



**CENTRAL METHODIST UNIVERSITY  
FAYETTE, MISSOURI (College of Graduate and Extended Studies)  
2015 Annual Fire Safety and Security Report**

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## **IMPORTANT PHONE NUMBERS for Fayette Campus**

|   |                                    |
|---|------------------------------------|
| Emergency   | 911                                |
| Non-Emergency   | (660) 248-3605                     |
| Campus Safety Officer (24HR)                          | (660) 202-0848                     |
| Plant Operations Safety & Security                    | (660) 248-6295                     |
| Student Development                                   | (660) 248-6223                     |
| Associate Dean of Students                            | (660) 248-6267                     |
| Title IX Coordinator                                  | (660) 248-8225                     |
| Alternate IX Coordinator                              | (660) 248-6203                     |
| Clery Act Compliance Officer                          | (660) 248-5298                     |
| Residential Hall Director on Call                     | (660) 888-8877                     |
| CMU Counseling Services                               | (660) 248-6274                     |
| Counselor on Call                                     | (660) 248-2791 or 202-0848         |
| CMU Health Services                                   | (660) 248-6285                     |
| Howard County Sheriff                                 | (660) 248-2477 After 5:00pm. -2490 |
| Fayette Police  | (660) 248-2241                     |
| Poison Information Center                             | (800) 222-1222                     |
| National Suicide Prevention Lifeline                  | (800) 273-TALK (8255)              |
| Boys & Girls Town National Hotline                    | (800) 448-3000                     |
| Abuse/Sexual Assault Hotline (True North)             | (573) 875-1370 or (800) 548-2480   |
| Rape, Abuse & Incest National Network (RAINN) Hotline | (800) 656-4673 (HOPE)              |
| National Domestic Violence Hotline                    | (800) 799-SAFE (7233)              |

**CAMPUS SAFETY MISSION:** To provide a safe and secure environment conducive to promoting a respectful and educational atmosphere for all members and guests of the campus community.

### **STUDENT RIGHT –TO-KNOW AND CAMPUS SECURITY ACT (PUBLIC LAW 101-542)**

To assist in keeping students, parents and employees well informed about campus security and safety, the student Right-To-Know and Clery Act requires the University to disclose crime and fire statistics for specific crimes. Plant Operations/Safety and Security at the main campus (Fayette, MO) is responsible for publishing those statistics as well as reporting them to the U.S. Department of Education.

For the Campus Crime and Fire Statistics, you may refer to the following link:

<http://www.centralmethodist.edu/safety/index.php>

### **PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS**

CMU Plant Operations/Safety and Security prepares the Annual Security Report in an effort to keep students, parents and employees informed about campus safety and security as well as comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. This report relies on information maintained by CMU Plant Operations/Safety and Security provided by other University offices such as Student Development, Residential Life, other Campus Security Authorities (CSAs), and submitted by local law enforcement agencies surrounding the main campus as well as other jurisdictions where the University controls or owns property. An annual review of all policies and procedures ensures they are updated as needed and in compliance with the Clery Act and other federal laws and statutes.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain non-campus buildings or property owned, leased or controlled by CMU and adjacent public property. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

#### **Distribution of the Annual Security Report**

Plant Operations/Safety and Security, the Title IX Coordinator and the Clery Act Compliance Officer publish the Annual Security Report by October 1st of each year. The Clery Act Compliance Officer and the Director/Assistant Director of Plant Operations/Safety and Security will send an email announcement to all students, faculty, and staff, which explains the purpose of the report and informs them they can access the report via CMU's Campus Safety website. CMU's Annual Security Report will also be mailed to anyone requesting a copy. Anyone may request a copy from CMU Human Resources. An electronic copy of the report may be found at:

<http://www.centralmethodist.edu/safety/reports.php>

### **REPORTING CRIMES AND OTHER EMERGENCIES**

CMU encourages the immediate reporting of any actual or suspected criminal or hazardous activity to the local law enforcement agencies, site authorities and main campus Plant Operations/Safety and Security, even when the victim of a crime elects not to or is unable to make such a report. Regardless of how and where a member of the campus community decides to report these incidents, it is critical for the safety of the entire University community that the incident is reported to ensure an effective investigation and that appropriate follow-up actions, including issuing a Timely Warning or Emergency Notification occur. CMU Plant Operations/Safety and Security may be reached 24 hours a day, 7 days a week by calling 660-202-0848 or for emergencies local law enforcement may be reached by dialing 911.

#### **Other Locations**

Campus Safety and Security is managed by the director of each respective campus. The administration of each campus provides assistance during "regular business hours" and relies upon an outside security agency at the Maryland Heights, St Louis and Columbia, Missouri locations as well as local law enforcement agencies to provide security during non-business hours.

Criminal investigations and arrest will be conducted by the local law enforcement agency or presiding authorities. CMU administrators will use all reasonable means to gather information about crimes, hazards or related incidents

occurring on all property owned or controlled by CMU, after which they are to report those incidents to the appropriate agency.

#### Emergency reporting

Never assume someone else has called 911 when you encounter an emergency. If you call 911, provide the dispatcher with as much detailed information as possible. Stay on the line until the dispatcher terminates the call or provides you with other instructions. If you are calling 911 about another person's emergency, ask someone (if available) to stay with the victim while the 911 call is made. Campus community members are encouraged to act quickly when reporting crimes that occur within the jurisdiction of the University. Prompt reporting decreases the chance of losing evidence and provides law enforcement officers or administrators with an opportunity to take necessary action that will enhance the safety and security of the campus community.

#### *Emergency Numbers and Campus Phones*

For Emergency Numbers see page 3 (Fayette Campus Only)

All residence hall telephones, exterior residence hall telephones, elevator telephones, and University extensions throughout the campus can be used for emergency purposes. Student residence telephones with free on campus service is available to all students. Plant Operations/Safety and Security is the central emergency reporting center for the University, and the department encourages anyone who is a victim or witness of crime, on or near campus, to report it both to local law enforcement and to CMU Safety and Security utilizing the Incident Reporting Form found under Campus Safety (Report an Incident). <http://www.centralmethodist.edu/safety/reports.php>

#### *Emergency Phones (Fayette campus only)*

There are five (5) exterior emergency telephones strategically placed (see campus map for locations) at the corner of Howard Payne Hall, on the quad side of the Conservatory, between T-Berry Smith Hall and Burford, Thogmorton Building, and the Recreation Center to enable our campus community to communicate emergencies and notify emergency personnel. All emergency phones are Blue Light two-way call boxes. By pressing the button on the stations, users are immediately connected with the Howard County 911 Call Center. These telephones can be used to report a criminal incident, a fire, or any other type of emergency.

### **VOLUNTARY, CONFIDENTIAL AND ANONYMOUS REPORTING**

CMU is committed to an environment where all CMU community members are encouraged to report accurate and prompt reports of any suspected violations of law or CMU policy without fear of retaliation. If you are the victim of a crime and do not want to pursue action within the University or the criminal justice system, you may still want to consider making an anonymous report with the CMU's Title IX Coordinator. This may be done by completing an Anonymous Incident Report (type Anonymous in place of full name) on the CMU website under Campus Safety (Report an Incident) or by speaking with a Pastoral or Professional Counselor and informing them you wish to remain anonymous while reporting a crime that has occurred. Certain anonymous crime reports with no identifying information of persons involved will be shared with the local police through the University's Memorandum of Understanding or other means. The CMU website serves as the portal for an online anonymous report utilizing the Incident Reporting Form that can be used to report a crime or violation of University policy.

#### Reporting to Plant Operations/Safety and Security

We encourage all members of the University community to report as soon as possible all crimes and other emergencies to both the local police at 911 and CMU Plant Operations/ Safety and Security in a timely manner. Plant Operations/Safety and Security, in conjunction with a contracted security agency, is on call by phone 660-202-0848 or in person twenty-four (24) hours a day, either at Plant Operations during normal business hours and/or McMurry Hall after hours, weekends and holidays. Though there are many resources available, Plant Operations/Safety and Security should be notified of any crime, whether or not an investigation continues, to assure the University can assess any and all security concerns and inform the community if there is a significant threat to the campus community, i.e., "Timely Warning." All reports of incidents received by the Plant Operations/Safety and Security are reviewed by the Director/Assistant Director and are referred for appropriate action and follow-up. To help provide as safe an environment as possible in our community, and when appropriate, the Director/Assistant Director work cooperatively with the Fayette Police Department and other law enforcement agencies.

### Reporting to Campus Security Authorities/Office of Student Development

While we prefer community members promptly report all crimes and other emergencies directly to the local police and Plant Operations/Safety and Security/Student Development concerning students, we realize some may prefer to report to other individuals. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities” (CSAs). The Act defines these individuals as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” We want to ensure the timely and accurate reporting of crimes to the appropriate CMU official. A CSA may call CMU Plant Operations/Safety and Security or submit an online Incident Report Form. CSAs include, but are not limited to: advisors to registered student organizations, intercollegiate and intramural athletic coaches, professional and student staff who directly monitor student residences, the undergraduate deans, the Title IX Coordinator, Clery Act Compliance Officer, and other members of the staff, faculty, and Student Development with significant responsibility for student activities. The positions are as follows:

- |  |                |
|--|----------------|
| 1. Vice President of Institutional Growth and Student Engagement | (660) 248-6224 |
| 2. Vice President for Finance and Administration                 | (660) 248-6203 |
| 3. Office of the Provost   | (660) 248-6211 |
| 4. Associate Dean of Student Development                         | (660) 248-6267 |
| 5. Director of Plant Operations                                  | (660) 248-6226 |
| 6. Assistant Director of Plant Operations                        | (660) 248-5298 |
| 7. Director of Human Resource                                    | (660) 248-6680 |
| 8. Director of Student Success                                   | (660) 248-6279 |
| 9. Woodward Residence Hall Director                              | (660) 248-6800 |
| 10. McMurry Residence Hall Director                              | (660) 248-6792 |
| 11. Burford Residence Hall Director                              | (660) 248-6900 |
| 12. Holt Hall Residence Hall Director                            | (660) 248-6400 |
| 13. Howard-Payne Hall Residence Hall Director                    | (660) 248-6569 |

### Reporting to Pastoral and Professional Counselors

Pastoral and Licensed Professional Counselors are identified as confidential resources, who may not share information without an individual’s informed consent unless there is imminent danger to self or others, or as otherwise required by law (e.g., mandatory reporting for sexual violence against minors).

A Pastoral Counselor (i.e., ordained clergy or defined as such by a religious order or denomination) is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A licensed Professional Counselor (e.g., psychiatrists, licensed psychologists, licensed social workers, and those under their supervision), is a person whose official responsibilities include providing mental health counseling to members of the CMU community and who is functioning within the scope of the counselor’s license or certification. Pastoral and Professional Counselors, when acting as such, are not campus security authorities and thus are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

CMU has Pastoral and licensed Professional counselors located on the second floor of the Inman Student and Community Center. They may be contacted by phone (see important numbers, PG 3) or by email (visit the CMU Counseling Center on the CMU website under Campus Life for office hours, phone number and email).

## **SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES**

### **Building Security**

CMU offers many activities and programs open to the public. For the most part, the campus and its buildings (excluding residential facilities on main campus in Fayette) are also open to the general public during normal business hours. Administrative and academic buildings close at various times and are locked during the overnight. The University's main campus has several surveillance cameras. These cameras are used for crime deterrence and investigation purposes. Safety and Security personnel routinely enter buildings to patrol and to provide service during all hours of the day. Employees, students and visitors are encouraged to call Plant Operations/Safety and Security during normal business hours 660-248-6295 and Security during non-business hours, weekends and holidays 660-202-0848 (McMurry Hall front desk 660-248-6791), to report suspicious individuals or activity, and request assistance.

### **Residence Halls (Applies to Fayette Campus only)**

CMU operates coeducational residence halls on campus and other student housing. There are a total of five (5) on-campus residential facilities and currently 3 student housing facilities, their life safety systems are described in the Annual Fire Safety Report below.

All Residential Life staff members undergo training in safety and security policies and support the efforts of Plant Operations/Safety and Security in educating students in residence halls about campus safety. Safety and Security personnel make rounds through all of the residence halls, and patrol the exterior of student housing adjacent to CMU's main campus.

Undergraduate residence halls are locked twenty-four hours a day, and students use their CMU ID cards to open exterior doors. Students' keys open their assigned individual room or suite door within the building. Most entry doors to each room or suite of rooms are equipped with a dead bolt and all windows have locking devices. Students are encouraged to lock their doors at all times and to promptly report the presence of any suspicious persons or unusual activities in the residence halls. CMU does not have any Greek or student organization housing.

### **Security Considerations for the Maintenance of Campus Facilities (Applies to Fayette campus only)**

Plant Operations/Safety and Security manages and maintains University buildings and grounds with a concern for safety and security. Personnel inspect campus facilities regularly, making repairs and responding to reports of potential hazards such as broken windows and locks. Personnel are on call after regular business hours, and during weekends, to respond to emergency situations involving campus facilities. Plant Operations/Safety and Security assists personnel by reporting potential safety and security hazards. Students, faculty and staff may also call at 660-248-6295 (5-6295 from Campus phones) to report any maintenance problems during normal business hours, and 660-202-0848 after hours, on weekends and holidays. CMU has implemented the following processes to constantly review and enhance physical security of the campus.

NOTE: CMU relies on the maintenance teams at various locations to conduct the maintenance on facilities leased by CMU.

## **CAMPUS FACILITY ACCESS**

### **Main Campus**

On the Fayette campus, for the most part, the campus and its buildings are open to the general public during normal business hours. The residence halls are locked 24 hours a day and many areas of campus have video surveillance systems in use as an added security feature. Employees who have a key to a campus building and plan to work after normal working hours are encouraged to contact the appropriate administrator and notify them of their presence on campus. Persons who do not have a key and need access must follow the appropriate procedures as established by the director.

An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building. Authorized personnel may have guests with them as long as the guest is accompanied by a faculty or staff member who have an assigned key. The authorized individual assumes full responsibility for their presence. Any employee entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured.

The theft or loss of assigned keys should be reported immediately to Plant Operations by calling 660-248-6295. Campus keys must not be “loaned” to anyone unless properly authorized. The person to whom the keys have been assigned is solely responsible for those keys.

### **Other Locations**

Employees at locations other than the main campus who have a key to a campus building and plan to work after normal working hours are encouraged to contact the appropriate administrator and notify them of their presence on campus. Persons who do not have a key and need access must follow the appropriate procedures as established by the director. An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building.

Authorized personnel may have guests with them as long as the guest is accompanied by a faculty or staff member who have an assigned key. The authorized individual assumes full responsibility for their presence. Any employee entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured. The theft or loss of assigned keys should be reported immediately to the local director. Campus keys must not be “loaned” to anyone unless properly authorized. The person to whom the keys have been assigned is solely responsible for those keys.

## **PLANT OPERATIONS/SAFETY AND SECURITY**

### **About Us**

Plant Operations/Safety and Security is committed to the safety, security, and well-being of our vibrant community. We are dedicated to maintaining an environment which supports the academic mission of the University and ensures all can fully participate in the CMU experience. Our department is staffed in conjunction with a contracted security agency and operational 24 hours a day, 7 days a week at the Fayette Campus. Our officers are not commissioned and do not carry firearms, nor do they have powers to arrest. We work closely with the departments of Fayette Police, Howard County Sheriff, Missouri Highway Patrol and Fayette Volunteer Fire Fighters, as well as other local agencies, to safeguard the campus community.

### *Enforcement and Arrest Authority*

Plant Operations/Safety and Security members as well as employees/security at other locations do not have law enforcement authority or the powers of arrest, and rely upon local law enforcement agencies when the need arises. The department also receives support and cooperation from private organizations dedicated to security.

### *Jurisdiction*

Plant Operations/Safety and Security maintains a positive professional relationship with the local police departments of Fayette, Columbia, and St. Louis as well as with other communities, and state and federal agencies in matters concerning their specific jurisdictions. Plant Operations/Safety and Security, in conjunction with private organizations dedicated to security, patrol the main campus. While a private security organization patrols University owned and controlled property in Columbia and Maryland Heights, MO. The University relies on local authorities to provide safety and security at other locations.

### *Local Law Enforcement Agencies*

CMU’s main campus resides in the Town of Fayette; the Director/Assistant Director of Plant Operations/Safety and Security and the Fayette Chief of Police communicate regularly, sharing appropriate information regarding criminal activity on and off-campus. Departmental personnel are in regular contact with the members of the Fayette Police Department relating to issues and calls for service affecting the campus or the town of Fayette, and officers from both departments interact daily on issues of campus and town safety.

### *Collaboration with Fayette Police Department*

CMU has a close working relationship with the Fayette Police Department (FPD). The University and FPD have a Memorandum of Understanding (MOU), addressing the reporting and investigation of crimes on campus and emergency access by Fayette Police to both academic and residential facilities. The Memorandum includes an agreement with FPD stating they will notify Plant Operations/Safety and Security of crimes or incidents reported to them occurring on or near campus or affecting the University and CMU will reciprocate.

Plant Operations/Safety and Security communicates frequently throughout the year with local law enforcement agencies to enable prompt investigation of crimes and collection of accurate crime statistics. The Director/Assistant

Director of Plant Operations/Safety and Security request reports involving any known CMU community member as well as any reported crimes occurring on university-owned or controlled property and the immediate adjacent public property. These reports allow for follow-up by the University and enable the department to determine if any of these crimes constitute an ongoing risk to the campus community or should be included in the University's crime statistics and published in the Annual Security Report. Where CMU owns or controls property in other locations in support of the educational mission, Safety and Security queries appropriate local law enforcement for Clery reportable crimes for inclusion in the Annual Security Report.

### **PUBLIC SAFETY AND SECURITY ADVISORY**

Plant Operations/Safety and Security may issue an Advisory to alert the community of potential risks that may affect the campus or surrounding community. An Advisory is an official announcement, typically a warning concerning adverse weather conditions or campus closures.

### **TIMELY WARNING NOTICES**

Plant Operations/Safety and Security along with the Vice President for Institutional Growth and Student Engagement interacts with local authorities to assist the Departments in staying alert to any crime or incident that may affect the safety of CMU community. When deemed necessary, the University sends a "Timely Warning" notice to provide information about campus crime and crime-related issues. Types of incidents or situations that constitute a Clery Timely Warning being sent are: All Clery Act Crimes which represent a serious or continuing threat to the campus community and well-being of students and employees. When issuing a Timely Warning, the University withholds as confidential the names and other identifying information of victims when making notification.

The warnings may be issued through Eagle Alert, campus e-mail, campus web-site, postings on bulletin boards and personal contact with campus officials. The CMU email goes immediately to all faculty, staff and students to provide information on the crime or incident that precipitated the timely warning. The intent of the warning is to assist in the prevention of similar crimes or incidents and to enable the community to take protective action against similar occurrences.

Additionally, special printed crime alerts with information pertaining to crime or ongoing safety issues may be prepared and distributed throughout the campus to increase public awareness and/or to elicit information.

Whether to issue a timely warning notice is determined on a case-by-case basis. The following factors are used to make such a determination: if the individual is an on-going threat to the CMU community, when and where the incident occurred, when it was reported, and what information is known by University officials. The Department makes every effort to issue a timely warning or crime alert within 24 hours of the time the crime is reported; however, it may take longer to confirm all pertinent and meaningful information.

Consistent with the language set forth below, CMU may issue a Timely Warning Notice for the following crimes:

- Murder/Non-Negligent Manslaughter;
- Aggravated assault;
- Robbery involving force or violence;
- Rape and fondling;
- Stalking, dating violence, domestic violence;
- Arson;
- Other crimes as determined necessary by University officials

The Timely Warning Notice will include, but is not limited to;

- Date and time or timeframe of the incident;
- A brief description of the incident;
- Where the incident occurred;
- When it was reported;
- The continuing danger to the campus community;
- The amount of information known by the Plant Operations/Safety and Security;
- The active involvement of law enforcement in the investigation of the crime; and

- Whether an alleged perpetrator has been identified.

If there is an **immediate threat** to the health or safety of students or employees occurring on campus, the University must follow its **emergency notification** procedures.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

### **Emergency Preparedness**

The Emergency Preparedness Chairman is responsible for directing emergency response procedures. This is accomplished in partnership with University administration, as well as local law enforcement. Drills, planning and educational activities are coordinated through the CMU Emergency Preparedness Committee who maintains an organized system of emergency response procedures for CMU. The Emergency Preparedness Committee consists of representatives from across the University and meets quarterly to discuss and advance plans to mitigate and respond to campus emergencies. This group engages in tabletop exercises to test the University's response to many different types of emergencies. Tabletop exercises have included scenarios involving weather related emergencies, power outages and public health emergencies. The Emergency Preparedness Committee includes representatives from Plant Operations/Safety and Security, members of Senior Staff, Department of Student Development, Human Resources, Marketing and Public Relations, Health Services, Technology Services, Food Services and Student Government.

A summary of the University's emergency response procedures is located at <http://www.centralmethodist.edu/safety/procedures.php>. Included at this web page is detailed information regarding the University's emergency notification policy, including how to enroll in the emergency notification system to ensure you receive emergency notices on email, University and cellular telephones.

## **EMERGENCY NOTIFICATION TO THE UNIVERSITY COMMUNITY CAMPUS EMERGENCY NOTIFICATIONS**

Emergency Notifications will be issued in compliance with the Clery Act upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, unless issuing a notification will compromise efforts to contain the emergency.

When unexpected events occur, Safety and Security personnel, in conjunction with the local emergency responders, will confirm if a significant emergency or dangerous situation exists. Upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the campus community, without delay and taking into account the safety of the community, the Director/Assistant Director of Plant Operations/Safety and Security will determine the content of an emergency message and initiate an immediate notification to the entire campus community using Eagle Alert, campus e-mail, campus web-site, postings on bulletin boards, personal contact with campus officials and/or the Outdoor Mass Notification System unless issuing the notification would compromise efforts to assist victims, contain the event, or otherwise mitigate the emergency as determined by the professional judgment of responsible authorities.

The University encourages all community members who become aware of any threat or dangerous situation, to immediately call 911 and the Plant Operation/Safety and Security at 660-202-0848 (24hr).

## **DETERMINING SEGMENT OR SEGMENTS OF THE CAMPUS COMMUNITY TO RECEIVE AN EMERGENCY NOTIFICATION**

Due to the size of the CMU main campus, regardless of which part of campus may be affected, emergency notifications are sent using the Eagle Alert system and outdoor mass notification system to all on-campus community members. This helps to ensure members of the community are all alerted to a potential threat to the campus. When Plant Operations/Safety and Security receives a report of any type of problem, the safety and security personnel are dispatched as promptly as possible to evaluate and mitigate the situation. All personnel are equipped with two-way radios to keep them in constant contact with the Director/Assistant Director of Plant Operations/Safety and Security. Upon receipt of a call requiring police, fire, or medical emergency response, the Director/Assistant Director of Plant Operations/Safety and Security immediately alerts local emergency responders. Plant Operations/Safety and Security maintains radio and telephone communication with the Howard County Dispatch for police and fire services, which helps to insure a quick response if needed.

### *Determining the Contents of the Emergency Notification*

The University has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases, where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the briefest and clearest message to convey the appropriate information to the campus community. The goal is to ensure individuals are aware of the situation and they know the steps to take to safeguard their personal and community safety. Updates and additional information are disseminated as more information becomes available using the Eagle Alert system, and the CMU Home Page. All such alerts will go out to the entire CMU community.

### *Forms of Emergency Notification Used to Notify the Campus Community*

The University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The University uses a tiered emergency notification system that uses an Outdoor Mass notification System, and the Eagle Alert.

### *EagleAlert*

Students, faculty and staff are encouraged to register for Central Methodist University's state-of-the-art emergency notification system known as Eagle Alert. It is the best way to ensure you receive critical university notifications on safety issues and school closings. The system sends simultaneous messages to all registered text-message capable phones to alert registrants of information critical to their safety and well-being. The service will also send an email to a registered email account, scroll a banner on the bottom of the user's computer screen and post a message on the digital bulletin boards as well as post messages to the University's official Facebook page and Twitter feed. (<http://facebook.com/centralmethodist>) and Twitter (<https://twitter.com/cmuniv>)

### *Outdoor Mass Notification System (Utilized at the Fayette Campus only)*

CMU has an outdoor mass notification system that emits a loud tone and message in the event of a catastrophic emergency. The system consists of speakers mounted on Stedman Hall, Givens Hall, and McMurry Hall. The system is activated from Plant Operations/Safety and Security. A complete audible test of the system occurs during the Fall and Spring terms each year.

As is the case with the University's Eagle Alert system, the Director/Assistant Director of Plant Operations/Safety and Security, are authorized to determine the content of an emergency communication and activate the system, upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the campus community, without delay and taking into account the safety of the community.

### *CMU Home Page*

The CMU home page at (<http://www.centralmethodist.edu/>) serves as the primary portal for internal communications. During an emergency, the CMU home page displays an Alert Banner displaying important notifications, with a link to the Emergency Website when appropriate. When Eagle Alert system is utilized, the banner text mirrors the text used for the Eagle Alert notification. The Alert Banner is tested in conjunction with the Eagle Alert system tests.

### *CMU Emergency Information Website*

In addition to Eagle Alert, the Emergency Information website (<http://facebook.com/centralmethodist>) and Twitter (<https://twitter.com/cmuniv>) are the primary external communications vehicle that the University uses during an emergency. The site contains alert status notifications, instructions, phone numbers, and other communications depending on the nature of the emergency. This site is flexible and able to adapt to the communication needs that arise from the emergency. When the University is in the midst of managing a significant emergency, all traffic to the University homepage will redirect to the Emergency Facebook and Twitter (website). CMU Facebook (<http://facebook.com/centralmethodist>) and Twitter (<https://twitter.com/cmuniv>) accounts are used to provide up-to-date information concerning an emergency situation.

## **EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES**

Bi-annually, CMU conducts University wide emergency management exercises to test emergency procedures. The scenarios for these exercises change from year-to-year, and include many departments from across the campus and other agencies and organizations that would support the university in the event of an emergency or disaster.

To ensure the University's emergency management plans remain current and actionable, the University will conduct an emergency management exercise, at a minimum biannually. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The university conducts after-action reviews of all emergency management exercises to assess and evaluate the emergency plans and capabilities.

In conjunction with at least one emergency management exercise each year, the University will notify the community of the exercise and remind the community of the information included in the University's publicly available information regarding emergency response procedures at CMU Safety Website.

CMU Safety will publish a schedule of bi-annual drills and emergency notification system test for the fall semester in August and the spring semester in January. The schedule will be posted on the CMU Safety website. A reminder will be sent to the campus community via email within 48 hours of the scheduled event to ensure the campus community is aware of the event and review procedures for the scheduled event. An unannounced event is scheduled as "Unannounced" as to what type of event will be conducted. The campus community is advised to review all emergency response procedures in preparation for an unannounced event. All scheduled events will be documented as the type of exercise, date, time and whether it was announced or unannounced. All documented events will be posted on the CMU Safety website.

Evacuation maps for fires and severe weather are posted on walls throughout campus buildings. Evacuations for other emergency situations will be based on the situation and instructions will be provided by the alert system or other means of communication. There is no mandate for primary lock down or evacuation. Each situation will be evaluated and appropriate instructions will be provided to the campus community. CMU follows its evacuation procedures as posted and noted in the corresponding facility.

Plant Operations Safety and Security are responsible for conducting all scheduled/unscheduled drills at the Fayette, Columbia and Maryland Heights locations. CMU will follow the guidance of the authorities responsible for emergency drills, testing and evacuation procedures at other locations.

## **PREVENTING SEXUAL HARASSMENT, DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

### **SEXUAL HARASSMENT POLICY**

CMU's policy on harassment of any kind, sexual harassment in particular, of any student, faculty member, or employee by any other student, faculty member, or employee is prohibited and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. It should be noted that the prohibition of sexual harassment includes a condemnation of sexual assault and rape, both of which are criminal offenses. CMU works through a collaborative effort to cultivate a shared sense of responsibility among all campus constituencies. With collaboration and collective action, we can combat sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking in our community. By implementing comprehensive prevention and education programs, the University aspires to nurture and advance sexual respect, healthy relationships, and safety in our students' personal lives, on campus and beyond.

CMU complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. The University is firmly committed to maintaining an educational, residential, and work environment in which sexual assault, sexual and gender based harassment, domestic violence, dating violence, and stalking are not tolerated.

The University is dedicated to providing individuals affected by all forms of sexual misconduct sources of support and avenues of redress. When these incidents are brought to the University's attention, CMU will take prompt and appropriate action to end the misconduct, prevent its recurrence, and address its effects.

The University has a dedicated Title IX Coordinator and Clery Act Compliance Officer. The Title IX Coordinator has responsibility for ensuring compliance with CMU's policies regarding sexual misconduct. The Title IX Coordinator provides community members with guidance to assist those who have been affected by sex

discrimination and sexual misconduct, including sexual assault, sexual and gender based harassment, dating violence, domestic violence, and stalking, whether as a Reporting Person, a Responding Person, or a third party, and to provide fair and equitable procedures for the investigation and resolution of reports.

### **TITLE IX COORDINATOR**

Ken Oliver  
Vice President for Institutional Growth and Student Engagement  
Student and Community Center  
Phone: 660-248-8225  
[koliver@centralmethodist.edu](mailto:koliver@centralmethodist.edu)

### **ALTERNATE TITLE IX COORDINATOR**

Julee Sherman  
Vice President for Finance and Administration  
Brannock Hall  
Phone: 660-248-6203  
[jsherman@centralmethodist.edu](mailto:jsherman@centralmethodist.edu)

### **CLERY ACT COMPLIANCE OFFICER**

Wayne Morse  
Assistant Director of Plant Operations  
Plant Operations  
Phone: 606-248-5298  
[wmorse@centralmethodist.edu](mailto:wmorse@centralmethodist.edu)

### **Education and Prevention Programs**

CMU employs a comprehensive, multi-pronged approach to educating the campus community about how to prevent, respond to, and address sexual misconduct, including sexual assault, sexual and gender based harassment, dating violence, domestic violence, and stalking, that:

- Is culturally responsive, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; *and*
- Considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees (staff and faculty) and ongoing awareness and prevention campaigns for students and employees that:
  1. Identifies all forms of sexual misconduct, including sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking as prohibited conduct.
  2. Defines sexual misconduct, sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking, and consent using definitions articulated in University policies and procedures.
  3. Provides a description of safe and positive options for **active bystander intervention**. Active bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. The CMU Bystander Initiative is the cornerstone of the University's effort to mobilize students, staff, and faculty to take proactive steps to create a safe campus. (See below.)
  4. Provides information on **risk reduction**. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
  5. Informs the community of the **confidential and private resources** and support services available on campus and in the community.

**Programs:** Central Methodist University offers online learning programs to students and employees through United Educators aimed at promoting awareness and safety regarding sexual assault. These online learning programs are offered to new students and employees as primary prevention and awareness programs, and are offered as ongoing prevention and awareness.

Professional Development

Faculty; Magna Campus Tutorials located on myCMU, (Faculty-Staff Help, left side Magna Tutorial) Staff; United Educators webinars, and training <https://www.ue.org/>

Denim Day: National campaign designed to bring awareness to sexual assault and reflect on ways to be part of the solution.

Resident Assistant programs. Various programs intended to raise awareness of personal safety and responsible decision making. Includes resources regarding sexual assault awareness, prevention and personal safety.

The Hook-Up: Mandatory for all Freshman students. Hooking up can often sound like harmless fun, but it can also be a cover for some very unhealthy behaviors. This program involves an engaging discussion concerning hooking up, clarifying when it's actually sexual violence and how bystanders can protect potential victims from predators.

Poster campaign: Campaign using posters featuring information speaking out against excuses people use for sexual assault. Posters are distributed and posted throughout the campus buildings, including resident halls.

*Orientations for Incoming Undergraduate, Graduate, and Professional School Students*

At **New Student Orientation**, incoming first-year students participate in several programs focused on maintaining a respectful community, preventing sexual assault and promoting sexual respect and healthy relationships. All first-year students attend a CMU *Bystander Initiative* Overview Talk. Through the CMU Bystander Initiative, students across all cohorts learn strategies to intervene in challenging situations, including those that might lead to nonconsensual behavior.

First-years also participate in *Building a Community of Respect* with the Title IX Coordinator. This program aims to enhance students' knowledge about consent, coercion, and sexual respect, and the University's response to sexual misconduct.

Throughout the academic year, offices and academic departments collaborate on sponsor awareness campaigns about bias and discrimination; sexual assault, sexual and gender-based harassment, dating violence, domestic violence and stalking; and healthy sexuality and sexual respect. Student organizations are active participant's in these efforts.

**New Employee Orientation** provides an opportunity to reinforce CMU's Principles of Community and educates employees on how to respond to disclosures of sexual assault or sexual and gender-based harassment. These programs identify prohibited forms of conduct, including sexual assault, sexual and gender-based harassment, dating violence, domestic violence and stalking. Employees learn about resources and sources of support available to those affected by sexual misconduct.

*CMU Bystander Initiative*

### **Building a Safer Community. What's Your Role?**

The CMU Bystander Initiative is a community mobilization effort that focuses on leadership and bystander intervention to prevent harm on campus. CMU Bystander Initiative was designed to help members of the CMU community take proactive steps to create a safe campus, recognize potentially harmful situations, identify obstacles/barriers to intervention, and develop a course of action to intervene when a witness to a potential moment of harm. CMU Bystander Initiative helps CMU community members cultivate a skillset to take positive action when encountering potential moments of harm. Members of the CMU community who participate in the CMU Bystander Initiative workshops and leadership training learn to recognize harmful behaviors that can arise in social settings and collaborate with one another to develop intervention strategies that accommodate various scenarios and individual strengths.

## CMU Sexual Misconduct Disciplinary Procedures and Related Definitions

### Risk Reduction

One of the more serious crimes that too often is unreported for various reasons is Sexual Assault. It is important to know what these crimes are, as in many cases, victims do not realize they have been victimized. Additionally, crimes of this nature are difficult for victims to report for a number of complex reasons. For many people who have been impacted by sexual assault, current and long-term safety can be an ongoing concern. Safety planning is about reducing risk by assessing a situational and developing courses of action to reduce the risk. It can include planning for a future crisis, considering your options, and making decisions about your next steps.

There are many guidelines to help reduce the risk of sexual assault:

- Never travel alone.
- Maintain situational awareness, be aware of your surroundings and do not become complacent.
- Change your routine. Do not become predictable.
- Know your campus. Review a map of the campus at a minimum. Walk your campus during daylight and evening hours with a friend. Know who to call for help. Know the location of emergency call box locations.
- Report any suspicious people/or activity, immediately
- Bystander intervention.

CMU continues to review its policies in order to establish and maintain a safe and nondiscriminatory educational, residential, and employment environment in which all individuals are treated with respect and dignity. The University also maintains policies and disciplinary procedures regarding staff and faculty conduct, including the Sexual Harassment Policy, the Sexual Misconduct Policy, and the Consensual Relationships Policy. Many forms of sexual misconduct violate Missouri and federal law, including the Clery Act and VAWA as well as Missouri Criminal Code relating to sexual offenses, and could result in criminal prosecution or civil liability. Sexual misconduct may be committed by any gender, and it can occur between people of the same or different sex or gender.

### *Definition of Consent*

Consent is when someone agrees, gives permission, or says "yes" to sexual activity with other persons. Consent is always freely given and all people in a sexual situation must feel that they are able to say "yes" or "no" or stop the sexual activity at any point.

This defines consent as a clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is incapacitated.

At the heart of consent is the idea that every person has a right to personal sovereignty – the right to not be acted upon by someone else in a sexual manner unless they give that person clear permission. It is the responsibility of the person initiating the sexual activity to get this permission.

Consent should not be assumed.

Each of us is responsible for making sure we have consent in every sexual situation. If you are unsure, it is important to clarify what your partner feels about the sexual situation before initiating or continuing the sexual activity.

Consent should not simply be assumed by:

- Body language or appearance: One should never assume by the way a person dresses, smiles, looks or acts, that they consent to have sex.
- Dating relationships or previous sexual activity: Simply because two or more people are dating or have had sex in the past does not mean that they are consenting to have sex.
- Marriage: Even in marriage, a person should not assume they have consent for sexual activity. Marital rape is as serious as any other sexual assault.

- Silence or immobility: A person's silence should not be considered consent. A person who does not respond to attempts to engage in sexual activity, even if they do not verbally say no or resist physically, is not clearly agreeing to sexual activity.
- Incapacitation: Alcohol consumption or use of other drugs can render a person incapable of giving consent. Alcohol is often used as a weapon to target individuals and is used by perpetrators to excuse their own actions.

### *Definition of Retaliation*

Retaliation means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under the University's sexual misconduct policy, filing an external complaint, or participating in a disciplinary process. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Such actions in response to a good faith report or response under this policy are considered retaliatory if they do or could do substantial harm to the other person's membership or status in the community; their personal relationships; their professional or academic reputation or opportunities; their extracurricular opportunities; or their financial security. The University recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Reporting Person, Responding Person, or third party may commit or be the subject of retaliation. Retaliation includes but is not limited to: acts or words that constitute intimidation, threats or coercion intended to pressure a person to drop or support a complaint under this policy or to provide false or misleading information in connection with an investigation; and pressuring a person to participate or refrain from participating as a witness in an investigation under the University's sexual misconduct policies. Retaliation may constitute a violation of University policy even when the underlying report made in good faith did not result in a finding of responsibility. Anyone who believes that they are experiencing retaliation should promptly report their concern to the Title IX Coordinator. The University will take responsive action to any report of retaliation and will pursue disciplinary action as appropriate. In the case of an emergency, call the Plant Operations/Safety and Security at 660-202-0848 or 911.

For Clery Definitions on Reportable Crimes see below.

### **CRIMINAL PROCEDURES FOR SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**

CMU encourages victims (employees and students) to notify the appropriate law enforcement agency with jurisdiction when a sexual offense has taken place. In addition, victims are encouraged to contact The Office of Student Development in person or through the University's online reporting system under Campus Safety, Report an Incident: <https://publicdocs.maxient.com/incidentreport.php?CentralMethodistUniv>. Victims who would like assistance in notifying law enforcement may seek assistance from the Office of Student Development.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible. If you are in immediate danger, call 911. If on campus, help may be obtained by calling or visiting The Office of Student Development during business hours, or after hours by calling campus safety at 660-202-0848.
- Contact a close friend or relative, if available, who can provide support and accompany you to the medical exam and/or police department. Other support and assistance available: CMU Wellness Center: (660) 248-6285, CMU Counselling Center: (660) 248-6274, Private Physician, Rape/Abuse Shelter Hotline: (800) 548-2480 or Missouri Psychiatric Center: (800) 884-1300
- Try to preserve all physical evidence; if possible, you should not wash hands, bathe, shower, brush teeth, douche, use the toilet, or change clothing until a medical exam is completed.
- Get medical attention in an emergency room as soon as possible. The University of Missouri Emergency Department has specially trained Sexual Assault Nurse Examiners (SANE) who conduct exams. SANE nurses have special training helping survivors of violence. The exam occurs in a private room away from the emergency department. For more information, contact 573-882-8091. An exam may reveal the presence of physical injury the victim may be unaware occurred. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (effective only if administered within 120 hours of the assault) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-

facilitated assault, a urine test may be conducted (effective only if completed with 96 hours from assault). Some of the commonly used “date rape” drugs, however, are only detectable in the urine for 6-8 hours after ingestion. Other emergency room locations: Cooper County Memorial Hospital: (660) 882-7461 and Boone Hospital Center: (573) 815-3501.

- Contact the police. It is vital to report the crime of Sexual Assault. It is important to remember reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the Prosecuting Attorney.
- The Office of Student Development may also assist in obtaining a protection order. For more information in obtaining a protection order visit <http://mmls.org/forms-info/orders-of-protection/>
- Consider talking to a counselor. Talking to a counselor may be important in helping the victim understand their feelings and begin the healing process. In addition, other available services include the National Sexual Assault Hotline: 1-800-656-HOPE or <https://www.rainn.org> and True North: 1-800-548-2480 (Missouri emergency shelter and/or counseling for victims of domestic and sexual violence).

### **Procedures to follow if you are a Victim of a Sex Assault, Domestic or Dating Violence and Stalking:**

Victims of any of these offenses will be notified in writing of the procedures they are to follow. It will tell them to whom and how the alleged offense should be reported. The written notification also will advise victims that they need to notify the local police, or the option to be assisted by campus authorities in notifying law enforcement, if requested by the victim, and of the option to decline to make such notification.

It is imperative that victims of sexual assault, dating violence, and domestic violence try to preserve evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. Therefore, victim’s written notification will include information about where a forensic examination may be obtained. However, obtaining such an examination does not require the victim to subsequently file a police report.

In addition, the notification will provide these guidelines:

- Do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
- Don’t bathe or wash, or otherwise clean the environment in which the assault occurred.
- Options for pressing charges can be deferred, if you will go to the local hospital emergency room and ask for an exam and for evidence of the sexual assault to be collected and sealed.

Victims of stalking should also preserve evidence of the crime to the extent possible, such as by saving text messages or e-mails or other communications from the stalker.

Finally, where applicable, the written notification to the victim will provide a statement of the victim’s rights and the institutions responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

### **Available Victim Services:**

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

#### **Student Health Services**

Inman Student and Community Center      660-248- 6285

#### **Counseling Department**

Inman Student and Community Center      660-248-6274

#### **Financial Aid**

Brannock Hall      660-248-6245

**National Sexual Assault Hotline** 800-656-4673

**Domestic Violence and Sexual Assault** 800-548-2480

CMU will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to the local Police Department or not. Persons to contact include Brad Dixon (Associate Dean of Students 660-248-6223)

### **Maintenance of Confidentiality**

The University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity. Moreover, the University will withhold the identity of victims in publicly available records, to the extent permitted by law. Additionally, the University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality will not impair the University's ability to provide them. If it is deemed necessary to disclose personal information in order to provide an accommodation, the victim will be notified in advance of the disclosure.

### **Procedures for Disciplinary Action:**

At CMU, the procedures for disciplinary action that will be used when there is an allegation of sexual assault, domestic violence, dating violence, or stalking are different on whether the accused is a student or employee. The proceedings will be prompt, fair and impartial from the initial investigation to the final result.

### **Procedures to be used when the accused is a student**

Allegations of domestic violence, dating violence, sexual assault or stalking involving students will be processed through the office of the Title IX Coordinator/Vice-President of Institutional Growth and Student Engagement (VPIGSE).

Students and employees can file an informal or formal complaint to the Title IX Coordinator in the VPIGSE Office located in the Inman Student and Community Center (660) 248-6223, by email [koliver@centralmethodist.edu](mailto:koliver@centralmethodist.edu) or by completing an Incident Report. <https://publicdocs.maxient.com/incidentreport.php?CentralMethodistUniv>.

CMU will act promptly in response to information that an incident of sexual violence, sexual harassment, sexual assault, or stalking has occurred. Any conduct that may be in violation of the CMU Sexual Violence policy will be investigated and addressed in a timely matter, typically within 60 calendar days.

Upon receipt of a complaint, the Title IX Coordinator or designee will open a formal case file and assign an Investigator who will direct the investigation and confer with other University Officials as necessary (e.g. with a need to know on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions).

In general, the office of the VPIGSE will investigate complaints or assign another investigator from another area on campus to do so. If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this Policy. However, the University may need to coordinate its fact-finding efforts with the police investigation.

The University will conduct a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation;
- A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If the University’s finding is that the responding student is in violation, and the responding student accepts this finding the University considers this an “uncontested allegation.” The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

### **Notice of Alleged Violation**

Any member of the Central Methodist University community, visitor or guest may allege a policy violation(s) by any student for misconduct:

Notice may also be given to the VPIGSE (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

### **Investigation**

The VPIGSE will appoint an investigator(s) to conduct a prompt and impartial investigation which will take the following steps:

- a. In coordination with the appropriate University officials, initiate any necessary remedial actions, and may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate University officials. These protections may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements;
- b. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a University proxy or representative);
- c. Attempt to meet with the Complainant and finalize the complaint;
- d. Identify the correct policies allegedly violated;
- e. Prepare the notice of charges on the basis of the initial investigation;
- f. Meet with the Respondent. S/he will be provided a copy of the Complaint and given a full and complete written statement of the allegations, and a copy of this Policy. Also, the Respondent shall state whether s/he is "responsible" or "not responsible" for the alleged violation during the meeting;
- g. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- h. Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- i. Make a preliminary finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- j. Present the preliminary finding to the Respondent and Complainant as well as the appropriate University official(s).

## **Procedures to be used when the accused is an employee**

Allegations of domestic violence, dating violence, sexual assault or stalking involving faculty and/or staff members will be processed through the appropriate University disciplinary system. They will be handled according to the CMU Employee Handbook with regard to legal and administrative action.

It should be noted that all rights and privileges possessed by students will be given to F/S members as it pertains to domestic or dating violence and sexual assault cases.

### **Investigation**

All reports of Sexual Misconduct will be promptly and thoroughly investigated by an investigator appointed by the University. The investigator will discharge his or her obligations fairly and impartially. If the investigator determines he or she cannot fairly and impartially investigate a report due to a conflict of interest, the investigator will recuse himself or herself and a new investigator will be appointed.

The investigator will commence the investigation as soon as practicable, but not later than seven (7) days after a report is made. The pendency of a criminal investigation does not relieve the University of its Obligation to conduct an investigation. However, the University's investigation may be delayed temporarily to avoid interfering with a criminal investigation.

The purpose of the investigation is to determinate whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sexual Misconduct. During the course of the investigation, the investigator may receive counsel from University administrators, the University's attorneys, or other parties as needed.

During the investigation, the complainant (i.e., the alleged victim of the Sexual Misconduct) will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent (i.e., the allege perpetrator of the Sexual Misconduct) will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

During the investigation process, the complainant and respondent will have equal rights. They include: equal opportunity to identify and have considered witnesses and other relevant evidence; similar and timely access to all information considered by the investigator; equal opportunity to review any statements or evidence provided by the other party; equal access to review and comment on information independently developed by the investigator.

During the investigation process, both a complainant and a respondent may ask a support person to accompany her or him to meetings with the investigator. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent.

During the investigation, the University will make reasonable and appropriate efforts to preserve an individual's privacy and limit disclosure of information to those whose participation is necessary for a fair and thorough investigation and resolution. The University cannot guarantee the confidentiality of any report of Sexual Misconduct unless the report is made to a Confidential Reporter, in which case the report will not be forwarded for investigation without the reporting party's consent, unless otherwise required by law.

In the event an alleged victim requests confidentiality after making a non-confidential report, or requests that an investigation not proceed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

## **Interim Measures**

At any time during the investigation, the investigator, in consultation with the Title IX Coordinator and appropriate administrators, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements.

Failure to comply with the terms of these interim remedies or protections constitutes a separate violation of this policy.

## **Timing**

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation.

## **Rights of the parties**

Regardless which procedure is being used, both the victim and the individual accused of the offense are entitled to:

- A prompt, fair and impartial investigation and resolution. Any extension of timeframes will only be for good cause and each party will be given written notice of the delay and the reason for it.
- Proceedings conducted by officials who have no conflict of interest or bias for or against either the victim or the accused and who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Timely notice of meetings at which one or the other or both may be present.
- Timely access, along with appropriate officials, to information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- The University may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
- Have the outcome determined by using a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- Simultaneous, written notification of the outcome of the proceeding, any procedures for either party to appeal the result, any change to the result and when the result becomes final. This includes any initial, interim or final decision by any official or entity authorized to resolve disciplinary matters and it includes information on any sanctions imposed by the institution and the rationale for reaching the result.

Possible Sanctions that the University May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses:

## **Student Conduct Sanctions**

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

Level 1 - WARNING

Level 2 - WARNING WITH SANCTIONS

Possible consequences –

- 1-20 hours community service
- Behavioral contract
- Reduction or loss of scholarship

### Level 3 - CMU PROBATION

Possible consequences -

- 15-30 hours community service at the discretion of the judicial hearing officer and meeting with a campus counselor if deemed necessary by the judicial hearing officer.
- Reduction or loss of scholarship
- The following privileges may be lost for a minimum of 16 academic weeks:
  - Leadership and/or membership privileges
  - Intramural sports team privileges (Fayette Campus)

### Level 4 - CMU PROBATED SUSPENSION

Possible consequences

- All privileges lost at Level Four are lost for 32 academic weeks.
- Move to another hall; ban from former/other hall. (Fayette Campus)
- 20-40 hours community service.
- Removal from all academic and social organizations
- Ineligible to participate in intercollegiate athletics (Fayette Campus)

### Level 5 - SUSPENSION FROM RESIDENCE HALLS (Fayette Campus)

Possible consequences -

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement

### Level 6 - SUSPENSION FROM THE UNIVERSITY

Possible consequences

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement and/or President of the University.

Levels that are charged against a student will be added to previous levels (or levels pending) and accumulate accordingly. Students who have been incident-free for a period of 32 academic weeks may appeal to have one or more levels removed.

## **Employee Conduct Sanctions**

### **PROGRESSIVE DISCIPLINARY ACTION**

Anyone found to have unlawfully discriminated, harassed, or retaliated against another individual is subject to disciplinary action, up to and including termination of employment, or exclusion from the campus or expulsion. The University will take appropriate steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, as appropriate.

One or more of following sanctions may be imposed upon any faculty or staff member for any single violation:

#### Level 1 – WARNING

- Issue an oral reprimand

#### Level 2 - WARNING WITH SANCTIONS

- Issue a written reprimand

#### Level 3 - CMU PROBATION

Possible consequences –

- Require restitution (pay for damage done to individuals or the institution)

#### Level 4 - CMU PROBATED SUSPENSION

Possible consequences

- Suspend prospective benefits for a stated period (e.g., suspension of “regular” or “merit” increase in salary, suspension of promotion eligibility);

#### Level 5 - SUSPENSION FROM THE UNIVERSITY

Possible consequences

- Suspend from service for a state period, without other prejudice.
- Termination

Knowingly filing a false report or making false allegations of fact is prohibited and may result in disciplinary action.

### **Appeals Process**

If any party to the investigation disagrees with the findings, they may file a written appeal within 3 business days of receipt of the findings. The appeal should be filed with the Vice President of Finance & Administration (if an employee) or the Provost (if a student). Appeals will be reviewed and a final determination made within 10 business days of receipt of the appeal.

If a victim of a sexual offense chooses not to report the incident, the victim may still request changes in academic, living, transportation, and working situations. Requests should be made to the Office of Student Development. Requests will be evaluated and accommodations implemented in writing if reasonably available.

### ***Understanding Confidentiality***

CMU is committed to protecting the privacy of all individuals affected by sexual misconduct. All University employees who are involved in the University’s Title IX response, including investigators and sanction board members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report or complaint. Such a review is essential to protecting the safety of the Reporting Person, the Responding Person, and the broader campus community and to maintaining an environment free from sex assault, domestic violence, dating violence and stalking.

A Reporting Person may make a request for confidentiality at any point and CMU will make all reasonable attempts to comply with this request. In situations where a Reporting Person requests privacy, the University’s ability to investigate and respond to the allegations may be limited. The University is required by Title IX to weigh a complainant’s request for confidentiality and the University’s commitment to provide a reasonably safe and nondiscriminatory environment. A complainant will be notified if the University cannot maintain the Reporting Person’s confidentiality. In making this determination, the University may consider, among other factors, the seriousness of the conduct, the respective ages of the parties, whether the Reporting Person is a minor under the age of 18, whether there have been other complaints or reports of harassment or misconduct against the Responding Person, the existence of independent evidence, and the rights of the Responding Person to receive notice and relevant information before disciplinary action is sought.

The Title IX Coordinator will evaluate requests for confidentiality. The University will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Person. The University will assess any barriers to proceeding, including retaliation, and will inform the Reporting Person that Title IX and University policy prohibit retaliation. The University will take rigorous responsive action to protect the Reporting Person. Anonymous statistical information must be shared with Plant Operations/Safety and Security where required by the Clery Act. The information contained in a Clery crime report only tracks the number of Clery-reportable offenses occurring at campus locations or University sponsored programs (e.g., off-campus study) and does not include the names or any other identifying information about the person(s) involved in the report.

If you have been subjected to prohibited conduct under this policy, you are encouraged to seek assistance. Web resources:

[Central Methodist University Counseling Center](#)

[Central Methodist University Health Services](#)

[Campus Safety](#)

[True North](#)

[Rape, Abuse & Incest National Network \(RAINN\)](#)

#### WRITTEN NOTIFICATION

CMU will provide written notification to students and employees about available resources: counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims, both within the institution and community.

CMU will provide written notification to victims concerning available options and assistance, to include how to request changes and who to contact concerning the following situations; academic, living, transportation, working and protective measures. Requests should be made to the Human Resources Office concerning employees and the Office of Student Development concerning students.

If a victim of a crime chooses not to report an incident, the victim may still request accommodations and/or protective measures be provided by the University. The request will be evaluated and accommodations implemented if reasonably available. Requests should be made to the Human Resources Office concerning employees and the Office of Student Development concerning students.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, CMU will provide the victim a written explanation of the victims' rights and options.

#### REGISTERED SEX OFFENDERS

A list of Registered Sex Offenders may be obtained from the local law enforcement agencies that maintain the Registered Sex Offender List for local jurisdictions. In addition, the sex offender list can be found on the website of the Missouri State Highway Patrol at: <http://www.mshp.dps.missouri.gov/CJ38/search.jsp>.

#### CRIME PREVENTION EDUCATION AND SECURITY AWARENESS PROGRAMS

##### *Crime Prevention through Environmental Design*

Department personnel trained in this field assist with design issues (new building site or renovation) as it relates to crime prevention. These issues include four basic design considerations: territoriality, access control, surveillance and maintenance. Some examples of these considerations are the placement of emergency telephones, office design, positive barrier placement, lighting, ground maintenance (reduction of overgrowth, blocking of lighting, etc.), and individual safety recommendations for the designated area.

CMU Plant Operations/Safety and Security coordinates crime prevention programs to educate members of the campus community about safety practices. Its crime prevention programs seek to minimize criminal opportunities whenever possible and to encourage students, faculty and staff to assume responsibility for their own security and the security of others. Other departments at CMU, including Student Development and Residential Life, are also involved in maintaining a safe and secure campus environment.

##### Personal Responsibility

The cooperation and involvement of all members of the University community (students, faculty, staff, guests and visitors) in a campus safety program are essential. Community members can and should assume responsibility for their own personal safety and the security of their personal belongings by taking simple, good sense precautions. Room doors should be locked at *all times to provide the best security to the occupants and their possessions*. High dollar items such as computers, stereos, cameras, etc. should be engraved with uniquely identifiable numbers. In case an item gets stolen and is recovered, the engravings allow officers to return the items to their owners.

Cars should be locked at all times, and valuables that must be kept in the car should be secured out of sight. It is important to promptly report any suspicious person(s), activities or unusual incidents in residence halls or other campus buildings to the Plant Operations/Safety and Security.

#### *Weapons Policy*

Central Methodist University seeks to maintain a safe educational environment for our students, faculty and staff. CMU prohibits the possession, discharge and or use of any device that shoots or delivers a metal casing, BB, pellet, arrow, dart, flare, projectile type electrical charge or any other type of projectile either loaded or unloaded that are meant to injure or threaten another person including devices powered by air or CO2.

Central Methodist University also prohibits other dangerous weapons to include knives, swords, spears, clubs or devices that are designed to injure or threaten with a sharpened blade longer than 4 inches.

Personal protection sprays such as OC spray are allowed to be carried for personal protection use.

The carrying of concealed weapons is strictly prohibited without the written consent of the University President. Firearms are allowed to be carried by badged and sworn law enforcement agencies only.

Violators of this policy will be dealt with accordingly which could include being removed from campus and a written directive to not enter onto CMU campus property.

#### *Programs to Enhance Personal Safety*

Title IX training for new students, student leaders and athletes: The training includes discussions on the philosophy behind Title IX and how it impacts University students. Definitions, resources and policies are discussed.

Title IX training for new and current employees: The office of Human Resources provides initial training for new employees during orientation and ongoing training for current employees on an annual basis. The training includes discussion about definitions, policies and regulations.

#### *Safety Escort*

Safety and Security personnel perform walking escorts. For an escort call 660-202-0848.

Bystander Intervention Training: Implemented during orientation for new students as a workshop designed to provide students with tools needed to recognize and effectively intervene in any situation where they believe someone may be in danger.

Resident Hall Directors (RHD) and Resident Assistant (RA) programs: Various programs intended to raise awareness of personal safety and responsible decision making, includes resources regarding sexual assault awareness, prevention and personal safety.

#### **Daily Crime and Fire Log**

Plant Operations/Safety and Security maintains the Daily Crime and Fire Log of all crime and fire incidents reported to the Departments. This log identifies the type, location, and time of each criminal incident and fire reported to either Department. Logs are available for review by the public during regular business hours (8:00am – 5:00pm). Upon request, a copy of a Daily Crime and Fire Log, from within the last 60 days, will be made available for viewing within 2 business days.

Note: Fire log is for Fayette Campus only.

#### *Web Page Information*

Plant Operations uses the CMU Campus Safety website as a portal for posting information on Safety and Security services, Safety Awareness and Crime Prevention Tips, campus crime statistics, timely warnings and other safety-related topics. The information posted is reviewed and updated on a regular basis. See

<http://www.centralmethodist.edu/safety/index.php>. **In case of an emergency see the emergency notification on FACEBOOK/TWITTER.**

## **CRIME PREVENTION**

A high percentage of campus crimes are incidents of opportunity. Often campus community members contribute to situational crimes by needlessly placing themselves or their property at risk. Crime prevention methods can be effective in reducing the number of crimes and all campus community members play an essential role in the practice of incorporating preventative methods. Students and employees should adhere to the following crime prevention methods:

- Be aware of your surroundings and what is going on around you.
- Keep a list of campus phone numbers with you or in your phone.
- Do not prop open doors.
- Do not leave personal property unattended.
- Report suspicious individuals to university officials.
- Walk with a friend or in a group.
- Stay on main walkways.
- Become familiar with the campus.
- Remove valuables from your vehicle and secure the doors.
- Engrave your valuables with personalized identification information.
- Always carry your identification.

The Office of Human Resources and Office of Student Development offers a variety of group discussions and presentations related to safety and security awareness each semester including but not limited to: resident hall meetings, self-defense seminars, new student orientation, freshmen seminar classes, alcohol & drug awareness, chapels, university safety meetings and drills and an all-student meeting at the beginning of the academic year.

In addition, students and employees are encouraged to view online learning programs offered by United Educators. Programs include education on preventing and reporting campus crime incidents. For a list of campus security authorities please look at <http://centralmethodist.edu/safety/index.php> and search “campus security authority.”

## **DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENTS**

Central Methodist University has the responsibility to provide a healthy, safe environment for all students, employees, and campus visitors. Accordingly, the University fully supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages and other controlled substances. This policy applies to all employees, including staff, faculty and adjunct faculty, and is enforced in conjunction with the Drug-Free Workplace Statement found in this Handbook.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited. Officers and members of each student social or academic organization must assure that those in attendance at their meetings, activities, or social functions conduct themselves in accordance with this policy and with other CMU regulations. Faculty and staff sponsors may attend approved (i.e., by the Office of Student Development) social events off campus, but are expected not to consume alcohol themselves at such events. In all other instances, faculty and staff should not consume any substance or condone student substance use while participating in any university-related activity involving students, whether on or off campus. Central Methodist University does not provide (i.e., pay for) alcohol for any function, nor does it reimburse employees for alcohol expenses.

Employees must report all drug convictions occurring in the workplace to the University. This report must be made in writing within five calendar days of the conviction. The University will report any employee’s conviction of criminal drug statute violations to the Department of Education within ten days of receiving notification from the employee.

Whenever the University suspects that an employee’s work performance or on-the-job behavior may have been impacted by alcohol or drugs, or that an employee has otherwise violated this policy, the University may require the employee to undergo alcohol and/or drug testing. Violation of institutional policies, or federal, state, or local laws, pertaining to the sale and possession of alcoholic beverages, use of illegal drugs, or abuse of other controlled substances will result in sanctions which may include suspension, with or without pay, or other appropriate action up to and including termination of employment.

Confidential counseling for employees with alcohol and other substance abuse problems is available. Employees should contact the CMU Counseling Center for information and help regarding substance abuse problems. The telephone number is 660-248-6274 or on campus ext. 58274. All visits to the Counselor are confidential, except as otherwise required by law.

#### *Drug-Free Workplace*

#### **CENTRAL METHODIST UNIVERSITY INSTITUTIONAL POLICY STATEMENT IN COMPLIANCE WITH THE REGULATIONS IMPLEMENTING THE DRUG-FREE WORKPLACE ACT OF 1988**

Central Methodist University certifies that it will provide a drug-free workplace by herewith:

- (a) Publishing this statement notifying all/each of its employees (faculty and staff) that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in/on CMU workplace(s), and further specifies that action(s) will be taken against an employee for violation of such prohibition.
- (b) CMU will establish and maintain a drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) CMU's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug use violations occurring in/on the institution's workplace.
- (c) Every employee who is engaged in the performance of any of the functions and activities associated/involved under this Certification is to be given a copy of this statement and a copy of the grant Certification under which he/she is working. The University will periodically, through audio-visuals, brochures, updated institutional policy statements, and employment procedures/terms consistent with actual certification requirements, seek to operate and maintain all of its grantee activities in compliance with the Drug-Free Workplace Act of 1988.
- (d) As a condition of employment, an employee will notify the University of any criminal drug statute conviction for all violations in the workplace, no later than five (5) days after such conviction.
- (e) Penalties for infractions or violations of employees covered in this Certification will be determined by the President of the University and Personnel Committee of the University, consistent with the range of penalties found in Institutional Certification given by CMU to the U.S. Department of Education.

#### *University Disciplinary Sanctions: Faculty/Staff*

Faculty and staff are subject to disciplinary action for violations of these policies. Depending on the circumstances, sanctions may range from a minimum of satisfactory participation in a rehabilitation program to a maximum of separation or termination from the University. Although the University does not act as a law enforcement agency, it will not protect faculty, staff, students or other individuals who have violated the law. Further, CMU will cooperate with law enforcement officials if an on-campus investigation is necessary.

#### **Employee Disciplinary Sanctions**

#### **PROGRESSIVE DISCIPLINARY ACTION for alcohol and drug abuse**

One or more of following sanctions may be imposed upon any faculty or staff member for any single violation:

##### Level 1 – WARNING

- Issue an oral reprimand

##### Level 2 - WARNING WITH SANCTIONS

- Issue a written reprimand

##### Level 3 - CMU PROBATION

Possible consequences –

- Require restitution (pay for damage done to individuals or the institution)

##### Level 4 - CMU PROBATED SUSPENSION

Possible consequences

- Suspend prospective benefits for a stated period (e.g., suspension of “regular” or “merit” increase in salary, suspension of promotion eligibility);

#### Level 5 - SUSPENSION FROM THE UNIVERSITY

##### Possible consequences

- Suspend from service for a state period, without other prejudice.
- Termination

#### Student Alcohol and Drug Policies

CMU fully supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages. The possession and/or consumption of alcoholic beverages by students or their guests and the use, possession, or distribution of narcotics or other dangerous and illegal drugs on CMU property is strictly prohibited. It is the responsibility of the officers and members of each student organization to see that those in attendance at their social functions and meetings conduct themselves in accordance with CMU regulations. Use of alcohol and other drugs has been shown to be a health risk. The CMU Counseling Center staff is trained and available to help students deal with these issues. Violation of this policy may result in discharge or other discipline in accordance with University policies and procedures.

#### **Student Disciplinary Sanctions for alcohol and drug abuse.**

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

#### Level 1 - WARNING

#### Level 2 - WARNING WITH SANCTIONS

##### Possible consequences –

- 1-20 hours community service
- Behavioral contract
- Reduction or loss of scholarship

#### Level 3 - CMU PROBATION

##### Possible consequences -

- 15-30 hours community service at the discretion of the judicial hearing officer and meeting with a campus counselor if deemed necessary by the judicial hearing officer.
- Reduction or loss of scholarship
- The following privileges may be lost for a minimum of 16 academic weeks:
  - Leadership and/or membership privileges
  - Intramural sports team privileges (Fayette Campus)

#### Level 4 - CMU PROBATED SUSPENSION

##### Possible consequences

- All privileges lost at Level Four are lost for 32 academic weeks.
- Move to another hall; ban from former/other hall. (Fayette Campus)
- 20-40 hours community service.
- Removal from all academic and social organizations
- Ineligible to participate in intercollegiate athletics (Fayette Campus)

#### Level 5 - SUSPENSION FROM RESIDENCE HALLS (Fayette Campus)

##### Possible consequences -

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement

## Level 6 - SUSPENSION FROM THE UNIVERSITY

### Possible consequences

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement and/or President of the University.

Levels that are charged against a student will be added to previous levels (or levels pending) and accumulate accordingly. Students who have been incident-free for a period of 32 academic weeks may appeal to have one or more levels removed.

**Programs:** The University provides education, intervention and referral services for the prevention of alcohol and other drug abuse through the counseling office, residential life and student activity departments.

The Office of Student Development can provide contact information for local resources regarding awareness, prevention, safety and security. Many of these programs are offered in coordination with local law enforcement and other public agencies. Additionally, The Office provides education, intervention and referral services for the prevention of alcohol and other drug abuse in partnership with The Student Government Association.

### Where to Get Help

CMU encourages community members to access the following resources and sources of support, which provide confidential information and consultation regarding drug and alcohol issues.

#### *Faculty and Staff*

Confidential counseling for employees with alcohol and other substance abuse problems is available. Employees should contact the CMU Counseling Center for information and help regarding substance abuse problems. The telephone number is 660-248-6274 or on campus ext. 58274. All visits to the Counselor are confidential, except as otherwise required by law.

#### Programs

UE Webinars and Magna Publications available on MYCMU

#### *Students*

Confidential counseling for students with alcohol and other substance abuse problems is available. Students should contact the CMU Counseling Center for information and help regarding substance abuse problems. The telephone number is 660-248-6274 or on campus ext. 58274. All visits to the Counselor are confidential, except as otherwise required by law.

#### Educational Programs and Support Resources

Throughout the academic year, offices and academic departments collaborated sponsor awareness campaigns concerning Alcohol and Drug Abuse. Student organizations are active participant's in these efforts.

**Shot of Reality:** This new program combines interactive comedy, audience role playing, facts, and education to give the audience "A Shot of Reality" about the dangers of alcohol. The program provides an honest, engaging, humorous and sober new look at alcohol awareness on your campus. A Shot of Reality addresses issues such as Binge Drinking, Health Risks, Alcoholism, Drunk Driving, Assault, and Alcohol related laws. The program has proven to be highly effective. The goal of "A Shot of Reality" is to talk to students as their friends instead of preaching at them as their parents. We realize certain students will choose to drink, we want them to be educated. We want them taking care of each other and themselves.

#### **MISSING STUDENT NOTIFICATION POLICY (Applies to the Fayette campus only)**

The Clery Act requires institutions who maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008). The term "missing student" refers to any CMU student who is residing in on-campus student housing who is reported missing from the residence. Consistent with the Clery Act, CMU has established the following policy:

Any individual who believes a currently enrolled CMU student is missing should *immediately* notify the Associate Dean of Students located at the Student & Community Center or by dialing 660-248-6267. Following receipt of this information, the Department will commence an investigation. Should the investigation result in the conclusion the student is missing, and has been missing for 24 hours, the Department will notify the appropriate local law enforcement agency, as well as the student's Missing Person Confidential Contact within a span of time not to exceed 24 hours from the time the student was determined to be missing. If the missing student is under the age of 18, and not an emancipated individual, the Department will notify the student's custodial parent or legal guardian within 24 hours of the Department of Student Development's determination the student is missing, in addition to notifying the contact person designated by the student.

Upon receipt of information a student may be missing, the Associate Dean of Students will enlist the aid of various University departments to assist in determining if the student is in fact missing. These various University departments include, but are not limited to, Residential Life, the Office of Student Development, the Provost Office, Dining Services, and Technology Services, and others as needed.

#### Missing Person Confidential Contact

All students living in on-campus housing can confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information on the student records system, during the required "check in period" each term they are enrolled and when students move into on-campus student housing at any time during the year. This information is accessible only to authorized campus officials, Student Development, in the event an on-campus student is determined to be missing. The contact information will be registered confidentially, accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation.

#### **CAMPUS CRIME STATISTICS**

Central Methodist University believes the community has the right to know about criminal incidents on campus. By reviewing campus crime statistics, you can make an educated decision about choices to stay safe. To maintain a proactive practice in campus crime prevention, all members of the campus community are encouraged to immediately report any crimes or suspicious activity. The federal law requires colleges and universities to disclose statistics on specific crimes that may occur on campus. Crime statistics for each CMU campus location may located in the Annual Security Report. <http://www.centralmethodist.edu/safety/reports.php>

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain non-campus buildings or property owned or controlled by Central Methodist University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies in regards to sexual assault and other matters.

#### **CLERY DEFINITIONS OF REPORTABLE CRIMES**

##### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

##### **Arson**

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

##### **Burglary**

The unlawful entry of a structure to commit a felony or a theft.

##### **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of
  - a) the length of the relationship.
  - b) the type of relationship.

- c) the frequency of interaction between the persons involved in the relationship.
- (2) For the purposes of this definition—
  - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b) Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence**

Felony or misdemeanor crimes of violence committed —

- a) by a current or former spouse of the victim
- b) by a person with whom the victim shares a child in common,
- c) by a person who is cohabiting with or has cohabited with the victim as a spouse,
- d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the crime occurred, or
- e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.

**Drug Abuse Violations**

Violations of state and local laws about the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Hate Crimes**

A crime reported to local law enforcement agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's *bias* against the victim. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Liquor Law Violations**

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

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

**Murder/Non-negligent Manslaughter**

The willful killing of one human being by another.

**Negligent Manslaughter**

The killing of another person through gross negligence.

**Sex Offenses**

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

**Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity

**Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

**Robbery**

Taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Stalking**

- (1) Means engaging in an in a course of conduct directed at a specific person that would cause a reasonable person to –
  - a) Fear for the person's safety or the safety of others;

- or
- b) Suffer substantial emotional distress.
- (2) For the purposes of this definition—
- a) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
  - b) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
  - c) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; non-naturalized citizens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### **Unfounded Crimes**

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may unfind a crime report

### **HATE CRIMES**

Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

#### **Larceny/Theft**

Includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

#### **Simple Assault**

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

#### **Intimidation**

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

#### **Destruction/Damage/Vandalism of Property (except Arson)**

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.

### **Categories of Bias**

#### **Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted

by descent and heredity, which distinguish them as a distinct division of humankind.

#### **Gender**

A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

#### **Gender Identity**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

#### **Religion**

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.

#### **Sexual Orientation**

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.

#### **Ethnicity**

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared

religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

**National Origin**

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/or traditions.

**Disability**

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.

**CLERY GEOGRAPHIC CATEGORIES**

For the purpose of collecting and disclosing Clery crime statistics, the following Clery Act geographic categories are used:

**On-Campus**

- (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
- (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**On-Campus, Residential Facilities**

A subset of On-Campus. Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. The number of crimes that occurred in Residential Facilities is also included in the total statistics for On-Campus.

**Non-Campus Building or Property**

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

**Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus

**UNFOUNDED CRIMES**

Beginning with the 2015 Annual Security Report, the University must now include Unfounded crime reports. Only sworn or commissioned law enforcement personnel may “unfound” a crime report. An unfounded crime is one that is investigated by law enforcement and found to be groundless or baseless. Only law enforcement will take any action that would result in a crime being unfounded. A University official will complete a report as to the reason and circumstances why the incident was unfound and file it with the original report.

**Clery Reportable Crime Statistics**

These crimes occurred within the Clery defined geography.

| Year   | Murder/Non-Negligent Manslaughter | Negligent Manslaughter | Rape | Forcible Fondling | Incest | Statutory Rape | Robbery | Aggravated Assault | Burglary | Motor Vehicle Theft | Arson | Weapons Possession Arrests | Alcohol Law Arrests | Drug/Narcotic Law Arrests | Weapons Possession Disciplinary Referral | Alcohol Law Disciplinary Referral | Drug/Narcotic Disciplinary Referral | Domestic Violence | Dating Violence | Stalking |
|--|-----------------------------------|------------------------|------|-------------------|--------|----------------|---------|--------------------|----------|---------------------|-------|----------------------------|---------------------|---------------------------|--|-----------------------------------|-------------------------------------|-------------------|-----------------|----------|
| <b>On Campus - Includes Residential Facilities</b> |                                   |                        |      |                   |        |                |         |                    |          |                     |       |                            |                     |                           |  |                                   |                                     |                   |                 |          |
| 2015   | 0                                 | 0                      | 1    | 0                 | 0      | 0              | 0       | 2                  | 2        | 0                   | 0     | 0                          | 2                   | 5                         | 0  | 12                                | 2                                   | 0                 | 0               | 0        |
| 2014   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 2                   | 1                         | 0  | 9                                 | 4                                   | 0                 | 0               | 0        |
| 2013   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 1                   | 3                         | 0  | 5                                 | 1                                   | 0                 | 0               | 0        |
| <b>Residential Facilities</b>                      |                                   |                        |      |                   |        |                |         |                    |          |                     |       |                            |                     |                           |  |                                   |                                     |                   |                 |          |
| 2015   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 1                  | 2        | 0                   | 0     | 0                          | 2                   | 5                         | 0  | 12                                | 2                                   | 0                 | 0               | 0        |
| 2014   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 2                   | 1                         | 0  | 9                                 | 4                                   | 0                 | 0               | 0        |
| 2013   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 1                   | 3                         | 0  | 4                                 | 1                                   | 0                 | 0               | 0        |
| <b>Non-Campus- Includes Macon</b>                  |                                   |                        |      |                   |        |                |         |                    |          |                     |       |                            |                     |                           |  |                                   |                                     |                   |                 |          |
| 2015   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 0                   | 0                         | 0  | 0                                 | 0                                   | 0                 | 0               | 0        |
| 2014   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 0                   | 0                         | 0  | 0                                 | 0                                   | 0                 | 0               | 0        |
| 2013   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 0                   | 0                         | 0  | 0                                 | 0                                   | 0                 | 0               | 0        |
| <b>Public Property</b>                             |                                   |                        |      |                   |        |                |         |                    |          |                     |       |                            |                     |                           |  |                                   |                                     |                   |                 |          |
| 2015   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 13                  | 0                         | 1  | 0                                 | 0                                   | 0                 | 0               | 0        |
| 2014   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 0                   | 0                         | 0  | 0                                 | 0                                   | 0                 | 0               | 0        |
| 2013   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 0                   | 0                         | 0  | 0                                 | 0                                   | 0                 | 0               | 0        |
| <b>Annual Totals</b>                               |                                   |                        |      |                   |        |                |         |                    |          |                     |       |                            |                     |                           |  |                                   |                                     |                   |                 |          |
| 2015   | 0                                 | 0                      | 1    | 0                 | 0      | 0              | 0       | 2                  | 2        | 0                   | 0     | 0                          | 15                  | 5                         | 1  | 12                                | 2                                   | 0                 | 0               | 0        |
| 2014   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 2                   | 1                         | 0  | 9                                 | 4                                   | 0                 | 0               | 0        |
| 2013   | 0                                 | 0                      | 0    | 0                 | 0      | 0              | 0       | 0                  | 0        | 0                   | 0     | 0                          | 1                   | 3                         | 0  | 5                                 | 1                                   | 0                 | 0               | 0        |

**Hate Crime Reports:**

2015 No hate crimes reported.  
 2014 No hate crimes reported.  
 2013 No hate crimes reported.

**Unfounded Reports:**

2015 No unfounded cases.  
 2014 No unfounded cases.  
 2013 No unfounded cases.

**FIRE SAFETY REPORT AND STATISTICS (Applies to the Fayette Campus Only)**

The Higher Education Opportunity Act (HEOA) enacted on August 14, 2008, requires any institution that maintains on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The definitions for the fire safety terms used within the Annual Fire Safety Report are included below. Through the Annual Fire Safety Report, the University’s goal is to educate community members about fire and life safety and to prevent fire emergencies. Plant Operations/Safety and Security works in conjunction with Fayette volunteer Fire Department to protect the University community from fire and fire hazards.

**Fire Statistics**

Plant Operations/Safety and Security maintains a database of all reported fires and fire alarms, and a fire log of all fires that occur in all on-campus student housing facilities. The fire log is included as part of the University’s daily crime log. Daily crime and fire logs are maintained at Plant Operations/Safety and Security, and are available for review by the public during regular business hours (8:00am – 6:00pm). Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire. The report documents all fire incidents for on-campus student housing facilities for the three most recent calendar years.

To report fires on campus, call the Plant Operations/Safety and Security at 660-248-6295 or dial 911.

**Description of Student Housing Fire Safety Systems**

**The report** provides a description of the On-Campus Student Housing Fire Safety Systems: a list of all on campus student residence halls, their fire suppression and detection systems, and the number of fire drills conducted.

**Fire Safety Policies and Procedures**

In addition to the physical security features of each residence hall, the University provides a number of life safety features in most on campus student housing; these include: sprinklers, kitchen fire suppression systems, fire alarm systems, fire extinguishers, and pull stations.

**Fire Safety Systems in Residential Facilities (Fayette Campus Only)**

| Facility                | Fire Alarm | Fire Alarm Monitoring Done On-Site (Plant Operations) | Sprinkler System | Fire Extinguishers | Smoke Detector tied to main FACP | Smoke Detector with battery backup | Smoke Detector in each room | Evacuation Plans | Number of Evacuation (Fire) Drills each Calendar Year |
|-------------------------|------------|---|------------------|--------------------|----------------------------------|------------------------------------|-----------------------------|------------------|---|
| Burford Hall            | Yes        | Yes   | No               | Yes                | No                               | No                                 | Yes                         | Yes              | 2   |
| Holt Hall               | Yes        | Yes   | No               | Yes                | No                               | No                                 | Yes                         | Yes              | 2   |
| Howard-Payne Hall       | Yes        | Yes   | Yes              | Yes                | Yes                              | Yes                                | Yes                         | Yes              | 2   |
| McMurry Hall            | Yes        | Yes   | Yes              | Yes                | Yes                              | Yes                                | Yes                         | Yes              | 2   |
| Woodward Hall           | Yes        | Yes   | No               | Yes                | No                               | No                                 | Yes                         | Yes              | 2   |
|                         |            |   |                  |                    |                                  |                                    |                             |                  |   |
| <b>Student Housing</b>  |            |   |                  |                    |                                  |                                    |                             |                  |   |
| Mulberry St. Apartments | No         | N/A   | No               | Yes                | No                               | Yes                                | No                          | No               | 0   |
| House 315 N. Mulberry   | No         | N/A   | No               | No                 | No                               | Yes                                | No                          | No               | 0   |
| House 407 N. Mulberry   | No         | N/A   | No               | No                 | No                               | Yes                                | No                          | No               | 0   |

The University takes life safety issues very seriously and regularly consults with the Fayette Volunteer Fire Department on issues relating to fire safety. In cooperation with the Fayette Volunteer Fire Department, CMU conducts fire drills during the calendar year for each on-campus residential facility. A fire drill refers to a supervised practice of a mandatory evacuation of a building for a fire. CMU's Fire Safety and Emergency Evacuation information is posted at <http://www.centralmethodist.edu/safety/fire.php>.

Policies and/or Rules on Portable Electronic Appliances, Smoking and Open Flames in Student Housing Facilities  
As part of our institutional fire safety and prevention efforts, CMU has implemented the following policies/rules:

#### Portable Electrical Appliances

The following Items are not permitted in on campus residential facilities:

- For fire safety reasons, CMU prohibits the use of any open-coiled appliance any place in residence halls other than the designated cooking areas. "Open-coil" refers to all hot plates, toasters of any sort, portable or camping stoves, pizza cooker, and anything else with an open flame or coil.
- Portable space heaters
- Electric, propane gas or charcoal grills
- Halogen lamps are not allowed in resident hall rooms or organization meeting rooms
- Flammable liquids of gases

#### Smoking

- Smoking: Smoking is not permitted in any building on campus. CMU is a tobacco free campus.

#### Open Flames

- Open Flames: Candles are not to be used or displayed on campus. Linn Memorial UMC Parish House and Sanctuary, and the Jacobs Conference Center may be exempt from this regulation in unique circumstances with approval of the Provost.

#### Education and Training

- Students are provided information every semester on what to do in the event of a fire. Residence hall fire drills are conducted every semester and fire procedures are reviewed during residence hall meetings. Students are also encouraged to sign-up for the University text notification system, [Eagle Alerts](#).
- Faculty and staff are provided information every semester on what to do in the event of a fire. A campus-wide fire drill is conducted annually during the academic year. Residence hall directors and assistants are provided formal training on the use of a fire extinguisher. All faculty and staff are encouraged to sign-up for the University mass notification system.

#### Fire Evacuation Procedures

What to do in case of a fire. More information can be found at <http://www.centralmethodist.edu/safety/fire.php>.

#### *Students in On-Campus Housing*

Students are encouraged to know where the closest emergency exits are in relationship to their room. Fire evacuation routes are posted near all exits and stairwells. In the event of an emergency involving a residential facility, evacuation may be required. If a fire alarm is annunciating in a residence hall, students must immediately exit the building using the stairwells. Do not use the elevators in a fire emergency. If you are stuck in an elevator during a fire, you should use the emergency phone, which will contact emergency services. If you see smoke or see fire and the fire alarm system has not activated, pull the nearest pull station as you leave the building. You should proceed immediately to the nearest emergency exit. Do not investigate the cause of the fire.

Do not try to bring any items with you. Once outside of the building move away from the building to a safe location and remain there. Responding emergency personnel will evaluate the emergency and take appropriate action to address the situation. No reentry into the building is allowed until the authorized emergency responders declare the building safe.

#### *Staff in On-Campus Student Housing*

Residential Life staff, such as Residence Hall Directors, and other employees must know the emergency evacuation procedures in the event of a fire. Fire evacuation routes are posted near all exits and stairwells. If a fire alarm is annunciating, you should immediately evacuate the building using the stairwells and the nearest fire exit. As you leave, close all doors behind you to limit the movement of smoke, flames or noxious odors. No one should use the

elevators in a fire emergency. If stuck in an elevator during a fire, immediately use the emergency phone, which will contact emergency services. If you see smoke or see fire and the fire alarm system has not activated, pull the nearest pull station as you leave the building. Do not investigate the cause of the fire. Once outside of the building make sure all students and employees move away from the building to a safe location and remain there. Responding emergency personnel will evaluate the emergency and take appropriate action to address the emergency. No reentry into the building is allowed until the authorized emergency responders declare the building safe.

#### Fire Incident Reporting

##### *Report a Fire in progress*

All individuals are instructed to dial 911 and then call Plant Operations/Safety and Security during normal business hours 660-248-6295 or 660-202-0848 after normal business hours, weekends and holidays in the event of a fire emergency. Any fire in progress in any building on campus should be reported *immediately* to the Fayette Volunteer Fire Department by dialing **911**.

##### *Report a Fire that has occurred*

If a fire has already been extinguished, students, faculty, and staff should call Plant Operations/Safety and Security, once safe, during normal business hours 660-248-6295 or 660-202-0848 after normal business hours, weekends and holidays to report that a fire occurred in on-campus student housing or other campus facility. These are fires for which you are unsure whether Plant Operations/Safety and Security may already be aware. If you find evidence of such a fire or you hear about such a fire, contact the Plant Operations/Safety and Security and provide as much information as possible about the location, date, time, and cause of the fire.

#### Plans for Future Improvements in Fire Safety

CMU continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to ensure the safety of all students, faculty and staff. As existing buildings are renovated and new buildings are completed, they are equipped with state of the art life safety systems.

### **FIRE SAFETY DEFINITIONS**

#### **Arson**

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

#### **Cause of fire**

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

#### **Fire**

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

#### **Fire Drill**

A supervised practice of a mandatory evacuation of a building for a fire.

#### **Fire-related Injury**

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

#### **Fire-related Death**

Any instance in which a person: 1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or 2) dies within one year of injuries sustained as a result of the fire.

#### **Non-Campus Student Housing**

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

#### **On-Campus Student Housing (or Residential Facilities)**

A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

**Fire Safety System**

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- sprinkler systems or other fire extinguishing systems;
- fire detection devices;
- stand-alone smoke alarms;
- devices that alert one to the presence of a fire, such as horns, bells, or strobe lights;
- smoke-control and reduction mechanisms; and
- fire doors and walls that reduce the spread of a fire

**Intentional Fire**

A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

**Undetermined Fire**

A fire in which the cause cannot be determined.

**Unintentional Fire**

A fire that does not involve an intentional human act to ignite or spread into an area where the fire should not be.

**Value of Property Damage**

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity (replacement value, not market value), including:

- contents damaged by fire;
- related damages caused by smoke, water, and overhaul;
- but *not* including indirect loss, such as business Interruption

Campus Fire Statistics (Fayette Campus Only)

|                            | Total Fires | Fire Number | Cause of Fire | Number of Injuries | Number of Deaths | Value of Property Damage |
|----------------------------|-------------|-------------|---------------|--------------------|------------------|--------------------------|
| <b>Burford Hall</b>        |             |             |               |                    |                  |                          |
| 2015                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2014                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2013                       | 0           |             |               | 0                  | 0                | \$0                      |
| <b>Holt Hall</b>           |             |             |               |                    |                  |                          |
| 2015                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2014                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2013                       | 0           |             |               | 0                  | 0                | \$0                      |
| <b>Howard-Payne Hall</b>   |             |             |               |                    |                  |                          |
| 2015                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2014                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2013                       | 0           |             |               | 0                  | 0                | \$0                      |
| <b>McMurry Hall</b>        |             |             |               |                    |                  |                          |
| 2015                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2014                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2013                       | 0           |             |               | 0                  | 0                | \$0                      |
| <b>Woodward Hall</b>       |             |             |               |                    |                  |                          |
| 2015                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2014                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2013                       | 0           |             |               | 0                  | 0                | \$0                      |
| <b>Mulberry Apartments</b> |             |             |               |                    |                  |                          |
| 2015                       | 0           |             |               | 0                  | 0                | \$0                      |
| 2014                       | 0           |             |               | 0                  | 0                | \$0                      |

|  |                                  |  |  |   |   |     |
|--|----------------------------------|--|--|---|---|-----|
| 2013                                   | 0                                |  |  | 0 | 0 | \$0 |
| <b>House at 315 N. Mulberry Street</b> |                                  |  |  |   |   |     |
| 2015                                   | 0                                |  |  | 0 | 0 | \$0 |
| 2014                                   | 0                                |  |  | 0 | 0 | \$0 |
| 2013                                   | Acquired by CMU in 2014          |  |  |   |   |     |
| <b>House at 407 N. Mulberry Street</b> |                                  |  |  |   |   |     |
| 2015                                   | 0                                |  |  | 0 | 0 | \$0 |
| 2014                                   | Not occupied by students in 2014 |  |  |   |   |     |
| 2013                                   | Acquired by CMU in 2014          |  |  |   |   |     |

**FIRE SAFETY**

To provide safe and secure living and learning environments, CMU has taken a proactive stance in regards to fire safety. Fire suppression systems (sprinklers) have been installed in most university facility (rooms and common areas). The systems are connected to a fire alarm system that are monitored 24 hours a day by Plant Operations and campus safety. Additionally, fire extinguishers and fire escape route maps are located at strategic locations throughout each facility. All fire safety systems are inspected and tested regularly by our Plant Operations Department. In addition to monthly fire extinguisher inspections conducted throughout campus, CMU is contracted with a local fire safety company to inspect and service fire extinguishers annually. CMU also conducts campus wide fire drills twice a year to ensure that the campus community understands fire evacuation procedures for their respective facility. Resident Assistants and other Student Leaders receive additional fire safety training by local university officials.