

**2014 Annual Security Report and
Annual Fire Safety Report
Wilmington College
Submitted by
Sigrid Solomon, Vice President for Student Affairs and Dean of Students**

Context of the Law

As required by The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, or “Clery Act,” Wilmington College alerts students, faculty, and staff in a timely manner of crimes that pose a serious or continuing threat to the campus community. Depending upon the nature and location of the incident, Wilmington College may send a campus alert message to members of the community through email or by mobile devices (if they are enrolled in the campus alert system). In addition, any emergency alert that is sent to mobile devices is immediately posted on the College’s website at www.wilmington.edu. Wilmington College prepares this Annual Security Report in compliance with the Clery Act (as noted above), the Higher Education Opportunity Act, the Campus SaVE Act (which is a reauthorization section included in the Violence Against Women Act). The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA). All of these acts and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act specify campus safety requirements for all Title IV institutions. These laws also include the requirements to post missing student notification policies, fire safety practices and data, and information about educational programming that promotes awareness of sexual assault, rape, acquaintance rape, dating violence, domestic violence and stalking. These disclosures are required in the Annual Security Report and Annual Fire Safety Report due on October 1, 2015. The statistics are also collected via the Department of Education’s web-based Campus Safety and Security site located at <http://ope.ed.gov/security>.

Campus Security and Safety: A Shared Responsibility

Located in a rural setting, Wilmington College has historically had a safe and secure environment. That is not to say that crimes and arrests do not occur because they do. However, acts that threaten one’s safety are not characteristic of this community. One of the significant reasons for this is the very nature and character of those that make up the college community: the students, faculty, and staff accept responsibility for their own and others’ safety and cooperate with campus security officers and residence hall staff, among others, in trying to protect persons and property. We recognize that in a close-knit community like ours, we should continue to rely on one another and to follow sound practices if we are to sustain a safe and secure campus environment. Students should be familiar with the Student Handbook

and the Code of Conduct and abide by these precepts and regulations. They should also encourage other students to abide by the Code to enhance the quality of life on campus and to diminish the number of threats to safety involving students and others.

Awareness Programming

The College offers a bystander awareness program called Catalyst Bystander Training. Each year, new students participate in this program during orientation. A similar program, "The Hook Up" is also offered for current students throughout the year. The program teaches students how to intervene when they become aware of possible problems amongst their peers that can include alcohol abuse, hazing, sexual assault, discrimination, and more. In addition, various programs are offered on campus to individual students and clubs and organizations throughout the year. All students, faculty, and staff are sent access to an online Title IX training module each year to increase awareness.

Best Practices

- The College provides educational programs that are aimed at preventing domestic violence, dating violence, sexual assault, and stalking. These programs include information about how to respond to these incidents.
- If a student or employee reports that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking – regardless of where the offense occurred – he or she will be provided with a written explanation of his or her rights and options that the College can provide.
- As a matter of policy, the College prohibits retaliation by its officers, employees, or agents against a person who exercises his/her rights or responsibilities under any provision of the Campus SaVe Act.
- When issuing timely warnings as required by the Clery Act, the College withholds the names of victims due to confidentiality.
- The College updates and publishes conduct guidelines and procedures annually in the Student Handbook.

Title IX Policy: Prohibiting Discrimination Based on Sex (Including Sexual Misconduct)

Wilmington College is committed to providing a learning, working and living environment free of discrimination on the basis of sex, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. Wilmington College considers sex discrimination in all its forms to be a serious offense. Wilmington College is a community of trust whose existence depends upon strict adherence to standards of conduct set by its members. The College does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, disability, age, or any other category protected by law in its programs and activities. For purposes of this policy,

“discrimination based on sex” includes sexual harassment, sexual assault (including rape, acquaintance rape, domestic violence, and dating violence), stalking, and all other forms of sexual misconduct. Sexual harassment, sexual assault, and stalking will be collectively referred to throughout this policy as “Sexual Misconduct.” Sexual misconduct is a serious violation of these standards and offensive or harassing behavior will not be tolerated. The College encourages all members of the Wilmington College community to be aware of both the consequences of sexual misconduct and the options available to victims of sexual misconduct and the accused. Sexual misconduct includes, but is not limited to, domestic violence, dating violence, sexual assault, and stalking.

Definitions:

- **Consent:** For the purposes of this policy, consent shall be defined as the act of knowingly and willingly agreeing verbally or non-verbally to engage in sexual activity. An individual who is impaired by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to resist is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority cannot consent.
- **Dating Violence:** Means violence committed by a person: (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the relevant jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Sexual Assault:** Engaging in, without consent, any of the following: vaginal intercourse between a male and a female; anal intercourse, fellatio, or cunnilingus between persons regardless of sex; or the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.
- **Sexual Harassment:** Conduct that (1) is sexual in nature; (2) is unwelcome; and (3) denies or limits a student’s ability to participate in or benefit from a school’s education program. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by College employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the accused harasser (hereinafter, the “accused”) and the victim can be of the same sex. The conduct can occur in any school program or activity and can take place in College facilities or at other off-campus locations. The conduct can be verbal, nonverbal, or physical.

- **Stalking:** Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for his or her safety or the safety of others; or (2) Suffer substantial emotional distress.

Guidance on taking immediate action in cases of Sexual Misconduct

- Tell a trusted person about the incident. You may contact Wilmington College Campus Security at 937-382-0100 and/or the College's Title IX Coordinator. You may also contact the Wilmington College Counseling Center at 937-481-2272 (x272). Campus Safety and the Title IX Coordinator can provide immediate referral information, access to the College counselor on call, and/or investigation assistance.
- In the event that a sex offense (including sexual assault or stalking) has occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future and will help in obtaining a protective order, if necessary.) Survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are bring all the original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)
- When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.
- In addition to the above College resources, there are also independent resources available to victims of sexual assault. The Alternatives to Violence Center serves any person who is a survivor of sexual assault, including providing court advocacy, counseling, support groups, temporary shelter, education, and a 24-hour crisis line. The Center is located at 32 East Sugartree Street, Wilmington, OH 45177. The telephone number for the Center is (937) 383-3285 and the crisis line number is (888) 816-1146.
- Though the College will undertake its own investigation of any report of sexual misconduct, you may also: (1) notify proper law enforcement authorities, including the Wilmington Police Department; (2) Be assisted by campus authorities in notifying law enforcement; or (3) Decline to notify such authorities.

Title IX Coordinator:

The Title IX Coordinator is the designated agent of the College with primary responsibility for coordinating the College's Title IX compliance efforts. The Title IX Coordinator's responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX coordinator oversees sexual harassment investigations, grievance procedures, the disposition of complaints, provides educational materials and training on Title IX, and generally provides guidance and ensures a fair process for individuals involved in Title IX complaints. Below is the contact information for the Title IX Coordinator:

Sigrid Solomon, Vice President for Student Affairs and Dean of Students, 1870 Quaker Way Pyle Center Box 1186, Wilmington, Ohio 45177 Tel: (937) 481-2270 (Ext. 270) E-mail:

sigrid_solomon@wilmington.edu

If the Title IX Coordinator has a conflict of interest in handling the Title IX matter at issue, the Associate Vice President for Student Affairs will act as the alternate Title IX coordinator for that matter. Below is the contact information for the alternate Title IX coordinator:

Ken Lydy, Associate Vice President for Student Affairs, 1870 Quaker Way, Pyle Center Box 1294 Wilmington, Ohio 45177 Tel: (937) 481-2536 (Ext. 536) E-mail: ken_lydy@wilmington.edu

Wilmington College also designates the following individual to assist/support the Title IX Coordinator in his/her work to fulfill the compliance efforts:

Libby Hayes, Director of Human Resources, 1870 Quaker Way, Pyle Center Box 1186 Wilmington, Ohio 45177 Tel: (937) 481-2282 (Ext. 282) E-mail: libby_hayes@wilmington.edu

Ken Lydy Associate, Vice President for Student Affairs, 1870 Quaker, Way Pyle Center Box 1294 Wilmington, Ohio 45177 Tel: (937) 382-6661 (Ext. 536) E-mail: ken_lydy@wilmington.edu

Elizabeth A. Floyd, Sr. Woman Administrator and Head of Women's Softball, 1870 Quaker Way, Pyle Center Box 1246 Wilmington, Ohio 45177 Tel: (937) 481-2392 (Ext. 392) E-mail:

Beth_Floyd@wilmington.edu

Sources Who Can Offer Complete Confidentiality

- **Professional Counselor.** A professional counselor is an individual responsible for providing mental health counseling to members of the college's community and acting with the scope of his or her license or certification. This definition includes individuals employed and under contract with the institution.
- **Pastoral Counselor.** A pastoral counselor is an individual associated with a religious order or denomination and recognized as someone who provides confidential counseling by such religious order or denomination. This person must function within the scope of that recognition in order to keep confidentiality.

Access to Campus Facilities and Security Policies

Students, faculty, staff, and other employees of Wilmington College have access to academic, administrative, and recreational facilities on campus. Access to residence halls is limited primarily to students and their guests. Guests may visit residents in student's rooms or lounges in accordance with the visitation policy. The general public is welcome to attend most cultural and sports events, unless otherwise stipulated. However, the general public does not have access to the campus or college facilities

on a regular, routine basis. Exceptions are made for specified community service programs and public relations purposes. The College reserves the right to ask anyone with offensive behavior to leave the property.

The Physical Plant Department maintains campus physical facilities with sensitivity to safety, for example, proper maintenance of campus lighting on walkways and in parking lots, trimming of shrubbery, etc.

The outside doors of the residence halls are locked and should not be propped open. Each residence hall room has a door lock, and students are encouraged to keep their room keys on their person and to lock their room doors at night and at all other times when the room is not occupied. The Code of Conduct works well, but with guests often present, especially on weekends, the residence halls become much more public. Thus, good judgment is encouraged. Students should take common sense precautions to protect their personal property, such as marking stereos, cameras, televisions, computers, and the like. In addition, valuables left in a car should be locked in the trunk, if applicable, and the motor vehicle itself should be locked when parked. During holiday periods students are expected to secure their own belongings by locking room doors and windows when the room is vacated and by taking valuable items with them for the holiday. Students are urged to report to Campus Safety officers or other personnel, as appropriate, any suspicious-looking individuals whom they believe do not belong in their residence halls or other College buildings and any troubling, unusual incidents in or around residence halls or elsewhere on campus. It is the policy of this College to disclose to victims of violent crime the results of any disciplinary actions taken against those who violate the Code of Conduct in this context.

CAMPUS SAFETY, 154 Quaker Way- 24/7 - (937) 382-0100

Wilmington College provides security for campus students, buildings and grounds in an effective and non-aggressive manner. For the protection of all students, the Campus Safety Office maintains written records of persons found in academic buildings after scheduled lockup times, as well as reports and, at times, photographs of incidents involving violations of law or College regulations in which a Campus Safety officer is involved or receives a report. Violations should be reported to the Campus Safety Office as well as to outside law agencies when appropriate. An outside law enforcement agency will be contacted in cases involving a need for direct confrontation of law offenders or when health or property is threatened.

Whether a Wilmington College parking permit is purchased or not, all vehicles parked on campus property must be registered with the College. Parking regulations, including non-registration of vehicles, will be enforced by Campus Safety. These regulations and their associated fines can be found in the Student Handbook.

Alcohol Policy

The Drug-Free Schools and Communities Act of 1987 requires each institution of higher education to 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. Failure to comply can result in the loss of support for any financial assistance provided by the federal government. The Drug-Free Schools and Communities Act further requires the College to inform faculty, students, and staff about: θ Prevention programs in place that address substance abuse, θ Local standards of conduct, and θ Applicable legal sanctions under local, state, and federal laws for the unlawful possession, use, or distribution of illicit drugs and alcohol. It is the College's intention to provide a nurturing environment that fosters student development and autonomy. This can best be accomplished by providing latitude for individual choice with regard to personal use of alcohol. However, that freedom of choice exists with the understanding that students will comply with federal and state law, College policies, take full responsibility for their conduct, and ensure that their behavior does not impinge upon the rights and needs of others. Freedom of choice also requires knowledge of the impact of alcohol abuse on one's health. Should any member of the campus community feel that they need assistance with a drug or alcohol problem, staff members are available to direct them to resources. Counseling services, Health services, and Student Affairs have contacts with various agencies and professionals who have expertise with these issues.

Drug Policy

Wilmington College prohibits the illegal use, possession, sale, manufacture, or distribution of drugs. Students must comply fully with all federal, state, and municipal regulations regarding the use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances. In addition, the misuse of substances which present physical or psychological hazards to individuals is prohibited.

Violations of the Drug Policy include, but are not limited to:

- Knowing possession of drug paraphernalia.
- Misuse of prescription drugs or over-the-counter medications.
- The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in the residence halls or on any College property.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of illegal substances on any College property to a College official.
- Being knowingly present during the use of illegal drugs or the misuse of substances.

Missing Student Notification Policy and Procedures

When students first enroll, they complete data sheet so that quick notification can be made to primary and/or secondary contacts in the event of an emergency. It is the student's responsibility to update this

information when changes occur. This data sheet allows student to identify an initial contact for the College. In the event that a student is determined to be missing, the College will notify the primary and/or secondary contact no later than 24 hours after the student is determined missing in accordance with our official notification procedures. If a current data sheet is not on file, the College will notify the parents documented in our records. In the event that the student is under 18 years of age, and not an emancipated individual, we are required to notify custodial parents or guardians within the same time frame.

Anyone who believes that a student is missing should report it immediately to Campus Safety. Details will be asked regarding the last time the student was seen, where the student was seen, and any communications that have been received. Campus personnel who may have information regarding this student will be contacted and asked to provide their last known contact with this student. If it is determined that no contact has been made with the student in question for more than 24 hours, Campus Safety will notify other appropriate law enforcement agencies immediately and request assistance in finding the missing student.

HOW TO GET HELP: Reporting Criminal Actions and/or Emergencies

The Campus Safety Office is located on Quaker Way. It is the policy of the College to have campus safety personnel and/or other appropriate staff responds to any reported crime or emergency involving a threat to personal safety and security or to enlist the help of local police agencies or emergency services, such as the City of Wilmington Police Department, which can be reached by calling 911. For direct telephone access to the Campus Safety Office, dial 382-0100. Campus Safety Officers are on duty 24 hours per day.

Residence Life has professional staff on call 24 hours a day, If you feel threatened or have a safety or security concern and are unsure of what to do, your RA—or any other RA—can be of assistance in contacting these emergency personnel. Any member of the Student Affairs Staff is always willing to assist.

Where the nature of a problem is such that other support devices are required, such as counselors and health services professionals, Campus Safety officers or personnel in the Vice President for Student Affairs and Dean of Students' office will make the contacts, as deemed necessary.

You are urged to report all acts of violence or crimes, including theft, to Campus Safety personnel, the Vice President for Student Affairs & Dean of Students or members of his/her staff including the Housing & Residence Life Staff. All crimes must be reported no matter when they are discovered. Follow-up action will be taken to investigate each incident so that accurate records can be maintained.

It is well known that many acts of violence, including sexual abuse situations, occur when one or more of those involved have abused alcohol or other drugs and are under their influence. The possession and use of alcohol is prohibited in residence halls and public common areas on campus. Caution is urged when one is in a setting where alcohol is present and those who do consume alcohol are reminded that they are expected to do so in a responsible manner consistent with the law.

Students receive educational information about alcohol through orientation for new students, programs in residence halls, and other special events conducted on campus.

Campus Security Procedures, Practices, and Prevention of Crimes

From time to time, Campus Safety officers visit residence halls to talk with students about security procedures and concerns and to encourage crime prevention. Students and employees are regularly encouraged to be responsible for their own security and that of others.

Everyone should be aware that the College gives timely notice to the community when certain types of crimes are reported to campus authorities or local police agencies if such crimes are considered a threat to students and employees. These notices should be heeded, for, in practice, such a notice would be infrequent and should command special attention. Notice is made through the campus email system and by posting notices at strategic locations on campus.

Emergency Notification System (ENS)

Our emergency notification system is capable of sending notifications instantly and simultaneously to all registered mobile phones and email addresses provided. These messages are sent as text messages to cell phones and any applicable charges from your carrier will apply. The College will, without delay, and taking into account the safety of the community determine the content of the communication and initiate the emergency alert system unless the notification will, in the professional judgment of responsible authorities, comprise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The administrators responsible for alerting the community are members of the Safety and Emergency Response Committee. This group will confer to determine if a notification should be sent. Please note that the emergency notification will be tested at least once each semester.

Any member of the community who has concerns regarding campus safety should report those concerns to the Vice President for Student Affairs and Dean of Students Office in Pyle Center, Offices # 8 & 9, at extension 270/339.

Annual Safety Data - 2014

Campus Crime Statistics Wilmington College compiles this data for its annual report as required by the Campus Security Act in accordance with definitions used in the FBI's Uniform Crime Reporting Program (UCR). The College must publish statistics on the following criminal and hate offenses that were reported to campus authorities during the periods indicated:

Crime Categories	On Campus			Residence Halls			Public Property			Non-Campus		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
<i>Criminal Offenses</i>												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	N/A	0	0	N/A	2	1	N/A	0	0	N/A	0	0
Rape	1	N/A	N/A	1	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Fondling	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Sex Offenses – Non-Forcible												
• Incest	0	0	0	0	0	0	0	0	0	0	0	0
• Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	6	0	1	3	0	1	1	0	2	2
Burglary	1	14	22	0	13	16	0	0	0	1	1	6
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	1	0	0	1	0	0	0	0	0	0
<i>Hate Crimes</i>												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses												
• Incest	0	0	0	0	0	0	0	0	0	0	0	0
• Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offenses</i>												
Domestic Violence	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Dating Violence	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Stalking	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
<i>Arrests</i>												
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	2	2	0	2	1	0	0	0	0	0	1	0
Liquor Law Violations	2	3	0	0	2	0	0	1	0	2	0	0

<i>Disciplinary Actions</i>												
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	8	6	7	8	4	7	0	2	0	0	0	0
Liquor Law Violations	50	34	33	43	31	33	3	3	0	4	0	1
<i>Unfounded Crimes</i>												
Total Unfounded Crimes	0	N/A	N/A									

Annual Fire Safety Data – 2014

This report is published by Wilmington College in compliance with the Higher Education Opportunity Act and applies to student housing at the College.

Fire Safety Equipment and Statistics for On Campus Housing

Fire safety equipment is to be used only for the purpose for which it was designed. Misuse of or damage to fire safety equipment (i.e., fire alarms, fire extinguishers, smoke detectors, emergency exit doors and alarms, etc.) or failure to leave a building during a fire alarm or a fire drill will be considered a serious matter which will result in disciplinary action and possible legal action. Damaging, disassembling, or removing the battery from a smoke detector will result in an automatic \$25.00 fine and possible disciplinary action. The resident is responsible for testing the smoke detector in their living space and reporting malfunction to the Housing staff in writing. Setting off a false fire alarm or using a fire extinguisher for other reasons than to put out a fire endangers the lives of all occupants of a building. Persons committing such acts will be sanctioned to the full extent of the Student Code of Conduct and may be subject to legal action, including prosecution by off-campus authorities. All storage in a non-sprinkler facility should remain 24" from the ceiling. No items are permitted to hang from the ceiling. Decorative items may not be strung throughout the hallway without permission from the Assistant Dean of Students for Housing and Residence Life. Any permitted items must be removed within the time limit specified by the Assistant Dean of Students for Housing and Residence Life. Every building is equipped with a fire alarm system and smoke detectors are in every room. If the fire alarm should ring, everyone must vacate the area immediately according to the hall fire evacuation plan. No one may re-enter the building without the authorization of the Housing staff, Campus Safety or the Fire Department. Fire drills will be conducted once a year in every residence hall, in compliance with the Wilmington Fire Department. In addition, fire safety inspections will be conducted at least once a year by the Housing staff. The Housing staff may enter any room without prior notification to determine if a violation of fire safety policies exists. To afford residents easy egress from buildings in emergency situations, bicycles may not be kept in hallways, stairwells or public areas inside the residence halls.

The charts below indicate the fire safety equipment in each hall as well as fire statistics for the past three calendar years. (Please see table)

Fire Incidents on Campus

<i>Residence Hall</i>	<i>Fires</i>			<i>Deaths</i>			<i>Injuries</i>			<i>Damages</i>		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
Austin	0	0	0	0	0	0	0	0	0	0	0	0
Pickett	0	0	1	0	0	0	0	0	0	0	0	\$0-99
Bailey	N/A	0	0	0	0	0	0	0	0	0	0	0
Denver	0	0	0	0	0	0	0	0	0	0	0	0
Marble	0	0	0	0	0	0	0	0	0	0	0	0
Friends	0	0	0	0	0	0	0	0	0	0	0	0
Fife	0	0	0	0	0	0	0	0	0	0	0	0
Village	0	0	0	0	0	0	0	0	0	0	0	0
Commons	0	0	2	0	0	0	0	0	0	0	0	\$0-99
Delt House (764 Fife Avenue)	0	0	0	0	0	0	0	0	0	0	0	0
Lil Sis House (132 Quaker Way)	0	0	0	0	0	0	0	0	0	0	0	0
TKB House (180 Quaker Way)	0	0	0	0	0	0	0	0	0	0	0	0
Alpha Phi Kappa House (247 Linton Drive)	0	0	0	0	0	0	0	0	0	0	0	0
Eco-House male (246 Linton Drive)	0	0	0	0	0	0	0	0	0	0	0	0
Eco-House female (260 Linton Drive)	0	0	0	0	0	0	0	0	0	0	0	0
Lambda Chi Alpha House (122 Quaker Way)	0	0	0	0	0	0	0	0	0	0	0	0

As indicated in the Fire Statistics chart above, there were no fires in the residence halls in 2014.

Fire Safety Inspections and Maintenance

Fire Safety Inspections are conducted quarterly by Housing and Residence Life Staff to coincide with arrival and departure of resident students. Fire systems and equipment are also inspected and serviced by Physical Plant and a fire protection system contractor, if needed. Any malfunction found is immediately scheduled for service or equipment replacement. A Fire Log and records of fire inspections and maintenance are kept in the Vice President for Student Affairs and Dean of Students Office in compliance with State and Federal regulations and are subject to inspection by Fire Safety Personnel.

Reporting Fires

In the event of a fire, residents should dial 911 and immediately report a fire in the residence halls. If the fire is extinguished, the building should still be evacuated and the fire reported to Campus Safety and Housing staff in order for safety inspections to be conducted.

Fire Safety Education and Training

Professional staff and Resident Assistants are instructed in fire prevention policies, the use of fire extinguishers and evacuation procedures. Resident students are instructed by Resident Assistants and Professional staff during their first hall meeting at the College. Students are advised of the location of fire safety equipment, evacuation routes and fire prevention policies pertaining to their residence hall.

Safety Systems

<i>Residence Hall</i>	<i>Monitored</i>	<i>Smoke Detectors</i>	<i>Pull Stations</i>	<i>Sprinkler Systems</i>	<i>Fire Extinguisher</i>
Austin	X	X	X		X
Pickett	X	X	X		X
Denver	X	X	X		X
Marble	X	X	X		X
Friends	X	X	X		X
Fife	X	X	X	X	X
Village	X	X	X		X
Commons	X	X	X		X
Delt House (764 Fife Avenue)	X	X	X		X
Lil Sis House (132 Quaker Way)	X	X	X		X
TKB House (180 Quaker Way)	X	X	X		X
Alpha Phi Kappa House (247 Linton Drive)	X	X	X		X
Eco-House male (246 Linton Drive)	X	X	X		X
Eco-House female (260 Linton Drive)	X	X	X		X
Lambda Chi Alpha House (122 Quaker Way)	X	X	X		X

Supervised Fire Drills

Fire drills are conducted once per semester in each residence hall by the Housing and Residence Life Office. Housing Staff and Resident Assistants activate fire alarm systems and evacuate buildings. Students are required to participate and evacuate during a drill. All students are to remain outside the building until College officials allow them to return.

Evacuation Policy and Procedures

Evacuation Procedure:

- 1) Alert other roommate(s) to the alarm.
- 2) Put on your shoes and coat. Take a wet towel.
- 3) Close your window. Leave blinds or draperies open.

- 4) Leave your room lights on.
- 5) Close the door but DO NOT LOCK IT!
- 6) Proceed calmly to the designated exit and leave the building.
- 7) Handicapped persons proceed to assigned areas.
- 8) Follow the general evacuation plan for the building.
- 9) Remain in assigned area until authorized to return to the building.
- 10) Remain calm. Do not panic or initiate panic.

DO NOT:

- Use the elevators during an evacuation.
- Open door if the door or door handle feels hot.
- Attempt to save personal belongings.
- Tamper with fire safety equipment.
- Remain in the building during an alarm. Specific directions may be found on wall charts located on each floor. Please acquaint yourself with the evacuation plan.

Resident Assistants will provide students with the specific exit pathways and procedures for evacuating their residence hall. All students must evacuate a residence hall in the event of a fire alarm. Residents are advised of their assembly area for such events during orientation by their Resident Assistant. Residents may not re-enter their building until they are cleared to do so by proper authority. In the event that a building becomes uninhabitable due to any crisis, evacuated students will be temporarily relocated to another designated building.