Mount St. Joseph University
2015 Campus Security and Fire Safety Report

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OVERVIEW

This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act of 2008, as amended by the Violence Against Women Reauthorization Act of 2013. This report includes information regarding campus crime and fire statistics, campus policies, and resources for campus community members. Mount St. Joseph University is committed by policy and practice to full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) including the publication of an accurate and complete Annual Security and Fire Safety Report, actively distributed in accordance with Federal regulations. The primary responsibility for compliance has been assigned to the Chief Compliance and Risk Officer and the Chief of Campus Police. These individuals will annually convene a campus security compliance team with representatives from campus police, student affairs, athletics, human resources, buildings & grounds, academic affairs, marketing, wellness, admission and residence life. The team will be charged with a review of campus security and safety policies and procedures to ensure continued accuracy and Clery Act compliance.

The Mount St. Joseph University Police Department is charged with the maintenance of statistics relative to the annual Campus Security and Fire Safety Report, annual report development and distribution of the report to the community and the submission of crime and fire statistics to the US Department of Education. The Campus Security and Fire Safety Report is prepared in cooperation with local law enforcement agencies and members of the campus security compliance team.

The report is available on the Mount St. Joseph University Public Safety and Campus Police web site:


This report will be updated and made available to all students, faculty, staff and prospective students and employees no later than October 1 of each year.

Printed Copies will be available in the MSJ Police Department and the Office of Admission. The report can also be accessed through the MSJ Consumer Information web site.

MOUNT ST. JOSEPH UNIVERSITY POLICE DEPARTMENT

The Mount St. Joseph University Police Department is located on the ground floor of Seton Center. Police Officers are on duty 24 hours a day, 365 days a year. The MSJ Police Department can be reached by dialing 513-244-4226 or 4226 from any campus phone.

The MSJ Police Department operates under the authority granted by the University Board of Trustees and in accordance with Ohio Revised Code section 1713.50. All uniformed personnel are commissioned as Police Officers (with arrest authority) in the State of Ohio and have met or exceeded the basic training requirements and continuing professional training standards that have been established by the Ohio Peace Officer Training Commission. All police officers have jurisdictional authority on Mount Saint Joseph University owned and controlled properties. They have full authority to make arrests and carry firearms. In addition to patrol, investigation, and crime prevention, the department answers calls for assistance, such as motorist assists.
The MSJ Police Department is also charged with enforcement of University regulations. The department works closely with and forwards citations for policy violations to the Office of Student Affairs and Residence Life.

The MSJ Police Department also maintains a close working relationship with Delhi Township Police and Fire Departments and other local, county, state, and federal agencies. In addition to developing working relationships, the department has also entered into a mutual aid agreement with all Police agencies in Hamilton County. The agreement provides reciprocal police services across jurisdictional lines. The agreement is pursuant to Ohio Revised code section 505.43, 505.431, 737.04, and 707.041. As a participant in the National Crime Information Center (NCIC) and Regional Crime Information Center (RCIC), MSJ University Police Department is able to transmit and receive crime information with other police agencies throughout the United States.

CRIME REPORTING

The MSJ Police Department encourages all members of the campus community to report all criminal violations of federal, state, and local laws. Crimes can be reported by dialing (513) 244-4226 or 4226 from any campus, or by dialing 911 in case of an emergency.

All incidents, including crimes, should be reported to the MSJ Police Department in a safe manner consistent with the seriousness of the incident or crime. Crimes can be reported 24 hours a day, 365 days a year. The MSJ Police Department does not encourage anonymous crime reporting. Police reports are public records under state law. The department does however realize the importance to protect victims of crime. The department will not release any specific victim information such as name, address, or phone number for crimes of violence, hate, or sexual offenses. All crimes reported to the MSJ Police Department will be investigated thoroughly, aid in providing timely warning notices to the community when applicable, and will be included in the annual crime statistics.

All incidents, including crimes, can be filed through the University’s Misconduct Reporting and Inquiry Hotline at https://secure.ethicspoint.com/domain/media/en/gui/36122/index.html but please note that the Hotline is not intended for “911” or any safety or emergency situations which should be reported immediately to the MSJ Police Department or of off-campus emergencies, 911.

Crime reports can also be brought to the attention of a Campus Security Authority as articulated below.

CAMPUS SECURITY AUTHORITIES

The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “campus security authorities.” Under Clery, a crime is “reported” when it is brought to the attention of a campus security authority or law enforcement personnel by a victim, witness, other third party or even the offender. If a campus security authority (CSA) receives the crime information and believes it was provided in good faith, he or
she will document it as a crime report and forward to the MSJ Police Department. Effective October 1, 2015 the following positions (and current employees) are identified as CSAs:

- MSJ Police Department, 513-244-4226 or dial 0 from any campus phone; additional information regarding reporting emergencies can be found on the MSJ Police Website
- Title IX Coordinator, Linda Panzeca, Chief Compliance and Risk Officer, Office of the President, 513-244-4393
- Dean of Students, Janet Cox, Office of Student Affairs, 513-244-4466
- Director of Human Resources, Ashley Terrell, Office of Human Resources, 513-244-4979
- Wellness Center – Counseling and Health Services, Wellness Suite, Harrington Center, 513-244-4949*
- Coordinator of Residence Life, Warren Grove, 1st Floor Seton Center, 513-244-4465
- Resident Assistants – Reports from RAs will be forwarded to the MSJ Police Department through the Office of Residence Life
- Director of Mission & Ministry, Nancy Bramlage, SC, Office of Mission & Ministry, 513-244-4844
- Campus Ministry Coordinator, Michael Casciato, Office of Mission & Ministry, 513-244-4866
- Assistant Director of Human Resources, Casey Biggs, Office of Human Resources, 513-244-4854
- Assistant Dean for Student Engagement and Leadership, Stephen Craig, Harrington Center, 513-244-4627
- Director of Diversity and Inclusion, Terri Hurdle, Seton Center, 513-244-4467
- Children’s Center Coordinator, Janet Baltzersen, Harrington Center, 513-244-4972
- Executive Director, Ethical Leadership Development, Tim Bryant, 513-244-4504
- Athletic Director, Steve Radcliffe, Jean Dowell Building, 513-244-4381
- Associate Athletic Director, Melanee Atkinson, Sports Complex, 513-244-8585
- Athletic Coaches

*Wellness Center professional personnel may serve as confidential reporting resources rather than CSAs under limited circumstances.

All crimes reported to CSAs must be reported to the MSJ Police Department for statistical collection purposes. Reports may, however, be filed without providing the name of the victim.

*Only those CSAs who are professional medical providers and mental health counselors are exempt from the requirement to report and only if they learn of the Clery Act incident while acting as a professional medical provider or mental health counselor. Medical providers and counselors may encourage the student to make a voluntary anonymous report to the MSJ Police Department, on a confidential basis, for inclusion in the annual disclosure of crime statistics.

**DISCLOSURE OF DISCIPLINARY OUTCOMES**

MSJ University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forceable sex offense, the results of any disciplinary process conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, MSJ University will provide the results of the disciplinary process to the victim’s next of kin, if so requested.
CRIME PREVENTION

Ensuring that the University is a safe environment for students, faculty, and staff is a responsibility of all members of the campus community. The MSJ Police Department regularly assesses and evaluates building security and access and provides groups or individuals with crime prevention techniques and advice including, but not limited to:

- Crime prevention presentations to faculty, staff, students, and residence hall staff
- Annual presentations to the community as part of law enforcement October Crime Prevention Month. Recent topics have included information related to domestic and dating violence and stalking, alcohol abuse through simulation “beer goggles”; Halloween safety ideas and distribution of safety reflective bags and Identikits for fingerprinting children.
- ALICE training for active shooter response
- ALICE Train the Trainer classes offered for local law enforcement and school districts
- Training, testing and monitoring of campus phone and Centurion duress button systems

Crime prevention requires a cooperative effort between all members of the campus community. Everyone’s personal safety is a top priority on campus. All members of the community should be aware and mindful of their surroundings at all times. Students, faculty and staff involvement and cooperation in any campus safety program is an absolute necessity. All members of the University community must take responsibility for their own safety, and for the security of their property. Remember these simple, common-sense precautions:

- Although the campus is well lit, you'll find safety in numbers, and should walk with a companion or in groups at night.
- Always lock resident room and office doors.
- Mark valuables with a personal identification number in case of loss or theft. Personal property cards can be accessed in the MSJ Police Department. The card can be used to record serial numbers and other identification information for residents’ property. Completed cards are kept on file in the department
- Use the campus escort service when necessary.
- When walking to the parking lot, have your keys ready and watch for suspicious people or activities.
- Avoid leaving keys in the car ignition and valuables in plain view.
- Lock all valuables, laptops, cameras, briefcases, and book bags in the trunk.
- Lock your automobile.
- Never leave books or personal items unattended in campus buildings.

BUILDING SECURITY

Seton Center is open from 6am -11pm. After hours entrance must be made through the Seton lobby. Admittance into Seton Residence Hall is limited to residents only. Any non-resident must sign into Seton Residence Hall at the Seton Center Front Desk by presenting a valid identification card and be accompanied by a current resident of Seton Residence Hall as stated in the student handbook. The Seton Center Front Desk is staffed 24 hours a day, 7 days a week.
Administration, academic, and athletic buildings are locked in accordance with class schedules and other activities on campus, generally at the close of business each day, on Sundays (where applicable) and holidays. Admittance to these buildings during these times is by key, if issued, or by admittance via the MSJ police office 513-244-4226. To ensure the safety and well-being of faculty and staff, admittance into buildings after hours or during periods of extended closing, should be with prior notification by faculty or staff to the police department.

MSJ police officers routinely patrol these buildings during closed hours to ensure that the buildings remain secured. Closed circuit video cameras also monitor activity at the entrances to all buildings and in various places within campus buildings.

The MSJ Chief of Police in close coordination with the Director of Buildings and Grounds is responsible for the physical security systems including security and fire alarms, cameras, access controls and policies, emergency phone system and other security features, policies and procedures. The Department of Buildings and Grounds helps keep University buildings and grounds safe and secure. The Director and the grounds and custodial coordinators routinely cover campus facilities and grounds regularly in the course of normal duties, promptly make repairs affecting safety and security, and respond to reports of potential safety and security hazards. The MSJ Police Department assists Buildings and Grounds personnel by reporting potential safety and security hazards.

Students, faculty, staff, and visitors are encouraged to report any safety or security hazards by calling (513) 244-4226 or (513) 244-4727.

**EMERGENCY PHONES**

Emergency phones that connect the caller directly with the MSJ Police Department are located strategically throughout the campus and in the west and east lobbies of the Seton Residence Hall. To use an emergency phone push the emergency button or pick up the receiver. A dispatcher will immediately send an officer to the caller’s location. Emergency phones are also located in the west parking lot and the east parking garage. MSJ on campus phone system includes an intercom feature for instant communication to all offices and all classrooms and is tested twice per year.

**CAMPUS ESCORT SERVICE**

The Mount St. Joseph University Police Department escort service is designed to enhance the safety and peace of mind and offer a greater sense of security for anyone who feels unsafe while walking alone on campus.

The goal of the escort service is to deter assaults, sexual harassment, verbal abuse, or other harassment while walking from one location on campus to another. The escort service is a walking escort and you should assume that you will be given a walking escort unless the dispatcher informs differently.

The Mount St. Joseph University Police Department does provide a mobile escort; however, the availability of this is only when it is determined to be necessary and when resources are available. When a police officer from the Mount St. Joseph University Police Department is dispatched as
an escort while on campus, the escort will be a walking escort unless a mobile escort is otherwise
determined necessary. All mobile escorts will be by a police officer in a marked Mount St. Joseph
University Police Department vehicle.

The escort service is free of charge and available to all Mount St. Joseph University students,
staff, and faculty.

The escort service is available 24 hours a day. To request an escort, call (513) 244-4226 or 4226
from any campus phone.

CRIME LOG

The MSJ Police Department maintains a log of all crimes reported. The crime log is available
for public view at the Police Department. The crime log for the most recent sixty days is
available at any time. Requests for crime logs older than sixty days will require a maximum of
two business days to fulfill. Crime log entries include all crimes reported to campus police for
required geographic locations. MSJ does not have any officially recognized student
organizations with off-campus locations, or student organizations with off campus housing.

SEX OFFENDER INFORMATION

Information regarding registered sex offenders is available from the Ohio Attorney General’s Sex
Offender Web Page through the link below.


The Hamilton County Sheriff’s Office maintains an active database of sex offenders residing in
Hamilton County. To access the Sheriff’s database please follow the link below.

http://www.hcso.org/PublicServices/SexOffenders/sexoffenders.aspx

TIMELY WARNINGS

In the event of an incident, on or off campus, that in the judgment of the Chief of Police or a
designee, constitutes an ongoing threat to the campus community, a timely warning will be
issued as soon as reasonably practical. The warnings are generally written, approved and
distributed by the Chief of Police or a designee. If the police department is unable to create and
send the message, the office of Marketing and Communications in consultation with the Office
of the President is authorized to create and send the message.

Timely warnings will be sent via the campus e-mail system, the MountSafe voice and text
notification system, chapel bells, MSJ phone system, social media and other available resources
as appropriate to the incident. Timely Warning notices may also be posted on the Mount
St. Joseph University main web page, www.msj.edu. When issuing a timely warning, the name
of any victim(s) will be withheld as confidential.

All members of the campus community are encouraged to sign up for MountSafe. Instructions for
signing up are available through the link below:

MISSING PERSONS

All reports of missing persons are taken seriously and investigated fully until the person is located. Any on campus resident student who is deemed missing, regardless of length of time, should be reported immediately to the MSJ Police Department in person or by calling 513-244-4226 or 4226 from any campus phone. Anyone receiving a missing student report should immediately bring it to the attention of the MSJ Police Department.

Resident students may name a confidential contact person or persons whom University officials, MSJ Police Department, or other law enforcement can notify if they are missing. Residents wishing to utilize this resource should do so by obtaining a missing person contact card at the MSJ Police office. Completed cards may be accessed only by authorized campus officials. Those officials may disclose the contact information only to law enforcement officials and only for the purpose of a missing student investigation.

In the event the student is under the age of 18 a custodial parent or guardian will be notified. Notifications to confidential contacts, custodial parents or guardians will occur within 24 hours. Within this same time frame, the MSJ Police Department will contact the Hamilton County Sheriff’’s Office to notify them of any student determined to be missing. When appropriate, a missing person notice will be reported through Regional Crime Information Center (RCIC). Notification may also be made to law enforcement in the missing student’s home location.

While the confidential contact information is limited to resident students, all reports of missing students will be investigated thoroughly by the MSJ Police Department.

SEXUAL ASSAULT

If you are a victim of sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The MSJ Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to an MSJ University police officer and/or to a Campus Security Authority. Filing a police report with a University police officer or CSA will not obligate the victim to prosecute. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

A University representative from the MSJ Police Department or another trained staff member will guide the victim through the available options and support the victim in his or her decision. Additional information on rights, reporting, and resources relevant to sexual violence can be accessed on the webpage of MSJ Public Safety and Campus Police.

The University recognizes that an individual may not be ready to report the incident as encouraged above. Alternatives to such reporting, including confidential contacts with Wellness Counseling or Health professionals are also available as articulated in the following policy.
POLICY ON PROHIBITED DISCRIMINATION, HARASSMENT AND RELATED MISCONDUCT

Including Sexual Harassment, Sexual Violence, Sexual Misconduct and Stalking

A. PROHIBITED CONDUCT

Mount St. Joseph University is committed to providing an environment for work and study free from discrimination on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status.

This prohibition against discrimination also includes harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status is prohibited by the University. Prohibited harassment includes any words or conduct (verbal, physical, graphic or written) directed against any person or group of persons because of their race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status.

Prohibited harassment also includes any words or conduct (verbal, physical, graphic, or written) that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for any person or group of persons. Such words or conduct include, but are not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Sexual harassment of students and employees, which includes sexual misconduct including assault or acts of sexual violence, is a form of sex discrimination. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual battery, sexual assault, sexual misconduct, domestic violence, dating violence, and stalking. All such acts of sexual violence are forms of sexual harassment covered under Title IX and referenced and addressed in the Clery Act and the Campus Violence Elimination Act (SaVE Act), passed as part of the Violence Against Women Reauthorization Act (VAWA). These recent amendments to the Clery Act do not alter the University’s responsibility under Title IX to respond to and prevent sexual violence.

Sexual harassment and inappropriate sexual conduct threaten the freedom and the very person of others. The University strives to eliminate all forms of sexual harassment and violence. Therefore, the University will not tolerate sexually harassing or violent conduct, including offenses of domestic violence, dating violence, sexual assault and stalking, against any member of the University community on University premises or any other locations where members of the University community are together because of assigned or University-sanctioned activities. Employees or students who violate this policy will be subject to disciplinary action up to and including potential termination of employment, or suspension or dismissal from the University. Inappropriate or unprofessional remarks or conduct may be reason for intervention and discipline whether or not they are actually harassing.
B. DEFINITIONS

**Sexual harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, electronic or physical conduct of a sexual nature when:

- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment; or
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.

**Sexual Assault**
An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The terms include: Forcible Rape, Forcible Sodomy, Sexual Assault/Sexual Misconduct With An Object, Forcible Fondling, Non-Forcible Sex Offenses, Dating Violence (42 U.S.C. 13925(a)), and/or Stalking (42 U.S.C. 13925(a) and Ohio Revised Code 2903.211.

**Sexual Violence**
Sexual violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

**Crimes-Sexual Assault**
“Sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The terms include:

1) **Rape:** 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.

2.) **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

3) **Sexual Assault/Sexual Misconduct With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

4) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is
incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

5) **Non-Forcible Sex Offenses**: Unlawful, non-forcible sexual intercourse including incest (non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and Statutory Rape (non-forcible sexual intercourse with a person who is under the statutory age of consent.)

6) **Domestic Violence**: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. (42 U.S.C. 13925(a)). Ohio Revised Code §2919.25 Domestic Violence*.

- No person shall knowingly cause or attempt to cause physical harm to a family or household member.
- No person shall recklessly cause serious physical harm to a family or household member.
- No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.


7) **Dating Violence**: The term “dating violence” means violence committed by a person:
- who is or has been in a social relationship of a romantic or intimate nature with the victim and
- where the existence of the relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship. (42 U.S.C. 13925(a)).

8) **Stalking**: The term “stalking” means engaging in a course of conduct directed at a specific person that would: cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. (42 U.S.C. 13925(a)). Ohio Revised Code §2903.211 Menacing by Stalking.

(A)(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person.
(A)(2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A)(1) of this section.
(A)(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

* The full text of Ohio Revised Code §2902.211 is at: http://codes.ohio.gov/orc/2903.211.
Please note: Definitions of crimes may be legislatively modified at any time and specific crime elements may vary by jurisdiction. Additional offenses also may meet the defined elements of the crimes above (e.g., a trespass also may be considered stalking.)

Effective Consent
Consent is a key factor in determining sexual misconduct. Consent implies words and/or actions that demonstrate a voluntary agreement to engage in mutually agreed upon sexual activity.

1) **Both partners must clearly communicate their willingness and permission through mutually understandable words and/or actions.** Consent is a “yes” through words and/or actions, not the absence of the word “no”. Failure to resist sexual advances, silence, and/or prior dating or sexual relationship does not constitute consent. Both partners have the right to revoke their consent at any time during the sexual activity by actively (verbally or non-verbally) communicating their desire to stop the activity. Consent to one form of sexual contact does not constitute consent to any other form of sexual contact, nor does consent to sexual contact with one person constitute consent to sexual contact with any other person. Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion. There is no requirement that an individual verbally or physically resist unwelcome sexual contact for there to be a violation of this policy.

2) **Both partners need to be fully conscious and aware of their actions.** A person is unable to give consent if they are asleep, drugged, intoxicated, unconscious, a minor, mentally impaired or incapacitated. Signs that a person is intoxicated, incapacitated, or otherwise unable to give consent include (but are not limited to) slurred speech, loss of coordination, passing out, vomiting and a verbalized feeling of being nauseous.

3) **Both partners must be equally free to act.** The decision to be sexually intimate must be made without coercion. Consent cannot be obtained by coercion or force or by taking advantage of one’s inability to give consent because of incapacitation or other circumstances. Coercion or force includes conduct, intimidation, and express or implied threats of physical or emotional harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in sexual conduct.

C. EDUCATION, TRAINING AND RESOURCES

The Wellness Center provides confidential counseling and health services for all students at Mount St. Joseph University. In addition, the Wellness Center staff makes regular efforts to provide prevention education regarding numerous health issues, including sexual and relationship health. Links regarding health resources are provided on the Wellness Center Counseling and Health Services pages on MyMount. The Wellness Center also has hard copy brochures and handouts regarding many health topics.

During the second semester of each academic year, a more concentrated effort is made to provide information and education during National Sexual Health Week in February. During that week, the Wellness Center Counseling Staff offer a variety of interactive activities regarding healthy relationships and resources available to students who may be victims of rape, domestic violence, dating violence, stalking, and sexual harassment. Bystander intervention is also addressed in this programming. Counselors are also available to provide informational workshops to Resident Assistants and other student leadership groups regarding the Title IX, The Clery Act and the Campus SaVE Act. This workshop is provided upon request.
The Wellness Center also promotes and monitors the “Think About It” program from Campus Clarity which is required for all new students. Campus Clarity developed “Think About It” to help colleges and universities comply with student education requirements relating to sexual misconduct under the Title IX of the Education Amendments Act of 1974 and Section 308(a)(8) of the Violence against Women Reauthorization Act of 2013 (known as the Campus SaVE Act). This interactive course promotes the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking for those who are required to take the course. “Think About It” was developed using a harm reduction model designed to encourage bystander intervention. It also provides new students with a copy of the university’s sexual misconduct policies required by the April 4, 2011 Dear Colleague Letter, the Department of Education’s Office for Civil Rights. Students must review and acknowledge those policies before completing the course. The current version of Think About It used by MSJU also covers prevention as well as disciplinary procedures and consequences of policy violations.

The University has selected third party administrator, WorkPlace Answers (WPA), for our online education program to promote the awareness of harassment, discrimination, sex discrimination, rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking for our faculty and staff. This is a required training that must be completed by all new University employees and is also available to existing employees. The Campus SaVE Act/Title IX course includes Federal and Ohio state specific definitions. The training educates employees to recognize sex discrimination, helps employees protect against sexual violence, sends a strong message that sex discrimination and violence are prohibited by the University, and explains the importance of reporting sex discrimination promptly. The key concepts of the training include defining sex discrimination and sexual violence, explaining prohibitions against intimate partner violence and stalking, and covers the grievance procedures available and employee rights by providing detailed coverage of Title IX, pertinent details of the Clery Act and Violence Against Women Act, and references to how sex discrimination and violence may be covered by other laws, including criminal laws.

Mount St. Joseph University Police Department training includes an introduction and history of the Violence Against Women Act and the Campus SaVE Act followed by a discussion of the roles and responsibilities as outlined in the new regulations, greater law enforcement awareness of crimes against women and the importance of peace officer response. As with crime prevention and community policing, the importance of law enforcement response and investigation and what processes and contacts need to be completed by police is also discussed. This supplements current training regarding resources for victims of crime. Training also includes a review of revised MSJ policies and procedures related to sexual misconduct and pertinent sections of the Ohio Revised Code. The MSJ Police Department provides groups or individuals with crime prevention techniques and advice.

MSJ personnel charged with disciplinary investigations related to harassment, discrimination, sexual misconduct and violence participate in an annual training program consistent with Title IX obligations.

Additional resources regarding sexual violence can be found in the MSJ Sexual Violence Rights, Reporting and Resources brochure found on the [MSJ Police Department website](#).
D. REPORTING

The University encourages any student who has experienced or witnessed discrimination, harassment, sexual harassment, sexual violence, or retaliation of any kind to report such conduct immediately and in accordance with the procedures detailed below. An employee who has observed an act of discrimination, harassment, sexual harassment, sexual violence, or retaliation, or a supervisor or department chair who receives an informal complaint or who is aware of a situation which could possibly violate this policy has a duty to report the circumstances in writing to the Chief Compliance and Risk Officer (Title IX Coordinator), the Chief of Police, or the Director of Human Resources.

Crimes in progress should be reported immediately to Campus Police, 513-244-4226 or dial 0 from any campus phone.

The University strives to protect those who complain of discriminatory, harassing or sexually violent conduct and prohibits intimidation or retaliation against any individual who reports discrimination, harassment, or sexually violent conduct or who participates in any investigation into allegations of such misconduct.

Reporting discrimination, harassment, sexual harassment or retaliation

A student or employee who believes herself/himself to be the subject of discrimination, harassment, sexual harassment (not including sexual misconduct/violence), or retaliation may report the complaint to the following individuals:

- Linda Panzeca, Chief Compliance and Risk Officer and Title IX Coordinator, Office of the President, 513-244-4393
- Ashley Terrell, Director of Human Resources, Office of Human Resources, 513-244-4979
- Janet Cox, Dean of Students, 513-244-4466

Reporting sexual misconduct, violence, assault or retaliation

A student or employee who believes herself/himself to be the victim or subject of sexual misconduct, violence, assault, or retaliation may report the complaint to the following offices:

1) Criminal complaint
   a. MSJ Police Department, 513-244-4226 or dial 0 from any campus phone; additional information regarding reporting emergencies can be found on the MSJ Police Website

2) Institutional complaint
   a. Title IX Coordinator, Linda Panzeca, Chief Compliance and Risk Officer, Office of the President, 513-244-4393
   b. Dean of Students, Janet Cox, Office of Student Affairs, 513-244-4466
   c. Director of Human Resources, Ashley Terrell, Office of Human Resources, 513-244-4979
   d. Other Campus Security Authorities (CSAs)
      • Wellness Center – Counseling and Health Services, Wellness Suite, Harrington Center, 513-244-4949*
      • Coordinator of Residence Life, Warren Grove, 1st Floor Seton Center, 513-244-4465
      • Resident Assistants – Reports from RAs will be forwarded to the MSJ Police Department through the Office of Residence Life
- Director of Mission & Ministry, Nancy Bramlage, SC, Office of Mission & Ministry, 513-244-4844
- Campus Ministry Coordinator, Michael Casiato, Office of Mission & Ministry, 513-244-4866
- Assistant Director of Human Resources, Casey Biggs, Office of Human Resources, 513-244-4854
- Assistant Dean for Student Engagement and Leadership, Stephen Craig, Harrington Center, 513-244-4627
- Director of Diversity and Inclusion, Terri Hurdle, Seton Center, 513-244-4467
- Children’s Center Coordinator, Janet Baltzersen, Harrington Center, 513-244-4972
- Executive Director, Ethical Leadership Development, Tim Bryant, 513-244-4504
- Athletic Director, Steve Radcliffe, Jean Dowell Building, 513-244-4381
- Associate Athletic Director, Melanee Atkinson, Sports Complex, 513-244-8585
- Athletic Coaches

*Wellness Center professional personnel may serve as confidential reporting resources rather than CSAs under limited circumstances as described below.

Reports can also be filed through the University’s Misconduct Reporting and Inquiry Hotline but please note that the Hotline is not intended for “911” or any safety or emergency situations which should be reported immediately to the MSJ Police Department or for off-campus emergencies, 911.

A student or employee may file a criminal complaint or report, an internal report with one or more offices, or both. Reporting the incident does not obligate the victim to prosecute or have the accused individual notified, but does allow gathering of information by appropriate campus authorities. Each office is prepared to assist students and employees with deciding on where complaints may be filed and to assist with notification to the MSJ Police Department if appropriate. Each office is able to refer a student for interim measures to stop and prevent the recurrence of harassing behavior and for health care services.

Interim steps as appropriate may be taken to stop and prevent the recurrence of harassing behavior. Such steps may include “no contact” orders and/or adjustments in employment, academic, housing and extracurricular arrangements and activities. Such steps will be designed to minimize the burden on the complainant’s employment or educational program.

Reporting parties will be directed to medical, counseling, and pastoral resources available through the University or through external referral sources when appropriate.

Victims of sexual violence including domestic violence, dating violence, sexual assault or stalking are provided with a written statement of his/her rights, reporting options and resources. While the University strongly encourages students or employees to report incidents of sexual violence, we recognize the victim’s right to decline such reporting. Such a declination does not eliminate the University’s obligation to investigate offenses that come to our attention, with or without the cooperation of the victim.

Mount St. Joseph University is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual violence. There is a distinction between making a report to the University or law enforcement.
enforcement through the designated reporting options identified above and seeking confidential assistance through confidential resources.

Making a report to the University by contacting a reporting option from the list included in section D of this policy means that the report will be shared with the MSJ Police Department and the Title IX Coordinator and the reporting party will be provided with resources and support to identify the appropriate action to respond to the reported incident. If a student or employee tells a Campus Security Authority (CSA) about a criminal incident that was not reported to the MSJ Police Department, the CSA is required to report the information to MSJ Police but will not include the name of the reporting party or other individuals in the report if the person making the report requests confidentiality. A reporting party is encouraged to make a report even if that individual is not seeking disciplinary action against the alleged perpetrator. The University will make every effort to respect a reporting party’s autonomy in determining how to proceed. Support and resources are always available to a reporting party regardless of the chosen course of action. Receiving a report of the incident permits the University to keep records of reported incidents and determine appropriate response and the potential need to alert the MSJ community to potential danger. Reported incidents will also be included in the University’s annual crime statistics.

MSJ will evaluate requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the MSJ community. Requests for confidentiality will be weighed against the seriousness of the alleged incident, the ages of the individuals involved, other complaints that may have been filed about the alleged perpetrator, and the alleged perpetrator’s right to receive information maintained by MSJ as an education record as defined by FERPA.

Information shared with a confidential resource will not be disclosed to anyone else, including the University, except under very limited circumstances. Incidents reported to a confidential source will not be included in annual crime statistics. Any individual may choose to seek support from confidential professionals on campus, including Wellness Center Counselors, Student Health Nurse, and Physicians. These trained professionals can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about an individual (including whether that individual has received services) without the individual’s express permission, unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information. These individuals are also available to help an individual make a report to the University.

Good Samaritan/Amnesty Policy
Mount St. Joseph University values a safe environment conducive to learning and is committed to ensuring the safety and well-being of each student. The University is also committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to use alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption. In support of this commitment, the University has implemented a Good Samaritan/Amnesty Policy, the full text of which can be found in the Student Handbook.

MSJ encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. MSJ recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. An individual that reports sexual misconduct, either as a reporting party or a witness, will not be subject to disciplinary action by MSJ for their own personal consumption of alcohol.
or drugs at or near the time of the incident, provided that any such violation did not and do not place the health or safety of any other person at risk.

Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Student Code of Conduct. If a student received amnesty for a prior incident, the availability of amnesty for a subsequent incident is at the discretion of the Dean of Students or his/her designee. If other infractions are concurrent at the time of intoxication including but not limited to physical or sexual assault, distribution of illicit substances or property damage, this policy does not apply. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

E. INVESTIGATORY PROCEDURES

Criminal Complaints
Ohio state and/or federal law will apply and the matter will follow criminal processes through a police investigation, a referral to the Hamilton County Prosecutor’s Office and the criminal court system for resolution.

Institutional Complaints
Investigation of allegations against a faculty or staff member by another faculty or staff member or a student will be conducted by the Director of Human Resources in consultation with the appropriate administrative officer(s) and the Title IX Coordinator.

Investigation of allegations against a student by another student will be conducted by the Dean of Students with the Coordinator of Residence Life in consultation with the Title IX Coordinator.

The University’s Title IX investigation is different from any law enforcement investigation, and a law enforcement investigation does not relieve the University of its independent Title IX obligation to investigate the conduct. In cases involving potential criminal conduct, University personnel must determine, consistent with State and local law, whether appropriate law enforcement or other authorities should be notified. Conduct may constitute unlawful sexual harassment under Title IX even if law enforcement determines that it does not constitute a crime. All incidents of sexual misconduct involving students and employees that are reported to the Mount St. Joseph University Police Department will also be referred to the Title IX Coordinator and the Dean of Students for follow up and investigation into whether it constitutes sexual harassment or discrimination in violation of this policy.

The University will make every effort to maintain the confidentiality and privacy of individuals and information involved in any complaint of discrimination, harassment, sexual harassment or misconduct, or retaliation consistent with this policy. Complainants and others involved in such investigations should recognize, however, that the University will conduct a full investigation into such complaints, and it may be necessary for the University to disclose the identity(ies) of those involved, or other information gathered in the course of the investigation, when investigating or taking appropriate corrective action.

Notwithstanding the above disclosures, the University will withhold as confidential the names of victims of sexual violence when issuing timely warnings to the campus community that may be required.

Any attempt by a member of the faculty, staff, administration, or student body to penalize or retaliate in any way against a person bringing a complaint of discrimination, harassment, or
sexual harassment or misconduct, or retaliation is prohibited and will be treated as a separate incident to be reviewed and investigated in its own right.

**Informal Resolution**

*Note: Informal resolution is not considered appropriate to resolve sexual violence or assault complaints.*

In appropriate circumstances, and with the approval of the complainant, the Chief Compliance and Risk Officer (Title IX Coordinator), the University Provost, the Dean of Students, or the Director of Human Resources may attempt informal methods to resolve the alleged complaint without the need for additional proceedings. Pursuing informal resolution is voluntary and access to a formal investigation is available at all times to the complainant. Every effort will be made to resolve a complaint within thirty (30) days of the complaint using an informal process.

The objective of the informal process will be to provide appropriate relief to the aggrieved party, sensitize the alleged harasser to the effects of such behavior, and resolve the complaint to the mutual satisfaction of both parties.

**Formal Investigation and Resolution**

In instances where formal methods are warranted and/or requested by the complainant, a formal investigation will be conducted in an expeditious and confidential manner. Formal investigations can be conducted by the Dean of Students, the Residence Life Coordinator, the Director of Human Resources, the Assistant Director of Human Resources, and/or the Title IX Coordinator, all of whom complete training on an annual basis. Preponderance of the evidence will be considered the appropriate standard for investigating allegations of sexual harassment or violence. Any real or perceived conflicts of interest between the investigator or decision-maker and the parties will be disclosed and resolved prior to the start of the investigation. The investigation will continue through completion regardless of whether a grievant files a similar complaint with a local, state, or federal agency or court.

- The complainant will be given an opportunity to identify any witnesses or other evidence to support the complaint of discrimination, harassment, sexual harassment, sexual misconduct, sexual violence, or retaliation. The accused will be given an equal opportunity to identify any witnesses or other evidence to respond to the complaint of discrimination, harassment, sexual harassment, sexual misconduct, sexual violence, or retaliation.
- The complainant and the accused will be given timely notice of meetings at which one or the other or both may be present.
- The complainant, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings.
- The University will interview the complainant and the accused, and, where possible, interview witnesses. The investigation will also involve a review of the statements and evidence presented by the complainant and accused, and other evidence gathered within the reasonable scope of the investigation.
- In instances involving sexual violence, including but not limited to alleged domestic violence, dating violence, sexual assault or stalking, the complainant and accused will be entitled to the same opportunity to have others present during an internal disciplinary proceeding, including the opportunity to be accompanied to any related meeting by an advisor or support person of their choice. An advisor or support person can be any person the complainant and accused feels comfortable confiding in, and need not be affiliated with the University (i.e. a friend, a family member, a person from a support or advocacy agency).
An advisor or support person may accompany the student to any part of the formal investigation and resolution, including any meetings with the investigators and decision makers. The advisor or support person does not participate in the process and, as such, will not be permitted to speak for the complainant or accused, address investigators, or question the complainant, the accused, or witnesses, nor can the advisor be a witness to the allegations in the complaint. Anyone who is actively involved in a complaint may not serve as an advisor or support person. An advisor or support person must agree to the limitations of the advisor role and to maintain the confidentiality of the process.

- Every effort will be made to complete the investigation within 30 days of receiving the written complaint. If the University is unable to complete the investigation within 30 days of receipt of the complaint, it will notify the complainant and the accused in writing of the need for additional time, the reason(s) that additional time is needed, and an approximate date for completion of the investigation.

- If the University determines in its good faith discretion that a faculty or staff member has engaged in conduct in violation of this Policy, the offender will be promptly disciplined, up to and including termination of employment, depending on the seriousness of the offense and individual circumstances. Possible sanctions and corrective actions include required discrimination or harassment education, counseling, reassignment, no contact orders, demotion, suspension, non-reappointment, and termination from employment.

- If the University determines in its good faith discretion that a student has engaged in conduct in violation of this Policy, the sanction for the offender will be determined through the Student Life Standards and Disciplinary Policy and Procedures, but may include penalties up to and including suspension or dismissal. Other sanctions include disciplinary warning, disciplinary probation, disciplinary probation with restrictions, no contact orders, fines, restitution, notification to others, educational/work assignment/community service, counseling, loss of privileges, restricted access, room transfer, termination of housing contract, or mandatory withdrawal from University housing.

- Both the complainant and the accused will receive simultaneous written notice of the outcome of the investigation, the University’s appeal procedures, any change to the resolution that may occur as a result of an appeal, and when the results are considered final. Compliance with this provision does not constitute a violation of section 444 of the General Education Provisions Act, commonly known as the Family Educational Rights and Privacy Act (FERPA).

- Faculty and staff concerns regarding the outcome of this process may be addressed through the Mediation and Resolution of Disputes and Appeal Process provided that the request for review is filed within 10 days of being informed of the result of the investigation and resolution;

- Student concerns regarding the outcome of this process may be addressed through the Student Life Standards and Disciplinary Policy and Procedures provided that the request for review is filed within 10 days of being informed of the result of the investigation and resolution;

- If the University determines in its good faith discretion that any individual involved in an investigation of misconduct under this Policy has deliberately or knowingly provided false information to those investigating, the individual will be subject to discipline, up to and potentially including termination of employment, or suspension or dismissal from the University;

- In substantiated cases of discrimination, harassment, sexual harassment, sexual misconduct, sexual violence, or retaliation, the University will take appropriate steps to prevent recurrence and to correct discriminatory effects on the complainant and others, if appropriate.
If, at any point during the informal or formal grievance procedure, it becomes known or apparent that the grievance or concern relates to the University’s obligations under Section 504 of the Rehabilitation Act (e.g., to provide reasonable accommodations and physical access to students with disabilities), the grievance or concern will be promptly referred to the Director of the Learning Center & Disability Services pursuant to the University’s Disability-Related Grievance Procedure. In such cases, the University will conduct a single investigation pursuant to the applicable policy and procedures.

Nothing in this process should be construed as impeding or prohibiting an employee or student from pursuing a criminal complaint with the appropriate internal or external law enforcement agency or in filing a discrimination complaint with the appropriate external governmental agency. Although an employee or student with a concern or complaint is encouraged to attempt to resolve his/her grievance within this procedure when appropriate, he/she has the right to file a grievance/charge directly with the Office of Civil Rights or the Ohio Civil Rights Commission.

Laws and regulations prohibiting discrimination, harassment and retaliation in institutions of higher education include Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The Campus Sexual Violence Elimination Act (SaVE Act) amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act). The Chief Compliance and Risk Officer is the individual responsible for the coordination of efforts to comply with these responsibilities.

**DISASTER AND EMERGENCY RESPONSE AND NOTIFICATION PLAN**

The objective of the Mount St. Joseph University Disaster and Emergency Response Plan is to provide the maximum practical protection for students, faculty, staff, and visitors in the event of a crisis.

Natural disasters, such as floods, severe storms and tornadoes, and man-made disasters which can result from chemical accidents, falling aircraft, fires, explosions, etc., are potential hazards for which we must be prepared. We must also prepare for a man-made crisis, which can come in the form of weapons on campus and bomb threats.

In addition, MSJ University recognizes its responsibility to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat encompasses an imminent or impending threat. MSJ University Police Department and Communications staff will collaborate to determine the content of the message and will use some or all of the system described below to communicate the threat to the MSJ community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. MSJ University Police and Communications staff 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 MSJ Police, Delhi Township Police and/or Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
To meet these objectives, we will instruct and prepare staff, faculty and students in the appropriate and safe procedures to follow in the event of a campus crisis through various channels of communication, including e-mail, MountSafe, MSJ phone system, social media, chapel bells and other available sources. The occurrence of a crisis will require prompt response from all members of the campus community and specifically, personnel with assignments included in this plan. Since no two emergencies will be the same in nature, scope or magnitude, it is necessary for the University’s plans to be basic, flexible and subject to modification as the need arises. Modification will be at the discretion of the President, Chief of MSJ Police Department or civil authority. However, in any emergency, the following priorities shall apply:

- Protection of life.
- Prevention of injury.
- Protection of property.
- Preparation of the campus for extended stay or evacuation.

Every student, faculty member, staff member and visitor at Mount St. Joseph University should be as prepared as possible for emergency evacuation of campus buildings.

This is particularly important for people with disabilities, for whom the environment becomes even more difficult during and after an emergency than for the non-disabled. If you are a person with a disability (mobility, vision, hearing, speech, or cognitive), you are encouraged to contact the Director of the Learning Center & Disability Services at (513) 244-4524 or Meghann.littrell@msj.edu, The Learning Center, Room 156 Seton Center). The Director will work with you and the MSJ Police Department to develop a personal safety plan that will help increase the probability of a smooth evacuation in an emergency. Temporary disabilities impacting mobility or emergency response should be reported to the MSJ Police Department.

Following every disaster or emergency, a full review of all response procedures will be conducted with members of the Emergency Response Team and other individuals and agencies involved in the response.

**Who Declares a Campus Emergency?**

Campus emergencies may only be declared by the following persons:

- **University President:**
  The President of Mount St. Joseph University is primarily responsible for declaring a campus emergency. In questionable cases he/she may consult with other department heads, civil authorities and the Chief of MSJ Police Department to assist in assessing the need to declare an emergency. In the absence of the President, his/her designee will act on behalf of the President. In a situation where neither is available, the Chief of MSJ Police Department shall declare the emergency. Unless an obvious and immediate emergency exists, consultations should be utilized in the decision making process.

- **Civil Authorities**
  Delhi Police, Delhi Fire, or other local, state or federal government agencies may declare an emergency that would involve the campus.

All faculty, staff and students are responsible to sound the appropriate alarm or notification upon discovering a critical situation. A critical situation includes events such as a fire, violent act, observation of a person on campus with a gun, or hearing/observing gun shots on campus.
Common Terms in Emergency Response

Building or Room Evacuation
A building or room evacuation may be the result of a fire, chemical leak, power outage, or any other event which requires leaving a building.

Campus Evacuation
A campus evacuation will occur if the campus is deemed unsafe and uninhabitable by civil authorities or by the administration. This will usually be the result of an extensive campus fire, aircraft crash, chemical threat, or local police/fire department action.

Evacuation of Persons with Disabilities

Visual Impairments: Inform the person of the nature of the emergency and offer to guide the person to the nearest exit.

Hearing Impairments: Alert the person that there is an emergency situation by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions, or provide the person with a short note containing instructions.

Mobility Impairments: Since elevators should not be used, individuals who can walk may be able to evacuate themselves with some assistance. For individuals unable to walk: if there is no immediate danger, escort the individual to a safe place to await rescue personnel. Whenever possible, someone should remain with the person while another individual exits the building and notifies rescue personnel of the person’s exact location. Only in extreme situations should you try to evacuate a person in a wheelchair yourself. On the sixth floor east lounge of the Seton Residence Hall, the University has placed an emergency stair chair. This chair makes the evacuation of the mobility impaired safer and faster. The mobility- impaired person is the best authority on how he/she should be moved. Ask before you move someone. While it is best to let rescue personnel conduct the evacuation, the person can be carried by two people who have interlocked their arms to form a chair, or the person can be carried in a sturdy office chair.

Lockdown
A lockdown procedure will occur if a threat occurs on campus or in the local neighborhood that requires students, faculty, staff, and visitors to be taken indoors where it is less likely that they will be injured. This will usually be the result of an attack by an armed person on campus or gunshots fired on campus (or in the near neighborhood). Some emergency situations may require a secondary response beyond those listed above, such as initiating shelter in place. Such situations may include an extended stay on campus due to a major winter storm.

Shelter-In-Place
This is to protect students, faculty, and staff who are already inside the buildings. Everyone should find some place of shelter inside that building and stay there until you are directed to leave. Determine if the room you are in can be locked and if so, lock all windows and doors, and turn off all the lights.

If the room can’t be locked, determine if there is a nearby location that can be reached safely and secured in the manner above. If it is not possible to lock the doors or attempt to safely reach another area, then do the following:

- Place furniture and equipment in front of the doors to barricade them.
- If a door opens out into a corridor, then use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
• Stay away from windows, stay alert for instructional messages as described below, and put cell phones on vibrate.
• Remain in place until the police or a campus administrator known to you gives the “all clear.”
• If the threat compromises your shelter then leave that place for another place of safety even to the extent of leaving or fleeing from the building.

Initial Response in an Emergency
Fire in Building
Fires are a major concern for any university setting. We must all be prepared to respond without hesitation to this emergency. In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Do not use elevators. Once safely outside a building, it is appropriate to contact 911 and the MSJ Police Department. Students and/or staff are informed where to relocate by staff if circumstances warrant at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. Each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as this helps to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building. Additional directions and information will be sent to the MSJ community through various communication channels.

Armed Intruder on Campus
Mount St. Joseph University is now utilizing the A.L.I.C.E. program when dealing with armed intruders on campus. The A.L.I.C.E. program was created to enhance the traditional lockdown or secure-in-place policies used in educational institutions. A.L.I.C.E. is designed to increase survivability during active shooter or armed intruder situations. Because it may take several minutes for police to respond, it is important for students, faculty, and staff to realize that they are the real first responders on scene. There are tactics that can be used to gain an advantage and to survive. The five components of A.L.I.C.E. are: Alert, Lockdown, Inform, Counter, and Evacuate. Since no two situations are exactly alike, there is no specific order to the components of the A.L.I.C.E. response plan.

Alert
• If you see an armed person(s) or hear gunfire, then:
  - Call 911
  - Notify MSJ Police by calling (513) 244-4226 or 4226 from any campus phone. (Be specific).
  - Give as much detail of the suspect as safely possible (e.g., race, sex, clothing, type of weapon, location of suspect).
• If another person alerts you to the above information, then:
  - Find out if they have informed the authorities. If they have not or if you are unsure, then make the emergency notification above.

Lockdown
• When the chapel bells continuously toll, we are under lockdown due to a potentially violent situation. The bells will not toll for natural disasters of weather related issues.
• You may also be notified by various communication channels such as e-mail system, announcements on the MSJ website, campus phones, social media and any other available resource.
• Lock your classroom door(s). Turn off your lights. Lower the blinds and cover any windows in the door. Stay away from windows and doors. Place cell phones on vibrate or silent.
• Utilize objects in the room or on your persons (e.g. desks, tables, chairs, belts, etc.) to help secure the door(s). Do not rely solely on locks. You need to provide an initial barrier(s).
• Once you have barricaded the door(s), do NOT open the door(s) for anyone unless notified by the police through the communication channels listed above.
• Look for alternate escape routes (i.e. windows or other doors).
• Start to prepare mentally to defend yourself and others – remember your objective is to survive.
• Begin to gather items that could be used as weapons (e.g. cups, chairs, books, bags, pens, staplers, fire extinguishers, etc.).

Inform
• If you have information about the suspect, stay in communication with MSJ Police Department by phone or whatever means available, advising them of the subject’s location and actions. Accurate, real-time information can be critical in these situations.
• Additional directions and information will be sent to the Mount community through the various communication channels listed above.

Counter
• If the armed intruder enters the room, use objects in the room (e.g., computers, furniture, staplers, fire extinguishers, etc.) and on your person (e.g., books, binders, backpacks, purses, drinks, etc.) to defend yourself, to distract the shooter, and to disrupt the shooter’s aim and concentration. Remember anything can be a weapon.
  - Do not be afraid to fight back – it is okay to fight.
  - Make yourself a difficult or “hard” target.
    • Create a lot of noise.
    • Throw objects.
    • Run around the room.
    • Create chaos.
  - Attack in a group (or swarm the intruder). Grab the intruder’s limbs and head. Take him to the ground and hold him there.
  - If you have possession of the weapon, hide and secure it away from the intruder (e.g., place it in a trashcan). Do not carry or hold the weapon, as police may think you are the armed intruder. Maintain possession of the weapon without being in Possession.
  - Inform the police that you have control of the intruder and tell them where you are located. Listen to the instructions given by the police.

Evacuate
• Remove yourself from the danger zone as quickly as possible.
• Safely evacuate whenever possible. YOU may have to decide if it is safe to evacuate.
• Run in a zigzag pattern as fast as you can until out of the danger zone.
• Utilize windows if you are on the third floor or lower.
• Do not attempt to drive from the area until instructed to do so by the police. Instead you will be directed to a secure rally point that will be determined by the police.

**Serious Injury Involving Staff, Faculty, Student, or Campus Visitor**

• Call 911; notify MSJ Police Department by calling (513) 244-4226 or 4226 from any campus phone.
• Assist injured persons.
• MSJ Police will be the liaison to Delhi Fire and EMS.
• MSJ Police will protect the scene; take photos, measurements, etc.
• Notification will begin as time permits (order depends on situation)
  - Immediate supervisor
  - President and/or Provost
  - Dean of Students
  - Chief Compliance and Risk Officer
  - Public Relations Manager
  - Wellness Center (counseling)
  - Maintenance
• Additional directions and information will be sent to the Mount community through various communication channels.

**Tornado/Severe Weather**

The Hamilton County Emergency Management Agency follows the direction of the National Weather Service (NWS). If the NWS issues a warning, Hamilton County will activate ALL the sirens for the county. The NWS gives the definition of a warning as: A weather warning means that a dangerous weather event is imminent. Immediate action must be taken to protect life and property. This weather can take the form of heavy winds, lightning, thunderstorms and tornados.

The Hamilton County siren is the emergency confirmation in the event of a tornado or severe weather.

In the case of severe weather and/or a tornado, attempts will be made to notify persons on campus through various channels of communications.

• Whenever you are aware of severe weather or tornado warnings, you must go immediately to the lowest floor of the building.
• Stay away from glass windows and glass doors.
• Leave auditoriums, gyms and other free span rooms.
• After the threat is over MSJ Police will make notification that all is clear through various communication channels.
• Additional directions and information will be sent to the Mount community through various communication channels.

Hamilton County uses several different sirens to alert of storms. To learn more, visit the website of the Hamilton County Emergency Management Agency.
Earthquake
If you are inside during an earthquake:
• Immediately take cover under a table or desk, or stand in a doorway. In areas where cover is not available, kneel at the base of an interior wall, facing the wall and with head down and covered by arms. Turn your body away from windows and mirrors.
• Be alert for falling objects and stay away from overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside during an earthquake:
• Move to an open area away from buildings, trees, and power lines.
• If unable to move to an open area, watch for falling objects.

If you are in an automobile during an earthquake:
• Stop your vehicle in the nearest open area.
• Stay in the vehicle until the shaking stops.

After an earthquake:
• Be aware of the possibility of aftershocks.
• If possible and it is safe to do so, evacuate the building as soon as the shaking has ceased.
• Do not move injured persons unless they are in obvious immediate danger (from fire, building collapse, etc.)
• Open doors carefully. Watch for falling objects.
• Do not use elevators.
• Do not use matches or lighters.

Limit use of telephone to calls for emergency services.

Bomb Threats
The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible:
• Ask what time the bomb is set to go off.
• Ask questions regarding the specific location - building, room, closet, locker, etc.
• Ask about the appearance of the bomb package.
• Listen for background noise, e.g., radio, other people, traffic sounds, etc.
• Note any caller information available through Caller I.D.
• Was the caller hysterical, calm, excited, etc.
• Was the caller's voice male or female, young or old, with an accent?
• Notify MSJ Police immediately by calling (513) 244-4226 or 4226 from any campus phone.

In the event that a live bomb is found:
• Leave the building and surrounding area by at least 600 feet.
• Turn off all cell phones, radios and wireless devices, including laptops.
• Notify MSJ Police once at least 600 feet from the area.

Chemical/Hazardous Materials Spill or Leak in Building or On Campus
• Pull the nearest fire alarm.
• Evacuate the building.
• Notify MSJ Police by calling (513) 244-4226 or 4226 from any campus phone.
• DO NOT RE-ENTER THE BUILDING.
• Advise the officer as to the nature and location of the problem, if possible give the officer the room number
• MSJ Police has a list of chemicals stored in the Science Building and maintenance has a list of the SDS/MSDS (material safety data sheets).
• The list of chemicals and their location will be provided to Delhi Fire upon their arrival.
• The officer will notify the Chief of MSJ Police who will then begin the notification process of other University officials.
• Additional directions and information will be sent to the Mount community through emails, MSJ phone system, social media and any other available resources.

**Explosion on Property**
• Notify MSJ Police by calling (513) 244-4226 or 4226 from any campus phone.
• Assist any injured persons.
• Treat as a fire and evacuate.
• Remember to care for your own safety.
• Advise if anyone else is still in the building or injured in the rubble.
• Delhi Fire Department and EMS will be notified.
• Additional directions and information will be sent to the Mount community through various communication channels.

**Chemical/Hazardous Spill or Leak Off Campus That Threatens Campus Community**
• If on campus, follow shelter-in-place direction.
• Do not open windows.
• Do not leave buildings.
• Keep doors closed.
• Additional directions and information will be sent to the Mount community through various communication channels.

**Aircraft Crash**
If an aircraft crash were to occur on the University campus, remember that in the initial stages, it will be total chaos. Attempt to compose yourself:
• Notify MSJ Police by calling (513) 244-4226 or 4226 from any campus phone.
• Protect yourself - there will be fire, fuel, twisted metal, and biological hazards.
• Once you are safe, assist injured persons. Remember, these injuries will be traumatic and horrific.
• Follow the direction of MSJ Police and other police and fire officers.
• Additional directions and information will be sent to the Mount community through various communication channels.

**Death of Staff, Faculty, Student**
• Notify MSJ Police by calling (513) 244-4226 or 4226 from any campus phone.
• Do not let anyone enter the area except emergency personnel.
• Do not attempt to gain entrance to the area, it is important to preserve the scene.
• MSJ Police will control the scene.
• Notifications will be made as soon as time permits (order may vary).
  - President
  - Provost
  - Dean of Students
EMERGENCY RESPONSE AND EVACUATION TESTING


In addition, relevant sections or related information are distributed during various training exercises, emergency tests and/or evacuation drills designed to assess and evaluate emergency procedures and train responders. Such exercises are offered at least once per year and may involve faculty and staff, students, MSJ Police Officers, community law and fire agencies, school districts, and others as appropriate to the training. During 2013 and 2014, the MSJ Police Department coordinated several training and/or testing exercises including:

- ALICE Training is offered on an as needed or requested basis in addition to now being part of every new student and new employee orientation program.
- MSJ hosted an ALICE Train the Trainer class for representatives from local law enforcement agencies and school districts on May 13 & 14, 2013.
- The Transportation Security Administration (TSA) hosted a seminar on Man-Portable Air Defense Systems (MANPADS) in May 2013 involving MSJ police as MSJ is located 3.5 miles from touch-down at CVG International airport. Preparedness strategies for the campus were discussed.
- As a result of a Federal Bureau of Investigation (FBI) active shooter training and response seminar on March 23 & 24, 2013, Hamilton County law enforcement agencies determined the benefits of a predetermined deployment matrix. MSJ Police Department submitted plans regarding predetermined road blocks and/or traffic posts that will help secure and lockdown our area while providing first responder access.
- On October 16, 2013 the Department of Homeland Security utilized the services of an MSJ police officer while conducting active shooter training for local law enforcement officers.
- On 11/15/2013, MSJ hosted an event presented by the FBI which brought together local and county law enforcement and fire departments (including Hamilton County SWAT), MSJ Administrators and selected department heads, representatives from the Sisters of Charity Motherhouse, and local school district personnel in a large scale table top exercise related to an active shooter response on campus.
- During 2014, MSJ police officers participated in various training programs related to:
  - Violence Against Women Act and Clery Updates
  - Persons with Autism and Other Disabilities
  - Crisis Management for School Based Incidents
  - Building Searches and Room Clearing for Active Shooter
- MountSafe is a voice- and text-based phone and email system Mount St. Joseph University uses to alert students, faculty and staff of weather-related closings and delays as well as

- Routine, announced tests are also conducted on the campus intercom phone system and the Centurion duress button system which indicate any technical needs to be addressed.

**DRUGS AND ALCOHOL**

Mount St. Joseph University seeks to provide an environment in which students may experience intellectual, emotional, physical, social, and personal growth. The development of the capacity to make informed decisions about drugs, including responsible choices about the consumption of alcohol, is a significant component of personal growth. The responsibility for making informed choices regarding drugs and the use of alcohol rests with all members of the University community: students, faculty, and staff.

A comprehensive drug and alcohol education program supports members of the University community in making informed and responsible decisions about drugs and alcohol. This program has three primary components: first, to provide members of the University community with education regarding the academic, social, legal, and health-related effects of drug and alcohol use and misuse; second, to provide access and referral for the assessment of and treatment for individuals with drug and alcohol-related problems in cooperation with community agencies; and third, to provide for individual freedom while promoting the health, safety, and welfare of all members of the University community. It is assumed that the University’s commitment to providing education in addition to health, counseling, and ongoing support services will be matched by responsible behavior with respect to alcohol and other drugs.

The University’s drug and alcohol policy applies to students and to student organizations conducting activities and events on and off campus and supplements, rather than replaces, the Student Life Standards and Disciplinary Policy and Procedure, including all policies, offenses, procedures and sanctions set forth therein. This policy also applies to a student’s misusing a drug prescribed to him or her by a physician.

In accordance with the Ohio Revised Code Chapters 2925 and 4301 (2008), Mount St. Joseph University prohibits the illegal use, possession, sale, manufacture, or distribution of drugs, including alcohol, and drug paraphernalia. In addition, the misuse of substances that present physical or psychological hazards to individuals is prohibited. This includes synthetic versions of marijuana, THC, and stimulants, or beverages that combine both alcohol and caffeine (4Loko and similar brands).

State of Ohio law prohibits individuals less than 21 years of age from possessing or consuming alcoholic beverages, and prohibits others from distributing or selling alcoholic beverages to individuals less than 21 years of age. In addition, MSJ regulations govern consumption of alcohol in public places and on university property. It is the University’s intention that its policies comply with Federal, State and local laws governing the use, possession, sale, manufacture, or distribution, of alcohol and drugs.

Additional information regarding the health effects of alcohol and/or other drugs, alcohol policy guidelines for individuals and the residence hall, alcohol guidelines for University events, and disciplinary procedures of alcohol offenses can be found in Section IV.1.3.of the Student Handbook.
CRIME STATISTICS AND SITE CODE DESCRIPTIONS

The following site code descriptions are used in the crime statistics chart on the following pages.

- **On Campus**: Means any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes. MSJU On Campus location is considered to be 5701 Delhi Road, Cincinnati, OH 45233

- **On-Campus Residential**: Facilities for students are a subset of the “on campus” category, and include crimes reported to have occurred in residence halls, apartments, and houses in the reasonably contiguous geographic area, that are owned or controlled by the institution. On-Campus Residential is defined as the Seton Residence Hall located at 5701 Delhi Road, Cincinnati, OH 45233

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

The following non-campus properties are included in the 2014 crime statistics, specific to dates and times of use for MSJU-related activities:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Learning Center</td>
<td>2939 Terminal Drive, Hebron, KY 41048</td>
</tr>
<tr>
<td>Bethesda North Hospital</td>
<td>10500 Montgomery Road, Cincinnati, 45242</td>
</tr>
<tr>
<td>Butler Educational Service Center</td>
<td>400 N. Erie Blvd, Suite A, Hamilton, OH 45011</td>
</tr>
<tr>
<td>Children’s Hospital Medical Center</td>
<td>3333 Burnet Avenue, Cincinnati, OH 45229</td>
</tr>
<tr>
<td>Delhi Fire Station</td>
<td>697 Neeb Road, Cincinnati, OH 45233</td>
</tr>
<tr>
<td>Mayerson Academy</td>
<td>2650 Highland Avenue, Cincinnati, OH 45219</td>
</tr>
<tr>
<td>Mercy Fairfield Hospital</td>
<td>3000 Mack Road, Fairfield, OH 45014</td>
</tr>
<tr>
<td>Princeton High School</td>
<td>11080 Chester Road, Cincinnati, OH 45246</td>
</tr>
<tr>
<td>TriHealth</td>
<td>619 Oak Street, Cincinnati, OH 45206</td>
</tr>
<tr>
<td>The Flats Art Gallery</td>
<td>3028 Price Avenue, Cincinnati, OH 45205</td>
</tr>
<tr>
<td>River Road Sports Complex</td>
<td>5092 River Road, Cincinnati, OH 45233</td>
</tr>
</tbody>
</table>

- **Public Property**: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, or other thoroughfare, or parking facility. The institution location is 5701 Delhi Road, Cincinnati, OH 45233
<table>
<thead>
<tr>
<th>Crime Type</th>
<th>On Campus</th>
<th>On Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>--</td>
<td>0</td>
<td>0</td>
<td>--</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>--</td>
<td>1</td>
<td>0</td>
<td>--</td>
</tr>
<tr>
<td>Stalking</td>
<td>--</td>
<td>0</td>
<td>0</td>
<td>--</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Judicial referral</td>
<td>24</td>
<td>38</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Judicial referral</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Illegal Weapons arrests</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Judicial</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes (see page 33)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
MSJU Hate Crime Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>There were no reported hate crimes nor any considered to be unfounded</td>
</tr>
<tr>
<td>2013</td>
<td>There were no reported hate crimes nor any considered to be unfounded</td>
</tr>
<tr>
<td>2014</td>
<td>There were no reported hate crimes nor any considered to be unfounded</td>
</tr>
</tbody>
</table>

Reportable hate crimes are to be reported for murder/homicide, negligent homicide, forcible & non-forcible sex offenses, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and vandalism in which the victim is intentionally selected because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

Note about “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 false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

No crimes were determined to be unfounded in 2012, 2013, 2014.

FIRE SAFETY DISCLOSURES-SETON RESIDENCE HALL

The Higher Education Opportunity Act requires institutions with on-campus student housing facilities to:

- maintain a log of all reported fires that occur in those on-campus student housing facilities,
- publish an annual fire safety report that contains fire safety policies and fire statistics for each of those facilities, and,
- submit the fire statistics from the fire safety report annually to the Department of Education.

FIRE REPORTING

MSJ University Police Department monitors the status of all fire detection and fire reporting systems in the Seton Residence Hall. If a fire is occurring, avoid personal injury and excessive risks. Alert persons in your immediate area. Activate the fire alarm and evacuate. Call 911 or the MSJ Police Department by dialing 0 or 244-4226 (4226 from campus phone) and give the communications center operator your name and location of the fire. The university is required to report all fires in the residence hall even if there is no damage. If a fire has occurred and has been handled and needs to be reported, contact the MSJ University Police Department at (513) 244-4226. When reporting, please provide as much information as possible about the location, date, time and cause of the fire. Campus Police will record the information, ensure the location is checked by a fire official to ensure resident safety, and include such reports in the annual statistical disclosure of fires that occur in the Seton Residence Hall.
FIRE LOG

MSJ University Police Department maintains a log of all fires reported in the Seton Residence Hall. The fire log includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. Entries or additions to entries are made within two business days of receiving the information. The fire log for the most recent 60-day period is open to public inspection in the office of Campus Police upon request. Portions of the fire log older than 60 days will be available within two business days of a request for public inspection.

FIRE DRILLS IN SETON RESIDENCE HALL

Fire drills will be conducted randomly and at the discretion of the MSJ University Police Department. At least two fire drills should occur per academic year. Participating in fire drills is mandatory for all building occupants.

FIRE SAFETY TRAINING AND RELATED RESIDENCE HALL POLICIES

Resident Assistants and students living in Seton Residence Hall are trained annually on building evacuation policies and procedures. These sessions are designed to: familiarize everyone with the fire safety system and evacuation routes in the residence hall, train everyone on the procedures to be followed in case there is a fire, and distribute information on the University’s fire safety policies. During these training sessions, residents are informed that participating in fire drills is mandatory. This is particularly important for residents with disabilities, for whom the environment becomes even more difficult during and after an emergency than for the non-disabled. If you are a person with a disability (mobility, vision, hearing, speech, or cognitive), you are encouraged to contact the Director of the Learning Center & Disability Services at (513) 244-4524 or Meghann.littrell@msj.edu, The Learning Center, Room 156 Seton Center). The Director will work with you, the MSJ Police Department and the Office of Residence Life to develop a personal safety plan that will help increase the probability of a smooth evacuation in an emergency.

Fire safety education and training programs are conducted by members of the MSJ Police Department and the Coordinator of Residence Life.

Fire Alarms

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Once safely outside a building, it is appropriate to contact 911 and the MSJ Police Department. Students and/or staff are informed where to relocate by staff if circumstances warrant at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. Each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as this helps to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

- Learn the location of all fire exits, fire alarms, and fire extinguishers on your floor.
If the alarm sounds, put on your shoes, get a coat (if necessary), lock your door, and leave the building by the nearest stairway possible. Do not use the elevators! You may return only upon authorization of a staff member.

Smoke detectors or sprinklers have been installed in every student room. At the beginning of the fall and spring semesters, the University provides replacement batteries for each unit. It is the responsibility of the resident(s) to keep the battery in the unit. If a battery is found removed, the resident(s) will be subject to disciplinary action.

The greatest danger in University buildings is not from flames, but from smoke. Fire doors in the residence hall and stairways hinder the spread of smoke and must be closed at all times.

Do not take chances with fire – even a small one can get out of control quickly. If a fire cannot be extinguished with available equipment, activate the nearest fire alarm. At no time should attempts to control a fire delay the exit from the building.

Pulling a false fire alarm, tampering with fire equipment, or the false reporting of an emergency to the police or fire department is punishable under Ohio Revised Code 2917.32 as a first degree misdemeanor. Conviction carries a maximum $1000 fine and 6 months in jail. University judicial action also results.

Unauthorized use of, tampering with, or damaging emergency or safety equipment is punishable under Ohio Revised Code 2909.07 as a third degree misdemeanor. Conviction carries a maximum $500 fine and/or 60 days in jail. University judicial action also results.

Interference with and/or non-adherence to emergency evacuation procedures or drills is punishable under Ohio Revised Code 2917.13 and Ohio Fire Code FM106.4. University judicial action also results.

Setting or intentionally starting a fire on campus is prohibited.

Evacuation of Persons with Disabilities

Visual Impairments: Inform the person of the nature of the emergency and offer to guide the person to the nearest exit.

Hearing Impairments: Alert the person that there is an emergency situation by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions, or provide the person with a short note containing instructions.

Mobility Impairments: Since elevators should not be used, individuals who can walk may be able to evacuate themselves with some assistance. For individuals unable to walk: if there is no immediate danger, escort the individual to a safe place to await rescue personnel. Whenever possible, someone should remain with the person while another individual exits the building and notifies rescue personnel of the person’s exact location. Only in extreme situations should you try to evacuate a person in a wheelchair yourself. On the sixth floor east lounge of the Seton Residence Hall, the University has placed an emergency stair chair. This chair makes the evacuation of the mobility impaired safer and faster. The mobility-impaired person is the best authority on how he/she should be moved. Ask before you move someone. While it is best to let rescue personnel conduct the evacuation, the person can be carried by two people who have interlocked their arms to form a chair, or the person can be carried in a sturdy office chair.

Appliances

Both safety and the conservation of energy are important considerations in the residence hall. Limit the number of small appliances in your room and the frequency of their use:

Appliances allowed in residence hall rooms are limited to clocks, radios, stereos, TV’s, fans, hair dryers, computers, lamps, coffee makers with an automatic shut-off mechanism and irons for pressing clothes.
• Appliances with a heating element must have the element enclosed and the Underwriter’s Laboratory approval (with the exception of clothing irons).
• Space heaters, sunlamps, halogen lamps, octopus plugs, and extension cords are not permitted in residence hall rooms because this constitutes a fire hazard. Extension outlet strips with circuit breakers are recommended electrical extension devices.
• Toaster, toaster ovens, microwave ovens, George Foreman grills (or similar versions) and popcorn poppers are not permitted. A kitchenette, equipped with a microwave, is available on each floor.
• Residents are allowed to keep a refrigerator of 4.1 cubic feet or less. Both the refrigerator and the power cord must be approved by Underwriter’s Laboratory. The refrigerator cannot be self-defrosting.

Candles
Candles, incense or other open flame items are prohibited in residence hall facilities.

Extension Cords
Home-style electrical extension cords and plug expanders (e.g., octopus plugs, cube taps, and other multi-plug adapters and splitters) are not allowed for use in Seton Residence Hall. Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.).

Surge Protectors
Where an adequate number of receptacles are not readily available, UL listed plug strips are permitted provided that they are no longer than six feet, are equipped with a fuse or circuit breaker, and are plugged into a permanently installed receptacle. These are the only type of extension cords or plug expanders that are allowed in Seton Residence Hall. This is a very important fire safety rule - overloaded extension cords can cause fires! Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc).

Fishnets, parachutes, flags, tapestries, or other types of cloth or roped items may not be suspended from room ceilings because this constitutes a fire hazard.

Smoke Detectors
Smoke detectors or sprinklers have been installed in every student room. At the beginning of the fall and spring semesters, the University provides replacement batteries for each unit. It is the responsibility of the resident(s) to keep the battery in the unit. If a battery is found removed, the resident(s) will be subject to disciplinary action.

Fire Doors
The greatest danger in University buildings is not from flames, but from smoke. Fire doors in the residence hall and stairways hinder the spread of smoke and must be closed at all times.

Smoke/Tobacco Free Policy
In the interest of the health, comfort and safety of students, faculty, staff, and campus visitors, use of tobacco in all forms is prohibited on University property. This restriction includes buildings, athletic and recreational facilities, parking garage and lots, University vehicles, and personal vehicles being driven or parked on University property. There is only one exception: The use of smokeless tobacco is only permitted in individual student rooms in Seton Residence
Hall. The use of smokeless tobacco is prohibited in all public areas of Seton Residence Hall including hallways and lounges, and ALL campus buildings and University vehicles.
# 2012, 2013, 2014 SETON RESIDENCE HALL FIRE STATISTICS

## 2012 Mount St. Joseph University Residence Hall Fire Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Cause</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Damage Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/2012</td>
<td>Fire Alarm</td>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3/27/2012</td>
<td>Fire Alarm</td>
<td>Construction</td>
<td>0</td>
<td>0</td>
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</tr>
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<td>4/24/2012</td>
<td>Fire Alarm</td>
<td>Burnt Food</td>
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</tr>
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<td>5/14/2012</td>
<td>Fire Alarm</td>
<td>Steam from Shower</td>
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</tr>
<tr>
<td>6/7/2012</td>
<td>Fire Alarm</td>
<td>Construction</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6/24/2012</td>
<td>Fire Alarm</td>
<td>Burnt Food</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6/27/2012</td>
<td>Fire Drill</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>6/29/2012</td>
<td>Fire Drill</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>7/18/2012</td>
<td>Fire Alarm</td>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8/31/2012</td>
<td>Fire Alarm</td>
<td>Burnt Food</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/5/2012</td>
<td>Fire Drill</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10/6/2012</td>
<td>Fire Alarm</td>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11/13/2012</td>
<td>Fire Drill</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## 2013 Mount St. Joseph University Residence Hall Fire Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Cause</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Damage Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/14/13</td>
<td>Fire Alarm</td>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>3/17/2013</td>
<td>Fire Alarm</td>
<td>Construction</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>4/16/2013</td>
<td>Fire Drill</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5/21/2013</td>
<td>Fire Alarm/Smoke</td>
<td>Burnt Food</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>7/11/2013</td>
<td>Fire Alarm</td>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>7/12/2013</td>
<td>Fire Alarm/Smoke</td>
<td>Burnt Food</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>7/13/2013</td>
<td>Fire Alarm</td>
<td>Shower Steam</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>8/31/2013</td>
<td>Fire Alarm</td>
<td>Defective Sensor</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>9/2/2013</td>
<td>Fire Alarm</td>
<td>Defective Sensor</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>9/10/2013</td>
<td>Fire</td>
<td>Burnt Food</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>9/12/2013</td>
<td>Fire Drill</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>9/29/2013</td>
<td>Fire</td>
<td>Overload/burnt washing machine motor</td>
<td>0</td>
<td>0</td>
<td>$600</td>
</tr>
<tr>
<td>11/5/2013</td>
<td>Fire/Smoke</td>
<td>Burnt Food</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

## 2014 Mount St. Joseph University Residence Hall Fire Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Cause</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Damage Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/20/2014</td>
<td>Fire Alarm</td>
<td>Candle</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>3/4/2014</td>
<td>Fire Alarm</td>
<td>Steam</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>5/1/2014</td>
<td>Fire Alarm</td>
<td>Smoke</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>8/22/14</td>
<td>Fire Alarm</td>
<td>Burnt Food</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

While residence hall building evacuations occurred, no planned fire drills were conducted in 2014.
Seton Center Fire Alarm Systems Include the Following

<table>
<thead>
<tr>
<th>24 Hour Monitoring</th>
<th>Smoke Detectors</th>
<th>Sprinkler Systems</th>
<th>Pull Stations</th>
<th>Audio/Visual Warning</th>
<th>Fire Extinguishers</th>
<th>Evacuation Route Placards</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

FUTURE IMPROVEMENTS TO FIRE SAFETY SYSTEMS

All fire alarm systems are maintained at their present capabilities and tested in accordance with current regulations. Improvements are implemented concurrently with facility renovation which involves a review of all plans by the University’s property insurance carrier.