREARMS, and OTHER WEAPONS POLICY

Firearms are prohibited at The Claremont Colleges, except where authorized by law. Firearms may be stored at the Campus Safety Office. The use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County is prohibited by law.

The State law, as well as Claremont University Consortium policy, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Furthermore, gasoline-powered scooters and motorcycles cannot be stored in individual rooms or elsewhere in residence halls at any time. Vehicles found to be stored in unauthorized areas will be towed and stored at the owner's expense.

Illegal knives, switchblades, and other blades which violate California State Law are prohibited.

BB guns, pellet rifles, and other weapons which propel projectiles are also prohibited and are not allowed on campus. These items must be stored at Campus Safety. Contact Campus Safety at extension 72000 or 909-621-8170 for information regarding storage and safekeeping of legally owned weapons used for practice, competition, etc.

Claremont University Consortium (CUC) is very concerned about the safety and security of all students, employees and visitors, and is committed to providing a safe and secure environment.

The services provided by the various departments in the CUC system are student focused, and include: the libraries, the counseling center, student health services, Health Education Outreach, the Office of Black Student Affairs, the Office of Chicano/Latino Student Affairs, the Chaplaincy, and Campus Safety; as well as business-directed, such as: Financial Services, Human Resources, Central Facilities Services, Huntley Bookstore, Risk Management and Employee Benefits, and the Faculty House.

A number of precautionary measures are in place in and around the facilities that are intended to enhance the quality of life and the safety and security of the work environment, such as:

- Security alerts are forwarded by Campus Safety to department administrators in a timely manner for distribution to employees to inform them of crimes or suspected crimes that may threaten the safety of members of the community.
- Escort services are available through Campus Safety throughout the year.
- Campus Watch is promoted and signs are posted throughout the campus. In addition, signs are posted on electric carts used by CUC.
- Custodial, Grounds and Facilities services staff attend an annual crime prevention presentation by the crime prevention officer.
- Library Service Officers (LSOs) are on duty in Honnold Mudd Library during designated hours. LSOs monitor problem areas, report suspicious activity, and assist in securing and locking the library at closing time.
- A Library Security Task Force functions to review security-related problems and concerns and make recommendations to implement plans and strategies to eliminate them. Staff from the four libraries and a representative from the Facilities Department, are regular members of the Task Force.
- Regular in-service library security training is conducted for the staff.
- A monthly crime/incident report summarizing crimes and suspicious activity at The Claremont Colleges is distributed and available at Campus Safety's website at www.cuc.claremont.edu/cs.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- Intrusion alarms, both silent and audible, are located throughout CUC facilities.
- All CUC departments have fire alarm systems installed which are regularly maintained.
- All fire, intrusion, panic, and critical mechanical alarms are monitored by Campus Safety twenty-four hours a day.

- Knox (lock) boxes are installed on CUC buildings so the lowest level key is provided to staff that have authorized access to the facility.
- Trees and shrubbery are regularly trimmed to provide good visibility.
- All exterior lighting has photocell switching capacity so that lighting is self-adjusting to time changes. Exterior lighting is inspected weekly and repairs are made on a timely ongoing basis. Exterior enhanced lighting has been installed on CUC property.
- High security door locks are installed on entrance doors to buildings.
- Honnold Mudd Library has a card key access system in place.
- Intrusion alarms are installed in selected areas of the main Honnold Mudd Library.
- Intrusion alarms are also installed in Monsour Counseling, Pendleton Computing, Bridges Auditorium, Bernard Field Station, Food Service Administration, OBSA, Central Facilities Services Office, Telephone Office, Huntley Bookstore, and Facilities Department.
- Combination entry locks are installed on the study rooms in Honnold Mudd Library, allowing access only to authorized persons.
- Emergency phones are installed in and around Honnold Mudd Library.
- A security mirror is installed in Pendleton Business Building to monitor pedestrian traffic.
- 7th Street Parking Lot security enhanced with additional lighting and an emergency telephone connected to Campus Safety.
- Exterior lighting improvements and emergency phone installations at McAlister Center.
- Emergency phone at the Bernard Field Station Office.

WHAT YOU NEED TO KNOW ABOUT SEXUAL ASSAULT/OFFENSES

It is the policy of Claremont University Consortium (CUC) to ensure, to the fullest extent possible, that any employee who is a victim of sexual assault/offense committed on the campus shall receive treatment, support and information; and to encourage victims of sexual assault/offense to make the full use of these provisions.

CUC will not tolerate sexual assault/offense, whether directed at males or females or whether committed by a stranger or an acquaintance. We have an obligation to address the needs of the sexual assault victim as well as a responsibility to protect the other members of the campus community from potential sexual assaults/offenses. Referrals for treatment will be made and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim will be maintained.

CUC will make the college community aware of rapes or other sexual assaults/offenses by strangers on campus, and will judge the need of reporting acquaintance rapes to the community on a case-by-case basis. In the case of a stranger rape, the location of the incident will be made known in order to

determine if the area itself is hazardous and needs attention by Central Facilities Services or increased security patrols. If, for reasons of safety, the campus community is to be notified of the occurrence of the assault, the victim will be informed prior to such notification.

WHAT SHOULD YOU DO IF A SEX OFFENSE OCCURS?

MAKE SURE YOU ARE OUT OF DANGER. If you need immediate assistance, call Campus Safety right away at extension 72000, or contact the CUC Human Resources Representative at extension 71834. You also have the option of calling the police directly by dialing 9-9-1-1 from a campus phone. Assistance is also available 24 hours a day by calling the local Rape Crisis Hotline at (909) 626-4357.

GET PROPER MEDICAL ATTENTION for physical injuries and sexually transmitted diseases even though you may not think you need it. Do not shower, bathe, douche or brush your teeth. Medical evidence can be collected. Collecting evidence is the victim's choice and does not mean that he/she must pursue criminal charges; it merely leaves the option open. NOTE: The hospital has an obligation to inform the police and the police will interview the victim at the hospital. It is the victim's choice as to whether or not a police report is taken and criminal charges are pursued against the assailant. There are several treatment options:

- 1) Pomona Valley Community Hospital Medical Center Emergency Room at 1798 North Garey Avenue in Pomona, (909) 865-9600.
- 2) San Antonio Hospital Emergency Room, 999 San Bernardino Road in Upland, (909) 920-4747.
- 3) Planned Parenthood has a health care provider that can test for pregnancy and sexually transmitted diseases, and is located at 1900 Royalty Drive in Pomona, (909) 620-4290.
- 4) The victim can be treated and tested by his/her own health care provider.
- 5) Eligible employees may wish to contact the Employee Assistance Plan (EAP) which is available through the benefits program by calling Psychological Systems at 1 (800) 992-8448 (a clinical coordinator will assist you). The CUC Human Resources Representative can also assist with this option.

WHAT KIND OF HELP IS AVAILABLE?

The CUC Human Resources Representative will assist the victim with information, transportation, resources/referrals, and information regarding criminal prosecution, civil prosecution, the CUC disciplinary process and the availability of mediation for the victim and the alleged assailant if they both are college employees and/or students. The Human Resources Representative will provide information about the status/results of any disciplinary hearings connected with the assault and the results of any such actions to the victim, if the alleged perpetrator is a member of the CUC community.

NOTE: If the victim wishes to remain anonymous, the Human Resources Representative will serve as a consultant to the campus individual who is assisting the victim.

Sexual assault, rape and acquaintance rape prevention presentations, workshops and literature are available through Campus Safety (extension 72000).

Other available resources include:

- Project Sister – local rape crisis center & 24 hour crisis hotlines, (909) 626-4357.
- Baxter Medical Center – on campus, available during academic year, extension 18222.
- Monsour Counseling Center – on campus, available during academic year, extension 18202.
- Health Education Outreach – on campus, available during academic year, extension 73602.
- Claremont Police Department – 9-9-1-1 or (909) 399-5411.

SANCTIONS:

Members of the Claremont community found guilty of violating college/CUC policies on sexual assault/offenses may be subject to penalties up to and including: expulsion for students and termination for employees.

SAFETY TIPS

GENERAL SAFETY

- Be aware of your surroundings and any sign that something appears to be wrong or out of place.
- Stay in well-lighted areas and walk mid-point between curbs and buildings and away from alleys and bushes when possible.
- At night, work or study only in occupied buildings. Call Campus Safety at Extension 72000 for an escort if you are alone.
- Don't carry extra credit cards or large sums of money.
- Lock your valuables securely, even in your room.
- Walk with someone whenever possible. Request an escort when traveling alone at night.
- Do not risk personal injury if someone forcibly attempts to take your wallet, purse or property.
- Do carry a whistle or personal alarm and use it when you feel threatened. The sound won't hurt anybody.
- Keep an inventory of personal property and mark items with your driver's license number and the state. (Borrow an engraver from Campus Safety or through your R.A.)
- Acquaintance Rape happens here. Learn the danger signs. Victims suffer significant life disruption.
- Distance yourself from the misuse of alcohol /drugs, it can be far worse than a bad headache the next morning.
- Do not attach your ID to your key chain or mark your keys with your name and address.
- Get to know your neighbors and share information about suspicious activities.
- Call Campus Safety at extension 72000 in an emergency or to report any crime or suspicious activity.

OFFICE SAFETY

- When working late, make sure doors are locked. Let someone know of your location and expected departure time.
- NEVER prop doors open, even for a short time. Your action could contribute to incredible harm to yourself or someone else.
- Do not loan your office keys or allow them to be copied.
- Do not hold a door open for a stranger.
- Keep your purse, wallet, or other valuables in a locked cabinet or drawer. Office thieves know

where to look.

CAR SAFETY

- Auto theft is a problem nationally as well as on these campuses. Take action to safeguard your vehicle.
- Lock all doors after parking.
- Help secure your car against grand theft / burglary - with an electronic alarm and/or kill switch.
- Keep a copy of your registration, title, and vehicle I.D. number in a safe place separate from your vehicle.
- Store your valuables out of sight.
- If you park your car but don't use it regularly, check on it daily.
- Immediately report thefts, as well as suspicious activity in parking lots or near parked cars, to Campus Safety.

BIKE SAFETY

- State law, as well as county and city ordinances and codes mandate adherence to bicycle “Rules of the road” as well as specific equipment guidelines. Learn the laws for your own safety.
- Ride defensively, with the traffic, and use hand signals.
- Please be considerate of pedestrians and drivers in vehicles.
- You can be given a "ticket" for sidewalk driving, speeding, etc. in Claremont.
- Keep your bike maintained - especially the brakes.
- Register your bike and get a California license at Campus Safety. (City Code requirement)
- Use a U-LOCK to secure your bicycle frame and wheels to a rack. Bikes locked with cables and small chains are frequently stolen.
- Report suspicious activity or loitering around bike racks. Thieves usually carry a hidden bolt cutter or other cutting tool.
- Do not impede free use of the handicapped ramps or other access points with bikes locked to handrails, etc.
- NEVER leave your bike unsecured – even for a “moment.”

Crimes Reported By Claremont Colleges Officials or Other Law Enforcement Agencies

Public Property Crimes Reported by Claremont Police Department *

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported For: Offense Type (Includes attempts)	CUC						All Claremont College Campuses			Public Property*						
	2002		2003		2004		2002	2003	2004	2002	2003	2004				
	Res.	Other	Res.	Other	Res.	Other										
Murder	0	0	0	0	0	0	0	0	0	0	0	NA	NA			
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	NA	NA			
Forcible Sex Offenses**	0	0	0	0	0	0	0	8	6	0	0	NA	NA			
Non-Forcible Sex Offenses	0	0	0	0	0	0	1	0	0	0	0	NA	NA			
Robbery	0	0	0	0	0	0	0	3	0	0	7	NA	NA			
Aggravated Assault	0	0	0	0	0	0	0	1	0	0	2	NA	NA			
Burglary	0	1	0	1	0	1	48	83	109	82	NA	NA				
Arson	0	0	0	0	0	0	0	0	0	0	0	NA	NA			
Motor Vehicle Theft	0	0	0	0	0	3	11	9	8	17	NA	NA				
Hate Crimes (By prejudices)***																
Race	0	0	0	0	0	0	0	1	0	0	0	NA	NA			
Gender	0	0	0	0	0	0	0	0	0	0	0	NA	NA			
Religion	0	0	0	0	0	0	0	1	0	0	0	NA	NA			
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	NA	NA			
Ethnicity	0	0	0	0	0	0	1	0	0	0	0	NA	NA			
Disability	0	0	0	0	0	0	0	0	0	0	0	NA	NA			

Number of Arrests/Referrals For Select Offenses (Not Reported by Claremont Police Department)

Offense Type (Includes attempts)	2002		2003		2004		2002	2003	2004	2002	2003	2004				
	Res.	Other	Res.	Other	Res.	Other										
Liquor Law Violations																
Arrest	0	0	0	0	0	0	0	0	1	0	NA	NA				
Referral	0	0	0	0	0	0	4	3	5	0	NA	NA				
Drug Law Violations																
Arrest	0	0	0	0	0	0	0	6	3	0	NA	NA				
Referral	0	0	0	0	0	0	1	3	5	0	NA	NA				
Weapons Law Violations																
Arrest	0	0	0	0	0	0	0	0	0	0	NA	NA				
Referral	0	0	0	0	0	0	0	0	0	0	NA	NA				

** Includes sex offenses reported to campus officials.

*** No hate crimes reported during this reporting year. (Bias Related incidents are reported to Campus Officials)

September 20, 2005

Facility Officers
Human Resources

Subject: Asbestos Notification Report

Enclosure (1) provides a sample of general notification to Students, Staff, and Faculty relative to asbestos. Enclosure (2) may be modified to suit each Campus. Please coordinate with the Environmental Health and Safety Office (Tony Pennington) for assistance. Tony can be contacted at extension 18538.

Enclosure (2) provides a revised listing of buildings known by Central Facilities Services (CFS) to contain friable asbestos. Please note that many, if not all, of the buildings contain non-friable asbestos, such as transite pipe/boards, roofing felt, vinyl asbestos tile, asbestos containing plaster or dry wall, HVAC duct vibration insulation material, flexible duct material, fire rated door infills, acoustical door infills, heat resistant materials, and/or heat resistant electrical wires, etc. These, as well as the friable materials, will cause no emission of fibers provided the material is in good repair and not disturbed.

If you have any questions about specific material, especially if operational or project work may disturb any suspected Asbestos Containing Material (ACM), please contact the Facilities Director, the Environmental Health and Safety Office, or Central Facilities Services (CFS).

Rafael Torres
Manager, Engineering and
Construction Services

RT/jf

Enclosure: (1) The Claremont Colleges Operations and Maintenance Program –
Asbestos. Appendix (A) Sample Notification
(2) 2005 Asbestos Report

cc: Al McQuilkin
Tony Pennington
Chauncey Jones
All Supervisors
Security

**The Claremont Colleges Operations and Maintenance Program -
Asbestos. Appendix (A) Sample Notification**

In general, buildings constructed prior to 1979 are likely to contain asbestos containing building materials or ACBM's.¹ This asbestos may be found in both surfacing materials, such as fireproofing, spray on ceilings, tile floors and mastics, etc., or in thermal system insulation, such as pipe insulation and wrappings. Over the years, as renovations have occurred, a number of ACBM's have been removed or encapsulated by trained specialists.

As ACBM's are identified, they are placed on a cumulative list for periodic inspection and maintenance until removed in an abatement process. Our operations and maintenance plan is also routinely updated to provide current information for the proper care of these materials.

Asbestos has been identified by the USEPA and the State of California as a *carcinogen* and is a commercial term applied to a number of silicate minerals that readily separate into thin, strong, flexible fibers. Please note intact and maintained ACBM's *do not* create an unsafe condition unless disturbed. Drilling, boring, hammering, or otherwise disturbing ACBM's may present a health risk by causing asbestos fibers to be released where they can be inhaled or ingested.

The California Health and Safety Code requires building owners, who have knowledge of the presence of ACBM's to provide notice of this knowledge to employees and other occupants. Accordingly, a summary of ACBM's by building is attached.

We believe that immediate correction of hazardous conditions, the removal of ACBM's during future renovations and the effective use of the operations and maintenance program will provide an asbestos-safe campus environment.

¹ ACBM is referred to in the 2005 Asbestos Report as ACM



Claremont University Consortium

CENTRAL FACILITIES SERVICES

ASBESTOS REPORT

List of buildings containing friable and non-friable asbestos

INTRODUCTION

ASBESTOS

Asbestos is a naturally occurring fibrous mineral found in Canada, Africa, Eastern Europe and the United States. In addition, it is a mineral fiber that has been used commonly in a variety of building construction materials for insulation and as a fire-retardant. Furthermore, it was used extensively in residential and commercial buildings between 1920 and 1978.

ACM

Asbestos containing material.

NESHAP

National Emission Standard for Hazardous Air Pollutants. Regulations set forth by the U.S. Environmental Protection Agency to control asbestos emissions from renovation and demolition activities.

WHERE IS ASBESTOS FOUND?

Asbestos may be found in materials such as insulation around pipes, ducts, and furnaces, ceiling tiles, fiber insulation, plasters, vinyl floor tiles, spray-on acoustical insulation and some wallboard patching compounds. Outside uses of asbestos include exterior roofing shingles, siding and concrete water mains.

FRIABLE & NON-FRIABLE ASBESTOS

Friable asbestos is typically loose degraded material that will crumble, flake, or otherwise release dust when disturbed. Examples are spray on acoustic material, flaking plaster, and water damaged pipe insulation. In addition, according to NESHAP, friable asbestos is a material that contains more than 1-% asbestos, and when dry, can be crumbled, pulverized, or reduced to a powder by hand pressure.

Non-friable asbestos includes solid asbestos containing construction materials that are in good condition. They can only release asbestos fibers if they are physically disturbed by mechanical means, such as being chiseled, drilled, sanded or crushed. Examples are intact floor tiles, transite boards, cement products, and encased pipe insulation.

ASBESTOS IN BUILDINGS

All building occupants should bear in mind that the presence of asbestos containing materials in their building, undisturbed, does not represent any health hazard.

Exposure to asbestos fibers can only take place if the materials are disturbed and allowed to become airborne.

Do not disturb asbestos containing materials unless authorized by you Facilities Maintenance Director.

All employees and outside contractors must follow specific work practices outlined in the Asbestos Operations & Maintenance Program when working in a building where asbestos containing materials (ACM) are present. These procedures are available from the Environmental, Health and Safety Office of The Claremont Colleges.

In order to maintain a safe environment in the buildings, ACM are periodically reinspected or monitored by air sampling. Furthermore, samples of suspect ACM are taken for analysis through the year as they are identified.

Following is the list of all known friable and no-friable asbestos containing materials (ACM) in buildings compiled by Central Facilities Services of The Claremont Colleges:

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS



GRADUATE RESIDENCE HALLS (1111 N. Dartmouth)

- North and south buildings – ACM insulation on all piping elbows in the basement boiler room and throughout the building.

HARPER HALL & HARPER EAST

- Piping undisturbed by 1994 mechanical retrofit has ACM insulation.
- Second floor – All ACM spray on fireproofing above drop ceiling removed during the winter of 1991/92.
- Basement and machine rooms – Most of the ACM piping insulation was removed in the winter of 1994.
- Basement machine room 52 – ACM piping insulation was removed in the fall of 2001, from steam piping prior to installation of new hot water piping.
- Harper East – First Floor – ACM floor tile, mastic and drywall mud was removed in the summer of 2001.

INSTITUTE FOR ANTIQUITY AND CHRISTIANITY

- ACM in all domestic hot water piping insulation throughout the building.
- Basement and crawl space – Domestic hot water ACM piping insulation.
- Crawl space – ACM debris was removed in the spring of 1996.

JAGELS BUILDING

- Basement machine room – ACM insulation on all heating and steam piping.
- Basement, custodial closet and mechanical room – ACM heating piping insulation and piping fittings insulation was removed in the summer of 1998.

McMANUS HALL

- Chiller room – All ACM piping insulation was removed in the winter of 1994.
- Basement, corridor – ACM floor tile and mastic was removed in September of 1998.
- Basement – Machine and electrical rooms (next to loading dock) – ACM piping fittings were removed in the summer of 2001.
- First Floor – ACM drywall mud was removed in the summer of 2001.
- First Floor – It has been identified ACM in orange floor tile and white floor tile and mastic, and it was tested in the summer of 2001. Mastic of orange floor tile tested negative for ACM. (surveyed in May 2001).

PROVOST'S/DEAN'S HOUSE (1006 N. COLLEGE)

- All ACM was removed in the summer of 1996, except for what was concealed in walls.

SCHOOL OF BEHAVIORAL & ORGANIZATIONAL SCIENCE – RESEARCH INSTITUTE (175 E. 12TH ST.)

- ACM duct insulation and transite vent pipes was removed in December 1997.

NO ACM FOUND IN THE FOLLOWING BUILDINGS:

- Academic Computing Building
- Art Building
- Arts and Humanities-Faculty & Administration –121 East Tenth Street:
- Blaisdell House
- Burkle Family Building
- CGU Academic & Administrative Offices – 1263 North Dartmouth Ave.
- CGU Facilities – 1017 N. Dartmouth Ave.
- Humanities Faculty-Blaisdell House – 143 East Tenth Street:
- Humanities Resource Center – 131 East Tenth Street:
- Institute for Signifying Scriptures – School of Religion - 1017 N. Dartmouth Ave.
- John Stauffer Hall of Learning.
- OBSA – 139 & 1391/2 East 7th Street:
- President's House – 709 Harvard Ave.
- School of Behavioral and Organizational Sciences - Research Institutes – 175 East 12th Street & 1217 N. Dartmouth Ave.
- School of Educational Studies Research Offices – 1237 N. Dartmouth Ave.
- School of Mathematical Sciences (North) – 736 North College Ave.
- School of Mathematical Sciences (South) – 710 North College Ave.
- Stone Library – 740 North College Ave.

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS



CLAREMONT MCKENNA COLLEGE

Member of
The Claremont Colleges

ADAMS HALL

- All ACM removed in the summer of 1999, except for what was concealed in walls.

ADMISSION OFFICE AND GUEST HOUSE

- Lobby – ACM in sprayed-on acoustical ceiling.

APPLEBY

- All ACM transite piping, piping insulation concealed in walls was removed in the summer of 2003.
- Crawl space underneath the building – All ACM dirt was removed or encapsulated in slurry in the summer of 2003.

AUEN HALL

- Roof – ACM Domestic and heating hot water piping insulation removed and replaced in the summer of 2005.
- Second floor, Laundry Room – ACM domestic hot water piping insulation.
- All floors – ACM domestic hot water pipe elbows insulation.
- Eight floor – ACM piping insulation on fire main above the ceiling.

BAUER CENTER NORTH

- ACM in all piping insulation and on piping elbows, including basement.
- First, second & third floors – Structural steel supports are fire protected with ACM. In general, the spaces above drop and hard ceilings are return air plenums with direct exposure to fireproofing.
- First and second floors – ACM in sprayed-on acoustical ceilings.
- Founders' Room – ACM ceiling acoustics on plaster removed in January 1998.
- ACM fire proofing material above main stairway in the attic space was encapsulated in the summer of 1999.
- North East Lobby Area – First Floor – Ceiling Acoustics with ACM was removed in March 2001.
- Roof – Air Handlers – ACM piping insulation was removed from hot and chilled water lines in August 2002.

BAUER CENTER SOUTH

- ACM in all insulation on piping elbows, including basement.
- Structural steel supports were fire protected with ACM. ACM was sprayed-on acoustical ceilings throughout first and second floors. ACM spray-on fireproofing material on structural beams and over sprayed material on adjacent walls of the center core, attic of Forum Room, Mary Pickford Auditorium, Classrooms B-21 through 25, and Classrooms B-31 through B-36, and the ceiling of the second floor in the Mechanical Room was removed in the summer of 2000. All accessible fireproofing was replaced with none ACM fireproofing. Only ACM fireproofing is in inaccessible areas.
- Basement – Boiler Room – All ACM piping insulation was removed prior to the replacement of boilers in May 2002.
- Roof – Air Handler – ACM piping insulation was removed from hot and chilled water lines in August 2002.

BECKETT HALL

- First floor – ACM in piping insulation in closet inside the Study Room.

BERGER HALL

- ACM insulation on piping elbows, including the basement Machine Room and in all three tunnels in the basement. Summer of 1996: ACM piping insulation was removed from the basement Machine Room and Storage Area; and ACM floor tile from the Lounge, Lounge entrance and the Kitchenette. Basement – West tunnel – ACM fittings and pipe hangers insulation of steam, condensate and domestic hot water piping was removed in the summer of 2001. Only remaining ACM piping insulation is concealed in walls or inaccessible areas.
- Northwest Room, 2nd floor - Removed ACM floor tile in the fall of 1996.

BOSWELL HALL

- All ACM transite piping and piping insulation concealed in walls was removed in the summer of 2003.
- All ACM dirt was removed or encapsulated in slurry in the crawl space underneath the building in the summer of 2003.

COLLINS HALL

- Crawl spaces – ACM hot water piping insulation.

DUCEY GYMNASIUM

- ACM in all insulation on domestic hot water piping elbows throughout building.
- ACM roofing sealer from roof penetrations and seams was removed in the summer of 1995.
- Second Floor – Climbing rock area above main Gym. – ACM floor tile and mastic. Loose floor tile pieces were removed in spring of 2002.

FAWCETT HALL

- Roof – ACM Domestic and heating hot water piping insulation removed and replaced in the summer of 2005.
- Second Floor, Laundry Room – ACM domestic hot water pipe elbows insulation.
- All floors – ACM domestic hot water pipe elbows insulation.
- Eighth Floor – ACM piping insulation on fire main above the ceiling.

GREEN HALL

- All ACM transite piping, piping insulation concealed in walls was removed in the summer of 2003.
- All ACM dirt was removed or encapsulated in slurry in the crawl space underneath the building in the summer of 2003.

INTERNATIONAL PLACE

- Air Handler Room, above International Place – ACM piping elbows insulation.

MARKS HALL

- All ACM was removed in the summer of 1999, except that concealed in walls and roofing mastic.

PHILLIPS HALL

- ACM in all steam and condensate piping elbows insulation.
- Lounge entrance and Kitchenette - ACM floor tile was removed during the summer of 1996.
- Machine Room – Last section of ACM piping insulation was removed in the summer of 2001.
- Basement – Southwest tunnel - ACM fitting insulation was removed in the summer of 2001.

PITZER HALL

- ACM piping elbows insulation through building and classrooms.
- ACM piping insulation in crawl space was removed in the summer of 1997.
- ACM roofing felt in roof valley between main roof and canopy of north building (P-1 to P-3) was removed in the spring of 1997.
- ACM roofing sealer at north (P-1 to P-3) and south (P-9 to P-11) was removed in the spring of 1997.

WOHLFORD HALL

- ACM transite piping and piping insulation in walls was removed in the summer of 2003.
- ACM dirt was removed or encapsulated in slurry in the crawl space underneath the building in the summer of 2003.

256 N MILLS HOUSE

- Roof – ACM roof penetrations mastic was removed in the summer of 2003.
- Basement – ACM duct insulation from heating ducts was removed in the summer of 2003.

NO ACM FOUND IN THE FOLLOWING BUILDINGS:

Axelrod Aquatics Center
Benson Hall (ACM abated in Spring of 1997)
CMC Apartments
Children's School
Keck Science Center
McKenna Auditorium
Roberts Hall North & South
Seaman Hall

Beckett Apartments
Boswell Hall
Emett Student Center
Heggblade Center
Mills Ave. Offices
Marian Miner Cook Athenaeum
Office of Development
Stark Residence Hall
Story House

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS



BERNARD FIELD STATION (OLD INFIRMARY BUILDING)

- ACM insulation on equipment and piping elbows.
- ACM acoustic ceiling in hallways and roofing tar (surveyed in March 2001).
- Attic and building walls – ACM hot water piping insulation (surveyed in March 2001).
- Basement – ACM heating exhaust (surveyed in March 2001).

BRIDGES AUDITORIUM

- ACM in all piping and equipment insulation.
- ACM roof penetration mastic (surveyed in May 2003) removed in January 2004.
- ACM roofing material at Dome only (surveyed in May 2003) removed in January 2004.
- ACM roofing patch (Henry's type) (surveyed in May 2003) removed in January 2004.

HONNOLD LIBRARY

- All Floors – ACM floor tile, base and mastic was removed in June 2000, except for remaining ACM floor tile under some book stacks in first floor and center area of the third floor, telephone/communications closet on the third floor, and that concealed in walls.
- All Floors – ACM steam, heating and domestic hot water insulation was removed in June 2000, except that concealed in walls.
- Roof – ACM roof penetration mastic (surveyed in May 2003) removed in January 2004.
- North entrance roof – ACM roofing material on bottom green layer (surveyed in May 2003) removed in January 2004.
- South roof @ cooling tower – ACM penetration and footing mastic (surveyed in May 2003) removed in January 2004.

HUNTLEY BOOKSTORE

- Basement – ACM 9 X 9 floor tile and mastic (surveyed in May 2004).
- First floor – ACM 9 X 9 floor tile and mastic under carpet (surveyed in May 2004).
- First floor – ACM mastic under white 12 X 12 floor tile (surveyed in May 2004).
- ACM pipe insulation and pipe insulation fittings (surveyed in May 2004).

McALISTER RELIGIOUS CENTER

- Basement Area and Mechanical rooms – ACM pipe insulation and Aircell pipe insulation and pipe insulation fittings removed in May 1998.
- Basement, northeast office area – ACM loose floor tile pieces was removed in the summer of 1999.
- Basement – ACM floor tile from sewer ejection room and a section of adjacent hallway was removed in the summer of 2000.

PENDLETON BUSINESS BUILDING

- Heating system-piping elbows, including the Machine Room and the Boiler Room, have ACM insulation.
- Lobby – ACM spray-on acoustical.

SEELEY MUDD LIBRARY

- Computer classroom area – ACM floor tile and mastic was removed in August 1997.
- Second Floor – ACM floor tile and mastic was removed in August 1999.
- Roof – ACM penetration mastic (surveyed in May 2003) removed in January 2004.
- Roof – ACM roof mastic under concrete (surveyed in May 2003) removed in January 2004.

NO ACM FOUND IN THE FOLLOWING BUILDINGS:

Central Facilities Services Building.

Facilities Office

Dartmouth House (former Monsour Counseling Center - Surveyed in May 2004)

New Library Addition

Campus Safety office.

Student Services Center.

Electric Substation.

Telephone Office Building (ACM floor tile was removed in June 1997).

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS



HARVEY MUDD
C O L L E G E

GALILEO HALL

- ACM structural steel fireproofing.

JACOBS SCIENCE CENTER

- ACM Insulation on piping elbows throughout the building, including piping above dropped ceiling.
- Structural steel fireproofed with ACM.
- ACM Structural steel fireproofing in the hallway of Jacobs's basement was removed in April 1997.
- Mechanical Room /Chiller – ACM pipe insulation and fittings were removed in January 1998.

KINGSTON HALL

- Basement Boiler Room – ACM insulation of boiler stack was removed in the winter of 1994.
- Heating and chilled water piping elbows throughout the building are insulated with ACM.

LIBRA PROJECT (Galileo Hall, W. M. Keck Laboratories)

- ACM in all insulation on piping elbows in Chiller Room, and throughout the building.
- Boiler Room – All ACM insulation was removed from the room in the summer of 2002.
- Basement – ACM in all doors.
- Chillers – ACM piping insulation was removed in August 1996.
- Keck – Room SB30 – ACM not found in floor tile and mastic on November 13, 2003.

MARKS RESIDENCE HALL

- ACM insulation on piping elbows.
- ACM in transite wall panels below the windows throughout the building in August 2001.
- Basement – ACM piping insulation from storage tank to heat exchanger, and ACM heat exchanger insulation was removed in the fall of 2002.

EAST/MILDRED E. MUDD RESIDENCE HALL

- ACM in all insulated piping throughout the building.
- Basement Boiler Room – All ACM insulation was removed from the room in the summer of 2002.

NORTH RESIDENCE HALL

- Steam tunnels – ACM piping insulation.
- Basement Boiler Room – All ACM insulation was removed from the room in the summer of 2002.

PARSONS ENGINEERING BUILDING

- ACM in all doors in the basement and second floor.
- ACM heating and cooling piping insulation throughout the building.
- All ACM floor tile mastic was removed from the basement in the summer of 1995. The first and second floors were removed during the summer of 1996.
- ACM floor tile and mastic from Rooms B03 and B23 were removed in the winter of 1996.
- Penthouse – ACM piping fittings insulation was removed in July 1996.

PLATT CAMPUS CENTER

- Basement – Mechanical room – ACM in boiler stack insulation and all piping and piping elbows insulation.
- Basement – ACM floor tiles in hallway near mechanical room. Surveyed November 2003.
- Throughout the building – ACM in all piping and piping elbows insulation.
- Structural steel in the attic and throughout the building is fire proofed with ACM.
- ACM air ducting.

SPRAGUE MEMORIAL LIBRARY

- ACM in all insulation on piping elbows throughout the building.

THOMAS-GARRET HALL

- ACM in all floor tile and mastic throughout the building.
- ACM floor tile and mastic was removed from Classroom 101 in the summer of 2002.

WEST HALL

- ACM in all piping and piping elbows insulation throughout the building.

NO ACM FOUND IN THE FOLLOWING BUILDINGS:

- Atwood Residence Hall
- Beckman Hall
- Case Residence Hall
- Hoch-Shanahan Dining Commons.
- F. W. Olin Science Center.
- Foothill Apartments (demolished in July 2003)
- Garrett House (former President's House)
- Linde Activities Center.
- Linde Residence Hall.
- Sontag Residence Hall.

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS



Note: Judi Day from Facilities has provided updated information for this report.

EVERY HALL

- ACM is present in the fireproofing in the enclosed area above the ceiling of the auditorium and is contained in piping insulation and floor tile in various areas of the building.
- Auditorium's acoustical ACM ceiling was removed in the summer of 1995.
- Roof, Air Handler & Electric Room – ACM piping insulation was removed in June 2002.
- ACM floor tile and mastic was removed on the stairs and landings and in various rooms throughout the building in June 2002.
- ACM floor tile and mastic was removed on eight separate stair landings in August 2002.

BERNARD

- ACM is contained in piping insulation and floor tile in various areas of the building.
- Roof, Air Handler – ACM piping insulation was removed in August 1999.
- ACM floor tile and mastic was removed in Computer Room 105 in August 2001.

FLETCHER

- ACM is contained in piping insulation and floor tile in various areas of the building.
- Roof, Air Handler – ACM piping insulation was removed in August 1999.

HOLDEN HALL

- ACM in all insulation on piping elbows, including the basement Boiler Room and steam tunnels and is contained in floor tile in various areas of the building.
- ACM. 9" VAT on some floors was removed in 1999.
- Mechanical Room, northeast side – ACM pipe fittings insulation was removed in December 2000.
- Mechanical Room – ACM boiler breaching, tank and pipefittings insulation was removed in May 2001.
- Various areas of the building – ACM floor tile and mastic was removed in May 2001.
- First floor K wing, kitchen – ACM floor tile and mastic removed in July 2003.
- Basement, room B-3 – ACM floor tile and mastic removed in February 2004.

MEAD HALL

- ACM is contained in piping insulation and floor tile in various areas of the building.
- Basement hallways – ACM floor tile and mastic was removed in August 1999.
- Basement chiller room – ACM piping insulation was removed in the summer of 1999.
- First floor air handler – ACM piping insulation was removed in the summer of 1999.
- First floor, apartment X – ACM piping insulation was removed in the summer of 1999.
- Basement Boiler Room – ACM elbows insulation from heating hot water system was removed in September 1999.
- Basement Boiler Room – ACM boiler breaching and insulation around two boilers stacks (from boiler to wall), hot water tank, pipe insulation, and pipe fittings were removed in June 2000.
- ACM floor tile and mastic was removed in January 2000 from corridor, stair landing, laundry, restrooms and storage rooms.
- Laundry Room – ACM floor tile and mastic, and pipefittings insulation was removed in August 2000.

McCONNELL CENTER

- ACM is contained in piping insulation and floor tile in various areas of the building.
- ACM 9" VAT on stairs from lobby removed in 1995.
- Basement, Boiler Room – ACM feed water piping elbows insulation was removed in the summer of 1999.
- Basement, Boiler Room – ACM piping fittings and boiler insulation around two boiler stacks were removed in October 1999.
- Upper and lower Mechanical Rooms and Chiller Room – ACM pipe insulation from elbows, fittings and saddle supports were removed in January 2000.
- West end of the East Studio Room and east end of Ceramics Room – ACM floor tile and mastic was removed in January 2000.
- Room 104 – ACM floor tile and mastic was removed in April 2003.

PRESIDENT'S HOUSE

- ACM Kitchen linoleum and floor tile was removed in June 2002.

SANBORN HALL

- ACM is contained in piping insulation and floor tile in various areas of the building.
- Second Floor – ACM floor tile from 18 rooms removed in the summer of 1995.
- Mechanical Room – ACM pipe fitting insulation and pipe insulation behind 14" exhaust flue cap were removed in May 2001.
- Various areas of the building – ACM floor tile and mastic was removed in May 2001.
- Room A101 – ACM floor tile and mastic was removed in March 2001.
- Various rooms – ACM floor tile and mastic was removed in August 2001 and January 2002.
- Various rooms – ACM floor tile and mastic was removed in August 2002.
- Boiler room next to Dan's office – ACM pipe insulation was removed in August 2002.
- Basement Men's restroom & rooms A206, C242, D164, D166 – ACM floor tile and mastic was removed in July 2004.

SCOTT HALL

- ACM is contained in piping insulation and floor tile in various areas of the building.
- ACM in all insulation on piping elbows, including basement.
- Machine room, air conditioning equipment – ACM piping insulation was removed in May 1999.
- Boiler room – ACM boiler stack and piping insulation was removed in May 1999.
- First and second floor, north hallways – ACM floor tile and mastic was removed in January 2000.
- Second floor office 201 – ACM floor tile and mastic was removed in July 2004.

NO ACM FOUND IN THE FOLLOWING BUILDINGS

Broad Center
Broad Hall
Gold Student Center
Grove House
Keck Joint Science Center

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS

POMONA COLLEGE

**Note: Information current as of August 2001.
No updated information has been provided for this report.**

BLAISDELL HALL

- The hot water storage tank and insulation on piping have ACM.
- The basement hallways and various rooms of the basement and Mechanical Room with ACM pipe insulation fittings and ACM tank insulation was removed in June 1998.
- Completed removal of all accessible ACM pipe insulation from attic and basement in the summer of 2001.

BRACKETT OBSERVATORY

- ACM in roofing mastic.
- ACM floor tile and floor tile mastic was removed in the summer of 2000.

BRIDGES HALL OF MUSIC AND LeBUS COURT

- Basement and first floor – ACM insulation on piping elbows.
- ACM piping insulation from Basement machine room was removed in the summer of 2000.

CARNEGIE BUILDING

- ACM was removed from all air conditioners and machine rooms in the summer of 1991.
- All ACM was removed in the summer of 1997, except for that concealed in walls.

CLARK I

- Basement crawl space – Cleaned up in August 1998.
- Basement crawl space & tunnel – ACM piping insulation of steam and condensate was removed in the summer of 2001.
- No ACM in building except for that concealed in walls.

CLARK III

- Basement crawl space & tunnel – ACM steam and condensate-piping insulation was removed in the summer of 2001.

CLARK V

- Overhead steam piping in the basement is insulated with ACM.

CROOKSHANK HALL

- All steam piping, including attic piping is insulated with ACM.
- Removed ACM floor tile and floor mastic from Room 11 in July 1998.

COOK HOUSE – FACULTY RESIDENCE (119 N COLLEGE AVE.)

- All abandoned piping and steam lines are insulated with ACM.

EDMUNDS STUDENT UNION

- All ACM was removed in the summer and fall of 1997.
- Ballroom – ACM acoustical ceiling was removed in the spring of 1999.

FRARY DINING HALL

- ACM in all insulation on piping in the main steam line tunnel.
- ACM in the abandoned steam line to Clark Hall III.

GIBSON HALL

- ACM linoleum was removed from the computer rooms in the summer of 2000.
- ACM linoleum in the storage area at first floor.

KENYON HOUSE

- ACM in linoleum in the Copy Room.

MASON HALL

- ACM in all steam heating piping elbows insulation.
- ACM in south attic steam line insulation
- ACM in the chilled water line elbows insulation.
- Auditorium – ACM in all acoustical materials on ceiling and walls were removed in the summer of 1992.
- Basements, Machine Room – ACM piping insulation on chilled water lines were removed in the spring of 1999.

MILLIKAN LABORATORY

- Basement – ACM insulation of condensate piping elbows, steam line-piping elbows, and chilled water line elbows.
- ACM in all insulation on piping, including the west attic.

MONTGOMERY ART BUILDING

- Attic – ACM steam pipe insulation to the air handler was removed in the summer of 1994.
- ACM in all sprayed on acoustical ceilings that are typical to ceiling in the first floor print room, the west entrance, or the southeast storage area.
- Pottery Room – ACM floor tile was removed in the fall of 1996.
- West Gallery & Print/Study – ACM floor tile and mastic was removed in the summer of 2000.

MUDD HALL

- The basement halls and various rooms of the basement and mechanical room – ACM pipe insulation, pipefittings, and tank insulation was removed in June 1998.
- Removed ACM pipe insulation from the attic in July 1998.
- Completed removal of all accessible ACM pipe insulation from the attic and basement in the summer of 2000.

OLDENBORG CENTER

- ACM in all piping elbows insulation including the basement.
- ACM on fireproofing above drop ceiling.
- ACM in acoustical ceiling throughout the building.
- Removed ACM acoustical ceiling material, pipe insulation, floor tile, and mastic from corridors, lobbies and Language Lounges in July 1998.

PENDLETON P. E. CENTER

- Basement, Air Handler – ACM in heating system-piping elbows insulation.
- Sump Pump Room, air compressor – ACM in piping elbows insulation.
- First floor Mechanical Equipment Room – ACM in insulation of chilled water and heating system piping elbows.

REMBRANDT HALL

- Machine Room – Steam and chilled water piping elbows insulation was removed in the summer of 1994.
- Shop – ACM steam and chilled water piping elbows insulation was removed in the summer of 1995.
- Second floor, South Art Room – ACM sprayed on acoustical ceiling.
- Ceramic area – ACM floor tile in was removed in the summer of 1996.

SCIENCE LIBRARY

- ACM in heating system piping elbows insulation, including east Machine Room and roof.

SEAVER NORTH

- All ACM removed in the summer of 2000, except that concealed in exterior walls or floors.

SEAVER SOUTH

- Domestic hot water piping elbows insulated with ACM.
- Basement, east entry and Room 104 – ACM acoustical ceiling was removed in the summer of 1991.
- Room 101, 103, and Laboratories 9 and 11 – ACM floor tile and mastic was removed in July 1998.

SUMNER HALL

- Basement and steam tunnel – ACM piping insulation.
- There is ACM lying on ground in steam tunnel.
- Attic - ACM insulation removed in the spring of 1991.
- ACM in 9" VAT on floors in building.

THATCHER MUSIC BUILDING

- ACM in air conditioning piping elbows insulation, including basement.
- All insulated piping elbows in the north Chiller Room on the ground level have ACM insulation.
- KSPY Radio Room – ACM floor tile and mastic was removed in the spring of 1997.

WALKER HALL

- Student Rooms – ACM floor tile and mastic was removed in the summer of 1999.
- Walls – ACM piping insulation concealed in walls was removed in the summer of 1999.

WIG HALL

- First floor reception area – ACM spray on acoustical ceiling.
- ACM in 9" VAT on floors in building.
- Sprayed on acoustical ceiling and over spraying in first floor lobby and lunch areas, pipe insulation exposed in areas that are accessible, and 9" VAT in selected rooms containing ACM were removed in the summer of 1993.
- Basement, bicycle storage room – ACM piping elbows insulation was removed in the summer of 1999.

DEAN'S HOUSE (156 E 7TH ST)

- Garage (demolished) – ACM roof felt and mastic was removed in August 1998.

NO ACM FOUND IN THE FOLLOWING BUILDINGS:

Alexander Hall
President's House
Baldwin House
Smiley Hall
Cook House
Rains Center
Replica House
East Court
Renwick House
Frank Dining Hall
Seaver House
Grounds Building
Seaver Observatory
Hahn Building
Smith Campus Center
Harwood Court
Tennis Building
Norton Hall
Thille Botany Building
Oldenborg Director's Residence
Walton Commons
Pearsons Hall
Wig Cottages

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS



BALCH HALL

- All accessible ACM was removed in the fall of 1991.
- ACM in ceiling and walls was removed from 79 locations – the rest to remain.
- All insulation on steam piping throughout the building contains ACM.
- The crawl space in the basement has ACM on the ground.
- The sprayed acoustical ceiling in the President's Annex, and plaster acoustical ceilings and walls throughout the building contain ACM.
- Piping in attic above the President's Office is insulated with ACM.
- Financial Aid office ACM acoustic ceiling was removed in the summer of 1996.
- Acoustic ceilings at Room 10B and 20 do not have ACM.

Baxter Hall (removed 1993)

- All accessible ACM was removed in 1993.
- ACM in roofing mastic, analyzed in June 2005.

BROWNING HALL

- All ACM was removed in the summer of 1995, except that concealed in walls.
- Ground floor – former kitchen area – ACM concealed pipe insulation on walls and ceiling tile glue was removed in the summer of 2001.

DENISON LIBRARY

- ACM in all piping insulation.
- Basement, southwest area – ACM piping and elbows insulation was removed in the summer of 1999.
- Basement, Mechanical Room – ACM piping and fittings insulation was removed in the summer of 2000.

DORSEY HALL

- All ACM was removed in the summer of 1996, except that concealed in walls.
- Ground floor – former kitchen area – ACM concealed pipe insulation on walls and ceiling tile glue was removed in the summer of 2001.

GARRISON THEATER / PERFORMING ARTS CENTER

- All ACM was removed in the summer of 2002, except that concealed in walls.

GRACE SCRIPPS CLARK HALL

- All ACM was removed except that concealed in walls.

HUMANITIES BUILDING

- ACM in all insulation on piping elbows, including the north basement near air conditioning compressor.
- Chilled water piping elbows in the south basement are insulated with ACM.
- Basement, Machine Room – ACM piping and elbows insulation of sections of the heating piping were removed in the summer of 1999.

KIMBERLY HALL

- ACM in heating system piping elbows insulation.
- Kitchenette – kickboard, floor tile and mastic analyzed June 2005, no ACM present.

FLORENCE RAND LANG ART STUDIOS

- ACM in all insulated piping elbows throughout the building.
- Basement Boiler Room – All ACM insulation was removed from the boiler room in the summer of 2002.
- Roof boiler and cooling tower rooms – All ACM insulation removed from the rooms in the summer of 2002.
- ACM in all ceiling in fills were removed in the winter of 1992.

MALOTT COMMONS

- All ACM was removed in May 1998, except that concealed in walls.

REVELLE HOUSE

- ACM domestic hot water piping insulation in the south end of the attic near the heater.

ROUTT-FRANKEL HALL

- Basement – ACM in all piping elbows insulation was removed in the summer of 2001.
- Basement – mechanical space ACM piping elbows insulation was removed in the summer of 1997.
- Frankel – ACM in all insulation on piping elbows, including the first floor, east corridor near the stairs, the second floor near the Browsing Room, and in the east attic.

ROUTT-FRANKEL (former KITCHEN)

- Air vent in first floor lobby by front desk insulated with ACM.
- Basement – Crawl space has ACM on floor.

ROUTT APARTMENTS

- ACM in chilled water piping insulation throughout the building.

HARRY AND GRACE STEELE HALL

- ACM in certain ceiling in fills as well as a small amount of hot water piping insulation.
- ACM ceiling deck fireproofing and acoustical from second floor south end offices was removed in June 1997.
- Second floor, Mechanical Room – ACM piping elbows insulation was removed in the summer of 1997.
- Third floor, ceiling plaster has no ACM (July 2000).

TOLL HALL

- All ACM removed except that concealed in walls.

VITA NOVA HALL AND DANCE STUDIO

- Vita Nova Bldg., Studio # 2 – ACM floor tile and mastic were removed in June 1998.
- Vita Nova Building – ACM floor tile and mastic throughout the building and ACM Insulation on piping for chilled and hot water systems were removed in June of 2004.

WILBUR HALL

- Basement – Mechanical Room, corridor, electric room and storage areas - ACM insulation on piping and elbows was removed in the summer of 1999.

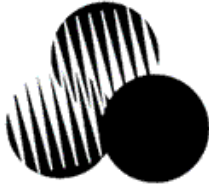
1060 N COLLEGE AVE. HOUSE

- Basement and crawl space – ACM duct insulation was removed in June 2003.

NO ACM FOUND IN THE FOLLOWING BUILDINGS

11th. Street House
Baxter Hall (removed 1993)
Dartmouth Ave. House.
Dean's House.
Grounds Building.
Jungles - Winkler Hall.
Keck Science Center
Ruth Chandler Williamson Gallery.
Service Building.
Swimming Pool.

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS



**KECK GRADUATE INSTITUTE
of Applied Life Sciences**

ACADEMIC & ADMINISTRATION BLDG (535 WATSON Dr.)

- ACM mastic under linoleum in Rooms 161,163,148A, 148B, 133& 125 were removed in May 2000.
- All remaining mastic under linoleum may have ACM.

BUILDINGS TO BE INSPECTED FOR THE PRESENCE OF ACM

ACADEMIC & RESEARCH BLDG – 517 Watson Dr.