



# Annual Security and Fire Safety Report

**Statistical Information 2008 | 2009 | 2010**

The 2010 Andrews University Office of Campus 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 2011**  
**Crime Statistics for 2008, 2009**  
**and 2010 calendar years**

**Issued by:**  
Andrews University  
Office of Campus Safety  
4355 International Court  
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269-471-3321

 **Office of  
Campus Safety**  
Andrews University

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Andrews University Office of Campus Safety

# Message from the Director

On behalf of the Andrews University Office of Campus 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 Campus 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](mailto:dbhodges@andrews.edu).

Sincerely,  
***Dale Hodges***

# Components of the Annual Security and Fire Safety Report

The Andrews University Office of Campus 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 are updated each year and it is available on the Andrews University website: [www.andrews.edu/safety/clery](http://www.andrews.edu/safety/clery). Copies of the Annual Security and Fire Safety Report may also be obtained at the Andrews University Office of Campus Safety (AUOCS) 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 (Uniform Crime Report) 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 towards and responsiveness to, members of their own /sex or 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:** Is defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing).

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:** 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.

#### **Arrests & Referrals for Disciplinary Action**

1. **Weapons: Carrying, Possessing, Etc:** Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
2. **Drug Abuse Violations:** Defined as the violation of laws prohibiting the production, distribution and/or use certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
3. **Liquor Law Violations:** Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
4. **Arrest:** Defined as a person processed by arrest, citation or summons.
5. **Referral for Disciplinary Action:** Defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

2010 Disclosure of Crime Statistics Tables

2010 Calendar Year					
Crime		On-Campus	On-Campus Residence Halls	Non-Campus	Public Property
A.	Murder / Non-negligent	0	0	0	0
B.	Negligent Manslaughter	0	0	0	0
C.	Sex Offenses—Forcible	0	0	0	1
D.	Sex Offenses—Non-Forcible	0	0	0	0
E.	Robbery	0	0	0	0
F.	Aggravated Assault	0	0	0	0
G.	Burglary	6	6	0	0
H.	Motor Vehicle Theft	0	0	0	0
I.	Arson	1	1	0	1
<b>Arrests</b>					
J.	Weapons: Carrying, Possession, etc.	0	0	0	0
K.	Drug Abuse Violations	0	0	0	2
L.	Liquor Law Violations	1	1	0	2
2009 Calendar Year					
Crime		On-Campus	On-Campus Residence Halls	Non-Campus	Public Property
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
<b>Arrests</b>					
J.	Weapons: Carrying, Possession, etc.	6	6	0	1
K.	Drug Abuse Violations	2	2	0	1
L.	Liquor Law Violations	0	0	0	13
2008 Calendar Year					
Crime		On-Campus	On-Campus Residence Halls	Non-Campus	Public Property
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
<b>Arrests</b>					
J.	Weapons: Carrying, Possession, etc.	0	0	0	0
K.	Drug Abuse Violations	0	0	0	5
L.	Liquor Law Violations	0	1	0	3
<b>Disciplinary Actions for Weapons: Carrying, Possession, etc., Drug Abuse Violation and Liquor Law Violations</b>					
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 Office of Campus Safety and or by Student Life.						
<b>Disciplinary Actions</b>						
			<b>2010</b>	<b>2009</b>	<b>2008</b>	
<b>Weapons: Carrying, Possession, etc.</b>						
		On-Campus		0	0	0
		On-Campus		0	0	0
		Residence Halls				
		Non-Campus		0	0	0
		Public Property		0	0	0
<b>Drug Abuse Violations</b>						
		On-Campus		0	0	0
		On-Campus		0	0	0
		Residence Halls				
		Non-Campus		0	0	0
		Public Property		0	0	0
<b>Liquor Law Violations</b>						
		On-Campus		1	0	1
		On-Campus				
		Residence Halls		1	0	1
		Non-Campus		0	0	0
		Public Property		0	0	0
<b>Hate Crime</b>						
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.						
2010, 2009, 2008—There were no Hate Crimes to report.						

# I. Reporting Crimes And Other Emergencies

## Reporting of Crimes

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 Office of Campus Safety Dispatchers who are available at the campus extension 3321 or from outside the University phone system to 269.471.3321.

## Annual Disclosure of Crime Statistics

The Andrews University Office of Campus 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](http://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 Campus 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 Office of Campus Safety regularly examines the data and maintains a daily crime log to ensure that all crimes 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 crime collection data is requested from the local police department.

Crime collection data is also requested from Campus 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, Dean of Men - Meier Hall, Dean of Demazo Hall, Dean of Women - Lamson Hall, 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>

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 Office of Campus Safety Office located at 4355 International Court.

## **Voluntary Confidential Reporting**

A procedure is in place to capture crime statistics disclosed confidentially at Andrews University by anonymous reporting. Andrews University Office of Campus 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 Campus 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](mailto:usit@andrews.edu) or established communication channels. If there is a direct or imminent threat, the observation should be directed to Emergency Services (911) or to the Office of Campus Safety (269-471-3321).

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. The various aspects of the protocol are further detailed in the 2011-2012 Student Planner/ Handbook, Health and Wellness Protocol (page 147 and 148): [http://www.andrews.edu/services/studentlife/docs/planner\\_handbook\\_2011-2012.pdf](http://www.andrews.edu/services/studentlife/docs/planner_handbook_2011-2012.pdf)

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. 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 Office of Campus 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 continues to actively install 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 Campus Safety 2011-2012 Handbook provides the non-criminal trespassing fine schedule and the appeal process.

The Campus Safety 2011-2012 Handbook can be viewed online at: [http://www.andrews.edu/services/safety/docs/campus\\_safety.pdf](http://www.andrews.edu/services/safety/docs/campus_safety.pdf).

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

### **Maintenance of Facilities**

The Andrews University Campus was designated nationally as an official arboretum site in 1991.

The Office of Plant Service is responsible for maintenance to established campus and rental property buildings, as well as providing assistance in planning new buildings.

The Office of Custodial Services houses personnel responsible for cleaning and upkeep of the interiors of campus buildings. This office also warehouses office equipment and large material shipments.

## **III. Law Enforcement Policy**

Andrews University does not have a campus police department.

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

AUOCS Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Andrews University. AUOCS 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.

Andrews University Campus Safety Officers may 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 Andrews University Campus 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. AUOCS 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.

### **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 Office of Campus Safety Director based on confirmed information obtained from officers, investigations, tips or local area law enforcement. The Director of the Office of Campus Safety or designee will request the staff of IMC and ITS to implement notification or warning messages via various communication tools.

The Andrews University Office of Campus 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](http://www.andrews.edu/students).

Andrews University’s Emergency Response Plan, Annex A, entitled Emergency Notification and Timely Warnings denotes:

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 AUDCS)
- Burglary
- Motor Vehicle Theft
- Major incidents of arson
- Other crimes as determined necessary the Director of Campus 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 Office of Campus Safety (269.471.3321) or report in person at the dispatch center within the Andrews University Office of Campus Safety at 4355 International Court.

### **Confidential Reporting Policy**

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.

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.

## IV. Emergency Response & Evacuation

The University has several facets of an emergency operation plan that incorporates the topics of Emergency Notification and Timely Warnings, Crisis Communication, Tornadoes, Pandemic Influenza, Crisis Counseling and Pastoral Care - Threat Assessment and Intervention, and Public Events.

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).

### Immediate Notification

The decision to notify and warn the campus community is made by the Office of Campus Safety Director based on confirmed information obtained from officers, investigations, tips or local area law enforcement. The Director of the Office of Campus 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](http://www.andrews.edu))

This emergency siren 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.

### **Annual Notification**

In the month of October 2010, the Andrews University campus community was notified via Andrews Agenda (the official online newsletter of Andrews University) of a campus-wide tornado drill. The tornado drill began with notification through the campus severe weather siren. This siren denotes to immediately take shelter. Areas of shelter are marked in yellow on maps located inside campus buildings.

In the month of November 2010, the Andrews University campus community was notified via Andrews Agenda (the official online newsletter of Andrews University) of a Test Message. This was a test of several campus-wide emergency notification systems.

In the month of December 2010, the Andrews University campus community was notified via Andrews Agenda (the official online newsletter of Andrews University) that Plant Services would be conducting an annual testing of the sprinkler system (13 test areas were specifically mentioned).

These drills and notifications are good reminders to update our individual emergency contact information. All Andrews University employees and students are encouraged to visit [www.andrews.edu/go/myems](http://www.andrews.edu/go/myems) to configure your personal notification preferences. Once you have accessed this web link, log in with your Andrews username and password.

### **Annual Testing**

The University continues its commitment 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.

## **V. Educational Programs: Security Awareness Programs and Crime Prevention Programs**

### **Security Awareness Programs**

The Andrews University Office of Campus 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 Office of Campus 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 Office of Campus Safety and will be in uniform with identification.

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

### **Crime Prevention Programs**

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

The Andrews University Office of Campus Safety website provides information on an array of crime prevention services such as bike registration, vehicle registration, on Campus 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](http://www.andrews.edu/services/safety/services).

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

In April 2010, The National Sexual Violence Resource Center (<http://www.nsvrc.org/>) announced that the month of April is designed as Sexual Assault awareness month. The Office of Campus Safety coordinated and established a booth at the Campus Center to provide the campus community education on the awareness and prevention of violence. Personnel were also present from the Andrews University Counseling and Testing Center, Berrien Springs Oronoko Township Police Department, Victim/Witness Services (Berrien Co Courthouse) and Polly's Place.

In 2010, AUOCS 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, New International Safety Orientation, and Orientation for Berrien County Math and Science Center students.

AUOCS staff attend training programs to enhance their skills and knowledge in various areas. In 2010, some of the training programs/topics were: Berrien County Basic Reserve Officer Academy, Security Issues for Places of Worship, Fire Inspector classes, and Aggressive Animal training,

AUOCS staff have also participated in community events. In August 2010, the Office of Campus Safety had a booth at National Night Out in Berrien Springs, MI. National Night Out is a national celebration of community crime prevention/community policing programs, held the first Tuesday of August each year .

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, and a tip number will be issued to the caller.

## VI. 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 2011-2012 Planner/handbook ( page 145 and page 146) at the web link: <http://www.andrews.edu/services/studentlife/handbook/index.html>

AUOCS, 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.

## VII. Missing Student Notification Procedures

The following is the policy statement of Campus Safety as it related to missing persons. If at any time the Office of Campus Safety becomes aware that persons associated with the University as either a student, who lives either on or off campus, an employee or staff member or anyone else associated with the University is a missing person, then a report will be filed with the Berrien Springs Oronoko Township Police Dept. as soon as possible.

A missing person policy has been written and is 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 for which students, employees, or other individuals can 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 Office of Campus Safety (269.471.3321). After investigating the missing person report, should AUOCS 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 and is not an emancipated individual, AUOCS will notify the student's parent or legal guardian immediately after AUOCS 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.

## VIII. Sexual Offense Policy

Andrews University strives to maintain an environment that is free from all forms of intimidation, hostility, offensive behavior and unlawful 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 as 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 ombudsperson is an intervention agent and impartial person available to help students, staff, and faculty resolve any complex problems which remain unsolved after the student, staff or faculty member has followed normal channels for handling such matters or has encountered an obstacle. Information is available or a private appointment may be scheduled with one of the University Ombudspersons: James North, Jr.: jamesn@andrews.edu, 269.471.3244 or Ann Gibson: Gibson@andrews.edu, 269.471.3214.

### **Discrimination**

It is the policy of Andrews University to prohibit unlawful discrimination against any student on the basis of race, color, sex, national origin, religion, age, disability or any other legally protected characteristic under state or federal law. Discrimination that occurs because of a legally protected characteristic may be unlawful and/or violate the policies of the University.

### **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.

### **Stalking**

Stalking is an insidious form of harassment that may initially be dismissed as harmless yet can dramatically impact the life of the person stalked and pose both physical and psychological risks. Most stalkers know the person they target. Stalking behavior is strictly prohibited and all concerns about stalking should be taken seriously, whether or not there appears to be a level of threat. Stalking behaviors include, but are not limited to:

- Non-consensual communication, including face-to-face, telephone calls, voice messages, electronic mail, online communication, written letters, unwanted gifts, etc.
- Threatening or obscene gestures
- Pursuing or following

- Surveillance or other types of observation
- Trespassing
- Vandalism
- Non-consensual touching

### **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 and Domestic/Relationship Violence**

Andrews University is committed to maintaining a learning and living environment that is respectful and free from violence. Sexual assault and domestic/relationship violence in any form are not consistent with this commitment and cannot be tolerated.

#### **Definition of Sexual Assault**

The University policy definition of a “sexual assault” will be any sexual contact (whether or not there is penetration) which involves force or coercion and for which there was no active consent.

#### **Definition of Domestic/Relationship Violence**

The University policy definition is “domestic/relationship violence” which includes any incident or pattern of coercive or abusive behavior exhibited by a family member or relationship partner. These behaviors often increase in severity and frequency over time and may be cyclical. Domestic/relationship violence includes, but is not limited to:

- Physical abuse
- Pushing, shoving, slapping, punching, kicking or strangling
- Holding, tying down, or restraining
- Leaving the victim in a dangerous place
- Emotional/psychological abuse
- Threats of harm and/or intimidation

- Physical or social isolation
- Sexual abuse or assault (see above)

### **Initiating a Sexual Assault and/or Domestic/Relationship Complaint**

The University encourages victims and witnesses of sexual assault or domestic/relationship violence to report the matter to an appropriate University official. These reports permit the University to provide appropriate resources for both the victim and the accused, to investigate, and to take appropriate actions which may be necessary to protect either the victim or other members of the University community. The University officials to whom reports of sexual assault or domestic/relationship violence should be given are:

- Vice president for Student Life (269-471-6686)
- Student Life deans (269-471-6686)
- Residence hall deans (269-471-3446, 269-471-3390 or 269-471-3360)
- Office of Campus Safety (269-471-3321)

Sexual assaults and domestic/relationship violence may also be criminal. Accusers may wish to inform local law enforcement agencies, and upon an accuser's request, the University will assist in making the connection between an accuser and an appropriate law enforcement agency. In Berrien Springs, the local police (Berrien Springs Oronoko Township Police) department can be reached at 269-471-2813.

Accusers are reminded of the frequent importance of immediate medical attention and the preservation of evidence that may be helpful in criminal and/or University proceedings. Accusers are also encouraged to seek the assistance of counselors (students can go to the University's Counseling & Testing Center or to community providers such as the Samaritan Counseling Center, 1850 Colfax, Benton Harbor, Mich., 269-926-6199), although accusers should be aware that counselors' confidentiality obligations preclude them from being individuals to whom official reports should be given.

Other off site crisis intervention facilities or resources include: Riverwood Center (800-336-0341) or Domestic and Sexual SVCS (269-782-0304)

### **The University's Response**

The University will take seriously all good faith reports of sexual assault and domestic/relationship violence. Because the University recognizes that sexual assaults and domestic/relationship violence include an attack on an individual's dignity and self-determination rights, the University will attempt to let accusers select the process for addressing their allegations. The University reserves the right, however, to proceed in whatever manner it deems appropriate. In general, there are two main paths for addressing sexual assaults or domestic/relationship violence: 1) a formal charge of sexual assault or domestic/relationship violence and 2) an informal consultation pertaining to possible sexual assault or domestic/relationship violence.

The University response will include a process for formal charges and informal consultations. Additional specific details, information and rights can be located can be found in the 2011-2012 Planner/Handbook (pages 175-178): <http://www.andrews.edu/services/studentlife/handbook/index.html>

### **Additional Information and Rights**

The University periodically provides educational and prevention materials and programs, dealing with sexual assault and domestic/relationship violence. On an annual basis, during orientation, sexual harassment and assault education is provided to

first-year students. 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.

Both the accuser and the accused have the right to have the same opportunities to have an advocate to assist them throughout the process. Advocates will be individuals from within the University's faculty, staff or student communities.

Both the accuser and the accused have the right to be informed upon written request of the final outcome of any disciplinary proceedings related to an alleged sexual assault or incident of domestic/relationship violence.

If the accuser or alleged victim is deceased as a result of such offense, the next of kin of such victim shall be treated as the accuser or alleged victim to receive information regarding the disciplinary disposition. Both the accuser and the accused have the right to appeal the outcome of any disciplinary decision.

Any victim of sexual assault or domestic/relationship violence 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.

All members of the Andrews University community share a responsibility for upholding the established university policy as we strive to create a community that is respectful and free from violence.

## IX. 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](http://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 that 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](http://www.michigan.gov/msp/0,1607,7-123-1589_1878_24961---,00.html)

## X. Fire Safety—Procedures, Statistics, Reports and Documentation

Andrews University's Public Safety/Risk Management Committee in June of 2011 adopted a Campus Wide Fire and Life Safety Policy.

### Preparedness Drills

The Office of Campus Safety is responsible for administering the campus emergency preparedness drills. These preparedness drills will include fire, tornado, and shelter in place drills. The drill's dates, times, and locations will be scheduled in advance.

The emergency preparedness drill schedule will be provided annually to the Berrien Springs Oronoko Township Fire Department, the Berrien Springs Oronoko Township Police Department, and the Emergency Management Division of the Berrien County Sheriff's Department.

Andrews University conducts required fire drills in accordance with the Michigan Fire Prevention Code, Public Act 207 ([http://www.legislature.mi.gov/\(S\(1m15zf45iuipv255qq2yxb2r\)\)/documents/mcl/pdf/mcl-29-19.pdf](http://www.legislature.mi.gov/(S(1m15zf45iuipv255qq2yxb2r))/documents/mcl/pdf/mcl-29-19.pdf)).

A fire drill is defined as a supervised practice of a mandatory evacuation of a building for a fire. Inadvertent activations or actual fire alarms are not considered fire drills.

Documentation of these drills will be made available pursuant with the Jeanne Clery Act and upon request of the proper authorities.

### Fire Drills

Kindergarten-12th grade: (Ruth Murdoch Elementary & Andrews Academy) shall conduct 6 drills during an academic school year.

University Dormitories: Shall conduct 8 drills during an academic school year.

University Academic Buildings: Shall conduct 8 drills during the academic school year. University employees will also receive annual training in the proper evacuation procedures for directing other building occupants to evacuate the building in the event of a fire.

### Tornado Drills

A campus wide tornado drill will be conducted twice per year.

## **Shelter in Place/ Lockdown Drills**

Kindergarten-12th grade: (Ruth Murdoch Elementary & Andrews Academy) shall conduct 2 drills during an academic school year.

## **Educating the Campus to Fire Safety**

Each year the Office of Campus Safety 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 Campus Safety web site. The University will also distribute a copy of our emergency procedures to our dorm and housing facilities. Campus 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.

## **Life Safety Inspections**

The Office of Campus Safety will be responsible for conducting self-inspections of University buildings on a routine basis. The buildings will be evaluated against life safety codes adopted by the University, township, state, or federal government. The University will conduct self-inspections using the most current NFPA, Life Safety, MIOSHA and EPA guidelines available. The self-inspections will be documented and presented to the University's Campus Safety Committee and the inspected building's manager.

If at any time an immediate threat to life or property is discovered, Campus Safety will take any measures necessary to mitigate the threat.

## **Reporting of Fire or other Emergency Conditions**

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. In the event that a University Official or the public becomes aware of a fire that has happened on campus in the past and may have gone unreported, they must report the incident to Campus Safety in accordance with the Clery Act.

Any member of the University community may also report a belated fire incident to the Campus Safety Office.

## **Fire Alarm Response**

The Fire Alarm System is 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. Failure to evacuate the building or re-entering the building before the all clear has been given by the fire department will result in a fine.

- Occupants should never ignore or assume the alarm is false.
- All occupants must evacuate the building by the nearest safe exit.
- Elevators should never be used during an activated fire alarm.
- Once outside, the occupants should not re-enter the building until the emergency has ended.

## **Fire Hazards (Policies on portable electrical appliances, smoking, and open flames in student housing facilities and other buildings)**

To help mitigate any fire hazard, the Office of Campus Safety has established guidelines to identify items that are considered hazardous and shall not be allowed in any building on campus. The guidelines also list specific items to provide an example only, and they should not be considered all-inclusive. Additional hazardous items are listed specifically for residential facilities.

### University Buildings

- Any item that has the ability to create an open flame, except as needed for educational activities.
  - ▶ Candles, incense, camp stoves, cigarettes, lighters, match, etc.
- Any item that has an exposed heating element.
  - ▶ Space heaters, etc.
- Any item that has the potential to start a fire from the amount of heat it produces.
  - ▶ Halogen light bulbs, etc.
- Any flammable substance (solid, liquid or gas) that is not essential to the daily operation of the building.
  - ▶ Lighter fluid, gasoline, aerosols, real Christmas trees, etc.
- Any heat based food preparation device used outside of approved kitchens/kitchenettes.
  - ▶ Toasters, toaster ovens, hot plates, electric skillets, microwaves, etc.

### Residential Facilities (in addition to University building requirements)

- Any non-fire resistant fabric material used in decoration/furnishing of the facility.
  - ▶ Flags, banners, draperies, curtains, other similar loose hanging furnishings and decorations etc.
- Any exposed element heat based food preparation device.
  - ▶ Toasters, toaster ovens, hot places, electric skillets, 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. All areas used for cooking will be equipped with a portable fire extinguisher. Only UL approved appliances are authorized for these activities. Designated kitchens/kitchenettes will be allowed to be equipped with toasters, toaster ovens, electric skillets etc. as mandated by the authority having jurisdiction.

All food preparation must be conducted with the full attention of the preparer. Any unattended cooking may result in a fine.

All electrical distribution devices must be UL approved. Extension cords may not be longer than 6ft. and must be 16awg or heavier. All power strips must be equipped with a circuit breaker rated for a maximum of 15 amps.

Extension cords and power strips should be run along walls and not placed under carpets/rugs, run over doors, or any other method that may present excessive heat buildup or fall/trip hazards.

The following electrical items/methods are prohibited:

- “Piggybacking” or “daisy chaining” of extension cords or power strips.
- Power strips plugged into extension cords.
- Multi plugs, adapters.
- Frayed and/or spliced cables.
- Altering of prongs for polarized devices.

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

Requests for exceptions will be reviewed on a case by case basis, by Campus Safety. Any exceptions granted must be approved by the Safety Committee.

If any item or situation occurs in violation of these guidelines, the responsible party will remove the item immediately, correct the violation, and may be fined.

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**

Each year the Office of Campus Safety either distributes a safety handbook to every person, or provides the URL for the safety handbook, when a vehicle is registered on campus. The fire safety section of this handbook will describe the procedures listed in the Fire and Safety policy. The University will publish these procedures on the internet at the Campus Safety web site. The University will also distribute a copy of our emergency procedures to our dorm and housing facilities. Campus Safety also conducts yearly refresher training which is available to all dormitory residents and staff. This training covers the emergency steps lists in the Fire and Life Safety policy.

#### **Fire Safety Equipment:**

University buildings are equipped with fire safety equipment to provide means for the occupants to evacuate the building safely and for the protection of property. Tampering with the fire safety equipment (smoke detectors, sprinkler systems, fire extinguishers, horn/strobe assemblies, emergency exit signs, fire doors, or any other equipment) is prohibited. Anyone found tampering with fire safety equipment may be subject to a fine.

False fire alarms generated through negligence such as unattended burning food may result in a fine.

## Intentional Fires:

Intentional fires on University property is prohibited except in designed areas such as Beaver Point. The user must first obtain a burn permit from Campus Safety to ensure compliance with our local fire dept. The farm and the grounds department are allowed to have supervised burns while conducting university business.

Fires/open flames used for daily activities in an educational or service type application are permitted while all safety precautions are met and are under the approval of the appropriate governing body, i.e. professor or supervisor.

Anyone found starting or maintaining an unapproved fire may be subject to a fine as well as immediate extinguishment of said fire.

Fires in approved fire places are permitted. A fire place is considered approved with the following criteria:

- Annual cleaning/inspections from a third party company.
- Portable fire extinguisher within 10 feet of fire place.
- Approved method for ash/coal removal (If applicable).
- Approved screen to prevent embers from leaving fire place or material entering the fire place.

## 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:** The Andrews University Office of Campus Safety regularly examines the data, maintains a daily Fire Log and the log is located at the office. The Fire Log records all reported fires, including arson, in on-campus student housing facilities.

The Fire Log data consists of date/time reported, date/time of fire, nature of fire, general location, number of injuries that required treatment at a medical facility, number of deaths related to a fire, and value of property damage caused by a fire.

3. 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.
4. **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 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](http://www.andrews.edu/life/living/housing/meier_burman/docs_imgs/handbook2010.pdf)

The Lamson Hall, Resident Manual 2011-2012, 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](http://www.andrews.edu/life/living/housing/lamson/docs/handbook_10-11.pdf)

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

### **Description of On-Campus Student Housing Fire Safety System**

The following Fire Statistics chart for each on-campus student housing facility (listed separately) reflects the collection of data as mentioned below. The University maintains two men's residence halls (Meier and Burman Hall) and two women's residence halls (Lamson Hall and Frank and Ana Damazo Hall). The University owns 307 apartments and 42 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 for the Year 2010.

*Residential Facilities Fire Safety Systems & Fire Statistics For 2010 on following pages.*

### **Plans for future improvements in fire safety**

Additional members of the Andrews University Office of Campus Safety will continue to be trained in fire safety and fire inspections, therefore, enhancing the safety of everyone.

## Residential Facilities Fire Safety Systems Fire Statistics For 2010

Residential Facilities	# Rooms or Apts	Detection			Notification		Suppression			Emergency Procedures		Fire Statistics				
		Supervised by All Campus Safety	Unsupervised	Smoke Detection	Audible (Horn System)	Visual (Strobe System)	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	# Fire Drills/Academic Yr	Fires	Cause of Fire	# of Injuries	# of Deaths	Value Property Damage
<b>University Dormitories</b>																
Lamson Hall	300	x		x	x	x			x	x	8	1	Cooking	0	0	\$0.00
Burman Hall	100	x		x	x	x		x	x	8	1	Intentional	0	0	\$0.00	
Meier Hall	209	x		x	x	x			x	8	0	N/A	0	0	N/A	
<b>University Owned Houses</b>																
8671 E. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8711 E. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8721 E. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8729 E. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8516 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8518 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8522 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8538 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8540 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8592 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8616 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8648 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8690 W. Campus Circle Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8718 Elizabeth Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8736 Elizabeth Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8786 Elizabeth Dr.			x	x	x				x	0	0	N/A	0	0	N/A	
8786 Garland Ave			x	x	x				x	0	0	N/A	0	0	N/A	
8755 Grove St.			x	x	x				x	0	0	N/A	0	0	N/A	
8765 Grove St.			x	x	x				x	0	0	N/A	0	0	N/A	
8777 Grove Ave.			x	x	x				x	0	0	N/A	0	0	N/A	

**Residential Facilities Fire Safety Systems Fire Statistics For 2010**

Residential Facilities	# Rooms or Apts	Detection			Notification		Suppression			Emergency Procedures		Fire Statistics			
		Supervised by AU Campus Safety	Unsupervised	Smoke Detection	Audible (Horn System)	Visual (Strobe System)	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	# Fire Drills/Academic Yr	Fires	Cause of Fire	# of Injuries	# of Deaths
8893 Grove Ave.			x	x	x				x		0	N/A	0	0	N/A
8494 Hillcrest Dr.			x	x	x				x		0	N/A	0	0	N/A
8510 Hillcrest Dr.			x	x	x				x		0	N/A	0	0	N/A
8518 Hillcrest Dr.			x	x	x				x		0	N/A	0	0	N/A
8536 Hillcrest Dr.			x	x	x				x		0	N/A	0	0	N/A
8558 Hillcrest Dr.			x	x	x				x		0	N/A	0	0	N/A
8582 Hillcrest Dr.			x	x	x				x		0	N/A	0	0	N/A
4326 International Ct.			x	x	x				x		0	N/A	0	0	N/A
8753 University Blvd.			x	x	x				x		0	N/A	0	0	N/A
8771 University Blvd.			x	x	x				x		0	N/A	0	0	N/A
8794 University Blvd.			x	x	x				x		0	N/A	0	0	N/A
8803 University Blvd.			x	x	x				x		0	N/A	0	0	N/A
8822 University Blvd.			x	x	x				x		0	N/A	0	0	N/A
8833 University Blvd.			x	x	x				x		0	N/A	0	0	N/A
8838 University Blvd.			x	x	x				x		0	N/A	0	0	N/A
3976 Rose Dr.			x	x	x				x		0	N/A	0	0	N/A
4265 Walnut Ct.			x	x	x				x		0	N/A	0	0	N/A
4281 Walnut Ct.			x	x	x				x		0	N/A	0	0	N/A
4253 Walnut Ct.			x	x	x				x		0	N/A	0	0	N/A
310-1 E. Washington St.			x	x	x				x		0	N/A	0	0	N/A
310-2 E. Washington St.			x	x	x				x		0	N/A	0	0	N/A
312 E. Washington St.			x	x	x				x		0	N/A	0	0	N/A
<b>University Apartment Complexes</b>															
Damazo Hall	39	x		x	x				x	x	0	N/A	0	0	N/A
Beechwood Apt. Bldg. A	12	x		x	x				x	x	0	N/A	0	0	N/A

**Residential Facilities Fire Safety Systems Fire Statistics For 2010**

Residential Facilities	# Rooms or Apts	Detection			Notification		Suppression			Emergency Procedures		Fire Statistics			
		Supervised by AU Campus Safety	Unsupervised	Smoke Detection	Audible (Horn System)	Visual (Strobe System)	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	# Fire Drills/Academic Yr	Fires	Cause of Fire	# of Injuries	# of Deaths
Beechwood Apt. Bldg. B	12	x	x	x	x				x	0	0	N/A	0	0	N/A
Beechwood Apt. Bldg. C	12	x	x	x	x				x	0	0	N/A	0	0	N/A
Beechwood Apt. Bldg. D	12	x	x	x	x				x	0	0	N/A	0	0	N/A
Beechwood Apt. Bldg. E	12	x	x	x	x				x	0	0	N/A	0	0	N/A
Beechwood Apt. Bldg. F	9	x	x	x	x				x	0	0	N/A	0	0	N/A
Beechwood Apt. Bldg. G	10	x	x	x	x				x	0	0	N/A	0	0	N/A
Garland Apt. Bldg. A	16	x	x	x	x				x	0	0	N/A	0	0	N/A
Garland Apt. Bldg. B	22	x	x	x	x				x	0	0	N/A	0	0	N/A
Garland Apt. Bldg. C	16	x	x	x	x				x	0	1	Cooking	0	0	\$0.00
Garland Apt. Bldg. D	16	x	x	x	x				x	0	0	N/A	0	0	N/A
Garland Apt. Bldg. E	32	x	x	x	x				x	0	0	N/A	0	0	N/A
Garland Apt. Bldg. F	16	x	x	x	x				x	0	2	) Electrical 2) Undetermined	0	0	1) \$50.00 2) \$0.00
Garland Apt. Bldg. G	16	x	x	x	x				x	0	0	N/A	0	0	N/A
Maplewood Apt. Bldg. A	12	x	x	x	x				x	0	0	N/A	0	0	N/A
Maplewood Apt. Bldg. B	12	x	x	x	x				x	0	0	N/A	0	0	N/A
Maplewood Apt. Bldg. C	10	x	x	x	x				x	0	0	N/A	0	0	N/A
Maplewood Apt. Bldg. D	14	x	x	x	x				x	0	0	N/A	0	0	N/A
Maplewood Apt. Bldg. E	12	x	x	x	x				x	0	0	N/A	0	0	N/A
Maplewood Apt. Bldg. F	10	x	x	x	x				x	0	0	N/A	0	0	N/A

# Emergency Services Information

In case of any emergency or to report a crime, call 911 or you may elect to call the Andrews University Office of Campus 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 Office of Campus Safety Office

- a. Office of Campus Safety: 269-471-3321
- b. Office of Campus Safety Anonymous Tip Line: 269-471-3338
- c. Office of Campus Safety Anonymous Email: [www.andrews.edu/safety/anonymous](http://www.andrews.edu/safety/anonymous)

## 5. Hotlines and/or Assistance lines—information

- 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. Andrews University Transportation Night Emergency: 269-471-6492
- l. URL for Andrews University Contact Information: <http://www.andrews.edu/contact/>

## Resources Used in the Development of this Report

Excerpts from the following resources were helpful in compiling the Andrews University Office of Campus 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 Office of Campus Safety Handbook, 2009-2010
5. Andrews University Office of Campus Safety Handbook, 2010-2011
6. Andrews University Office of Campus Safety Handbook, 2011-2012
7. Andrews University Student Planner/Handbook, 2008/2009
8. Andrews University Student Planner/Handbook 2009/2010
9. Andrews University Student Planner/Handbook 2011/2012
10. Andrews University Counseling & Testing Center Informed Consent Statement
11. Andrews University website: [www.andrews.edu](http://www.andrews.edu)
12. Andrews University Office of Campus Safety website: [www.andrews.edu/services/safety](http://www.andrews.edu/services/safety)
13. Michigan State Police website: <http://www.michigan.gov/msp/>
14. Security on Campus Inc. website: <http://www.securityoncampus.org>
15. Training material from D. Stafford website: <http://www.dstaffordandassociates.com/about/>
16. Michigan Bureau of Fire Services, Fire Marshal Bulletin – # 2, page 1, Rev. 1-07
17. MI Fire Prevention Code Public Act 207 Section 29.1 Subsection (f) definition of a fire hazard.

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