



BENEDICTINE COLLEGE

Atchison, Kansas

Clery Act Annual Security and Fire Safety Reports October 1, 2016

The Clery Act Annual Security and Fire Safety Report is part of Benedictine College's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In this report you will find information about reporting crime, safety and security policies and programs, crime statistics, fire safety and fire statistics.

In Emergencies:

Call: 9-911 for Fire, Police, Ambulance; then

Call: 9-360-8888 to reach Campus Security

Benedictine College is a small community numbering approximately 2,100 persons including resident students, administrators, faculty and staff. It is situated on the bluffs of the Missouri River in the city of Atchison, Kansas, which has a population of about 11,000. As part of this larger community, the College shares many of the same interests and concerns.

Benedictine College recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized. The College has the utmost concern for the success of each student and encourages students to be active participants in the exercise of personal safety. While Benedictine College strives to provide a safe environment, criminal incidents and other emergencies may occur despite reasonable efforts.

Benedictine College has been fortunate in experiencing a very small number of crimes. Nevertheless, the College understands the concern of most parents about the safety of their sons and daughters on a college campus away from home and accepts its share of responsibility for the safety and security of all its students and employees.

DEPARTMENT OF SAFETY AND SECURITY

The Benedictine College Department of Safety and Security is located inside the Operations Office next to the Student Health Center. The department is open and provides protection and services 24 hours a day, 365 days a year. Campus Security is staffed by both full-time and part-time officers. Benedictine College contracts with Allied Barton, a private security firm, to provide these security officers on campus. All of the officers are trained in general security practices, as well as standard first aid and CPR.

Security officers have the authority to detain anyone that comes on campus, but do not have arrest authority. Therefore, the department cooperates with and works closely with the Atchison Police Department and the Atchison County Sheriff's Department by coordinating any necessary police responses or arrests on campus. In fact, the Department of Safety and Security has an excellent

relationship with local law enforcement agencies, which assures the delivery of professional police services. The College has a verbal MOU with local law enforcement for the investigation of crimes occurring on campus and is in the process of finalizing a written MOU. All of the officers are radio equipped for an efficient response to community needs. Campus Security also has designated patrol vehicles.

To report a crime or emergency or to request service, one must call the Department of Safety and Security at ext. 8888 or 913-360-8888. If for some reason they cannot be reached, 9-111 can be called to reach the Atchison County Sheriff's Department dispatch center. The College requires that all students, faculty, staff and visitors cooperate with the security officers and be prepared to present student/employee ID or proper identification upon request.

The Department of Safety and Security exists to provide leadership within the College's efforts to provide a safe and secure environment in which all Raven community members can live, learn and work. Campus Security takes a community-service approach, developing and instituting methods and approaches which enhance the protection of people and property, promote the prevention of crime, and support the enforcement of college policy. A truly safer campus can be achieved only through the combined efforts of students, faculty and staff. By coordinating the efforts of the college community in cooperation with local law enforcement agencies, the Department of Safety and Security can achieve its commitment to a safer campus environment.

The College does not have off-campus student organizations that are recognized by the institution. Students living in houses off campus are treated as citizens of the Atchison community. The College does not have a policy of monitoring and recording through local police their criminal activity. However, as stated in the Student Handbook, students are held responsible for their actions both on and off-campus.

Community Services

The Department of Safety and Security is responsible for security and emergency response at Benedictine College. It is also responsible for providing support services tailored to the specific needs of the Atchison Community. The following are some of these services:

- Operating the escort service for student workers from dusk until dawn
- Assisting campus motorists who have vehicle lockouts or are in need of jump-starts
- Responding to all campus emergencies
- Issuing parking tickets for students, faculty and staff
- Distributing crime prevention materials and information
- Providing lost and found services
- Coordinating the monitoring and testing of all fire prevention, burglary and panic alarm systems and equipment on campus (in conjunction with College Physical Plant personnel)
- Making inspections of buildings and grounds for fire, safety and security hazards (in conjunction with College Physical Plant and Student Life Office personnel)

The Department of Safety and Security encourages all students, faculty and staff to be involved in campus crime prevention and be informed about current health issues affecting the College. Information on health, safety, and security are provided to students, faculty, and staff members regularly through seminars, bulletins, crime alerts, posters, emails, and other mediums.

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WHAT IS THE CLERY ACT?

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, commonly referred to as the Clery Act, requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. Campuses must publish an annual security report intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about the safety of the campus so that they can make informed decisions. The Clery Act requires the distribution of this annual report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security (i.e., policies concerning alcohol and drug use, crime prevention, the reporting of crimes, and responding to sexual assault, dating violence, domestic violence, and stalking). The fire safety report has fire safety related information and statistics on fires for the previous three calendar years that occurred in on-campus student housing.

The Vice President of Student Life, Chief of Security, and Director of Student Conduct at Benedictine College prepares the Annual Security and Fire Safety Reports to comply with the Clery Act for the Benedictine College Campus. The data on reported crimes and fires is collected from a variety of sources, including the Atchison Police Department, Atchison Fire Department, the Department of Safety and Security, and other campus security authorities. In the case of this particular report you will see data for calendar years 2015, 2014, and 2013.

The College's annual security and fire safety report is made available yearly in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act. Students, staff, and faculty are notified via e-mail of the availability of the report. Prospective students may request a copy of the report from the Office of Admissions. Prospective employees may request a copy of the report from the Human Resources Office. Benedictine College provides each student, faculty, and staff member with the website address to access this report annually. The report is available online at <http://www.benedictine.edu/about/facilitiesconferencing/campus-security/security-report>. For those without computer access, a paper copy of the report may be obtained from the Department of Safety and Security Office, Benedictine College, 1020 North 2nd Street, Atchison, KS 66002; (913) 360-8888.

CRIME AND EMERGENCY REPORTING PROCEDURES

Reporting Procedures

Preventing campus crime is a shared responsibility between the College and the campus community. Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety-related incidents in a timely fashion to the following campus security authorities: Campus Security, Director of Residence Life or Director of Student Conduct, or any College official. The reporting person is asked to fill out an incident report form. These forms are available in the Department of Safety and Security Office, Human Resources Office, Student Life Office, and in each Residence Hall Director's Office. If sexual assault, dating violence, domestic violence or stalking should occur, College officials will offer the victim a wide variety of services. More information is available in the report's discussion of issues relating to sexual assault, domestic violence, dating violence, and stalking.

Reporting a Crime in an Emergency

An emergency is any situation where there is risk to human life and/or personal safety, or when a crime is in progress. In the event of an emergency on campus, emergency services are available by calling dispatch at 9-911. Law enforcement, fire protection and emergency medical services are all dispatched from this location. In the event of an off-campus emergency simply dial 911 which will ring into the local authorities.

Reporting a Crime in a Non-Emergency

Anyone who has been a victim of a crime or witnessed a crime is strongly encouraged to report the incident to College officials. Campus Security will offer assistance in contacting local authorities and will cooperate with any criminal investigation that may result. For non-emergency situations, students and employees should call Campus Security at (913) 360-8888.

A victim may also report information about a crime to the Department of Safety and Security and may ask that a criminal report not be filed. However, all college faculty and staff members are required to inform the Department of Safety and Security, Title IX Coordinator, or a Deputy Title IX Coordinator when they have been told of an incident of possible sexual harassment (including sexual assault, domestic violence, dating violence, and stalking) in order that the College can fulfill its legal obligations.

Benedictine College's Response to a Report of Crime

College officials will investigate reports of alleged crimes in a timely manner. In some cases, the College may request the assistance of local law enforcement officials in the investigation.

Victims of a crime who do not want to pursue action within the College system or criminal justice system may make a confidential report with the Director of Residence Life, Director of Student Conduct, Human Resources Director, or other College official. When the alleged perpetrators of a reported crime are identified as students, the case will be adjudicated internally and the investigation will be the responsibility of the Vice President of Student Life (and/or those appointed by her).

Internal judicial or disciplinary measures by the College are not intended to replace or interfere with action in the criminal justice system. Victims of crimes retain the legal right to pursue criminal charges in addition to any internal investigation or proceedings. Criminal investigation by local law enforcement officials, arrest and prosecution can occur independently before, during or after the campus judicial process or employee disciplinary actions. Likewise, the College may pursue its own internal disciplinary measures independent of whether or not criminal charges are filed and/or whether or not they are successfully prosecuted in the criminal justice system.

The Department of Safety and Security uses a Crime Report form and a Supplement Crime Report form exclusive for incidents of a criminal nature. All criminal offenses constituting criminal homicide, sex offenses, robbery, aggravated assault, burglary and motor vehicle theft, arson, and the number of arrests for the crimes on campus of liquor law violations, drug abuse violations and weapons possessions as well as hate crimes and domestic violence, dating violence, and stalking are tabulated on a form consistent with the FBI's UCR (Uniform Crime Report) system. This information is published each year. Every effort is made to coordinate with the Atchison Police Department to verify these incidents.

All of the above reports are confidential in nature. Security Officers as well as the Director of Residence Life or appropriate delegates (i.e., Director of Student Conduct, Resident Directors, etc.) will inform students about their option to file complaints with the local police department. Reported crimes may involve individuals not associated with the College.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Security officer 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 College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) they are made available to the College Title IX Coordinator. Reporting procedures applicable to allegations of sexual assault are further discussed later in this report.

Pastoral and Professional Counselors

As detailed in the Clery Act, the mental health services provided by professional counselors and pastoral counselors are confidential. Therefore, campus counselors providing mental health services and support do not report crimes to Campus Security. However, the College encourages pastor and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary confidential basis for inclusion in the annual disclosure of crime statistics. Benedictine College counselors provide support and information to victims about other community services available to them as well as the procedures for reporting crimes to Campus Security.

Timely Warning

In the event of a crime or series of crimes occurring on campus or near the campus that presents a serious or continuing threat to students and employees the College will issue a timely warning. Examples would be a rash of motor vehicle thefts or sexual assaults in the area that merit a warning because they present a continuing threat to the campus community. At the direction of the Director of Marketing and Communications a timely warning will be communicated to students and employees by means of a text message. Updates to the warnings will be provided as appropriate.

The College has communicated with local law enforcement departments requesting their cooperation in informing the College about situations reported to them that may warrant issuing a timely warning. Anyone else with information warranting a timely warning should immediately report the circumstances to Campus Security.

EMERGENCY RESPONSE PROCEDURES

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, or armed intruders. Through the Director of Security, the College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response. Students, staff and visitors are encouraged to notify Campus Security of any situation that poses such a threat.

The President of the College or his designee will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger. The Emergency Response Team Leader or his designee will be responsible for initiating the College's response and for marshalling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed, the College community, or appropriate segments of it, will be notified. The Emergency Policy Team (President and his Cabinet) in collaboration with other appropriate personnel, will determine who should be notified and will, without delay, and taking into account the safety of the community, determine the content of the notification and direct initiation of the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The President, Emergency Response Team Leader, or the Director of Marketing & Communications will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

- Raven Alert (text)
- E-mail notification
- Personal Communication

The College will utilize the institution's website and local media outlets to disseminate emergency information to the larger community that is those outside of the campus community.

The College tests its emergency response and evacuation procedures at least twice a year. Also at various times responsible College officials will meet to train and test and evaluate the College's emergency response plan. The Campus Safety Committee maintains a record of these tests and training exercises, including a description of them, the dates and times they are held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures.

Missing Student Notification Procedures

This policy establishes procedures to be followed at Benedictine College in the event that a residential student is reported missing and of the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing as required by the Higher Education Opportunity Act of 2008.

- Anyone believing a student residing in campus housing may be missing should report that to the following: Vice President of Student Life, Campus Security, Director of Residence Life, or any College official. Anyone receiving a missing student report must immediately refer it to Campus Security.
- When a student is officially reported missing, the Vice President of Student Life will initiate an investigation into the welfare of the student if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good-faith effort to make contact with the student or an emergency contact using any information the student has provided to Benedictine College for this purpose. The Vice President of Student Life will

gather all essential information about the student from the reporting person and from the student's acquaintances. The Vice President of Student Life will then contact the Dean of Students and Campus Security. Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, the Vice President of Student Life or appropriate designate will contact the Atchison Police Department to report the student as a missing person and they will take charge of the investigation.

- Within 24 hours of a determination that the student is missing, the Vice President for Student Life will make a good-faith effort to contact any student's any emergency or confidential contact identified by the student. If a reported missing student is under the age of 18 and is not emancipated, the Vice President for Student Life also will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student. Regardless of the age of the student, the College will also notify local laws enforcement within 24 hours of the determination that the student is missing.
- In addition to registering any general emergency contact, Benedictine College will be informed and given the opportunity during each semester registration process to register confidential contact information to be used by the Vice President of Student Life in the event that student is determined to have been missing for more than 24 hours. To register this information, students can go to emergency contact information registration on the BC website and follow the directions indicated. This information will remain in effect until changed or revoked by the student and will be accessible only to authorized campus official and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

For purposes of this policy, a student may also be considered to be a "*missing person*" at any time prior to the expiration of 24 hours the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

General Security and Safety Educational Programs

Benedictine College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. A description of those programs and their frequency of presentation follows:

- Crime prevention programs are presented each year by the Campus Safety Committee, Campus Security, and the Student Life Office. Crime prevention information is included on the college website and in memos and e-mail FYIs provided to students and employees at various times throughout the year.
- Students checking into the residence halls receive handouts concerning proper fire alarm and tornado procedures including exiting procedures.
- Emergency Procedures pamphlets are present in employee offices, which includes fire, severe weather, utility failure, violent behavior/suspicious activity, and medical emergency.
- Employees are required to have Active Shooter Training, provided by the Department of Homeland Security.
- Resident Assistants receive training in crisis management, dealing with critical incidents, and monitoring facilities.

- Residence Life staff make routine checks of buildings and security concerns are reported to the appropriate people. Residents are encouraged to be aware, be vigilant, and keep doors locked at all times.
- Alcohol Education programs sponsored regularly by the Alcohol and Drug Task Force and Residence Life Department.
- Safety and security issues are addressed by residence life and counseling staff during new student orientation and the first month of the academic year regarding, including such topics as the use of alcohol and illegal drugs, and managing physical and emotional stress, and being aware of potential problems in the surrounding environment.
- Campus Security has also received A.L.I.C.E. (Alert/Lockdown/Inform/Counter/Evacuate) training and plans to use this training to teach students and employees how to survive if they were to be confronted by a violent person with a weapon in a group setting.
- Employees and students are informed about the campus security procedures through briefings by campus security personnel, written communication from college officials, via campus postings, e-mail distribution, or internet posting.

Additionally, the Benedictine College Department of Safety and Security is committed to the prevention of crime and is pro-active in its efforts to prevent any potential problems. Crime prevention services include:

- Responding rapidly to all calls for service and emergencies
- Investigating all reported crimes
- Cooperating with the Atchison Police Department and the Atchison County Sheriff's Department
- Offering a wide variety of crime prevention materials through the Campus Safety Office and the Office of Student Life, including drug and alcohol information and personal security brochures
- Sponsoring a variety of crime prevention and personal safety programs with the Office of Student Life, including RA training, personal safety, fire extinguisher training, CPR, and fire drills

Benedictine College firmly believes the foundation for a successful safety and security program requires the constant cooperation and input from the entire College community. The entire College community is best served if each member employs preventative attention to any hazards in our daily work, consistently uses safe practices, and immediately reports any unsafe or hazardous conditions.

SAFETY AND SECURITY POLICIES

Security of Residential Facilities, Key Policy, and Access in Residence Halls

The College provides on-campus housing for approximately 1,530 students. Access to residence areas is restricted. Residence hall policy requires that exterior doors be locked during the evening and on weekends and at all times for buildings not used for classroom and meeting space. Residence hall policy requires that their exterior doors be locked at all times. Every resident is furnished a room key, a late door key, and/or an access card and every resident is urged to keep his/her door locked at all times for security reasons. If a student loses a room key, he/she is responsible for the cost of re-coring the lock. During short vacation periods, the outside doors remain locked throughout the vacation period and access is by key only. Students are not allowed in without special permission. During the summer months, other arrangements are made for work study and summer school students living in the residence halls, as well as for summer conference groups.

Benedictine College will make reasonable efforts to protect residents' property; however, the college

is not in any way liable for the loss of, theft of, or damage to residents' personal property. Neither is Benedictine College liable for failure or interruption of utilities. Authorized personnel may enter student rooms without the residents' permission for maintenance purposes, fire and safety inspections, damage inspection, in emergency situations and to enforce college policies as indicated in the student handbook.

Security of Other Campus Facilities

All academic buildings are secured during the evenings and weekends. Access to the buildings is only allowed for faculty/staff members and students who are accompanied by faculty/staff members. Campus Security officers perform random "walk-throughs" and vehicle patrols throughout campus.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone that does not belong to the campus community

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

Security Considerations Used in the Maintenance of Campus Facilities

Campus Security also is a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are clear, well maintained, lighted, and that egress lighting is working in hallways and stairwells.

POLICY AND PROCEDURES RELATING TO SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE, AND STALKING

Consistent with the requirements of Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex in its educational programs and activities, including sexual harassment and sexual violence. A full statement of the College's Title IX policy may be found in both the Employee Handbook and Student Handbook located on the Benedictine College webpage under Resources (<http://www.benedictine.edu/academics/resources>). The Clery Act, as amended by the reauthorization of the Violence against Women Act ("VAWA"), addresses acts of domestic violence, dating violence, sexual assault and stalking. The College's Title IX policy also covers complaints of these crimes that are made to the College.

The following discusses the College's educational programs to promote the awareness of sexual assaults, domestic and dating violence and stalking; provides information concerning procedures students should follow if they become a victim of one of these offenses; advises students of services

available in the event they do become a victim; and describes procedures the College will follow in resolving complaints that one of these offenses has been committed.

Educational Programs to Promote Awareness and Prevention of Various Sex-Related Offenses

The College provides a Primary Prevention and Awareness Program for all incoming students and new employees. It covers: the definitions of key offenses under state law; a description of safe and positive options for bystander intervention to prevent harm or intervene when there is a risk of domestic or dating violence, sexual assault or stalking against another person; information on risk reduction by recognizing the warning signs of abusive behavior; and information on procedures to follow if one becomes a victim of one of these crimes as well as the procedures the College will use to resolve a complaint about such a crime being committed. This program is carried out by collaborating efforts of the Vice President of Student Life and staff members, Director of Human Resources, Campus Security, and the Title IX Coordinator. Much of the information provided in the program is summarized in the forthcoming sections of this report. The way in which this information is presented to the campus community is as follows:

- Presenting an interactive Title IX/VAWA educational training video, including healthy relationships information to all students.
- Providing Title IX/VAWA training for all faculty, staff, and employees.
- Distributing a Title IX/VAWA informational brochure to all students.
- Creating and maintaining a Title IX/VAWA webpage on the College's website.
- Presenting Bystander Intervention training to students throughout the year.

In addition, The College has an Ongoing Prevention and Awareness Campaign for all students and employees. That campaign uses various strategies and target audiences to reinforce and expand upon the information provided in the Primary Awareness and Prevention Program. Examples include:

- Providing Title IX/VAWA educational training (via video, brochures, in person) to all students and employees yearly.
- Updating and maintaining a Title IX/VAWA webpage on the College website.
- Sponsoring an Ali Kemp Self-Defense workshop annually.
- Conducting various self-defense, bystander intervention, and healthy relationships workshops.
- Hosting Alcohol Education programs and speakers on campus
- Training students and employees on federal regulations and bystander intervention.
- Providing training for Title IX/VAWA Investigators and Student Conduct Board members regarding expectations/challenges.
- Promoting campus activities of student lead Alcohol and Drug Task Force and Ravens C.A.R.E. (Countering Assault Risk and Education) groups.

In summary, because the College recognizes that the prevention of sex discrimination, sexual harassment, sexual violence/assault, domestic violence, dating violence, and stalking is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks.

The College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. In that regard, the following definitions apply within the state of Kansas:

Definition of Consent

Based on good-faith research, Consent, as it relates to sexual assault, is not specifically defined in the Kansas statutes. Generally, consent refers to a person affirmatively agreeing to sexual contact pursuant to his or her own free will.

Domestic Violence

Kan. Stat. Ann. § 21-511 provides the following:

“Domestic violence” means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. For purpose of this definition:

(1) “Dating relationship” means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when making a determination of whether a relationship exists or existed:

Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable.

(2) “Family or household member” means persons 18 years of age or older who are spouses, former spouses, parents or stepparents and children or stepchildren, and person who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family and household member also includes a man and woman if the woman is pregnant and the man is the alleged father, regardless of whether they have been married or have lived together at any time.

Dating Violence

Based on good-faith research, Dating Violence is not specifically defined in the Kansas statutes. However, it is captured under the definition of Domestic Violence stated above when there is an act or threatened act of violence with whom the offender is involved or has been involved in a dating relationship.

Sexual Assault

Based on good-faith research, Sexual Assault is not specifically defined in the Kansas statutes and it is a broad term that can cover various types of sexual offenses. Below are the Kansas statutory definitions for Rape, Sexual Battery, and Aggravated Sexual Battery, all of which could be classified as Sexual Assault.

- **Rape.** Rape is defined under Kan. Stat. Ann. § 21-3502 as follows:
 - (a) Rape is
 - (1) sexual intercourse with a person who does not consent to sexual intercourse, under any of the following circumstances:
 - (A) When the victim is overcome by force or fear;
 - (B) When the victim is unconscious or physically powerless;
 - (C) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which conduction was known by, or was reasonably apparent to, the offender.
 - (2) Sexual intercourse with a child who is under 14 years of age;

(3) Sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or

(4) Sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a legally required procedure with the scope of the offender's authority.

- **Sexual Battery.** Sexual Battery is defined under Kan. Stat. Ann. § 21-3517 as follows:
 - (a) Sexual battery is the intentional touching of the person of another who is 16 or more years of age, who is not the spouse of the offender and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another.
- **Aggravated Sexual Battery.** Aggravated Sexual Battery is defined under Kansas state law as follows:
 - (a) Aggravated sexual battery is the intentional touching of the person of another who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another under any of the following circumstances:
 - (1) When the victim is overcome by force or fear;
 - (2) When the victim is unconscious or physically powerless;
 - (3) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender.

Stalking

Kan. Stat. Ann. § 21-5427 provides the following:

Stalking is:

- (1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear;
- (2) Engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or
- (3) After being served with, or otherwise provided notice of any protected order...that prohibits contact with a targeted person, recklessly engaging in at least one act listed in subsection (f) (1) that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear...
- (4) As used in [the definition of stalking]:
 - (A) "Course of conduct" means two or more acts over a period of time, however short, which evidence a continuity of purpose. A course of conduct shall not include constitutionally protected activity nor conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct shall include, but not be limited to, any of the following acts or a combination thereof:
 - (a) Threatening the safety of the targeted person or a member of such person's immediate family;

- (b) Following, approaching or confronting the targeted person or a member of such person's immediate family;
 - (c) Appearing in close proximity to, or entering the targeted person's residence, place of employment, school or other place where such person can be found, or the residence, place of employment or school of a member of such person's immediate family;
 - (d) Causing damage to the targeted person's residence or property or that of a member of such person's immediate family;
 - (e) Placing an object on the targeted person's property or the property of a member of such person's immediate family, either directly or through a third person;
 - (f) Causing injury to the targeted person's pet or a pet belonging to a member of such person's immediate family;
 - (g) Any act of communication;
- (B) "Communication" means to impart a message by any method of transmission, including, but not limited to: Telephoning, personally delivering, sending or having delivered, any information or material by written or printed note or letter, package, mail, courier service or electronic transmission, including electronic transmissions generated or communicated via a computer
- (C) "Computer" means a programmable, electronic device capable of accepting and processing data; ...
- (5) "Immediate family" means father, mother, stepparent, child, stepchild, sibling, spouse or grandparent of the targeted person; any person residing in the household of the targeted person; or any person involved in an intimate relationship with the targeted person.

The majority of sexual offenses that occur on campus communities are committed by people known by their victims. Often, these types of assaults are not reported to police or campus authorities because people do not think this unwanted sexual contact constitutes sexual assault since they know the assailant. These assailants, however, are able to continue to exploit people by manipulating that trust. By reporting these incidents, you will significantly decrease the likelihood that this individual can subject another person to this type of victimization.

The following are warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization or bystander inaction:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
 - Make your limits known before going too far.
 - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
 - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
 - Grab someone nearby and ask them for help.
 - Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
 - Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
 - Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
 - Remember that you owe sexual respect to the other person.

- Don't make assumptions about the other person's consent or about how far they are willing to go.
 - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
 - If your partner expresses a withdrawal of consent, stop immediately.
 - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
 - Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
 - Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
 - Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.
- It is also important to be aware of the warning signs of an abusive person. Some examples include:
 - Past abuse
 - Threats of violence or abuse
 - Breaking objects
 - Using force during an argument
 - Jealousy
 - Controlling behavior
 - Quick involvement
 - Unrealistic expectations
 - Isolation
 - Blames others for problems
 - Hypersensitive
 - Cruelty to animals or children
 - "Playful" use of force during sex
 - Jekyll-and-Hyde personality

Individuals are encouraged to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other steps that can be taken include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

Restraining Orders

Any student or employee who has a restraining order, order of protection, no contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the College) is highly encouraged to notify the Atchison Police and Title IX Coordinator of the threat and to provide a copy of the restraining order so that it is kept on file with the Atchison Police and Title IX Coordinator and can be enforced, if necessary

Retaliation

Benedictine College prohibits retaliation against anyone who reports or assists in making a good faith complaint of sexual assault, domestic violence, dating violence or stalking and/or who cooperates in any such investigation. Prohibited retaliation may include, but is not limited to, intimidation, threats, coercion, or discrimination against any such individual or persons exercising their rights or responsibilities under the Clery Act and these policies and procedures. If the College determines that a student or employee has violated this policy, appropriate disciplinary action will be taken against the student or employee, up to and including termination/expulsion.

Procedures to Follow if You are a Victim of a Sex Offense

If you are a victim of a sexual assault, go to a safe place and call 911, or contact Campus Security at 913-360-8888 for assistance. You should also contact the College's Title IX Coordinator, Dr. Kimberly Shankman, Title IX Coordinator, 913-360-7413 or one of her Deputy Title IX Coordinators, Sean Mulcahy, Director of Residence Life, 913-360-7500 or Carolyn Sanders, Director of Human Resources, 913-360-7326.

Students or employees who report being a victim of sexual assault, domestic violence, dating violence, or stalking will be notified in writing of the procedures they should follow. The notification will include information on:

- The importance of preserving evidence as may be necessary to prove the offense or to obtain a protective order. Victims will be provided information on where a forensic examination can be obtained. Therefore, victims should follow these guidelines:
 - Do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
 - Don't bathe or wash, or otherwise clean the environment in which the assault occurred.
 - Options for pressing charges can be deferred, if you will go to the local hospital emergency room and ask for an exam and for evidence of the sexual assault to be collected and sealed.

Victims of stalking should also preserve evidence of the crime to the extent possible.

- To whom and how the alleged offense should be reported;
- The following options regarding notification to law enforcement:
 - Option to notify either on-campus or local police;
 - Option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses; or
 - Option to decline to notify such authorities.
- Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.

Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

- Confidential Free Support on Campus
Counseling Center Student Health
(913) 360-7621 (913) 360-7117
- 24 Hour Assistance is Available
DoVes Sexual Assault & Dating/Domestic Violence Hotline: 1-800-367-7075
Campus Security (913) 360-8888
- RD On-Call number (913) 360-7070
- Atchison Hospital Emergency Department
800 Raven Hill Drive, Atchison, KS 66002
(913) 360-5324
- Atchison Police Department
9-911 or (913) 367-4323 for Non-Emergency

In particular, students and employees may receive professional, confidential, no-cost crisis counseling services through the College Counseling Center, located in the Student Health Building. Counseling is available even if a violation hasn't been reported. The phone number is 913-360-7621. The local DoVes shelter provides 24 Hour support for victims of sexual assault and dating or domestic violence and these services can be reached by calling 1-800-367-7075. Victims seeking support can also share information in confidence to official clergy on campus. Appointments can be scheduled with Fr. Simon Baker, O.S.B., or Fr. Jay Kythe, O.S.B., Campus Chaplains, by calling 913-360-7735.

Requesting Accommodations or Protective Measures

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. To request an accommodation, victims should contact Dr. Kimberly Shankman, Title IX Coordinator, 913-360-7413 or one of her Deputy Title IX Coordinators, Sean Mulcahy, Director of Residence Life, 913-360-7500 or Carolyn Sanders, Director of Human Resources, 913-360-7326. The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality will not impair the College's ability to provide them. If necessary to disclose personal information to provide the accommodation, the College will so advise the victim.

Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the appropriate College disciplinary system. Regardless of the status of the complainant or respondent, the Title IX Complaint Resolution Procedures will be utilized for the investigation when a complaint of one of the above offenses is made. The complaint resolution procedures are invoked once a complaint is made to the Title IX Coordinator or a Deputy Title IX Coordinator, or otherwise brought to their attention. Formal and informal resolution options are available, but informal resolution is never an option in the case of sexual assault. Once a complaint is made, an investigator (the Title IX Coordinator or designee) will commence an investigation as soon as practicable but not later than seven (7) days after the complaint is made. During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigator will also interview others and review other evidence as appropriate based on the circumstances of the complaint. Upon completion of the investigation, the

investigator will make a decision and issue a written report to the complainant and respondent with findings and, if necessary, attach an addendum with sanctions and remedial measures that will be implemented. The College strives to complete investigations of this nature within sixty (60) calendar days.

Both parties have an equal opportunity to appeal decisions of the investigator to a designated appeals officer. Student appeals must be filed with the Vice President of Student Life. Third parties and non-faculty employees must file appeals with the Chief Financial Officer. Appeals must be filed within ten (10) days of receipt of the written report determining the outcome of the complaint. The non-appealing party will be notified when an appeal is filed. The appropriate appeals officer will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. Decisions of an appeals officer are final, except for cases involving suspension or expulsion of a student. In those situations a final appeal may be made to the President of the College.

Further review requested by a faculty member will be governed by the procedures specified in the Serious Discipline / Termination Policy and Procedures section of the *Faculty Handbook*. In whatever disciplinary procedure is used, both the victim and the individual accused of the offense are entitled to:

- A prompt, fair and impartial investigation and resolution.
- Written notice of any extension of timeframes in the proceedings and the reason or it, which will only be for good cause.
- Proceedings conducted by officials who do not have a conflict of interest or bias for or against the accused or the accuser and who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Timely access to information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The College may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
- Have the outcome determined by a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- Simultaneous, written notification of the outcome of the proceeding, any procedures for either party to appeal the result, any change to the result and when the result becomes final. For this purpose, “result” means any initial, interim and final decision by any official or entity authorized to resolve disciplinary matters. The result will include any sanctions imposed by the College and the rationale for reaching that result.

Possible Sanctions or Protective Measures that the College May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses

Following a final determination in the College’s disciplinary proceeding that one of the above offenses has been committed, the College may impose penalties depending on the mitigating and aggravating circumstances involved.

If a complaint of sexual assault, domestic violence, dating violence, or stalking is found to be substantiated, the College will take appropriate corrective and remedial action. Students or employees found to be in violation of this policy will be subject to discipline, which may include, but are not limited to, no-contact order, mandated educational programming, suspension, probation, or termination/expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

In addition, after a final determination that one of the above offenses has been committed, the College may provide additional protective measures for the victim. This may involve a no-contact order or restricting the respondent from entering the victim's residence hall.

Publicly Available Recordkeeping

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College.

Victims to Receive Written Notification of Rights

When a student or employee reports to the College that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above, including available resources, protective measures, and a description of the College's policies and procedures for addressing complaints of this nature.

Sex Offender Registration Program

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting Campus Security. The state law enforcement authority the Kansas Bureau of Investigation provides Benedictine College Department of Safety and Security with a list of registered sex offenders who have indicated that they are either enrolled or employed at the Benedictine College campus.

Benedictine College informs the campus community of the list (if any) of registered sex offenders for review at: www.benedictine.edu/about/facilitiesconferencing/campus_security. A list of all registered offenders is available from the Kansas Bureau of Investigation at: www.kansas.gov/kbi/ro.shtml.

Disclosure of Disciplinary Proceedings for Crimes of Violence or Non-forcible Sex Offenses

Program Participation Agreement Requirement: Benedictine College will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

DRUG AND ALCOHOL POLICES

Alcohol and Drug/Controlled Substance Policy - Students

Benedictine College supports the Drug Free Workplace (PL 100-690) and Drug Free Schools and Communities (PL101-226) Acts. Existing policies prohibit the *unlawful* possession, use, and distribution of illicit drugs and alcohol by students and employees *on College property or as a part of college-sanctioned activities*.

Both alcoholism and drug abuse are harmful to individuals and their relationships with others. Substance abuse also leads to lessened study/work productivity, increased absenteeism and physiological illness, and impaired study/work relationships.

The illicit use of alcohol or controlled substances violates both federal and state laws and most frequently leads to diminished physiological processes, emotional imbalance, and/or withdrawal from others. In a supportive atmosphere it is important to provide an environment that promotes physical and psychological health, as well as aiding individuals in making sound life choices.

Another essential component to such an atmosphere is the development of consistent practices that offer assistance to those in need and safety to others around the person in need--all within a context of dignity and respect for all those involved. It is the intent of alcohol and drug/controlled substance policies to address the problems of alcohol and controlled substance abuse within the framework provided by these broad goals.

Objectives

The objectives of the alcohol and drug/controlled substance policies are as follows:

1. To prevent, as possible, alcohol and controlled substance abusers from injury or hurting themselves or others.
2. To prevent, as possible, alcohol and illicit controlled substance usage from interfering with the user achieving his/her goals in attending Benedictine College.
3. To aid students and others in making personal choices consistent with their personal goals and the mission of Benedictine College.
4. To encourage any needed individual into alcohol or controlled substance abuse treatment programs, and to cooperate however possible in a student or employee's treatment progress.

Implementation

Alcohol Policy - Students

The College follows city and state regulations regarding the use of alcoholic beverages to include enforcing underage drinking laws. All members of the college community are expected to abide by the laws of the state, to conduct themselves in a manner reflecting credit on themselves and the College, and to share responsibility for the functioning of this policy.

Violations of the following behaviors would specifically violate the Benedictine College alcohol policy:

1. Possession of alcohol anywhere on campus by anyone under the age of 21 is a violation of the College alcohol policy.
2. The possession and consumption of alcoholic beverages for those 21 years of age and over is permitted in a students' housing unit (residence hall room/suite/apartment/house etc.) only if certain requirements are met:

- a. In housing units that are comprised of one room (Newman, Guadalupe, etc.):
 - i. Alcohol is never permitted in any capacity if any of the residents of that room are under the age of 21.
 - ii. If all residents of the room are 21 or over, beer and alcoholic beverages are permitted if there are no guests under 21 in the room when alcohol is being consumed.
- b. In housing units that have common spaces such as a lounge, kitchen, etc. that normally house more than two residents (Row House, Campus House, Legacy, Elizabeth, McDonald, etc.): The regulated spaces in these units are separated into bedrooms and common spaces.
 - i. If all residents of the housing unit are 21 or over, beer and alcoholic beverages are permitted in both the common spaces and the bedrooms if no guests under 21 are present when alcohol is being consumed.
 - ii. If you live in a unit where some but not all residents are 21 or over, you should review the FAQ Alcohol Sheet and speak with your Residence Director as it may be possible that alcohol can be kept and consumed in a bedroom of your housing unit.
 - iii. If some but not all of the residents of your housing unit are 21, alcohol can never be kept or consumed in any of your common spaces.
 - iv. If none of the residents of your housing unit are 21, alcohol is never permitted in any capacity in your housing unit.
3. Consumption of alcohol is never permitted in any residential space on campus if there is a minor present. Regardless of who is drinking/not drinking, if alcohol is being consumed with a minor present, all parties present are in violation of the College alcohol policy.
4. Residents assigned to a housing unit are responsible for any violations of College policy (including the alcohol policy) that occur in their housing unit whether they are present or not.
5. Regardless of age, (even if you are 21 or over) consumption of alcohol by students anywhere on campus in areas that are not designated drinking areas (apartment where all residents are 21 or over, College sanctioned beer garden, etc.) is a violation of the college policy. Drinking alcohol in parking lots, apartment breezeways, lawns etc. is a violation of the College alcohol policy.
6. Students who are 21 may host a function with alcohol on campus with prior approval from the Student Life Office.
7. All alcohol must be packaged and unopened when brought onto the campus and transported to sanctioned drinking areas such as an apartment where every resident is 21 or over.
8. Kegs are not allowed in the residence halls or at any student event unapproved by the Student Life Office. In addition to all violators receiving alcohol policy violation outcomes, kegs/taps that are found will be confiscated by the College and not returned.
9. Empty beer and alcoholic beverage containers are not permitted in non-21 year old rooms or common spaces in the residence halls. Possession of empty containers will be treated as full violations of the College alcohol policy.
10. While there is no magic number which distinguishes between a few friends drinking and a party, some limits on number have been set in an attempt to give some guidelines. There may be no more than eight (8) people in a room or sixteen (16) in a McDonald suite; Kremmeter, Legacy, Lemke & Wolf Apartment; Row House; St. Joseph Suite; or campus house, when drinking occurs. Guests whose behavior is unacceptable will be requested to leave the

residence hall and/or the College premises. If they refuse to leave, the police will be notified and the college will press charges of trespassing.

11. Intimidation or harassment of a residence hall director, resident assistant or college official in connection with problems due to drinking, or the refusal to follow their directives, may result in immediate suspension.

Drug and Controlled Substance Policy - Students

All members of the college community are expected to abide by and the College enforces state and federal laws, to conduct themselves in a manner reflecting credit on themselves and the College, and to share responsibility for the functioning of this policy.

The following behaviors would specifically violate the Benedictine College drug policy:

1. The unlawful manufacture, distribution, and dispensation of controlled substances.
2. The possession or use of controlled substances without a physician's prescription.
3. Possession or use of illegal drugs/drug paraphernalia.

Examples

- Possession and or usage of any amount of marijuana is a direct violation of Benedictine College's drug policy.
- Possession and or usage of drug paraphernalia including but not limited to marijuana pipes, marijuana grinders, bongs, etc. is a direct violation of Benedictine College's drug policy.
- Possession and or usage of controlled substances without a prescription (e.g., possession and or usage of Adderall without a prescription) is a direct violation of Benedictine College's drug policy.

Controlled substances include narcotics, stimulants, depressants, hallucinogens, and performance-enhancing substances deemed illegal to possess without a doctor's prescription by federal or state statutes. Illicit usage or abuse of controlled substances does not include use pursuant to a valid prescription or other uses authorized by law.

Consequences

Alcohol Policy - Students

Failure to follow alcohol policies will result in disciplinary action. During such an incident, the student's ID will be requested and must be presented upon the request of a college official.

This policy does not sanction drinking parties of any kind in residents' rooms, but is intended to allow moderate drinking by residents, who are of age, in their room with a reasonable number of guests.

Violations of this policy are serious in nature and the disciplinary outcomes given will reflect the severity of the violation. Consequences for students discovered in violation of the alcohol policy may include: \$100 fine, alcohol education class, alcohol assessment, notification of parents, probation, suspension or dismissal from school.

Drug and Controlled Substance Policy - Students

Failure to follow the drug and controlled substance policies will result in disciplinary action by Benedictine College. Violations of this policy are serious in nature and the outcomes given will reflect the severity of the violation. Specific determination of consequences in each case will be made by the

appropriate College administrator and any applicable hearing or conduct boards. Consequences for students discovered in violation of the drug policy may include: notification of law enforcement officials, \$500.00 fine, and drug assessment, notification of parents, drug testing, probation, suspension or dismissal from school.

Those voluntarily seeking help for alcohol and drug related problems on subsequent occasions will be handled on an individual basis by the appropriate College authorities or supervisor. Voluntarily seeking help for drug related problems, however, will not supersede other campus policy violations. Individuals cannot self-refer to avoid action for an act that has already been committed.

The intent of the alcohol and drug/controlled substance policies is to encourage students/staff to seek help voluntarily for any alcohol and drug related problems. Those who voluntarily seek help for alcohol and drug problems typically will not face disciplinary consequences the first time they do so. After undergoing an assessment by either the College Counseling Center or other local mental health/substance abuse professionals (at the client's expense), the client will be expected to complete a treatment program designed by the client and the assessing agency/person.

Substance Abuse Counseling

Because the College enrolls students of various ages, and because college years are ones of gradual maturing into adult responsibilities, each student must assume a responsible attitude toward drinking and other substances. Specifically, if a student chooses to drink, a student is also choosing to monitor his or her own behavior so that it continues to meet Benedictine College's expectations. He or she is also electing to face whatever consequences that occur when his or her behavior does not meet those expectations. Substance usage is never an excuse for misbehavior.

The basic concerns of the College are to comply with all state and local statutes and to provide help for students who seek help. In accordance with current counseling practices on campus, students with substance problems can seek counseling help voluntarily (i.e., not as a result of disciplinary action) without fear of disciplinary action. An investigation in a disciplinary action will not seek any personal information disclosed in a counseling session.

Failure to follow established substance abuse policies can result in a variety of actions depending upon the seriousness of the situation and the number of people involved. Repeated violations may result in communication with parents or guardian. All infractions, however, will be handled seriously and further problem assessment or other consequences should be expected for all violations. For information or help call the Counseling Center at 913-360-7621.

State and Federal Laws

In addition to health risks, using these substances – and in most cases possession and distribution of them – violates state and federal laws.

Alcohol Use - Employees

The use of alcohol during working hours except for selected occasions is strictly prohibited. On selected social occasions involving College employees, board members and guests, limited use of alcoholic beverages will be permitted with the approval of a Cabinet member, Department director, or Division head. Employees are asked not to carry alcoholic beverages across campus from one building to another or into common areas or hallways. Benedictine College requires all alcoholic beverages for catered events to be purchased through our liquor license managed by Campus Dining. No alcoholic beverages can be brought onto campus for a catered event or for any event where alcoholic beverages are sold or otherwise made available to the patrons. Only people of legal age can be allowed to purchase or consume alcoholic beverages and only bartenders on file with Benedictine College or

Campus Dining can dispense alcoholic beverages on campus. Celebrity bartenders do not dispense alcoholic beverages; they function solely in a hospitality role during limited campus functions.

The BC Community Code in the *Student Handbook* prohibits the use of alcohol on campus, except at events or in locations designated by the College. No open alcoholic beverage containers are permitted on campus grounds, except in designated areas. Further, the National Association of Intercollegiate Athletics (“NAIA”) has a policy that prohibits the sale, service, or consumption of alcoholic beverages at any NAIA athletic event. Students are asked to present two (2) forms of identification when ordering alcohol in the MCI or at a campus event. Campus Dining and Campus Security work collaboratively for those events where wrist-banding is appropriate.

Expenditures for the use of alcoholic beverages in any form are normally considered to be personal expenditures and are not to be charged against any College budget without approval and justification of the Cabinet member, Department director, or Division head with budget authority. Please refer to the Expense Procedure Manual on the College website for further information

Drug-Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all College-owned or controlled property and at College-sponsored or supervised activities. Any employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law on College property or at College events shall be subject to disciplinary action in accordance with applicable state and federal laws and College policies. Suspected violations of this policy should be reported to the Director of Human Resources. The College will take appropriate personnel action for such infractions, up to and including termination. All employees of the College will abide by this policy and will notify the College of any criminal drug statute violations occurring in the workplace no later than five (5) days after such conviction.

The College in turn must take appropriate disciplinary action to remedy the offense and notify the federal government of any conviction within ten (10) days of receipt of such information. For purposes of this policy, “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Drug and Alcohol Screening and Testing

Benedictine College reserves the right to request that all new hires submit to a pre-employment drug and alcohol screen. Notification of pre-employment drug and alcohol screens will be provided when applying for openings in designated positions. If a pre-employment drug and alcohol screen is requested, a negative test result is considered a condition of employment.

Employees may be required to submit for alcohol and drug testing. In the event an employee is requested to submit to drug and alcohol testing, arrangements will be made for the employee to report immediately to the designated testing facility. Refusal to take a test, and/or actual or attempted masking of specimens will result in disciplinary action, up to and including separation of service. If the test results are negative, the employee will be allowed to return to work and will be compensated for lost time, subject to the restriction imposed by workers compensation policy, if applicable. Positive drug and/or alcohol results will be evaluated before disciplinary action, up to and including termination, is taken. An appeal can be made in writing within 30 days. The Director of Human Resources will review appeals. Staff members who refuse testing will be subject to disciplinary action. Faculty members who refuse testing will be subject to the regulations of the faculty handbook.

Institutional Response

All members of the campus community may refer individuals in violation of Benedictine College's Alcohol and Drug policies and applicable laws to the appropriate supervisor, campus official, and/or Campus Security. Duly appointed administrative personnel who receive information pertaining to violations of this policy will initiate an institutional response. Campus Security is a resource that all members may use to report an individual in violation of these two policies.

A full statement of the College's drug and alcohol abuse education program as required by Section 120(a) through (d) of the Higher Education Act may be found at the Student Health Center. Information includes the legal penalties under various laws for violating their prohibitions on drug and alcohol use, the health effects from abusing these substances, a description of the educational programs aimed at preventing abuse and the resources available to individuals with a substance abuse problem.

Substance Abuse Education Programs

Benedictine College has a vested interest in the health and well-being of its students and employees. Providing students and employees access to substance abuse education materials promotes a healthy campus community. The College recognizes substance abuse as a treatable condition and offers programs and services for employees and students with substance dependency problems. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, and referrals.

The College expects its students to comply with federal and state laws, local ordinances, and the College's Code of Conduct related to alcohol and other drugs. Continued or abusive use of alcohol and other drugs has health consequences. Violations of the Benedictine College's alcohol and drug policy will be addressed by the College through disciplinary actions and educational programs.

The Benedictine College Counseling Center located in the Student Health Center Counseling Center utilizes the prevention model, assists students by anticipating and intervening in situations where substance abuse may negatively influence student performance in the community and environment. Individual and group counseling, alcohol and other drug use assessment, referral for further evaluation and treatment, and educational programming are important components of this service. Contact: the Counseling Center: <http://www.benedictine.edu/student-life/health-wellness> or 913-360-7621.

Crime Statistics

Benedictine College is a very safe campus. This report includes statistics for the 201 calendar year and two preceding years for the following crimes: murder, sex offenses, robbery, aggravated assault, burglary and motor vehicle theft. It also includes statistics reflecting arrests for liquor law violations, drug abuse violations, and weapons possession violations occurring on campus from January 1, 2015 to December 31, 2015. The Atchison Police Department has been very helpful in complementing our records. Initially, violations are dealt with by the Residence Life staff and/or the Department of Safety and Security. The Atchison Police Department will arrest students on campus as necessary.

REPORTABLE CRIMES AND DEFINITIONS

According to the Clery Act, there are specific crimes for which officials must report a three-year statistical history. These crimes are listed below along with definitions from the FBI Uniform Criminal Reporting System. This data reflects the disclosure of certain incidents, as required by the law, that are reported to campus security, other campus security authorities, or local police agencies for the three calendar years preceding the year in which the report is disclosed. Statistics of crimes reported to pastoral or professional counselors are generally not included in this report unless it is deemed

appropriate to inform their clients of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure.

No crimes were determined to be “unfounded” by law enforcement officials and subsequently withheld from the crime statistics noted in the chart below.

Crime Statistics

Criminal Offenses 2013-2015 Benedictine College Atchison, KS

All crimes reported under the "on campus student housing facilities" headings are included also under the comprehensive "on campus" headings.

On Campus	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	3	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses – Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	1	0	1
k. Burglary	4	0	2
l. Motor vehicle theft	0	1	1
m. Arson	0	0	0

On-campus Student Housing Facilities	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0

c. Sex offenses - Forcible	1	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses – Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	1	0	0
k. Burglary	1	0	1
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Non-campus

	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	1	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses – Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Public Property	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses – Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Hate Crime Offenses
2013-2015
Benedictine College
Atchison, KS

There were no criminal offenses reported to Benedictine College authorities that manifested evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, disability, ethnicity, or national origin (category of bias for crimes reported in 2013, 2014, or 2015).

VAWA Offenses
2013-2015
Benedictine College
Atchison, KS

All disciplinary actions and judicial referrals reported under the "on campus student housing facilities" headings are included also under the comprehensive "on campus" headings.

On Campus	2013	2014	2015
a. Domestic violence	n/a	0	0
b. Dating violence	n/a	0	1
c. Stalking	n/a	1	0

On Campus Student Housing Facilities	2013	2014	2015
a. Domestic violence	n/a	0	0
b. Dating violence	n/a	0	1
c. Stalking	n/a	0	0

Non-campus	2013	2014	2015
a. Domestic violence	n/a	0	0
b. Dating violence	n/a	0	0
c. Stalking	n/a	0	0

Public Property	2013	2014	2015
a. Domestic violence	n/a	0	0
b. Dating violence	n/a	0	0
c. Stalking	n/a	0	0

Arrests
2013-2015
Benedictine College
Atchison, KS

All arrests reported under the "on campus student housing facilities" headings are included also under the comprehensive "on campus" headings.

On Campus	2013	2014	2015
a. Liquor law violations	0	0	0
b. Drug law violations	0	1	0
c. Illegal weapons possessions	0	0	0

On Campus – Student Housing Facilities	2013	2014	2015
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

Non-campus	2013	2014	2015
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

Public Property	2013	2014	2015
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

Disciplinary Action/Judicial Referrals
2013-2015
Benedictine College
Atchison, KS

All disciplinary actions and judicial referrals reported under the "on campus student housing facilities" headings are included also under the comprehensive "on campus" headings.

On Campus	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	20	13	14
c. Liquor law violations	132	126	136

On Campus – Student Housing Facilities	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	17	12	12
c. Liquor law violations	129	118	130

Non-campus	2013	2014	2015
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

Public Property	2013	2014	2015
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

Unfounded Crimes
2013-2015
Benedictine College
Atchison, KS

There were no crime reports that were determined to be “unfounded” after a full investigation by a commissioned law enforcement officer and subsequently withheld from the charts of crime statistics above.

Unfounded Crimes

2013 2014 2015

a. Total unfounded crimes

n/a

0

0

Definitions

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

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

Burglary – The unlawful entry of a structure to commit a felony theft.

Drug Law Violation – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone), methamphetamine; and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes – A hate crime is defined as any crime that manifests evidence that a victim was selected because of his or her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his or her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime.

- Hate Crimes – Includes crimes of murder and non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, and the crimes in the four bullets below, that manifest evidence that the victim was chosen based on one of the categories of prejudice listed above.
 - Larceny/Theft – the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
 - Simple Assault – 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 to Property (except Arson) – 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.

If a hate crime occurs during an incident involving one of the crimes listed above, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

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

Negligent Manslaughter – The reckless or grossly negligent killing of a human being excluding traffic fatalities.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joy riding.

Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of a human being by another.

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

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; and all attempts to commit any of the aforementioned.

Sex Offenses – Definitions for this category of offenses are from the National Incident Based Reporting System edition of the Uniform Crime Reporting Program. Prior to this year's report sex offenses were reported as:

Forcible Sexual Offenses – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Non-Forcible Sex Offenses – Unlawful, non-forcible sexual intercourse, including incest and statutory rape.

Beginning with this report- sex offenses are to be categorized as follow:

- Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

VAWA Definitions/Other Crimes

Domestic Violence (federal definition) – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence (federal definition) – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking (federal definition) – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or to suffer substantial emotional distress.

Location

Campus – Any building or property owned or controlled by Benedictine College, within the same reasonably contiguous geographical area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls. It also includes property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Residential Facility – Those buildings operated by the Benedictine College Residence Life Office.

Non-Campus Building or Property – Any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property Adjacent to Campus – All public property such as a sidewalk, a street, other thoroughfare, or parking facility that is within the campus or that is immediately adjacent to the campus and accessible from it.

- Candles, chemicals, open flames
- Fireworks and explosive materials
- Appliances that are NOT permitted in dorm rooms include: hot plates, halogen lights, grills, skillets, toaster ovens, sun lamps, electric heaters, refrigerators larger than 4 cubic feet and gas appliances.
- Gasoline-operated machines
- Tampering with fire safety equipment

Fire Safety Education and Training

Residence Life staff receive annual training conducted by the Atchison Fire Department. This training includes prevention, response procedures, and fire extinguisher use. The campus hosts an annual fire safety education program conducted by the Atchison Fire Department. This session includes prevention and alarm response and evacuation procedures.

Reporting Fires

It is essential that all fires be reported even if it was quickly extinguished without the need to pull an alarm or otherwise contact emergency responders to tend to it. This is so the annual report of fire statistics can accurately report all fires that occurred in the residential facilities, whether there were damages or injuries or not. Therefore, anyone with information on such a fire should contact Campus Security at 913-360-8888.

Fire Alarm Response Procedure

To insure the safety, welfare, and health of residents, RAs in conjunction with Resident Directors are responsible for instructions and implementation of fire and emergency procedures.

Procedures for student housing evacuation

- Signal: Fire alarm
- Every person shall vacate the building by shortest route to the exterior.
- Once outside, move to a designated location/a safe distance from the building so staff can clarify who is present and missing.
- Contact security – 913-360-8888 (ext. 8888)
- Remain outside unless otherwise directed. Only a fireman or RD can give the official all clear sign for residents to return to the building. No RA should make this decision or turn off the alarm.
- After the “All Clear” is given, RAs will check all rooms before residents return to the residence halls. Any residents remaining in the hall will be held accountable for not exiting the building.
- Write an incident report and file it with security.

Basic Principles

Each time the alarm sounds, it is imperative that the staff considers it a real fire. It is imperative that the staff members report often and accurately to the appropriate RD whenever an alarm is triggered. RAs should go over the fire alarm procedures from the residents’ point of view at a floor meeting before an alarm. They should impress upon your residents the serious nature of pulling false alarms.

Plans for Future Improvements

Future improvements include developing building maps that direct people to the nearest fire exit(s).