

Warner University
Department of Campus Safety and Security



2019

Annual Security and Fire Report
January 1, 2018 – December 31, 2018

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Department of Campus Safety and Security

Mission Statement

The Warner University Campus Safety and Security Department is dedicated to the protection of life and property and to the prevention of crime, fire and accidents. In collaboration with Operations, Student Life, Facility Services and the entire Warner University community, we strive to promote individual responsibility and respect so that the institutional mission can be accomplished.

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Security Report Introduction

Students, Faculty, Staff and Visitors:

The South Lake Wales area is generally regarded as a safe area to live and work. Even with this in mind, students and staff are encouraged to stay alert and take the necessary precautions to prevent criminal activity. Campus Safety and Security Services work directly with the Student Life and Operations teams to consistently evaluate and update policies that directly affect our students' safety and learning experience.

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," commonly referred to as the "Clery Act," along with amendments from the "Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4)" requires institutions of higher education participating in programs authorized under Title IV of the Higher Education Act to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The following Safety, Security, and Fire Report demonstrate the University's commitment to a safe and secure learning environment. Campus Safety and Security offers many programs and initiatives to assist in enhancing campus safety. They include:

- Controlled and/or restricted access to residence halls and other campus buildings
- Safety escorts
- 24 hour a day patrol of campus buildings and grounds
- Close relationship with Facility Services to ensure proper lighting and safe conditions

Warner welcomes you to this academic year and will gladly partner with you to address any concerns you may have as you pursue your occupational and educational goals.

Campus Safety and Security

863-638-7232
security@warner.edu

Emergency Contact Information

All students, employees, and guests are encouraged to promptly report incidents of crime, suspicious activity and emergencies as noted below:

IMMEDIATE EMERGENCY ASSISTANCE:

To contact civil authorities via campus phone.....8-911
To contact civil authorities from any non-campus phone.....911
Campus Safety and Security Services.....863-638-7232

LOCAL EMERGENCY NUMBERS:

Ambulance.....911
Fire.....911
Police.....911
Hazardous Spills.....911
Poison Information.....800-222-1222
Rape/Sexual Assault Counseling Program.....877-688-5077
Health Services.....863-519-7910
Discrimination/Harassment.....850-488-7082

Polk County Sherriff's Department (Non-Emergency Number) 863-678-4170
Polk County Fire Rescue – Ste 910 (Non-Emergency Number) 863-679-4200

Statement of Interagency Cooperation

Campus Safety and Security Services has a No Arrest-No Detainment Policy. Officers are required to observe and report any criminal or suspicious behavior to the Polk Count Sherriff's Department. Campus Safety and Security Services works closely with the Polk County Sherriff's Department and the Polk County Fire Rescue to enhance the safety and security of the entire campus. Officers from the Polk County Sherriff's Department are encouraged to frequently patrol the campus. The Campus Safety and Security Services leadership meets regularly with the Sheriff's Department and the Fire Marshall to discuss strategies and action plans for safe and efficient response to the University.

Crime Reporting

The University relies on every community member to contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner, and by using common sense when going about daily activities. Employees and students can report crimes in the following ways:

- 911 from a cell phone
- Campus Safety and Security 863-638-7232
- Student Life 863-638-7246
- Business Office 863-638-7524

Timely Warnings

Timely Warnings are intended to heighten safety awareness and are issued when the University determines that an incident from the Clery crime category presents a serious or ongoing threat to students and/or employees from on or off campus.

It is the responsibility of the Director of Campus Safety and Security, in consultation with the Vice President for Student Life and the Assistant Vice President for HR and Organizational Effectiveness, to prepare and oversee the distribution of Timely Warnings to the University community. Information that is received or observed will be evaluated to determine whether partial segments or the entire campus population should be notified, as well as the content of such message(s). Timely Warnings are triggered when the University determines that a crime for which it must report statistics is:

1. Identified as a Clery Act crime.
2. Reported to Campus Safety and Security or local police agencies.
3. Considered by the University to represent a serious or continuing threat to students and employees at the University or its adjoining property.

Local law enforcement agencies will contact the University if any outside threat jeopardizes the wellbeing of individuals on campus so that the appropriate Timely Warning may be made.

These crimes include, but are not limited to:

- Arson
- Burglary
- Aggravated assault
- Criminal homicide
- Motor vehicle theft
- Robbery
- Sex offenses

Every Clery Crime must be evaluated on a case by case to determine if a warning should be issued. Timely Warnings also may be issued for other crimes as deemed necessary. Upon receipt of all relevant information such warnings will, as circumstances warrant, be issued in a manner to best protect the University community using one of the following methods:

- University emergency notification alert system
- Mass email
- Local media outlets

To the extent that information is known and permitted by law enforcement, Timely Warnings will typically include the following:

- A succinct statement of the incident, including the nature and severity of the threat, and locations of persons who might be affected;
- Any connection to previous incidents;
- A physical description and/or composite drawing of the suspect;
- Date and time the warning was released;
- Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status;
- Appropriate safety tips.

Please see University Policy P-792 for complete information on the University's Timely Warning policy.

Emergency Response and Evacuation Notification

The University Disaster Recovery and Emergency Response policy serves to educate students and employees as to what may be expected during a campus wide

emergency. The University shall maintain an Emergence Response Manual to use as a part of this education.

The University President, or their designate, shall be responsible for delegating the resources necessary and for the declaration of campus wide emergencies and evacuations.

Refer to University Policy P-732 for more information regarding Emergency Response and Evacuation Notifications.

Shelter in Place and Campus Evacuation Procedures

Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Campus Evacuation

Should it become necessary to evacuate the entire campus, the decision to implement these procedures rests with the University President or their designate. In situations requiring immediate action, the Polk County Fire Rescue or Polk County Sheriff's Office also can order a campus evacuation. When evaluating a possible evacuation, consideration will be given to the following:

- Specific threat – Bomb, fire, storm, earthquake, explosion, hazardous materials incident;
- Context – Time of day, likelihood;
- Recommendations of the public safety officials;
- In all cases when the decision has been made to evacuate the campus, the following procedures will be used:
 - The campus will be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.
 - Other areas may then be evacuated, depending on the nature of the threat.

- A gradual evacuation is preferable to a total, immediate evacuation, if possible, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel.
- In all cases, evacuees would be directed away from the vicinity of the threat

Reporting potential Clery Act crimes Title IX violations

Some employees, by nature of their positions, are required to report any instances of criminal activity that they become aware of. At Warner University, these employees are referred to as "mandatory reporters." These University employees have "significant responsibility" for students and campus activities and are required to properly report crimes to Campus Safety and Security for possible Timely Warnings in order to be included in the Annual Security Report.

All University community members, including faculty and staff, that are considered Campus Security Authorities are required to immediately report any potential Clery Act crime or Title IX violation. These individuals include Residence Life Staff, Student Life, and Athletic Coaches and others. Crimes that are required to be reported include:

- Any listed Clery Act crime;
- Any potential Title IX violation;
- Any situation judged to present a serious or ongoing threat to students and employees.

Refer to University Policy P-769 for more information regarding the Mandatory Reporting Policy.

Voluntary Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the Warner University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security or a designee of the Campus Security Department can file a report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Records filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

If you believe you are the victim of a Title IX violation and request confidentiality, the Title IX Coordinator(s) will attempt to balance the needs of the parties for privacy with the University's responsibility of ensuring a safe education environment and workplace. Confidentiality is an aspiration but is not always possible or appropriate. An individual's request regarding the confidentiality of reports of sexual misconduct will be considered in the dual contexts of the institution's legal obligation to ensure and learning and working environment that is free from sexual misconduct and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation and to ensure the University meets its obligations under Title IX and other applicable law.

Confidential Reporting of a Title IX/Sexual Misconduct complaint may be made using the help.warner.edu portal and completing the [Title IX/Sexual Misconduct Complaint form](#). You can file a report on the details of the incident without revealing your identity.

Please consult University Policy P-786 (P-380) for complete details of our Sexual Misconduct policy and other resources available.

Building Access Policy

The University encourages an open campus environment with limited constraints. Access to campus buildings and grounds is a privilege extended to students, employees and guests. Most campus facilities are open during normal business hours with certain restrictions as highlighted in the following sections.

A. Residential Building Access

1. At any time, residential students may access their residential building and their residence. University residential buildings:

- a. Are accessible to residents and guests. Guests must be escorted at all times;
 - b. Will have all exterior entrances to dormitories locked at all times;
 - c. Will have interior dormitory doorways with stairwells unlocked for emergency egress purposes;
 - d. Will have exterior entrances to apartment buildings locked at all times. Apartment residents may request additional keys for family members.
 - e. Are subject to regular and prescribed maintenance performed by a University staff or contracted employee, in accordance with guidelines set by the Warner University Residential Guide.
2. Only residents, escorted guests and authorized personnel of the University may have access to University residential buildings.
 3. Facilities used for both residences and University offices will remain accessible only during published hours of operation.

B. Nonresidential Building Access

1. At any time, faculty and staff (including authorized part-time employees) of the University may access their office building and their office.
2. During normal hours of operation, students, faculty, and staff may access the following non-residential buildings:
 - a. Rigel Student Center
 - b. Pontius Learning Resources center
 - c. Darby Academic Building
 - d. Ratzlaff Administration Building
 - e. Turner Athletic Center
 - f. Tye Athletic Performance Center
 - g. Swindle Agriculture Complex

Maintenance of Campus Facilities

Facility Services will regularly conduct surveys in their area of responsibility of the University campus property to ensure adequate lighting, that the landscape is appropriately controlled, that all security mechanisms are in working order, and that street and pathways are kept clear.

Students, faculty, and staff are encouraged to create work orders for any deficiencies they observe using the help.warner.edu portal and completing a [Facility Services Request form](#).

Repairs will be prioritized and addressed as follows:

- Emergency work orders are addressed immediately. If necessary, additional personnel and/or contract laborers will be secured.
- Urgent work orders are to be addressed within 24 business hours.
- All other work orders will be completed as soon as possible depending on the nature of the work order and the required resources.

Clery Act Education and Awareness Programs

In order to comply with the Clery Act, the University will conduct annual education and awareness programs for the students and employees as highlighted below:

1. Sexual Harassment/Sexual Assault/Sex Crimes Prevention programs
2. Campus Security programs
3. Crime Prevention programs
4. Drug and Alcohol Abuse Prevention programs
5. Fire Safety and Education programs

Education on these programs will include the following strategies:

- Orientation sessions for new students and employees designed to educate in the areas listed above;
- Educational efforts for students and employees (both new and current);
- Residence life workshops;
- Professional residence life training to respond and assist students in crisis situations and protocols for emergency response;
- Written materials posted or distributed in prominent locations on campus;
- Workshops led by the Counseling Center available to all students and employees.

Bystander Intervention

Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. The goals of bystander intervention are to:

- Raise awareness of helping behaviors
- Increase motivation to help
- Develop skills and confidence when responding to problems or concerns
- Ensure the safety and well-being of self and others

Warner encourages its students, faculty, and staff to take an active role to prevent sexual violence in a safe and positive way. Suggestions to assist you include:

- Be aware of comments and behaviors from others that would indicate they were intent on having sexual intercourse even if the partner was unwilling.
- Notice if someone is getting ready to have sexual intercourse with a partner who is incapacitated.
- Don't joke about sexual assault; comments and jokes that are meant to "ease the tension" or are "just kidding around" can trivialize the severity of the behavior.

This and additional information can be found at The Step UP! Program that was developed by the University of Arizona at <http://stepupprogram.org/topics/sexual-assault/>.

Risk Reduction

While you can never completely protect yourself from sexual assault/violence, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.

- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

Sexual Misconduct Policy

Warner University strives to maintain a learning and workplace environment free from any of the various forms of sexual misconduct. Prohibited behaviors include, but are not limited to;

- Sexual Misconduct
- Sexual Harassment
- Sexual Assault
- Rape
- Domestic Violence
- Dating Violence
- Stalking
- Sexual Exploitation

For complete information on the University's Sexual Misconduct policy please refer to policy P-786.

Title IX Coordinator

All educational institutions receiving federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees Warner's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns,

and assess effects on the campus climate, so Warner can address issues that affect the wider school community. The Warner Title IX coordinator can be reached at 863-638-7524. For more on the role, authority and responsibility of the Title IX Coordinator, please consult University Policy P-786.

Registered Sex Offenders

Information concerning registered sex offenders living, working, or attending school in Polk County can be obtained from the Polk County Sherriff's Department at <http://www.icrimewatch.net/?AgencyID=54141>.

Missing Person Policy

As mandated by the Higher Education Opportunity Act, Warner University (University) is required to establish a missing student notification policy for students who reside in on-campus housing.

A. Contact Information

1. All students who reside in on-campus housing have:
 - a. The option to identify an emergency contact that the University can contact within 24 hours after the time the student is determined missing according to the University's official notification procedures;
 - b. A way to register confidential contact information in the event the student is determined to be missing for more than 24 hours. Only authorized school personnel and law enforcement officials will have access to this information.

2. In the event a person is determined to be missing, the University must:
 - a. For students less than 18 years of age, notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing according to the University's official procedures;
 - b. Initiate the emergency contact procedures designated by the student if campus security or law enforcement personnel have been notified and determined that the student has been missing for more than 24 hours and has not returned to campus.

B. Communication of Procedures to Students

At the beginning of each semester during mandatory floor meetings, Student Life staff will inform students of the Missing Person Policy. In addition, all new residential students have the opportunity to identify contacts in the event that they are missing on their Personal Record Form. The Personal Record will be kept by Student Life.

C. Procedures for Reporting and Determination of a Missing Student

1. When a student is suspected to be missing, it must be reported to a member of the Student Life staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. The Missing Person Checklist (P-771 Form-A) should be used as the reference point for any future procedures and communications.
2. When a student is suspected to be missing:
 - a. Contact Campus Safety and Security
 - b. Report it to a member of the Student Life staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Residence Life Staff will inform the Resident Assistant (RA) of the missing student's floor and the Resident Director (RD). In the event that the RA or RD cannot be reached, Student Life staff will inform the Dean of Students.
 - c. The RA/RD will refer to the Missing Student Checklist and contact the reporting student for further information. If the RA/RD determines at any point that there is credible threat to the well-being of the student reported as missing, the RA/RD should call the Campus Safety and Security Officer on duty and request law enforcement assistance.
 - d. The RA/RD should proceed to contact known friends and relations of the student reported missing, beginning with roommates and suitemates. All direct and indirect methods of reaching the missing

student should be exhausted. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.

3. If the student is located or is determined not to be missing, the missing student will be urged to make contact with the reporting person immediately. The RA/RD will also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.
4. If pursuing known contacts has not yielded confirmation of the student's whereabouts the RA/RD should contact the Dean of Students, report all obtained information and follow verbal notification with a written Incident Report. The Dean of Students may then authorize the following measures to determine any activity of the student reported missing:
 - Mailbox activity;
 - Class attendance;
 - In-plain-sight examination of room for signs of recent use or planned departure.
5. If the results of these measures suggest that the student is indeed missing and unaccounted for the Dean of Students will immediately notify the Campus Safety and Security Officer on duty who will then request law enforcement investigation. All information obtained about the missing student through the Student Life investigation will be shared with Campus Safety and Security and law enforcement representatives. The Dean of Students is responsible for notification of the missing student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age, and not an emancipated individual, the Dean of Students will immediately contact the custodial parent or guardian.

For complete information on the University's Missing Person policy please refer to policy P-771.

Drug and Alcohol Use Prevention Policy

In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, the University is committed to providing students and employees with a drug-free environment for both work and study.

Prohibition: The University prohibits, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Legal Sanctions: Violations of this prohibition may be punishable under applicable local, state and federal laws.

University Sanctions: Violations of this prohibition will result in disciplinary action from the University. Sanctions may include educational intervention, mandated community service, suspension, expulsion, termination of employment and referral for prosecution.

Health Risks: Drug and alcohol use is an activity with inherent risk. Coordination, reaction time and judgment of the user have been proven to be affected by drug and alcohol usage, and this may pose a danger to the user and other members of the university community. There are known health risks resulting from the use of illicit drugs and/or alcohol. For example, the Surgeon General has warned that the consumption of alcohol during pregnancy may increase the risk of birth defects.

Prevention: For the stated reasons, all members of the University are encouraged to be actively involved in the prevention of alcohol and other drug abuse. Prevention and education programs are available, along with counseling and referrals to appropriate mental health and medical services. Anyone seeking assistance for drug or alcohol abuse are encouraged to contact the Student Life Office at (863) 638-7246. From there, referrals to appropriate treatment options may be made as circumstances require.

Drug and Alcohol Prevention Policy Review: The University will review the effectiveness and consistency of its drug and alcohol abuse programs periodically to gauge their effectiveness. The review will be initiated by the Vice President of Student Life and the Senior Vice President for Operations and Administration, conducted by the Student Life office and Human Resources offices.

Compliance: Federal regulations require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This policy is intended to comply with those regulations (34 CFR 86.100).

For complete information on the University's Drug and Alcohol Use and Prevention policy please refer to policy P-735.

Preparation and Publication of the Annual Security and Fire Report

The Director of Campus Safety and Security or their designate will maintain records for the annual security report. Designated personnel from Campus Safety and Security will record all fire and reported criminal incidents regardless of how much time has passed since the alleged incident occurred. Crimes are recorded by the date they are reported. Crime log entries include *all* crimes (not just *Clery Act* crimes) and will be reported to Campus Safety and Security.

All crime log entries must include:

- The nature of the crime,
- The date and time the crime occurred,
- The general location of the crime, and
- The disposition of the complaint, if known.

In addition to an entry or a change in the disposition of a complaint, an entry must be recorded within two business days of the reporting of crime information to Campus Safety and Security and/or Student Life.

The only exceptions to this rule are if the disclosure:

- Is prohibited by law, or
- Would jeopardize the confidentiality of the victim.

In addition to an entry or a change in the disposition of a complaint, an entry must be recorded within two business days of the reporting of a fire. Fire log entries for each fire must include:

- The date the fire was reported,
- The nature of the fire,
- The date and time of the fire, and
- The general location of the fire.

The Director of Campus Safety and Security or their designate will publish the required statistics and policy information as required by the Department of Education for the Annual Clery Security and Fire Report.

Prior to the release of the annual report, it will be reviewed by the Risk Management committee to ensure compliance.

The annual report will be published by October 1 each year and made available to all prospective and current students and employees by the following means:

- The report will be emailed to all faculty, staff and students on their warner.edu email address prior to October 1 of each calendar year.
- The report will be made available on the University website at <http://www.warner.edu/royal-services/campus-safety-security/>
- Contacting the Campus Safety and Security office at 863-638-7232.
- Contacting the Business Office at 863-638-7524.

Fire Prevention Plan and Emergency Evacuation Procedures

Fire safety is a top priority in Warner University residential facilities. It is crucial that all members of the community understand and follow all rules and regulations. OSHA regulation 29 CFR 1910.39 requires all businesses with ten or more employees have a fire prevention plan. The plan must be in writing, be kept on the company premises, and be available for all employees to review. Minimum requirements for the fire prevention plan include a list of all potential fire hazards in the workplace, handling and storage procedures for any hazardous materials, and information on ways to prevent or control the ignition of fires.

Fire Equipment

All buildings on University property are equipped with fire protection systems. These systems are exercised twice annually in conjunction with the respective building evacuation plans.

Fire Prevention

All flammable and combustible liquids will be properly stored in appropriate lockers away from open flame or heat generating equipment.

All chemicals used or stored on campus will be stored in appropriate containers and used only by those approved for their use. The following items are prohibited for use in any area other than a designated kitchen (either portable or permanent):

- Open flame items: this includes, but not limited to, candles, sterno cooking fuel, and camp stoves.
- Toasters, toaster ovens, slow cookers, deep fryers, sandwich makers, George Forman grills, hot plates, electric woks, and coffee makers (this excludes Keurig type appliances).
- Halogen lamps.

Emergency Evacuation

An emergency evacuation plan is critical in the event of an emergency. All employees shall be aware of the plan and the procedures in case an evacuation is necessary. Emergency evacuation procedures are detailed in the Emergency Response Manual.

The department supervisor and/or building safety officer is responsible for:

1. Initiating the evacuation process with the assistance of assigned floor monitors.
2. Maintaining means of egress for their department/building and assembly site.
3. Making sure everyone leaves the building and reports to the assembly site(s) away from the building, and away from the fire department access.
4. Counting personnel in their area at the assembly site.
5. Alerting emergency personnel of people unaccounted for.

Emergency Evacuation Procedures

Campus Safety and Security Services, in collaboration with the Polk County Fire Department conduct two fire/evacuation drills per year. The drills will occur toward the beginning of each semester. These drills will take place in all

dormitories, apartments and administrative buildings. The University requires complete evacuation of buildings to a prearranged outside assembly area during a fire alarm. A severe weather and a campus wide lockdown /protect in place drill are also conducted at various times during the school year. Drills may be announced or unannounced as determined by Campus Safety and Security in coordination with Student Life and Academic Affairs. After Action Reports are prepared by Campus Safety and Security after each drill to determine effectiveness and includes suggestions for improvements.

Procedures in Case of a Residence Hall Fire

When a fire alarm is sounded, Student Life/Residence Life staff will evacuate all those in the dorm and move them to the safest place possible away from the building. Student Life/Residence Life staff will go from room to room and enter the room and tell everyone in the room that they will need to evacuate immediately. Those students found not in compliance are fined for failure to evacuate.

Campus Safety and Security will proceed to the fire panel box to see where the alarm is located and go investigate the problem. Most residence halls are on an automatic call from our alarm company which will automatically notify the Polk County Fire Department.

Student Life/Residence Life staff will at no time put themselves in danger to put out a fire. If they are unable to extinguish the fire with an extinguisher, they will evacuate and let Polk County Fire Department know of the location and extent of the fire if one is present.

Once the Polk County Fire Department gives the “all clear” to Campus Security and/or Student Life/Residence Life Staff, students will be allowed to re-enter the dorm and rooms. If there is an extended period of time that the students may be outside during inclement weather, they will be moved to another building until the situation is resolved. If there happens to be a fire and the building is not suitable for occupancy, temporary housing will be provided on campus in cooperation with University staff and the Polk County Red Cross when warranted.

Reporting Fires

If a fire does occur on campus, students, faculty, and staff are to call 911 and Campus Safety and Security to notify them of the situation. Appropriate Student Life personnel will also be notified. Campus Safety and Security staff will also notify the Director of Security and/or the Safety and Security Manager when an alarm sounds on campus and/or when Polk County Fire Department is on scene.

Clery Report Geography Classifications

The Director of Campus Safety and Security is responsible for keeping a current list of the appropriate geographical buildings and properties for the basis of Clery reporting. This information is pertinent because the University must disclose statistics for *Clery Act* crimes that occur at the following locations:

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

On Campus Student Housing Facilities: Of those criminal offenses reported to have occurred on campus, only those occurring in student housing facilities.

Non Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus, but are not deemed part of the campus

Clery Geography



Crime Definitions

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

Criminal Homicide, Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide, Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Sex Offenses (Forcible): Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses (Non-Forcible): Any unlawful, non-forcible sexual intercourse, such as incest or statutory rape.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapons is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with attempt to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking, safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where persons not having lawful access take automobiles, even though the vehicles are later abandoned)

Domestic Violence: a pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.

Dating Violence: Violence and abuse committed by a person to exert power and control over a current or former dating partner. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions, and can include physical abuse, physiological and emotional abuse, and sexual abuse. It can also include “digital abuse”, the use of technology, such as smartphones, the internet, or social media, to intimate, harass, threaten, or isolate a victim.

Stalking: Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is dangerous and can often cause severe and long-lasting emotional and psychological harm to victims. Stalking often escalates over time and can lead to domestic violence, sexual assault, and even homicide. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person, underage drinking, using vehicle for illegal transportation of liquor; drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence)

Hate Crimes

Any of the above listed crimes, plus others listed below, in which the victim is intentionally selected based on actual or perceived race, gender, religion, sexual preference, ethnicity or disability of the victim that are reported shall be classified as hate crimes. These statistics will be classified in both the general statistics and in a special area covering hate crimes. The following definitions are derived from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program:

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession

of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Campus Crime Statistics

<u>Criminal Offenses - On Campus</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	10	4	8
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
<u>Criminal Offenses - On Campus Student Housing Facilities</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	10	4	8
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
<u>Criminal Offenses - Non campus</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0

<u>Criminal Offenses - Public Property</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0

<u>Hate Crimes - On Campus</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

<u>Hate Crimes - On Campus Student Housing</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

<u>Hate Crimes - Non Campus</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

<u>Hate Crimes - Public Property</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Murder/non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

<u>VAWA Offenses - On Campus</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<u>VAWA Offenses - On-Campus Student Housing Facilities</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<u>VAWA Offenses - Noncampus</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
 <u>VAWA Offenses - Public Property</u>	 <u>2018</u>	 <u>2017</u>	 <u>2016</u>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
 <u>Arrests - On Campus</u>	 <u>2018</u>	 <u>2017</u>	 <u>2016</u>
Weapons: carrying, possessing, etc.	0	0	2
Drug abuse violations	0	1	7
Liquor law violations	0	0	15
 <u>Arrests - On Campus Student Housing Facilities</u>	 <u>2018</u>	 <u>2017</u>	 <u>2016</u>
Weapons: carrying, possessing, etc.	0	0	2
Drug abuse violations	0	1	7
Liquor law violations	0	0	15
 <u>Arrests - Non Campus</u>	 <u>2018</u>	 <u>2017</u>	 <u>2016</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
 <u>Arrests Public Property</u>	 <u>2018</u>	 <u>2017</u>	 <u>2016</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
 <u>Disciplinary Action - On Campus</u>	 <u>2018</u>	 <u>2017</u>	 <u>2016</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	7	0
Liquor law violations	0	3	0
 <u>Disciplinary Action - On Campus Student Housing Facilities</u>	 <u>2018</u>	 <u>2017</u>	 <u>2016</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<u>Disciplinary Action - Noncampus</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<u>Disciplinary Action - Public Property</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Fire Statistics

2016 Fire Report

<u>Building</u>	<u>Total Fires</u>	<u>Fire Number</u>	<u>Fire Related Injuries Requiring Treatment At A Medical Facility</u>	<u>Fire Related Deaths</u>	<u>Property Damage From Fire</u>	<u>Cause of Fire</u>	<u>Full Sprinkler System</u>
Fulton Hall	0	0	N/A	N/A	N/A	N/A	Y
Holland Hall	0	0	N/A	N/A	N/A	N/A	Y
Raines Hall	0	0	N/A	N/A	N/A	N/A	Y
Spencer Hall	0	0	N/A	N/A	N/A	N/A	N
Williams Hall	0	0	N/A	N/A	N/A	N/A	Y
Kentucky House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Ohio House Dorm	0	0	N/A	N/A	N/A	N/A	Y
South Carolina House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Tennessee House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Texas House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Virginia House Dorm	0	0	N/A	N/A	N/A	N/A	Y

2017 Fire Report

<u>Building</u>	<u>Total Fires</u>	<u>Fire Number</u>	<u>Fire Related Injuries Requiring Treatment At A Medical Facility</u>	<u>Fire Related Deaths</u>	<u>Property Damage From Fire</u>	<u>Cause of Fire</u>	<u>Full Sprinkler System</u>
Fulton Hall	0	0	N/A	N/A	N/A	N/A	Y
Holland Hall	0	0	N/A	N/A	N/A	N/A	Y
Raines Hall	0	0	N/A	N/A	N/A	N/A	Y
Spencer Hall	0	0	N/A	N/A	N/A	N/A	N
Williams Hall	0	0	N/A	N/A	N/A	N/A	Y
Kentucky House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Ohio House Dorm	0	0	N/A	N/A	N/A	N/A	Y
South Carolina House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Tennessee House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Texas House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Virginia House Dorm	0	0	N/A	N/A	N/A	N/A	Y

2018 Fire Report

<u>Building</u>	<u>Total Fires</u>	<u>Fire Number</u>	<u>Fire Related Injuries Requiring Treatment At A Medical Facility</u>	<u>Fire Related Deaths</u>	<u>Property Damage From Fire</u>	<u>Cause of Fire</u>	<u>Full Sprinkler System</u>
Fulton Hall	0	0	N/A	N/A	N/A	N/A	Y
Holland Hall	0	0	N/A	N/A	N/A	N/A	Y
Raines Hall	0	0	N/A	N/A	N/A	N/A	Y
Spencer Hall	0	0	N/A	N/A	N/A	N/A	N
Williams Hall	0	0	N/A	N/A	N/A	N/A	Y
Kentucky House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Ohio House Dorm	0	0	N/A	N/A	N/A	N/A	Y

South Carolina House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Tennessee House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Texas House Dorm	0	0	N/A	N/A	N/A	N/A	Y
Virginia House Dorm	0	0	N/A	N/A	N/A	N/A	Y

Fire Protection Systems

Building	Alarm Monitored By Fire Dept	Smoke/Heat Detection	Fire Extinguishers	Evacuation Plan and Placards	Number of evacuation (fire) drills per year	Local battery smoke detectors	Building with full sprinkler system
Fulton Hall	Yes	Yes	Yes	Yes	2	Yes	Yes
Holland Hall	Yes	Yes	Yes	Yes	2	Yes	Yes
Raines Hall	Yes	Yes	Yes	Yes	2	Yes	Yes
Spencer Hall	Yes	Yes	Yes	Yes	2	Yes	No
Williams Hall	Yes	Yes	Yes	Yes	2	Yes	Yes
Kentucky House Dorm	Yes	Yes	Yes	Yes	2	Yes	Yes
Ohio House Dorm	Yes	Yes	Yes	Yes	2	Yes	Yes
South Carolina House Dorm	Yes	Yes	Yes	Yes	2	Yes	Yes
Tennessee House Dorm	Yes	Yes	Yes	Yes	2	Yes	Yes
Texas House Dorm	Yes	Yes	Yes	Yes	2	Yes	Yes
Virginia House Dorm	Yes	Yes	Yes	Yes	2	Yes	Yes