



Annual Safety and Security Report



Reporting Year: 2018



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Attachment 1: Clery Report Campus Safety and Security Report 2018

Policy Statement Addressing the Preparation and Reporting of the Annual Disclosure of Crime Statistics

The University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.arbor.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Housing and Residence Life, and the Student Development and Learning Office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SAU Campus Safety, designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and are not required by law to be reported. Counseling and Psychological Services staff informs their clients of the procedures to report crime to the University Campus Safety Department, on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the University Campus Safety Office located at SAU Kresge Student Center or by calling 517-750-6911. All prospective employees may obtain a copy from Human Resources and the web site address for the report will be attached to SAU employment applications.

Reporting a Crime or an Emergency

If anyone on campus, or on public property within or immediately adjacent to and accessible from the campus is a victim of a crime, a witness to a crime, has third party information, or observes suspicious activity, they should immediately report it to the Campus Safety Department by calling 517-750-6911 or by coming into the office. Crimes can also be reported to the Jackson County Sheriff's Department, or the Michigan Department of State Police, by calling 911 or stopping by their police station.

There are also other SAU employees who are defined by Federal Law as "Campus Security Authorities" and those individuals are required to notify the Campus Safety Department if one of the Clery reportable crimes is reported to them that occurred within the Clery defined geographical boundaries.

Crimes should be reported to the SAU Campus Safety Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the college's community, when appropriate. Campus Safety maintains a daily crime log which is available at the SAU Campus Safety Office during normal business hours to members of the public upon request.

Additionally, reports may be sent to the Student Affairs office for review and potential action. Dispatchers are available at the number listed above 24 hours a day to answer your calls. In response to a call, Campus Safety will take the required action, either dispatching an officer or asking the

victim to report to Campus Safety to file an incident report. All reported crimes will be investigated by the University and if reported to a public safety department, will become a matter of public record. Campus Safety incident reports involving students are forwarded to the Vice President of Student Development & Learning for review and referral to the Assistant Vice President of Student Development & Learning for potential participation in the Accountability Process, which may involve sanctions as appropriate. Campus Safety Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Development & Learning. If assistance is required from the Spring Arbor Police Department, or the Spring Arbor Fire Department, or another public safety department, Campus Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services, as more specifically detailed in the University's Policy Statement on Domestic Violence, Dating Violence, Stalking, and Sexual Assault, which Policy Statement is included in this Report.

Policy Statement Addressing Voluntary Confidential Reporting

If appropriate, a Campus Security Authority may advise a victim of a crime about the availability of voluntary confidential reporting. This procedure allows a crime victim who does not want to pursue action within the college system or the criminal justice system, to remain anonymous while documenting the facts of the incident. With the victim's permission, the Director of Campus Safety or a designee of the Campus Safety Department will prepare a report on the details of the incident without revealing the victim's name or other identifying information. The purpose of a voluntary confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the college can keep an accurate record of the number of incidents involving students: determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Policy Statement Addressing Campus Law Enforcement (For Institutions Whose Police do not Have Arrest Authority)

Spring Arbor University Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Spring Arbor University. Spring Arbor University Campus Safety officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Safety officers do not possess arrest power; however, they are authorized to detain persons being investigated or involved in incidents on campus. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Campus Safety Department maintains a highly professional working relationship with the Spring Arbor Township Police Department, the Jackson County Sheriff's Department and the Michigan State Police as well as the local FBI office and both the 12th District Court and the 4th Circuit Court in Jackson County. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety and the appropriate police agency. Accurate and prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. Campus safety officers

enforce SAU policies and will work with local police agencies to assist in the enforcement of state and federal laws. Currently, SAU does not maintain a Memorandum of Understanding with Spring Arbor Township Police Department or any other agencies, pertaining to the investigation of alleged criminal incidents.

Policy Statement Addressing Criminal Activity Off-Campus

When a Spring Arbor University student is involved in an off-campus offense, Campus Safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Local police routinely work and communicate with Campus Safety officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. SAU operates no off-campus housing of officially recognized student organizations or off-campus student organization facilities. However, many graduate students and some undergraduate students live in the neighborhoods surrounding SAU. While local police have primary jurisdiction in all areas off campus, Spring Arbor University does not use or request that the local police monitor activity at any off-campus locations. SAU Campus Safety officers may respond to assist the local police with student-related incidents that occur in close proximity to campus. Spring Arbor University Campus Safety officers have direct telephone communications with the 911 Center and village police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

Policy Statement Addressing Counselors (For Institutions with Confidential Reporting Procedures)

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and 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.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Policy Statement Addressing Crime Prevention Programs

Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are conducted throughout the year. University Campus Safety Department personnel facilitate programs for students, faculty, and student organizations. In addition, Campus Safety offers programs for Housing Resident Assistants and residents such as night-time safety programs, buddy-system programs, and similar programs which provide a variety of educational strategies and tips on how to protect themselves from theft and other crimes.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well.

Policy Statement Addressing Security Awareness Programs

Security Awareness Programs

During orientation each September, Spring Arbor University students are informed of services offered by the Spring Arbor University Campus Safety Department. Online presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees by the Human Resources Department.

On a quarterly basis during the academic year, the Campus Safety Department, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's electronic mail system, a voice mail broadcasting system, as well as the emergency text message system.

Policy Statement Addressing Timely Warnings

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
	Crisis Response Team Coordinator (CRTC)	Director of Campus Safety (DCS)	Crisis Response Team Coordinator (CRTC)	Crisis Response Team Coordinator (CRTC)	Director of Campus Safety (DCS)
PRIMARY					
Posters	CRTC	DCS	CRTC	CRTC	DCS
University Newspaper	CRTC	DCS	CRTC	CRTC	DCS
SAU Website	CRTC	DCS	CRTC	CRTC	DCS
SECONDARY					
Text Messaging	CRTC	DCS	CRTC	CRTC	DCS
Face to Face communication (Campus Liaisons)	CRTC	DCS	CRTC	CRTC	DCS
Local Media	CRTC	DCS	CRTC	CRTC	DCS
Message Boards	CRTC	DCS	CRTC	CRTC	DCS

In the event that a crime occurs on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus, that in the judgment of the President, Campus Response Team Coordinator, Director of Campus Safety, or their designee constitutes a serious or continuing threat to persons or property, and/or as an educational effort to prevent similar crime(s) in the future, a campus wide timely warning will be issued. The decision to issue a timely warning will be made on a case by case basis in light of all the facts surrounding a crime, including factors such as the date and time of the crime or incident, the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The President, Crisis Response Team Coordinator, Director of Campus Safety, or their designee will determine the content of information to be included in the timely warning, and will likewise be responsible for issuing the warning.

Depending upon the particular circumstances of the crime or incident, a timely warning may be issued utilizing one or more of the following methods:

- Posting on student bulletin boards throughout the various campus buildings
- Posting within the University Newspaper
- Posting through student, employee and faculty email
- Posting on the SAU web site
- Text Messaging System
- Contacting the local media
- Electronic Message Boards
- Campus Emergency Liaisons

Timely Warnings are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Spring Arbor University members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by Campus Safety. All other reported crimes will be considered for a timely warning notice on a case by case basis and at the discretion of the President, Crisis Response Team Coordinator, Director of Campus Safety, or their designee.

Additionally, anyone with information warranting a timely warning may report the circumstances to the Campus Safety Department by calling 517-750-6911 or by coming into the office.

Emergency Response

The University’s Crisis Response Team Manual includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Campus Safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Safety, Spring Arbor Township Police Department, and the local Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident,

other SAU departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for SAU are publicized each year as part of the institution’s Clery Act compliance efforts, and that information is available on the SAU website. Detailed information and updates to the SAU Emergency Response Plans are available on the Campus Advisories website at <http://www.arbor.edu/emergency/>.

Notification to the SAU Community about an Immediate Threat

The Crisis Response Team receives information from various offices/departments on campus, such as Local first responders, key administrators throughout the University and/or the National Weather Service. If the Crisis Response Team confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SAU community, the Crisis Response Team will collaborate to determine the content of the message and will use some or all of the systems described below to immediately communicate the threat to the SAU community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Crisis Response Team will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to:

The Spring Arbor Police Department and Fire Department, the Michigan State Police, and the local FBI office, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
PRIMARY					
EMAIL	(CRTC)	(DCS)	(CRTC)	(CRTC)	(DCS)
Posting on Bulletin Board	(CRTC)	(DCS)	(CRTC)	(CRTC)	(DCS)
SECONDARY					
Mass Text	(CRTC)	(DCS)	(CRTC)	(CRTC)	(DCS)
SAU Website	(CRTC)	(DCS)	(CRTC)	(CRTC)	(DCS)

Face to Face communication	(CRTC)	(DCS)	(CRTC)	(CRTC)	(DCS)
Fire Alarms	(CRTC)	(DCS)	(CRTC)	(CRTC)	(DCS)
Electronic Message boards	(CRTC)	(DCS)	(CRTC)	(CRTC)	(DCS)

In the event of a serious incident that poses an immediate threat to the health or safety members of the SAU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication described above may be activated in the event of an immediate threat to the SAU campus community.

The University will post updates during a critical incident using some or all of the systems listed above. Members of the larger community who are interested in receiving information about emergencies on campus should check the SAU website for information, at www.arbor.edu.

SAU community members are encouraged to notify Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Evacuation Procedures

Evacuation drills are coordinated by Campus Safety each semester for all residential facilities on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, four times a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Safety does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Safety and Housing Programs staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At SAU, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Palm

cards with educational information are distributed to residents re-entering a facility immediately after an evacuation drill. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Campus Safety and the Housing Programs Department to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The House Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Campus Safety conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Campus Safety coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. SAU will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Shelter-in-Place Procedures –

What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, student ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including Spring Arbor Police Department, Campus Housing Staff members, other University employees, the federal or state government, Michigan State Police, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Policy Statement Addressing Security and Access

Access Policy

During business hours, the University will be open to students, parents, employees, guests, and invitees. During non-business hours access to all University facilities is by key/card, if issued, or by admittance via the Department of Campus Safety, faculty and staff. In the case of periods of extended closing, the University will admit only those with prior approval to all facilities.

Residence halls are secured from 12:00 am – 6:00 am every day. Over extended breaks, the doors of all halls will be secured around the clock, and the card swipe system will also be set to the locked position. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Education Center and the White Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Security Policy

SAU Campus Safety officers provide security patrols of campus facilities and ground to ensure safety concerns are promptly addressed. Members of the community are helpful when they report suspicious activities or concerns. Housing staff members such as RDs/RAs assist in maintaining safe living environments by working as an additional set of eyes and ears in residential facilities and by immediately reporting safety concerns to Campus Safety.

Security Considerations in the Maintenance of Campus Facilities

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have reviews conducted of them. Administrators, Physical Plant, Residence Life, and other concerned areas review these results. These reviews examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, Housing, Residence Life, Campus Safety, and Maintenance discuss issues of pressing concern.

Policy Statement Addressing Alcoholic Beverages

Policy on Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the University campus is prohibited. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the State of Michigan Liquor Control Commission. However, the University has the primary responsibility for enforcement of alcohol laws on-campus. The Spring Arbor University campus has been designated “Alcohol free” and under no circumstances is the consumption of alcohol permitted. The illegal possession, sale, or use of alcohol is a violation of state underage drinking laws. Such laws are strictly enforced by the University. Violators are subject to University disciplinary (‘accountability’) action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the University’s Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus. Individuals,

organizations, or groups, etc. violating alcohol/substance policies or laws may be subject to sanctions by the University.

Policy Statement Addressing Prescription and Illegal Drugs

The Spring Arbor University campus has been designated “Drug free”. The possession, sale, use, manufacture or distribution of any controlled substance, including prescription medication, is illegal under both state and federal laws. Prescription medication is strictly intended for use by the person it has been prescribed for. Any use or possession of prescription medication by a person other than the one it has been prescribed for is prohibited and may be cause for disciplinary (‘accountability’) action against that person. Such laws are strictly enforced by the University. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Policy Statement Addressing Drug Free Schools and Communities Act

Spring Arbor University has adopted a policy pursuant to the requirements of the Drug Free Schools and Communities Act. A copy of this policy can be found on the SAU website at www.arbor.edu.

Spring Arbor University Policy Statement on Domestic Violence, Dating Violence, Stalking, and Sexual Assault

Spring Arbor University prohibits the offenses of domestic violence, dating violence, stalking, and sexual assault. A student or employee who reports to the University that they have been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, shall be provided with a copy of this Policy, which contains a written explanation of the student’s or employee’s rights and options available under clauses (ii) through (vii) of subparagraph (B) of the ‘Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act’.

In order to help prevent domestic violence, dating violence, stalking, and sexual assault, the University educates the student community about matters such as domestic violence, stalking, sexual assaults, rape, acquaintance rape, dating violence, including date rape, through its mandatory freshman orientation program each fall, for incoming students, and during orientation of new employees. The education programs include primary prevention and awareness programs and include:

- a) A statement that the University prohibits the offenses of domestic violence, dating violence, stalking, and sexual assault;
- b) The definitions of domestic violence, dating violence, stalking, and sexual assault in Michigan; which are; (i) ‘*Domestic violence*’ is defined as the occurrence of any of the following acts by a person that is not an act of self-defense: causing or attempting to cause physical or mental harm to a family or household member; placing a family or household member in fear of physical or mental harm; causing or attempting to cause a family or household member to engage in involuntary sexual activity by force,

threat of force, or duress; and/or engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested; (ii) *'Dating violence'* is defined as a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power in a relationship. The abuser intentionally behaves in ways that cause fear, degradation, and humiliation, to control the other person. Forms of abuse can be physical, sexual, emotional, and psychological; (iii) *'Stalking'* is defined as "a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested". In this definition, 'willful course of conduct' refers to a pattern of behavior made up of two or more separate non-continuous acts which share the same purpose. The term 'harassed' is defined as repeated or continuing unconsented contact directed toward a victim, resulting in emotional distress; and (iv) *'Sexual assault'* is defined as any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion.

- c) The definition of consent, in reference to sexual activity, in Michigan; The definition of *'consent'*, in reference to sexual activity, in Michigan; which is that an individual willingly participated in sexual activity, without the threat or use of force or coercion, and was not mentally incapable, mentally incapacitated, or physically helpless at the time. For the purposes of this definition, 'mentally incapable' means a mental disease or defect makes the individual incapable of understanding the nature of his/her conduct; 'mentally incapacitated' means the individual is temporarily incapable of appraising or controlling his/her conduct due to the influence of a narcotic, anesthetic or other substance administered without consent or due to any other act committed upon the individual without consent; and 'physically helpless' means the individual is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to act.
- d) Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, stalking, or sexual assault against a person other than such individual;
- e) Information on risk reduction to help individuals recognize warning signs of abusive behavior and how to avoid potential attacks; and
- f) This Policy Statement, which includes the required information in clauses (ii) through (vii) of (8)(B) of §485(f) (20 U.S.C. 1092(f));

The Office of Student Development also offers the above information in items (a) through (f), on domestic violence, dating violence, stalking and sexual assault to University students and employees on a continuing basis, through prevention and awareness campaigns for students and employees, and also makes such information available upon request. Literature on date rape education, domestic violence, sexual assault, stalking, and prevention and risk reduction in regard to these behaviors and the University's response in the event a complaint is made regarding such behaviors, is available through the Office of Student Development.

If you are a victim of domestic violence, dating violence, sexual assault, or stalking at the University, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is important that any evidence of any such actions be preserved as the evidence may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a personal protection order. The University's Campus Safety Department strongly advocates that a victim of domestic violence, dating violence, stalking, or sexual assault report the incident in a timely manner. The University will protect the confidentiality of victims, to the extent permissible by law. For example, a victim's name and other identifying information about the victim will not be contained in publicly-available records, to the extent omitting such information is permitted by law. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Human Resources Director if an employee, or the Student Development Staff Member, Director of Campus Safety, or Resident Director if a student. A victim also has the option to notify proper law enforcement authorities such as the Spring Arbor Police, the Jackson County Sheriff's Department, or the Michigan State Police. If the victim chooses, campus authorities will assist the victim in notifying law enforcement authorities, however, the victim may choose to decline to notify such authorities. Filing a report with a University official will not obligate the victim to notify law enforcement authorities or to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- > ensure that a victim of domestic violence, dating violence, stalking, or sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- > provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
- > assure the victim has access to free confidential counseling from counselors specifically trained in the area of domestic violence, dating violence, stalking, and sexual assault crisis intervention.

In Michigan, a victim of domestic violence, dating violence, stalking, or sexual assault has the right to apply to the civil court for a personal protection order or a restraining order against the accused individual. The University does not provide legal services in regard to any such legal proceedings, as it is not equipped to do so, however, the University will refer a victim who wishes to pursue such legal action to outside legal sources such as the Jackson County Prosecuting Attorney's office or Legal Services of South Central Michigan.

When a victim of domestic violence, dating violence, stalking, or sexual assault contacts the Campus Safety Director, the Director will notify the Spring Arbor Police Department or another appropriate Police Agency, unless the victim specifically requests that such notification not occur. A representative from the Office of Student Development and Human Resources, if appropriate, will also be notified. The victim of domestic violence, dating violence, stalking, or sexual assault may choose for the investigation to be pursued through the University's accountability process through the Office of Student Development or Human Resources Department, as applicable, and the criminal justice system, or only through the University's disciplinary process. A University representative from Human Resources, the Office of Student Development, or the Campus Safety Director will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Holton Health and Wellness Center and the Office of Student Development, and referrals can be made to support services outside the University system in the community, including legal assistance through such

agencies as the victims' assistance program at the office of the Jackson County Prosecuting Attorney and Legal Services of South Central Michigan.

The University follows the procedures of the Campus Sexual Assault Victims Bill of Rights, and the Violence Against Women Reauthorization Act of 2013, in regard to victims of domestic violence, dating violence, stalking, or sexual assault. The University's disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, domestic violence, dating violence, and stalking are detailed in the *Student Handbook* and in the *Employee Handbook*. The disciplinary proceedings used by the University provide a prompt, fair, and impartial investigation and resolution of the matter, and will be conducted by one or more University officials who receive annual training on issues related to domestic violence, dating violence, stalking, and sexual assault, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The standard of evidence to be used will be the "preponderance of the evidence standard", meaning that the University official(s) making the determination must be convinced, by a preponderance of the evidence, that it is more likely than not that the accused individual did engage in the behavior complained of by the victim. The accuser and the accused are both entitled to the same opportunities to have others present during a University disciplinary proceeding. Each will have the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. A "proceeding" in regard to students, is defined as the University's administrative disciplinary proceeding, which are called Accountability proceedings. In the case of employees involved in a matter covered by this policy, a proceeding is defined as an administrative hearing before the Director of Human Resources, or such other University staff or faculty member designated to handle such matters, who is qualified under the requirements of Title IX to be a hearing officer in such matters. In regard to students, Accountability proceedings are used in matters involving violations of University behavioral standards, including reported incidents of domestic violence, dating violence, stalking, and sexual assault. In regard to employees, the administrative hearing proceeding applies in matters involving reported incidents of domestic violence, dating violence, stalking, and sexual assault, and is not required for other employee disciplinary matters. A "proceeding" does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

The University determines the rules that will be used during any proceedings, whether the individuals involved are students or employees. In the case of domestic violence, dating violence, stalking, or sexual assault involving an employee, the disciplinary procedures will be handled through the Human Resources Department, using the same preponderance of the evidence standard referenced above. The 'at-will' nature of the employment relationship between the University and its employees, and the right of the University or an employee to end the employment relationship based upon that 'at-will' nature, will not be altered or eliminated by the procedures involved in an investigation or disciplinary proceeding into a reported incident of domestic violence, dating violence, stalking, or sexual assault, involving an employee.

As required by federal regulations, both the accuser and the accused will be simultaneously informed in writing of the outcome of any University disciplinary proceeding that arises from an allegation of domestic violence, dating violence, stalking, or sexual assault. The decision made by the University official(s) regarding the complaint will be in writing and contain the University's procedures for the accused and the accuser to appeal the results of the disciplinary hearing, and the time at which the results become final. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

If there is any change to the results that occurs prior to the time such results become final, both the accused and the accuser will receive written notification of such change. A student found guilty of violating the University's policy on domestic violence, dating violence, stalking, and sexual assault, could be criminally prosecuted in the state courts and may be suspended or expelled from the University. Other possible University disciplinary actions include being placed on probation, being restricted from being in certain areas and/or buildings on campus, being subject to a behavior plan, and being designated *persona non grata* as to the University's campus. In the case of an employee, employment may be terminated immediately, at the discretion of the University, or an employee may be suspended either with or without pay, placed on probation pursuant to a last-chance agreement, or be subject to such other disciplinary action as the Human Resources Department determines to be appropriate.

Regardless of whether the victim chooses to report the crime to campus police or local law enforcement, if the victim so requests of the Office for Student Development, or the Human Resources Department, as applicable, the victim will have the option to change their academic and/or on-campus living situations, their working situations, assistance with financial aid matters, and their transportation, after an alleged incident of domestic violence, dating violence, stalking, or sexual assault, if such changes are reasonably available. In the case of a student victim, the Office for Student Development will work with that individual to determine the reasonable availability of any such requested changes and will assist in arranging for those requested changes that are determined to be reasonably available. In the case of an employee victim, the Human Resources Department will work with that individual to determine the reasonable availability of any requested changes and will assist in arranging for those requested changes that are determined to be reasonably available.

The University requires that no officer, employee, or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the "Jeanne Clery Disclosure of Campus Security

Policy and Campus Crime Statistics Act”, including the Violence Against Women Reauthorization Act, (“VAWA”), and the Sexual Violence Elimination Act, (“SaVE”).

Besides confidential resources such as the University Chaplain, SAU Global Chaplains, and members of the Holton Health and Wellness Center, all SAU employees are responsible to report incidences of domestic violence, dating violence, stalking, and sexual assault of a student or employee. This information should be reported to the Title IX Coordinator, Director of Human Resources and/or the Director of Campus Safety. Dan Vander Hill, the Associate VP for Student Development and Learning is Spring Arbor University’s Title IX Coordinator. He can be contacted at 517-750-6367 or 517-414-1036 or danv@arbor.edu.

Policy Statement Addressing Sex Offender Registration (For Institutions Providing an Electronic Link to Registered Sex Offender Information Maintained by an Outside Law Enforcement Agency)

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexuality Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Spring Arbor University Campus Safety Department is providing a link to the State of Michigan – Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In Michigan, convicted sex offenders must register with the Michigan Public Sex Offender Registry maintained by the Michigan State Police.

The Michigan Public Sex Offender Registry is available via Internet pursuant to MCL 28.721, et seq., MI Sex Offender Registration Act. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Michigan State Police is the agency responsible for maintaining this registry. Follow the link below to access the Michigan Public Sex Offender Registry website.

www.mipsor.state.mi.us

Notice of Availability of Annual Security Report

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Spring Arbor 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 about how to report a crime, timely warnings, and other matters. You can obtain a copy of this report by contacting Spring Arbor University Campus Safety Department.

Policy Addressing Missing Persons

As mandated by the Higher Education Opportunity Act, Spring Arbor University is required to establish a missing student notification policy for students who reside in on-campus housing. All students who reside in on-campus housing have:

- The option to identify an individual that the school can contact no later than 24 hours after the time the student is determined missing according to the school's official notification procedures;
- A way to register confidential contact information in the event the student is determined to be missing for more than 24 hours.

Only authorized school personnel and law enforcement officials will have access to this information.

Moreover, in the event a person is determined to be missing, the university must:

- For a student under 18 years of age, notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing according to the institution's official procedures;
- Initiate the emergency contact procedures that the student designates if Campus Security or law enforcement personnel have been notified and have determined that the student has been missing for more than 24 hours and has not returned to campus.

Procedure for Informing Students

Residence Halls/Apartments/K Houses

At the beginning of each Fall semester, during mandatory floor meetings, students will be informed of the Missing Person Policy and will have an opportunity to identify contacts on the Student Emergency Card, in the event that they are missing.

Throughout the year, including at the start of the Spring semester, RA staff will inform new residents of the policy and have them fill out the Student Emergency Card.

The Student Emergency Card will be kept for the duration of the academic year and will be shredded after one year, when the student moves out of on-campus housing, or when a new Student Emergency Card is filled out, whichever is later. The contact information will be registered confidentially, and this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Procedures for Determining if a Student is Missing

Residence Halls/Apartments/K Houses

When a student is suspected to be missing, it must be reported to a member of the Residence Life Staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Resident Director (RD)/ Resident Assistant (RA). In the event that RD/RA cannot be reached, Residence Life Staff will inform the Assistant Vice President of Student Development and Learning and Director of Campus Safety about the missing person report.

The RD/RA will refer to the Missing Student Checklist and contact the reporting student for further information. If the RD/ RA receives a report of a missing student, the RD/ RA should immediately call the Director of Campus Safety and request law enforcement assistance.

In the meantime, RD/ RA should proceed to contact known friends and relationships of the student reported missing, beginning with roommates/suitemates. All direct and indirect methods of reaching the missing student should be exhausted and documented, and the missing student should be urged to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.

If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The RD/ RA may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person. Complete the checklist and forward it to the Director of Campus Safety.

If pursuing known contacts has not yielded confirmation of the student's whereabouts, the RD/ RA should contact the Assistant Vice President for Student Development and Learning and the Director of Campus Safety, reporting all obtained information, and follow-up the verbal notification with a written incident report. The Assistant Vice President for Student Development and Learning may then authorize the following measures to determine activity of student reported missing:

- Mailbox activity
- Class Attendance
- In-plain view examination of room for signs of recent use or planned departure

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the Assistant Vice President for Student Development and Learning will immediately notify the Director of Campus Safety, who will then request law enforcement investigation within 24 hours after the student has been determined to be missing for 24 hours. If the student has a registered confidential contact, that person will be notified within 24 hours. All information obtained about the missing student through Residence Life investigation should be shared with Campus Safety and law enforcement representatives. The Assistant Vice President for Student Development and Learning or the Campus Safety Director are responsible for notification of the missing student's identified contact if the student has been determined to be missing. If the student is under 18 years of age, and not an emancipated individual, the custodial parent or guardian will immediately be contacted as well as any other designated contact person.

Spring Arbor University

Missing Person Checklist

Date: _____ Time: _____

Reporting person: _____ University ID number: _____

Person completing this report: _____ University ID number: _____

Missing person information:

Name: _____ University ID number: _____

University residence: _____ Home address: _____

University phone : _____ Home phone : _____ Cell: _____

Vehicle information: _____

Subject last seen: _____
(Date) (Time) (Location) (With whom)

Planned/Stated return: _____

Additional information: _____
(Date) (Time) (Etc.)

Attempts to locate:

Room phone Cell Phone Home phone Left message IM

Twitter Face book Skype Other: _____

Checked Campus Talked to Prof.'s: _____ Checked car

Talked to friends/associates: _____

**Higher Education Opportunity Act
Campus Fire Safety Annual Compliance Report**

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to the Spring Arbor University.

General Statement of Spring Arbor University’s Student Resident Housing

At Spring Arbor University, residence halls are covered with integrated fire sprinkler systems and a redundant fire alarm monitoring systems which are monitored 24 hours/day, seven days/week by Safety Systems, see attachment for additional information on each residence hall’s fire safety equipment.

Resident Hall Security

Resident Hall	Fire Alarm Monitoring by Safety Systems	Fire Alarm Pull Station	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of Evacuation (Fire) Drills for the 2018 Calendar Year
Apartment A		X					
Apartment B		X					
Apartment C		X					
Apartment D		X					
Apartment E		X					
Apartment G		X					
Apartment H		X					
Lowell	X	X		X	X	X	2
Gainey	X	X	X	X	X	X	2
Post Village A	X	X	X	X	X	X	2
Post Village B	X	X	X	X	X	X	2
Post Village C	X	X	X	X	X	X	2
Ogle Village D	X	X	X	X	X	X	2
Ogle Village E	X	X	X	X	X	X	2
Ogle Village F	X	X	X	X	X	X	2
Ogle Village G	X	X	X	X	X	X	2
Andrews Hall	X	X	X	X	X	X	2

Resident Hall	Fire Alarm Monitoring by Safety Systems	Fire Alarm Pull Station	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of Evacuation (Fire) Drills for the 2018 Calendar Year
Gallagher House				X	X		0
Gregory House				X	X		0
Jones House				X	X		0
Maddox House				X	X		0
Taylor House				X	X		0
Warner House				X	X		0
Wesley House				X	X		0
Cryderman House				X	X		0
Fairborn House				X	X		0
Marston House				X	X		0
McDonald House				X	X		0
Sydow House				X	X		0
Trevan House				X	X		0

Fire Safety Improvements and Upgrades

Spring Arbor University annually reviews the fire systems in our residence hall and will make upgrades, repairs or revisions, when problems are identified, however, the university does not have any plans for future improvements to fire safety. The university complies with requirements from the Michigan Bureau of Fire Services for annual training, fire drills and reporting.

Residence Hall Fire Drills

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuation of a building for a fire. The fire drill is scheduled with Campus Safety, the individual residence hall staff, and the local fire station. The supervised fire drill is scheduled within the first three weeks of the beginning of the semester.

Evacuation route maps are posted in each resident room showing where the closest egress route is and the assembly area outside. Students who fail to leave the building during a fire drill are fined.

Fire Life Safety Education

Each year in the fall, during the beginning of the academic year, housing staff and building residents are provided information related to fire safety. Building evacuation procedures are reviewed as well as operating fire safety systems such as extinguishers and fire alarms are reviewed.

Procedures for Students and Employees to Follow in Case of a Fire

In case of a fire, The Spring Arbor Township Fire Department has recommended the following procedures for students and employees to follow in case of fire. Check the door of your room. If your room door seems cool and there is no evidence of smoke in the hall:

1. Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
2. If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
3. Go to the nearest exit and leave the building.
4. Meet quickly at your designated area so that all persons can be accounted for.

Student Housing Evacuation Procedures in Case of a Fire

Residence Life policy on evacuation from residence halls is in the student handbook, and is discussed with residents when they move into the residence hall, as follows:

- If you hear the fire alarm, immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds they should shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.

A fire safety inspection is conducted in the first semester to ensure residents are abiding by all fire safety regulations. Residence Life staff training on fire life safety is held annually by the Assistant Vice President of Student Development and Learning.

Fire/Life Safety Inspections

During fall semester a residence life staff person will do a fire/life inspection of student rooms. The students will be notified as to when these inspections will take place, and they will be required to allow the staff person, or his or her stand-in, entrance to the student's room for inspection. If the student and roommates are not home, the room will be inspected without the student present and a note will be left indicating the status of the room. Should a violation be found, the student will receive a letter indicating what the violation was, and the student will be expected to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, the student and/or any roommates will be fined and will be subject to disciplinary action. Residence Life policy on fire safety is to prohibit usage of electrical cooking appliance, candles, and specific electrical equipment individual rooms. Candles or open flame are prohibited in residence halls. There are limits on the number of electrical appliances allowed in a specific room.

Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a nearby load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heater
- Tampered with smoke detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds- including rooms with no guardrails
- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector

Smoking Policy

Spring Arbor University prohibits smoking in any of the residence halls and any place on campus.

Reporting a Fire

Students reporting a fire should contact Campus Safety and 911. If the fire event is no longer a danger they should contact the Hall RD, Assistant RD, or RA to report the incident to Campus Safety.

Definitions:

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 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 deaths that occur within 1 year of injuries sustained as a result of the fire.

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 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.

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, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption.

Fire Log

Spring Arbor University maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the date, time and general location of each fire.

The fire log is kept at the Campus Safety Department, which is open to the public during normal business hours.

The Fire Log entry, or an addition to an entry, shall be made within two business days of the receipt of information.

The Fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

Severe Weather Procedures

In case of a tornado warning, students are expected to take immediate action and go to the basement or lowest portion of any building. Being in a narrow passageway, such as a lower hallway is advised. Stay away from glassed-in areas. Students should not return to their rooms until the “all clear” signal is given.

TORNADO WATCH – means weather conditions are right for tornadoes to develop

TORNADO WARNING – means a tornado has actually been sighted or indicated on radar

Shelter Information

LOWELL HALL - Use basement

CAMPUS APARTMENTS - Use the basement

LIBRARY - Use the interior of the lower level

DIETZMAN HALL - Use the interior of the lower level

VILLAGE HOUSES - Use lower level floor away from windows

GAINNEY HALL - Use first floor hallways

ANDREWS HALL - Use first floor hallways

K-HOUSES and TRIPLEX - Use the basement or go into inner rooms without windows

WHITEMAN-GIBBS SCIENCE CENTER - Use the lower floor by the restroom area

STUDENT CENTER - Use the hallway by the Holton Health Center and the hallway leading to the computer lab

SAYRE/DECAN HALL - Use the outside north stairs going to the storage room under SMC 142 classroom

BUSINESS OFFICE - Use the boiler room in the basement

FIELDHOUSE - Use the central portion of lower floor hallway

ART CENTER - Use inner hallway

SMITH MUSIC CENTER - Use inner hallway by the band room

POLING CENTER - Use lower level hallway

Students who are physically unable to move to the aforementioned areas should seek assistance or move to the center of the hallway in which they live, away from windows, etc. The township emergency siren will sound when there is a TORNADO WARNING. This signal also sounds at noon of the first Saturday of each month as a test.

2019 Campus Safety and Security Survey

Institution: Main Campus (172334001)
User ID: C1723341

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-Campus Student Housing Facilities?

- No.
- Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

 28

Last Year

33

2. Does your institution have any noncampus buildings or properties?

- Yes
- No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	1	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	1	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	1	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime	Total occurrences in On-campus Student Housing Facilities		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	5	2	0
c. <u>Liquor law violations</u>	4	5	7

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	2	0
c. <u>Liquor law violations</u>	0	5	7

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	1	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2016	2017	2018
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

