

Andrews University
Department of Public Safety

Annual Security & Fire Safety Report



Statistical Information 2007 | 2008 | 2009

The 2009 Andrews University Department of Public Safety Security Report is brought to you as part of the University's commitment to your safety on campus. While Andrews University strives towards ensuring the safety of Andrews University students, staff and guests, and provides day-to-day security services on campus, this document should not be viewed as a contractual commitment to such. This document should provide informative and helpful information and portions of this document can act as a guide for safe practices on and off campus.

Prepared September 2010
Crime Statistics for 2007, 2008 and 2009 calendar years
Issued by: Andrews University Department of Public Safety
4355 International Court
Berrien Springs MI 49104
269.471.3321

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Andrews University Department of Public Safety

Message from the Director

On behalf of the Department of Public Safety, I would like to take this opportunity to welcome you to our campus. We are dedicated to maintaining a safe and secure environment for a culturally diverse campus. By embracing the core values of truth, respect, excellence, teamwork and integrity, we are committed to providing the highest level of professional Public Safety services to foster a safe learning and working environment for all.

The University has an emergency text messaging system designed to give timely warnings during an emergency. I highly encourage you to participate in this emergency alert system, which can be found by following this link: <http://www.andrews.edu/go/myems> Please remember to keep your classrooms, office and residence hall rooms locked. Lock your vehicles, register your bicycles and keep your valuables out of sight.

I have an open door to anyone wishing to stop in for a visit. If you have any concerns, please feel free to call me at 269.471.6195 or email me at dbhodges@andrews.edu.

Sincerely,

Dale Hodges

Components of the Annual Security and Fire Safety Report

The Andrews University Department of Public Safety is responsible for preparing this Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report has various components, disclosure of crime statistics, disclosure of fire statistics and disclosure of policy statements.

This publication also contains information about on-campus and off campus resources.

The Annual Security and Fire Safety Report will be updated each year and it is available on the Andrews University website: www.andrews.edu/safety/clery. Copies of the Annual Security and Fire Safety Report may also be obtained at the Andrews University Department of Public Safety (AUDPS) office located at 4355 International Court or by calling 269.471.3321. Copies of the Annual Security and Fire Safety Report are available to Andrews University students, employees, prospective students and prospective employees as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Definitions of Crime Data Reported in the Crime Statistics Tables

Types of Offenses – Seven UCR Crime Definitions

1. Criminal Homicide:

- Murder and non-negligent manslaughter is defined as the willful (non-negligent) killing of one human being by another.
- Negligent manslaughter is defined as the killing of another person through gross negligence.

2. Sex Offenses:

- **Forcible Sex Offenses:** Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent.
 - **Forcible Rape:** Defined as the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - **Forcible Sodomy:** Defined as oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Sexual Assault With an Object:** Defined as the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Forcible Fondling:** Defined as the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Non-forcible Sex Offenses:** Defined as incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition; incest and statutory rape.
 - **Incest:** Defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** Defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

3. **Robbery:** Defined as 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.
4. **Aggravated assault:** Defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime was successfully completed.
5. **Burglary:** Defined as the unlawful entry of a structure to commit a felony or a theft.
6. **Motor Vehicle Theft:** Defined as the theft or attempted theft of a motor vehicle.
7. **Arson:** Defined as 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.

Hate Crimes

The previous regulations required institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. The current regulations have added the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crime statistics. The FBI's Uniform Crime Reporting Hate Crime Collection Guidelines will continue to be the source for definitions.

Hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

1. **Race:** Defined as a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
2. **Gender:** Defined as a performed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
3. **Religion:** Defined as a preformed negative opinion or attitude toward a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, and Atheists).
4. **Sexual Orientation:** Defined as a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own /sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

5. **Ethnicity/national origin:** Defined as a preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
6. **Disability:** Defined as a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Offense Types to be included in Hate Crimes are:

1. **Larceny-Theft:** Defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")
 - **Pocket-picking:** Defined as the theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
 - **Purse-snatching:** Defined as the grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
 - **Shoplifting:** Defined as the theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
 - **Theft From Building:** Defined as theft from within a building which is either open to the general public or where the offender has legal access.
 - **Theft From Coin Operated Machine or Device:** Defined as theft from a machine or device which is operated or activated by the use of coins.
 - **Theft From Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"):** Defined as the theft of articles from a motor vehicle, whether locked or unlocked.
 - **Theft of Motor Vehicle Parts or Accessories:** Defined as the theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
 - **All Other Larceny:** Defined as all thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.
 - Source-*Uniform Crime Reporting Handbook*, 2004; U.S. Department of Justice
2. **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. **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.
4. **Destruction/Damage/Vandalism of 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.
5. **Any other crime involving bodily injury**
 - Source-*Hate Crime Data Collection Guidelines*, October 1999; U.S. Department of Justice

Arrests & Referrals for Disciplinary Action

1. **Weapon Law Violations:** Defined as the violation of laws or ordinances dealing with weapons 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 attempts to commit any of the aforementioned.
2. **Drug Law Violation:** Defined as the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics- manufactured narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
3. **Liquor Law Violations:** Defined as the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; distributing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition).
4. **Arrest:** Defined as a person processed by arrest, citation or summons.
5. **Referral:** Defined as the referral of any person to any campus official which initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Disclosure of Crime Statistics Tables

	2009	Calendar Year	On-Campus	On-Campus Student Housing	Non-Campus	Public Property
Crime						
A.	Murder / Non-negligent		0	0	0	0
B.	Negligent Manslaughter		0	0	0	0
C.	Sex Offenses - Forcible		1	0	0	1
D.	Sex Offenses - Non-Forcible		0	0	0	0
E.	Robbery		0	0	0	0
F.	Aggravated Assault		3	0	0	3
G.	Burglary		21	21	2	0
H.	Motor Vehicle Theft		7	0	0	1
I.	Arson		1	1	0	1
Arrests						
J.	Illegal Weapons Possession		6	6	0	1
K.	Drug Law Violations		2	2	0	1
L.	Liquor Law Violations		0	0	0	13

	2008	Calendar Year	On-Campus	On-Campus Student Housing	Non-Campus	Public Property
Crime						
A.	Murder / Non-negligent		0	0	0	0
B.	Negligent Manslaughter		0	0	0	0
C.	Sex Offenses - Forcible		1	0	0	1
D.	Sex Offenses - Non-Forcible		0	0	0	0
E.	Robbery		0	0	0	0
F.	Aggravated Assault		3	1	0	0
G.	Burglary		15	13	0	0
H.	Motor Vehicle Theft		0	0	0	2
I.	Arson		0	0	0	0
Arrests						
J.	Illegal Weapons Possession		0	0	0	0
K.	Drug Law Violations		0	0	0	5
L.	Liquor Law Violations		0	1	0	3

	2007	Calendar Year	On-Campus	On-Campus Student Housing	Non-Campus	Public Property	Local & State
Crime							
A.	Murder / Non-negligent		0	0	0	0	0
B.	Negligent Manslaughter		0	0	0	0	0
C.	Sex Offenses - Forcible		1	0	0	2	0
D.	Sex Offenses - Non-Forcible		0	0	0	0	0
E.	Robbery		0	0	0	0	0
F.	Aggravated Assault		0	1	0	0	0
G.	Burglary		0	7	1	0	1
H.	Motor Vehicle Theft		2	0	0	0	0
I.	Arson		1	0	0	0	0
Arrests							
J.	Illegal Weapons Possession		0	0	0	0	0
K.	Drug Law Violations		0	1	0	0	1
L.	Liquor Law Violations		0	1	0	0	0

Disciplinary Actions For Drug, Alcohol, and Weapons Violations

Listed below is the summary of disciplinary actions for drug, alcohol and weapons violations committed by students in the last three years. These totals represent incidents adjudicated by the Department of Public Safety and or by Student Life.

Disciplinary Actions / Student Life	2009	2008	2007
Illegal Weapons Possession			
On-Campus	7	0	0
On-Campus Student Housing	0	0	0
NonCampus	0	0	0
Public Property	0	0	0

Local & State	n/a	n/a	0
Drug Law Violations			
On-Campus	2	0	0
On-Campus Student Housing	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Local & State	n/a	n/a	0
Liquor Law Violations			
On-Campus	0	1	0
On-Campus Student Housing	0	1	0
Non-Campus	0	0	0
Public Property	0	0	0
Local & State	n/a	n/a	0

Hate Crime

A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity / national Origin.

2007, 2008, 2009 There were no Hate Crimes to report.

I. Reporting Crimes And Other Emergencies

Timely Warnings

In the event that a situation arises, either on or off-campus, the decision to notify and warn the campus community is made by the Department of Public Safety Director based on confirmed information obtained from officers, investigations, tips or local area law enforcement. The Director of Public Safety or designee will request the staff of IMC and ITS to implement notification or warning messages via various communication tools.

The AU Department of Public Safety Director will provide notifications and warnings, without delay, taking into account the safety of the community, will determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Andrews University students can elect to receive emergency warnings via their cell phones by registering at our main Andrews University website under “Your Safety Matters” www.andrews.edu/students.

There is in development a policy and a procedure process, which will be incorporated in the University Emergency Response plan entitled Emergency Notification and Timely Warnings.

The following language in the development policy and procedure will be implemented until formally adopted in the year 2010:

Timely Warnings may be issued for any of the following incidents:

- Murder
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is an on-going threat to the campus community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by AUDPS)
- Burglary
- Motor Vehicle Theft
- Major incidents of arson
- Other crimes as determined necessary the Director of Public Safety or his or her designee.

Anyone with information warranting a timely warning should report the circumstances to the local police office (by phone at 269.471.2813) or you may call the Department of Public Safety (269.471.3321) or report in person at the dispatch center within the Andrews University Department of Public Safety at 4355 International Court.

Disclosure of Crime Statistics

The Andrews University Department of Public Safety is responsible for preparing an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act each year. The full text of this report can be located on our web site at www.andrews.edu/safety. This report is prepared in coordination with the local law enforcement agency surrounding our main campus by requesting and gathering crime statistical data.

Since January 2008 Andrews University Public Safety Officers have entered all reports, and all crime incidents that are reported, directly into an automated case management software program called DDP Police Science. In 2010, the DDP Police Science Software company changed its name to E Justice Solutions (EJS), an onsite management record information system. Once an officer enters the report into the program, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. Prior to 2007, reports were written in Word and placed in a Word folder.

The Andrews University Department of Public Safety regularly examines the data and maintains a daily crime and fire log to ensure that all crimes and fires which have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook, the FBI National Incident Based Reporting System (NIBRS) Handbook and regulations Issued by the U.S. Department of Education.

Each year an e-mail notification will be distributed by the Office of Integrated Marketing and Communication (IMC) that will describe this report and provide its web address. Printed copies of the report may be available at the Andrews University Department of Public Safety Office located at 4355 International Court.

Reporting of Criminal Offenses

All emergencies are to be reported to 911. We encourage all students, employees, and guests to promptly report all criminal incidents or other emergencies to 911. Individuals may choose to file non-emergency reports with the AU Department of Public Safety at extension 3321 or from outside the University phone system to 269.471.3321.

Each year crime collection data is requested from the local police department.

Crime collection data will also be requested from Public Safety Authorities who are identified as Deans, Directors or Department Heads. The following is an office listing: Dean's office of the College of Arts and Science, Dean's office of the College of Technology, Dean's office of the School of Architecture, Dean's office of the School of Business, Dean's office of the School of Education, Dean's office of the Seventh-day Adventist Theological Seminary, Dean's office of the School of Graduate Studies, Principal of Andrews Academy, Principal of Ruth Murdoch Elementary School, J.N. Honors Program, Director of the Distance Learning & Instructional Technology (DLiT), University Registrar, Director of Student Success Center, Director of the Department of Social Recreation and Athletics and the Vice President of the Office of Student Life. The phone numbers and locations for the above mentioned offices can be found in the search section of the Andrews University website link: <http://www.andrews.edu/index.html>

Andrews University Department of Public Safety dispatchers are available at the above respective telephone numbers (471.3321 or ext 3321) 24-hours a day to answer your call.

Voluntary Confidential Reporting

A procedure is in place to capture crime statistics disclosed confidentially at Andrews University by anonymous reporting. Andrews University Department of Public Safety, in partnership with the Student Life Office, developed a confidential crime reporting program for the campus. Tips may be made anonymously to the AU Public Safety Office by calling 269.471.3321 regarding crimes committed on campus. The operator will take the tip and provide the caller with a tip identification number. If the information provided directly leads to the confirmed identification of a suspect or an arrest, the caller may be eligible for a cash reward up to \$250.00.

At Andrews University the health and well-being of students and of our campus community is of primary importance and therefore the University retains the right to intervene as deemed necessary to help protect health or safety. The University has established a University Student Intervention Team (USIT).

Observations of behaviors and activities that appear to jeopardize, threaten or endanger the health or safety of a student or others will be carefully evaluated. Such observations may include a suicidal ideation or gesture, self-injurious actions, aberrant or dysfunctional behavior or other health and mental health conditions that may compromise the health or safety of the student or others.

When these behaviors are observed by any member of the campus they should share it with the Vice President for Student Life and/or the University Student Intervention Team (USIT) via usit@andrews.edu or established communication channels. If there is a direct or imminent threat, the observation should be directed to Emergency Services (911).

The Vice President for Student Life and/or the University Student Intervention Team (USIT) will carefully review, investigate and substantiate the observations in the context of the student's comprehensive record for the purpose of evaluating the current level of risk or dysfunction. The USIT may consult with relevant University personnel to identify intervention strategies and/or to implement the intervention plan. This plan may lead to either a voluntary or involuntary medical leave. The various aspects of the protocol are detailed in the Student Planner/Handbook at <http://www.andrews.edu/services/studentlife/handbook/index.html>.

The University does not have procedures for counselors to provide voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the University Disciplinary Committee for review.

II. Emergency Response & Evacuation

The University has an emergency operation plan that incorporates the issue of crisis communication. The crisis communication has a notification system procedure with a backup system in cooperation with another entity. The University also has a Community Emergency Response Team (CERT).

There is in development a policy and a procedure process, which will be incorporated in the University Emergency Response plan entitled Emergency Notification and Timely Warnings.

The following language in the development policy and procedure will be implemented until formally adopted in the year 2010:

Immediate Notification

The decision to notify and warn the campus community is made by the Department of Public Safety Director based on confirmed information obtained from officers, investigations, tips or local area law enforcement. The Director of Public Safety or designee will request the staff of IMC and ITS to implement notification or warning messages via various communication tools.

Emergency notification will be issued when it is confirmed that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus. This immediate threat to the health and safety of students and employees include:

1. All hazards (not just clergy crimes)
2. Terrorist Attacks
3. Natural Disaster
4. Environmental

The University has an emergency siren located in the center of campus. This siren will sound whenever there is a confirmed report of a *life-threatening* situation which is weather-related: Tornado or Severe Thunderstorm.

In case of a life threatening weather-related emergency, the siren will sound continuously for three (3) minutes followed by one (1) minute of silence and will be repeated as needed. When this happens:

1. Seek shelter immediately.
2. Basements and reinforced concrete buildings are your best protection.
3. Go to the lowest part of the building, stay away from outside walls and windows (hallways and small rooms provide good protection).
4. For buildings without basements, go to the ground floor. Take cover under heavy furniture in the central part of the building, or in a small room, hallway or bathroom away from windows.

The siren does not sound an all-clear. To obtain all-clear information and any further information regarding the reason of the siren's activation, call the campus information line or listen to local media:

1. Call extension 3321 for phones on the campus phone system.

2. Call 269.471.3321 from phones outside of the campus phone system.
3. Tune into WAUS (90.7 FM).
4. Go to the University's website (www.andrews.edu)

This system is scheduled to be tested the first Sunday of each month. A warning siren will sound at 12:00 p.m. (noon). The testing cycle period will be a constant signal for three (3) minutes.

A complete emergency flip chart is available for download at the www.andrews.edu/safety.

Annual Notification

In 2009 the campus community was notified that there was a campus-wide tornado drill. The drill was preceded with design exercise which included table top discussions, etc. Plans are being made for year 2010 for a campus wide test of the emergency notification system which includes a scenario of a severe winter storm.

Annual Testing

The University is committed to conduct annual testing of the emergency systems by various methods. Fire and Tornado drills are completed at the University Schools: Andrews University and Ruth Murdoch Elementary School. Additionally lock-down drills (inside and outside threat scenarios) are completed at the University Schools (Andrews Academy and Ruth Murdoch Elementary School) and also at the residential halls: Burman-Meier Hall and Lamson Hall. At least monthly the siren system is scheduled to be tested and campus-wide exercises are planned and implemented.

III. Missing Student Notification Procedures

A missing person policy has been written and in the process of review for official approval. The policy in development will contain an option for each student living in an on-campus student housing facility to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing.

The missing person protocol will include a listing of persons or organizations to which students, employees, or other individuals who should report that a person has been missing for 24 hours. This listing is found in the section of this report entitled Disclosure of Crime Statistics.

If any member of the University community has reason to believe that a student who resides in on-campus housing is missing, that person should notify the AU Department of Public Safety (269.471.3321). After investigating the missing person report, should AUDPS determine that the student is missing for more than 24 hours; the Berrien Springs Oronoko Township Police will be notified. Additionally, contact will be made with the missing student's emergency contact no later than 24 hours. If the missing person is under the age

of 18 years old and is not an emancipated individual, AUDPS will notify the student's parent or legal guardian immediately after AUDPS has determined that the student has been missing for more than 24 hours.

This 24 hour requirement does not preclude implementing the above procedures in less than 24 hours if circumstances warrant a faster implementation.

IV. Security & Access Policy Statement

Security of and Access to Campus Facilities

Most campus buildings and facilities are generally accessible to members of the campus community, guests and visitors during normal business hours, Monday through Friday, excluding holidays.

Certain facilities may also be open for designated hours on weekends. Exterior and interior doors on campus buildings are locked and secured each evening by department personnel. Building directors or department heads may submit room and/or building reservations to the Department of Public Safety to allow specialized access beyond normal building hours.

Residence halls exterior doors are locked during the day and restricted to resident card-access only, with the exception of the guest or lobby areas. Visitors must check in at the front desk of the residence hall. Andrews University is actively installing access control systems throughout the campus.

Andrews University desires to foster an environment where all members of our community are welcome to utilize all the campus has to offer. There are times, however, when our facilities or recreational areas may be closed. Once a building or recreational area has been either closed and/or locked, or the outdoor area is posted as closed or off-limits, no one should re-enter this area. Students who are found in these areas may be subject to a fine and they can be referred to the Student Life office for administrative action. The Public Safety 2010-2011 Handbook provides the non-criminal trespassing fines and appeal process. The Public Safety 2010-2011 Handbook can be obtained at: <http://www.andrews.edu/services/safety/parking/index.html>

The campus gates close at 11pm Sunday through Friday and at midnight on Saturday. The campus gates re-open at 5am (exceptions may be made by AUDPS). When the traffic gates are closed surrounding the campus, entrance to the University main campus will be made by J.N. Andrews Blvd. only. All vehicles seeking entrance to the main campus must stop and identify themselves to the AUDPS officer at the Gatehouse. Additionally, AUDPS has the authority to deny entrance to any individual or vehicle. Drivers of vehicles refusing to properly identify themselves will be denied entrance.

V. Campus Law Enforcement Authority

Andrews University Public Safety Officers (AUDPS) are not law enforcement personnel. AUDPS are not granted any state authority, such as state powers of arrest. AUDPS employees are private employees of the University who's only authority is given to them by the University.

AUDPS Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Andrews University. AUDPS Officers have been granted the authority by the University to issue parking citations, which are billed to the financial accounts of students, faculty and staff. Citations are billed to the private AU financial accounts of students, faculty and staff.

AU Public Safety Officers employ radar and video equipment for traffic & speed limit enforcement on campus. Officers are only authorized to detect, monitor, observe and record speed violations. Once a violation has been identified and recorded, an AU Public Safety Officer supervisor reviews the recorded evidence and if the violating vehicle is a registered faculty, staff or student, a citation will be forwarded to their Andrews University e-mail.

Criminal incidents are referred to the local law enforcement. AUDPS Officers maintain a professional working relationship with local law enforcement and state agencies.

There is no formal agreement, such as a written memorandum of understanding (MOU), with any local law enforcement agency. The University does not have any off-campus student organizations and therefore there is no need to address monitoring of such.

VI. Security Awareness Programs

The Andrews University Department of Public Safety encourages a common theme of awareness and crime prevention programs to facilitate awareness and responsibility among students and employees of their own security as well as the security of others.

Tip: To enhance personal safety at night (especially after an evening class):

- Walk or ride with friends or someone.
- Stay away from isolated areas.
- Try to stay/walk/park near street lights.
- Hold your purse tightly, close to your body.
- Respect campus curfew (Sunday–Friday, 11 p.m.; Saturday, 12 a.m.).
- Contact the Department of Public Safety for an escort.

Persons who do not wish to walk alone on campus can call extension 3321 to request an officer to accompany them. All escorting officers are employed by the Andrews University Department of Public Safety and will be in uniform with identification.

The AUDPS handbook is provided during vehicle registration which contains various topics of information. AUDPS staff provides a safety workshop program at the women's residence hall on an annual basis.

VII. Crime Prevention Programs

The Andrews University Department of Public Safety website provides an array of crime prevention services such as bike registration, vehicle registration, on Public Safety escorts, fire safety inspections, property checks, event support services upon request, and other services. For a complete listing of services please visit www.andrews.edu/services/safety/services.

Assault Prevention Programs are offered on a reoccurring basis. Andrews University Department of Public Safety Office annually sponsors a Rape Aggression Defense system (RAD) training conducted by the Berrien County Sheriff's Department. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided.

The University has an office of Public Safety to serve Andrews University. The office is operated 24 hours a day, 7 days week. Public Safety staff are ready to respond at any time. The AU Public Safety Officers come from diverse backgrounds which include military, corrections, law enforcement, and the fire service.

The University also has security cameras and elevator phones throughout the campus.

In 2009, AUDPS staff took part in several activities to discuss crime prevention services: Seminary New Student Orientation, Safety Worship at Lamson Hall, First Stop for new students, Orientation for Berrien County Math and Science Center students, and an Identity Theft presentation for a Tuesday Choice program.

Andrews University has an anonymous Crime Information Reward program where rewards are offered for information leading to the capture or arrest of suspects responsible for crimes committed on campus. Information taken is confidential, with no caller name required. The crime information is to be called to (269) 471-3321 tip number will be issued to the caller.

VIII. Drug and Alcohol Policy

Andrews University is committed to providing a drug-free environment for learning and working. The University has an established Drug-Free Policy. Students, staff and faculty will be expected to remain drug-free while at Andrews University. Drug-free is defined as abstaining from the use of alcohol, tobacco, and other mind-altering drugs and from abuse of prescription drugs.

The University also upholds all laws prohibiting the possession, use, manufacture or distribution of controlled substances. The possession of drug paraphernalia and use of "look alike" or designer drugs is also prohibited and considered a violation of the drug-free policy.

The drug-free policy includes on or off-campus use, possession or distribution of tobacco in any form; alcoholic beverages; or illegal narcotics; dishonestly acquired or misused prescription drugs; or allowing the use of any of these in one's room, apartment or office.

Michigan statute denotes operation of a motor vehicle under the influence of alcohol is a misdemeanor crime and is strictly forbidden. Those operating a vehicle with an alcohol level above the legal limit of 0.08 are subject to arrest and could be charged with an OWI (operating while intoxicated). Note: for persons under the age of 21, the legal limit is 0.02.

Alcohol and Substance Abuse Prevention

The University has developed a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program is available at the Counseling and Testing Center and the program is entitled Psycho-educational classes which consist of 6 sessions. The Counseling and Testing Center also provides alcohol/drug assessments.

The Institute for the Prevention of Addiction (IPA), located on the campus at Andrews University, was founded in 1985. The mission of the Institute is to engage in a wide variety of research focusing on the epidemiology of health risk behavior, prevention strategies to reduce risk behaviors, best practice intervention services and policies to reduce health risk behaviors. Researchers at the IPA have conducted research projects nationally and internationally.

Andrews University Substance Abuse Protocol does include assistance to chemically-dependent students to find resources to aid in their recovery. There is a process for Voluntary Referral and Mandatory Referral. The various aspects of the protocol can be located in the AU 2010-2011 Planner/handbook at the web link: <http://www.andrews.edu/services/studentlife/handbook/index.html>

AUDPS, as a means to fulfill an obligation of a drug-free environment, has obtained state certification with a single purpose narcotics dog (K-9) and handler. The K-9/Handler team is certified by the International Police Working Dog Association (IPWDA) in conjunction with Michigan's Commission on Law Enforcement Standards as a narcotics detection team. The K-9/Handler team has been authorized by the University to conduct searches of residential areas, dorms, buildings, classrooms, facilities, parking lots and/or any other location on the property of Andrews University. All discovered illegal narcotics will be turned over to the Berrien Springs-Oronoko Township Police Department.

IX. Sexual Offense Policy

Andrews University strives to maintain an environment that is free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment and sexual assault. The policy applies equally to all members of the Andrews University community including, students, faculty, administrators, staff, contract workers, and visitors.

The United States Equal Employment Opportunity Commission and the State of Michigan have defined sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A student who believes that he or she has been discriminated against or harassed should report the conduct to the chairperson of the department to which the teacher is assigned and if the chairman is the aggrieved party, to the dean of the college/school in which he or she is enrolled. The student may also seek information or schedule a private appointment with one of the University Ombudspersons: James North, Jr.: jamesn@andrews.edu, 269.471.3244 or Ann Gibson: Gibson@andrews.edu, 269.471.3214.

Sexual Harassment

Like other forms of harassment that are based on an individual's legally protected characteristic, sexual harassment is a form of discrimination and it is strictly prohibited. Unlawful sexual harassment takes one of two forms: 1) quid pro quo harassment or 2) hostile environment harassment. Quid pro quo harassment typically involves an exchange of sexual favors for some benefit, and it most often occurs where there is a power differential (e.g., professor and student or boss and employee). Hostile environment harassment can occur when conduct is so severe and/or pervasive that it unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment. Both kinds of harassment are prohibited.

The following are types of behavior which may constitute sexual harassment:

- Unwelcome sexual advances or requests for sexual favors.
- Unwelcome touching.
- Showing/displaying sexually suggestive or objectifying pictures or words.
- Sexually suggestive jokes.

Other unwanted verbal, visual or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, academic achievement or advancement.
2. Submission to or rejection of such conduct is used, threatened or insinuated as the basis for decisions affecting employment, wages, promotion, assigned duties or academic standing of an individual.
3. Such conduct has the purpose or effect of interfering with an individual's ability to carry out his or her responsibilities.

What to do about Discrimination or Harassment

If you witness or experience behavior which you think is inappropriate, you should do something about it. The following steps are suggestions you may want to consider. Every circumstance is different, however, and the important thing is that you do take some steps to correct the behavior.

1. Indicate assertively to the alleged harasser that such conduct is offensive, unwelcome and should be stopped immediately (studies show that most harassers will stop if they know their behavior is offending someone).
2. Document a written report of the incident noting date, time, location; identifying alleged harasser and witnesses; and giving a detailed description of the unwanted behavior incident.
3. Submit the report to one of the following: academic advisor or dean (if classroom-related), work supervisor or human resources director (if work-related), residence hall dean or Student Life (if peer-related or you are unsure who to report to).
4. Contact a University ombudsperson.

Andrews University takes seriously any reports it receives of sexual and other forms of unlawful harassment. A process is available for an investigation to be conducted and, where necessary, to take corrective action.

Any student who makes, in good faith, a complaint/report of harassment will suffer no adverse action from the University because of that complaint/report.

Sexual Assault

Sexual assaults are serious violations of the University's judicial code, faculty standards and University employee policies. These are crimes under state law and punishable by fines and/or imprisonment. In addition, these acts are subject to civil suit for damages.

The University policy defines sexual assault as any sexual contact (whether there is penetration or not) which involves force or coercion and for which there was no active consent.

The 2010-2011 Planner/Handbook (pages 170-173) provides additional specific details on the issue of Sexual Assault. The University officials to whom reports should be given are:

1. Vice President for Student Life (269.471.6686)
2. Student Life deans (269.471.6686)
3. Residence deans (269.471.3446 or 269.471.3390)
4. Office of Public Safety (269.471.3321)

An accuser may contact the local police with or without University assistance in making the connection to the local police (Berrien Springs Oronoko Township Police at 269.471.2813).

Any victim of sexual assault may request consideration of a change in academic and/or living situations, “no contact” orders or other modifications designed to help the accuser cope with the situation.

The University response will include a process for formal charges and informal consultations. Additional information and rights can be located can be found at the following web link:

<http://www.andrews.edu/services/studentlife/handbook/index.html>

The University plans to provide educational and prevention programs, dealing with sexual assault, each academic year.

Professional counseling and support services, as well as educational materials and information, are available for all students at the Counseling & Testing Center in Bell Hall. There are also off site crisis intervention facilities available as well including: Riverwood Center (800.336.0341) or Domestic and Sexual SVCS (269.782.0304)

X. Sexual Offender Registration Policy

The Michigan Sex Offender Registry (SOR) is a database containing the names, addresses, and listed offense information of all persons in Michigan convicted of certain sexual offenses. The complete SOR is only available for law enforcement purposes.

Convicted sex offenders who qualify under the Sex Offenders Registration Act, Act 295 of 1994, are listed on the Michigan Public Sex Offender Registry (PSOR) website. The Internet address is www.mipsor.state.mi.us. The current site allows for searches by approximate age and/or name, zip code, city, county and University in order to enable the view of the identity of registered sex offenders.

The Public Sex Offender Registry site includes an offender's registered offense; his/her photo (when available); a physical description; the offender's last reported address; and whether the offender is attending and/or employed at a post secondary school and any aliases. This information can change quickly and can be printed from the web page.

The Public Sex Offender Registry (PSOR) site denotes that the Michigan State Police (MSP) information, provided through the PSOR, is public information. However, it is the inquirer's responsibility to make sure

the records accessed through the registry pertain to the person about whom the inquirer is seeking information. Extreme care should be exercised in using any information obtained from this web site. Any information on this site must not be used to unlawfully injure, harass, or commit a crime against any individual named in the registry or residing or working at any reported address. Any such action could result in civil or criminal penalties. Additionally, the MSP is not responsible for any errors or omissions produced by secondary dissemination of this information.

In addition, MSP posts, like other law enforcement agencies, serve as locations where sex offenders can verify and/or change their addresses. MSP personnel also participate in sex offender sweeps and arrest absconders.

In addition, those individuals who are deceased and offenders who have moved out of the state/country are removed from the PSOR following the submission of a death certificate or notification of a change of address.

There are other web sites similar to the Michigan Public Sex Offender Registry where a person can access information regarding registered sex offenders in other states:

1. National Sex Offender Registry: <http://www.nsopr.gov/>
2. Other state Sex Offender Registries: <http://www.fbi.gov/hq/cid/cac/registry.htm>
3. The Center for Sex Offender Management: <http://www.csom.org/>

For a complete summary of SOR legislation and further information on Sex Offender Registry, please visit the MSP Web site at: http://www.michigan.gov/msp/0,1607,7-123-1589_1878_24961---,00.html

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XI. Fire Safety – Procedures, Statistics, Reports and Documentation

Fire Safety Procedures

A fire safety and education program procedure has been written and is in the process of review for official approval. However, the Meier/Burman Residence Handbook 2010-2011, does contain information on the use of electrical appliances, cooking, fire prevention and other safety and emergency information which is located in their handbook found at the following web address:

http://www.andrews.edu/life/living/housing/meier_burman/docs_imgs/handbook2010.pdf

Additionally, the Lamson Hall, Resident Manual 2010-2011, contains information on the use of electrical appliances, fire safety regulations, fire evacuation, life safety codes and further information which is located in their handbook and can be found at the following web link:

http://www.andrews.edu/life/living/housing/lamson/docs/handbook_10-11.pdf

Additionally, the Family & Graduate Housing Handbook 2009-2010, contains information on the use of electrical appliances, fire safety regulations, and further information which is located in their handbook found at the following web address:

http://www.andrews.edu/life/living/housing/family_graduate/guidelines/handbook.pdf

Fire Safety Reporting Definitions and Collection of Statistics

1. **Fire:** This definition is used for the purposes of fire safety reporting, *“Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”*
2. **Fire Log:** This document is very similar to the crime log required for the Clery Act. Fires as well as crimes are recorded by the date they were reported. For each fire, the log will include the nature of the fire, the date the fire occurred, the time of day the fire occurred, and the general location of the fire.
3. **Fire Statistics:** The following statistics are collected to be reported for each on-campus student housing facility.
 - a. The number of fires.
 - b. The cause of each fire.
 - i. The cause categories used are:
 1. **Unintentional Fire**
 - a. Cooking
 - b. Smoking materials
 - c. Open Flames
 - d. Electrical
 - e. Heating equipment
 - f. Hazardous products
 - g. Machinery/Industrial
 - h. Natural

- i. Other
- 2. **Intentional Fire**
- 3. **Undetermined Fire**
- c. The number of deaths related to the fire.
- d. The number of injuries related to the fire that resulted in treatment at a medical facility.
- e. The value of property damage related to the fire.

The following Fire Statistics chart for each on-campus student housing facility (listed separately) reflects the collection of data as mentioned above. The University maintains two men’s residence halls (Meier and Burman Hall) and one women’s residence hall (Lamson Hall). The University owns approximately 300 apartments and 37 houses. These are available to full time students living with children and/or spouse, single graduate students or undergraduate students (22 years of age or older). The chart reflects a description of the fire safety system for each on-campus student housing facility, the number of fire drills held for the reporting calendar year, and any reportable fires in the facilities from August 2008 through December 2009.

Residential Facilities	Residence			Detection			Notification		Suppression			Emergency Procedures		Fire Statistics				
	Apartment Complex	Dormitory	University Owned House	Supervised by AU Public Safety	Unsupervised	Smoke Detection	Audible (Horn System)	Visual (Strobe System)	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	# Evacuation Drills/Calendar Yr	Fires	Cause of Fire	# of Injuries	# of Deaths	Value Property Damage
8718 Elizabeth Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8736 Elizabeth Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8786 Elizabeth Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8671 E. Campus Circle Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8721 E. Campus Circle Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8729 E. Campus Circle Dr.			x	x	x	x				x			0	0	N/A	0	0	0
4326 International Ct.			x	x	x	x				x			0	0	N/A	0	0	0
8755 Grove St.			x	x	x	x				x			0	0	N/A	0	0	0
8765 Grove St.			x	x	x	x				x			0	0	N/A	0	0	0
8777 Grove Ave.			x	x	x	x				x			0	0	N/A	0	0	0
8893 Grove Ave.			x	x	x	x				x			0	0	N/A	0	0	0
3976 Rose Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8494 Hillcrest Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8510 Hillcrest Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8518 Hillcrest Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8536 Hillcrest Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8558 Hillcrest Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8582 Hillcrest Dr.			x	x	x	x				x			0	0	N/A	0	0	0
8753 University Blvd.			x	x	x	x				x			0	0	N/A	0	0	0

	Residence			Detection			Notification		Suppression			Emergency Procedures		Fire Statistics				
	Apartment Complex	Dormitory	University Owned House	Supervised by AU Public Safety	Unsupervised	Smoke Detection	Audible (Horn System)	Visual (Strobe System)	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	# Evacuation Drills/Calendar Yr	Fires	Cause of Fire	# of Injuries	# of Deaths	Value Property Damage
Residential Facilities																		
8771 University Blvd.			x		x	x	x			x		0	0	N/A	0	0		
8794 University Blvd.			x		x	x	x			x		0	0	N/A	0	0	0	
8803 University Blvd.			x		x	x	x			x		0	0	N/A	0	0	0	
8822 University Blvd.			x		x	x	x			x		0	0	N/A	0	0	0	
8833 University Blvd.			x		x	x	x			x		0	0	N/A	0	0	0	
8838 University Blvd.			x		x	x	x			x		0	0	N/A	0	0	0	
4253 Walnut Ct.			x		x	x	x			x		0	0	N/A	0	0	0	
4265 Walnut Ct.			x		x	x	x			x		0	0	N/A	0	0	0	
4281 Walnut Ct.			x		x	x	x			x		0	0	N/A	0	0	0	
310-1 E. Washington St.			x		x	x	x			x		0	0	N/A	0	0	0	
310-2 E. Washington St.			x		x	x	x			x		0	0	N/A	0	0	0	
312 E. Washington St.			x		x	x	x			x		0	0	N/A	0	0	0	
8522 W. Campus Cir. Dr.			x		x	x	x			x		0	0	N/A	0	0	0	
8538 W. Campus Cir. Dr.			x		x	x	x			x		0	0	N/A	0	0	0	
8540 W. Campus Cir. Dr.			x		x	x	x			x		0	0	N/A	0	0	0	
8592 W. Campus Cir. Dr.			x		x	x	x			x		0	0	N/A	0	0	0	
8648 W. Campus Cir. Dr.			x		x	x	x			x		0	0	N/A	0	0	0	
8690 W. Campus Cir. Dr.			x		x	x	x			x		0	0	N/A	0	0	0	
Beechwood Apt. Bldg. A	x				x	x	x			x		0	0	N/A	0	0	0	
Beechwood Apt. Bldg. B	x				x	x	x			x		0	0	N/A	0	0	0	
Beechwood Apt. Bldg. C	x				x	x	x			x		0	0	N/A	0	0	0	
Beechwood Apt. Bldg. D	x				x	x	x			x		0	0	N/A	0	0	0	
Beechwood Apt. Bldg. E	x				x	x	x			x		0	0	N/A	0	0	0	
Beechwood Apt. Bldg. F	x				x	x	x			x		0	0	N/A	0	0	0	
Beechwood Apt. Bldg. G	x				x	x	x			x		0	0	N/A	0	0	0	
Burman Hall		x		x		x	x	x	x	x	x	0	0	N/A	0	0	0	
Garland Apt. Bldg. A	x			x		x	x	x		x		0	0	N/A	0	0	0	
Garland Apt. Bldg. B	x				x	x	x			x		0	0	N/A	0	0	0	
Garland Apt. Bldg. C	x			x		x	x	x		x		0	0	N/A	0	0	0	
Garland Apt. Bldg. D	x				x	x	x			x		0	0	N/A	0	0	0	
Garland Apt. Bldg. E	x				x	x	x			x		0	0	N/A	0	0	0	

	Residence			Detection			Notification		Suppression			Emergency Procedures		Fire Statistics				
	Apartment Complex	Dormitory	University Owned House	Supervised by AU Public Safety	Unsupervised	Smoke Detection	Audible (Horn System)	Visual (Strobe System)	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	# Evacuation Drills/Calendar Yr	Fires	Cause of Fire	# of Injuries	# of Deaths	Value Property Damage
Residential Facilities																		
Garland Apt. Bldg. F	x				x	x	x			x			0	0	N/A	0	0	0
Garland Apt. Bldg. G	x				x	x	x			x			0	0	N/A	0	0	0
Lamson Hall		x		x		x	x			x	x	4	0	N/A	0	0	0	
Maplewood Apt. Bldg. A	x				x	x	x			x			0	0	N/A	0	0	0
Maplewood Apt. Bldg. B	x				x	x	x			x			0	1	Arson	0	0	0
Maplewood Apt. Bldg. C	x				x	x	x			x			0	0	N/A	0	0	0
Maplewood Apt. Bldg. D	x				x	x	x			x			0	0	N/A	0	0	0
Maplewood Apt. Bldg. E	x				x	x	x			x			0	0	N/A	0	0	0
Maplewood Apt. Bldg. F	x				x	x	x			x			0	0	N/A	0	0	0
Maplewood Apt. Bldg. G	x				x	x	x			x			0	0	N/A	0	0	0
Maplewood Apt. Bldg. H	x				x	x	x			x			0	0	N/A	0	0	0
Meier Hall		x		x		x	x			x	x	0	1	Cooking	0	0	\$50	

Policies on portable electrical appliances, smoking, and open flames in student housing facilities

To help mitigate any fire hazard the Public Safety Department has established guidelines to identify items that are to be considered hazardous and shall not be allowed in any building on campus. The guidelines also list specific items to provide examples, but this list is not to be considered exhaustive. Additional hazardous items are listed specifically for residential facilities.

University Buildings

1. Any item that has the ability to create an open flame.
 - a. Candles, incense, camp stoves, cigarettes, lighters, match, etc.
2. Any item that has an exposed heating element.
 - a. Toasters, toaster ovens, space heaters, etc.
3. Any item that has the potential to start a fire from the amount of heat it produces.
 - a. Hot plates, electric skillets, halogen light bulbs, candle warmers, etc.
4. Any electrical distribution item that is not surge protected, UL listed, or mis-used/overloaded beyond factory recommendations.
 - a. Extensions cords plugged into power strips, power strips plugged into multi outlets or additional power strips, etc.
5. Any flammable substance (solid, liquid or gas) that is not essential to the daily operation of the building.
 - a. Lighter fluid, gasoline, kerosene, charcoal, etc.

Residential Facilities (in addition to University building requirements)

1. Any electrical distribution item that has the potential to start a fire from the misuse/overloading of the item.
 - a. Extension cords, power strips without a surge protector and UL listing, multi plugs, etc.
2. Any non fire retardant fabric material used in decoration on the walls of the room.
 - a. Flags, banners, etc.

While some cooking appliances are allowed (such as microwaves, rice cookers, coffee makers, etc.), it is recommended that all food preparation be done in approved areas such as a kitchen or kitchenette. If a kitchen/kitchenette is not available, the approved cooking appliance will be used in an area that is monitored by a smoke detector. It is also recommended that all appliances that are allowed should be UL listed and have additional features such as auto-turn off.

There are some items that are essential to the daily operation of some departments. These items will be evaluated by the Public Safety Department and will be allowed as long as they are used and stored properly in compliance with all applicable statutes.

If any item or situation occurs in violation of these guidelines, the party responsible will remove the item or correct the violation. A second offense will result in a fine in addition to any action deemed appropriate by the University.

Smoking is prohibited on the University campus.

Procedures for student housing evacuation

Fire alarm systems are designed to provide an early warning to building occupants so that they can safely exit the structure during an emergency. Upon the activation of the fire alarm, the occupants should act immediately to ensure their safety. The evacuation of a building during a fire alarm (False, Real or Drill) is mandatory. Occupants should:

1. Never ignore or assume the alarm is false.
2. Evacuate the building by the nearest safe exit.
3. Never use elevators during an activated fire alarm.
4. After evacuating the building, do not re-enter the building until the emergency has ended.

Policies for fire safety education and training programs for students, faculty, and staff

A fire safety education and training program procedure is in development.

Each year the Public Safety Department distributes a safety handbook to every person who registers a vehicle with the campus. The fire safety section of this handbook will describe the procedures listed in this policy. The University will publish these procedures on the internet at the Public Safety web site. The University will also distribute a copy of our emergency procedures to our dorm and housing facilities. Public Safety also conducts yearly refresher training which is available to all dormitory residents and staff. This training covers the emergency steps lists in this policy.

Organization to which individuals should report that a fire has occurred

If an occupant of a building becomes aware of smoke, heat, or fire, they should activate the nearest fire alarm pull station and evacuate the building. They should also contact the Berrien County 911 Dispatch Center and advise them of the situation and location.

If a member of the University community becomes aware of an emergency that because of its nature, location, occupancy, condition, or use, may cause loss, damage, or injury to persons or property by fire, explosion, or action of the elements, they should immediately contact the Berrien County 911 Dispatch Center and advise them of the situation and location.

If a member of the University community becomes aware of a fire that had occurred but was not reported, they should contact the University's Department of Public Safety.

Plans for future improvements in fire safety

There is a Public Safety fire protection (life safety code) program in development. Additional members of the AUDPS will be trained in fire inspections, therefore, enhancing the safety of everyone.

Emergency Services Information

In case of any emergency or to report a crime, call 911 or you may elect to call the Andrews University Department of Public Safety office. An emergency can be defined as: reporting a crime; or requesting fire, police or medical/ambulance services.

1. Police

- a. Berrien Springs Oronoko Township Police Department: 269.471.2813
- b. Berrien County Sheriff's Department: 269.983.7141
- c. Michigan State Police: 269.683.4411

2. Medical

- a. Medic 1: 269.925.2141 or 1.800.557.1212
- b. SW MI Community Ambulance Services: 269.684.2170
- c. University Medical Center: 269.473.2222
- d. Lakeland Regional Hospital: 269.800.2808

3. Fire

- a. Berrien Springs Oronoko Township Fire Department: 911 or 269.473.3731
- b. Pipestone Berrien Township Eau Claire Fire Department: 911 or 269.461.3406

4. Andrews University Department of Public Safety Office

- a. Department of Public Safety: 269.471.3321
- b. Department of Public Safety Anonymous Tip Line: 269.471.3338
- c. Department of Public Safety Anonymous Email: www.andrews.edu/safety/anonymous

5. Hotlines and Help lines

- a. Child Abuse and Neglect: 1.800.422.4453
- b. Domestic Abuse Hotline: 1.800.799.7233
- c. Domestic and Sexual SVCS: 269.782.0304
- d. Drug Abuse Hotline: 1.800.662.4357
- e. Michigan Road Conditions (Statewide): 1.800.641.6368
- f. National Suicide Prevention: 1.800.273.8255
- g. Plant Services: 269.471.3380
- h. Poison Control: 1.800.222.1222
- i. Riverwood Mental Help line: 269.925.0585 or 800.336.0341
- j. School Closing: 269.471.7660
- k. Transportation Night Emergency: 269.471.6492

Resources Used in the Development of this Report

Excerpts from the following resources were helpful in compiling the Andrews University Department of Public Safety Annual Statistical Report:

1. The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2005
2. *Hate Crime Data Collection Guidelines*, October 1999; U.S. Department of Justice
3. Andrews University Information Directory, 2010-2011
4. Andrews University Department of Public Safety Handbook, 2009-2010
5. Andrews University Department of Public Safety Handbook, 2010-2011
6. Andrews University Student Planner/Handbook, 2008/2009
7. Andrews University Student Planner/Handbook 2009/2010
8. Andrews University Counseling & Testing Center Informed Consent Statement
9. Andrews University website: www.andrews.edu
10. Andrews University Department of Public Safety website: www.andrews.edu/services/safety
11. Michigan State Police website: <http://www.michigan.gov/msp/>
12. Security on Campus Inc. website: <http://www.securityoncampus.org>
13. Training material from D. Stafford website: <http://www.dstaffordandassociates.com/about/>

In addition, a review was made of various Internet publications.