

Anderson University Annual Security and Fire Safety Report 2010

CAMPUS SAFETY ANNUAL REPORT.

The information in this publication is in compliance with requirements set forth under the Student Right-to-Know and Campus Security Act of 1990 (Title II - Public Law 101-542 Nov.1990). This report is updated on an annual basis and is on the University website for all students, faculty and staff to view, upon request this report will also be provided to any applicant for enrollment or employment.

IMPORTANT TELEPHONE NUMBERS

Campus Safety (864) 231 2060
Heath Center (864) 622 6063
Campus Ministries (864) 231 2077
Counseling (864) 622 6074

UNIVERSITY CAMPUS SAFETY DEPARTMENT OVERVIEW

STAFFING

The University Campus Safety Department provides law enforcement services, communication services, crime prevention/education services, traffic/parking services and support services for campus events and activities. There are 12 staff members in the Campus Safety Department: Director, 11 officers. All of Anderson University's officers are certified with SLED and have the power to arrest.

Patrols on Campus / Investigation of Crimes

It is the responsibility of the University Campus Safety Officers to provide law enforcement deterrence and response to violations of state and federal laws and to support physical security programs. The officers provide continuous patrols of university property and facilities to deter acts of crime, and to detect and intervene when criminal activity occurs. An officer will respond to and follows up on all reported crime. In addition to their patrol services, officers investigate traffic accidents, assist in medical emergencies, provide motorist assistance, enforce campus traffic and parking regulations, and provide support services for many campus activities and events.

Working With Area Law Enforcement Agencies

The University Campus Safety has an excellent working association with and the support of, area law enforcement agencies. Persons committing similar crimes in adjacent communities cause many of the problems on campus. Our officers also work with area law enforcement agencies when members of the Anderson University community are involved in crimes and investigations which originate off campus. The Anderson City Police Department and the Anderson County Sheriff's Department supplement our officer staff for some campus events and activities.

Campus Crime Report and Drug and Alcohol Policy August 2010

Federal Law requires Campus Security to inform the campus community about the risks of crime and drug use. Federal Drug-Free Schools and Communities Act of 1989, requires Anderson University to publish in one document the following which demonstrates the implementations of a program to prevent the illicit use of drugs and the abuse of alcohol by its student and employees. Please read the information and use the in order to help foster a healthy and safe environment for yourself and safe environment for yourself and others on campus.

Legal Sanctions- Anderson University, as a matter of policy, prohibits the commission of any act which is a violation of a criminal law of the United States, a state law, or a municipal ordinance. Laws and ordinances prohibit the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, or controlled substance by students or employees as set forth in the South Carolina code of Laws, Section 4453110 et seq: the possession of drug paraphernalia (such as “roach clips, “ “bongs”, water pipes , cocaine spoons) as defined in South Carolina Code of Laws, Section 4453110 and section 4453391; the non prescribed use if anabolic steroids as defined in South Carolina Code of Laws, Section 44531510 et seq; and the distribution or delivery of an imitation (“look alike”) non controlled substance represent as a controlled substance as defined in South Carolina code of Laws, Section 4453390. The University also prohibits the unlawful distribution, sale possession or use of alcohol by students or employees as set forth in the South Carolina Code of Laws, Section 6113210 et seq. The Anderson University Campus Safety Department has authority, as set forth in the South Carolina code of Laws, Section 23160, to enforce, investigate and take action in response to illegal activity on the campus or upon grounds under control of the University. Students are advised to familiarize themselves with the Anderson University code of Conduct and other Student Life Regulations and Policies. The Department of Student Life will provide assistance in matters concerning the Code of Conduct and Student Life Regulations and Policies. Employees are advised to familiarize themselves with personnel policies. These policies can be found in the Human Resources Office in the Merritt Administration Building. The Human Resources Office will provide assistance in these matters. A description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol is contained in Appendix 3 which is copied directly from the Federal Register.

Health Risks

A. Risks Associated with Alcohol Abuse- alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to hear and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life

threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Source: U.S. Department of Education, Officer of Safety and Drug Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, Complying With the Drug Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University College Administrators, Washington , D.C., 2006 (Reprinted with Permission).

B. Risks Associated with Drug Use and Abuse- At first, people may perceive what seem to be positive effects with drug use. They also may believe that they can control their use; however, drugs can quickly take over their lives. Consider how a social drinker can become intoxicated, put himself behind a wheel and quickly turn a pleasurable activity into a tragedy for him and others. Over time, if drug use continues, pleasurable activities become less pleasurable, and drug abuse becomes necessary for abusers to feel “normal”. Drug abusers reach a point where they seek and take drugs, despite the tremendous problems caused for themselves and their loved ones. Some individuals may start to feel the need to take higher or more frequent doses, even in the early stages of their drug use. The initial decision to take drugs is mostly voluntary. However, when drug abuse takes over, a person’s ability to exert self control can become seriously impaired. Brain imaging studies from drug addicted individuals show physical changes in areas of the brain that are critical to judgment, decision making, learning and memory and behavior control. Scientists believed that these changes alter the way the brain works, and may help explain the compulsive and destructive behaviors of addiction. Addiction is defined as a chronic, relapsing brain disease that is characterized by compulsive drug seeking and use, despite harmful consequences. It is considered a brain disease because drugs change the brain’s structure and how it works. These brain changes can be long lasting and can lead to the harmful behaviors seen in people who abuse drugs. Source: National Institute on Drug Abuse. Drug Abuse and Addiction (brochure) Bethesda MD 2007 (Reprinted with permission).

AVAILABLE DRUG OR ALCOHOL COUNSELING

Counseling for chemical abuse or dependency is available through the Anderson University Counseling Center by arranging an appointment for personal counseling at extension 6074, 864- 622-6074 if you are off campus.

Employees seeking assistance with drug or alcohol abuse problems can get initial help and a referral to a local agency by contacting the University’s Director of Human Resources. This assistance is free, professional and confidential.

INFORMATION ABOUT THE SOUTH CAROLINA LAW REGARDING ALCOHOL

IT IS ILLEGAL:

- To purchase or possess beer or wine if you are under the age of 21. Penalty: A fine of not less than \$25 nor more than \$100.
- To purchase or possess liquor if you are under the age of 21. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to purchase beer or wine. Penalty: A fine of not less than \$50 nor more than \$100 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to obtain liquor. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.
- To possess an altered or invalid driver's license or personal identification card.
- Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days;
- 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To lend a driver's license or personal identification card to any other person.
- Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days.
- 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To give false information on an application to obtain a driver's license or personal identification card. Penalty:
- 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days;
- 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To alter a driver's license. Penalty: A fine of not more than \$2500 or imprisonment for not more than six months or both.
- To sell or issue a false driver's license. Penalty: A fine of up to \$2500 or imprisonment for not more than six months, or both.
- To use someone else's driver's license or identification card. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To use an altered driver's license or identification card containing false information. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To give beer, wine or liquor to anyone who is under the age of 21. (This law includes serving anyone in your home except your child or spouse.) Penalty: A fine of not more than \$200 or imprisonment for not more than 30 days.

- To sell beer, wine or liquor to anyone under age of 21. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not less than 30 days no more than 60 days, or both.
- To have an open container of beer or wine in a moving vehicle of any kind, except the trunk or luggage compartment. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed mini-bottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- Display conduct to be grossly intoxicated on any highway or at any public place or public gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days
- To be driving under the influence (DUI) of alcohol or other drugs. With a Blood alcohol content (BAC) level of 0.10% or more, it may be that the person was under the influence of alcohol. With a BAC less than 0.10% the BAC may be considered with other evidence and the person may be charged with DUI. Penalty:
 - 1st offense: A fine of \$200 or imprisonment for not less than 48 hours nor more than 30 days; driver's license is suspended for 6 months;
 - 2nd offense: A fine of not less than \$2000 nor more than \$5000 and imprisonment for not less than 48 hours nor more than 1 year; driver's license is suspended for 1 year;
 - 3rd offense: A fine of not less than \$3500 nor more than \$6000 and imprisonment for not less than 60 days nor more than 3 years; driver's license is suspended for 2 years;
 - 4th or subsequent offenses: Imprisonment for not less than 1 year nor more than 5 years; driver's license is suspended for 3 years for a 4th offense and is permanently revoked for a 5th offense; if the offender is the owner of the vehicle or a resident of the household of the owner of the vehicle, the vehicle shall be confiscated at the time of arrest.
- Felony driving under the influence (Driving under the influence which results in great bodily harm or death). Penalty: For causing great bodily harm- A fine of not less than \$5000 nor more than \$10,000 and imprisonment for not less than 30 days or more than 10 years; driver's license is suspended for period of imprisonment plus 3 years. For causing death - A fine of not less than \$10,000 nor more than \$25,000 and imprisonment for not less than 1 year nor more than 25 years; driver's license is suspended for period of imprisonment plus 3 years.

**INFORMATION ABOUT SOUTH CAROLINA STATE LAW
REGARDING CONTROLLED SUBSTANCES**

A partial list of South Carolina controlled substance laws follows:

A. MARIJUANA, HASHISH, METHAQUALONE, AMPHETAMINES.

1. Possession of 1 ounce or less of marijuana or 10 grams or less of hashish. Penalty: 1st offense: not more than 30 days or not less than \$100 nor more than \$200. 2nd or subsequent offenses: not more than 1 year and/or \$200 to \$1,000.
2. Possession of Methaqualone, Amphetamines, or more than 1 ounce of marijuana, or more than 10 grams of Hashish. Penalty: 1st offense: not more than 6 months and/or not more than \$1,000. 2nd or subsequent offenses: not more than 1 year and/or not more than \$2,000.
3. Manufacture, distribution, or possession with intent to distribute. Penalty: 1st offense: not more than 5 years and/or not more than \$5,000. 2nd offense: not more than 10 years and/or not more than \$10,000. 3rd or subsequent offenses: not more than 5 years nor more 20 years and/or not more than \$20,000.

B. LSD, HEROIN, COCAINE

1. Possession. Penalty: 1st offense: not more than 2 years and/or not more than \$5,000. 2nd offense: not more than 3 years and/or not more than \$5,000. 3rd or subsequent offenses: not more than 4 years and/or not more than \$10,000.
2. Manufacture, distribution or possession with intent to distribute. Penalty: 1st offense: not more than 15 years and/or not more than \$25,000. 2nd offense: not less than 5 years or more than 30 years and/or not more \$50,000. 3rd or subsequent offenses: not less than 15 years or more than 30 years and/or not more than \$50,000.

C. ICE, CRACK, CRACK COCAINE

1. Possession of less than 1 gram. Penalty: 1st offense: not less than 2 years or more than 5 years and not less than \$5,000. 2nd offense: not less than 4 years or more than 7 years and not less than \$10,000. 3rd or subsequent offenses: not less than 10 years nor more 15 years and not less than \$15,000.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAM

Anderson University provides the following services and programs to improve safety on campus and to educate the community about security issues.

- Escort Services - Campus Safety personnel provide an escort service after dark for students, faculty and staff walking on campus or to and from their on campus residence when requested. Students, faculty and staff are asked to walk with others when possible and to choose paths that are well lit.
- New Student Orientation - Crime prevention material are provided and questions are answered during new student orientation meetings.
- Personal Safety - Sessions on personal safety, crime and violence prevention, crisis and emergency management planning threat assessment, residence hall safety, rape prevention, fire and life safety, and first aid/CPR are offered on campus. Contact Campus Safety at 864 231 2060 for more information.
- Emergency Telephones - Campus phones are located throughout campus.
- Electronic Systems - Campus Safety monitors intrusion, fire alarms and cameras.
- Operation Identification - Students are strongly encouraged to mark valuables with driver's license number and to record serial numbers.
- Crime Prevention Material - Posters related to substance abuse, personal safety, theft preventions are distributed campus wide.
- Community Notification of Criminal Activity - Campus Safety routinely notifies the campus community of ongoing security concerns by sending out campus wide e-mails or text messages. If circumstances warrant, specially printed crime alerts will be prepared and distributed campus wide.

REPORTING CRIMES & OTHER EMERGENCIES ON CAMPUS

Students, faculty, staff and visitors are encouraged to immediately report any criminal offense, suspected criminal activity, fire, traffic accident, and injury or requests for medical assistance, directly to University Campus Safety. This can be done several ways:

- From any campus telephone dial 2060. Off campus dial (864) 231 2060.
- There are emergency telephones located at the access points to residence halls, at the Infirmary entrance and on campus elevators. These telephones require you to only activate the telephone and it will automatically ring the Campus Safety Office.
- Come to Campus Safety Office in person. The office is open 24 hours and is located on Kingsley in front of the Johnston Building.
- ANONYMOUS REPORTING email your report to CrimeWatch@andersonuniversity.edu

Anderson University Campus Safety Department's procedures require an immediate response of emergency calls. Your call is important to you. The Campus Safety officer must respond to the most critical call first.

- 1st Priority response is given to crimes against persons and personal injuries.
- 2nd Priority is provided to crimes not in progress where the victim is not in danger, property crimes, and escort services after the shuttle service stops.
- 3rd Priority is provided to other services.

Campus Security officers respond to all reports of crimes and emergencies and complete an "Incident Report" for any crime occurring on or adjacent to University property. As a service to the university community, some reports are made available, free of charge, to complainant to assist in the filing of an insurance claim. Crime (incident) reports can be made at any time.

CRIME STATISTICS MANDATED BY THE CLERY ACT

The below statistics reflect crime statistics mandated by the federal "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". These statistics represent incidents that have been reported to Anderson University Campus Safety as well as other University Officials who have significant responsibility for student and campus activity as defined by the Clery Act. Information is not solicited from the Counseling Office or Campus Ministries since their activities are protected and confidential. Incidents reported in the below tables do not always result in criminal investigation or prosecution when the victim chooses not to pursue the matter criminally and opts for alternative resolution such as the student judicial process.

CRIME STATISTICS

CALENDAR YEAR(S)	January 1, 2008 to December 31, 2008				January 1, 2009 to December 31, 2009				January 1, 2010 to December 31, 2010			
*** Required by Clery Act	*A	B	C	D	*A	B	C	D	*A	B	C	D
***Murder												
***Negligent Manslaughter												
***Sex Offenses (Forcible / Non-forcible)												
***Robbery	1	1										
***Aggravated Assault	1			1	1	1			1			1
***Burglary	1			1	4	2		2	7	3		4
***Motor Vehicle Theft												
***Arson												
Simple Assault									2	1		1
Larceny (theft other than by unlawful entry)	6	4		2	4	4			3	2		1
Larceny from Vehicles	6	6			3	3			4	4		
Vehicle Parking Lot Accidents (Non Injury)	13	13			20	20			15	15		
The statistics below include arrests or referrals to the Campus Judicial Process												
	*A	B	C	D	*A	B	C	D	*A	B	C	D
***Liquor Law Violations	22			22	6	1		5	5	2		3
***Drug Law Violations									3			3
***Illegal Weapons Violations												
Placed on Trespassing, Disorderly, etc	7	7			3	3			5	5		

Note:

*A=On Campus *** This category includes all on campus incidents, in residence halls or other facilities

Therefore, categories "B", "C", and "D" are not cumulative, but duplicative

B= Non Residence buildings or grounds

C= Public Property (Surround University Property)

D= Residence Hall (Houses included)

Key To Hate Crimes Notations:	Race =ra	Gender =g	Disability =d	Ethnicity =e	Sexual Orientation =s
NO REPORTS					

Campus Residence: Residence halls, apartments and other facilities used for student or staff housing.

Campus Other: All non-residential facilities.

Non-Campus Property: Any building or property owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purpose; or, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property: There is no public property within the university boundaries.

MAINTENANCE OF CAMPUS FACILITIES / SECURITY OR SAFETY HAZZARD

Campus Safety personnel, as part of their general patrol procedure, generate a work order to Physical Plant when any defective lighting or unsafe condition on campus is noted. Students, faculty and staff are encouraged to report any safety concerns directly to Campus Safety so their safety concerns may also be addressed.

If you observe a streetlight not working properly or burned out, an inoperable lock, damage to University property or other security hazard, call Campus Safety at (864) 231 2060 to report it. The department will follow up with an appropriate work order and/or notification.

ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible during normal business hours, excluding holidays. Athletic facilities, computer labs, library, and other select university service areas have varying hours of operation. Since the University cannot ensure that unauthorized persons will not enter into residence halls, students are strongly encouraged to lock their rooms doors at all times. The university has an visitation policy which limits the hours friends of opposite sexes may visit in a residence hall room. The violation of this policy may result in disciplinary proceedings. Resident hall policies may be found in the student handbook.

MISSING STUDENT POLICY AND PROCEDURE

Anderson University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Anderson University student(s) living in University-owned, on-campus housing, who based on the facts and circumstances known to the University are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the university environment result from a student changing their routine without informing their roommates and/or friends of the change. However, anyone who believes a student to be missing should immediately report their concern to the Campus Safety Office or the Residence Life staff. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to University officials, parents of a missing student will be notified. In all cases involving missing students less than 18 years of age and not emancipated, parents or guardians will be notified. In the event that parental notification is necessary, the Vice President for Student Development will place the call. At the beginning of each academic year, residential students will be asked to provide emergency contact information in the event they are reported missing while enrolled at Anderson University. This confidential emergency information will be kept in the Office of Residence Life and will be updated each semester. It will be utilized only by authorized campus officials and law enforcement officers in the furtherance of a missing person investigation. Local law enforcement will be notified that a student is missing even if the student has not registered a contact person.

GENERAL PROCEDURE / MISSING STUDENT:

1. The Anderson University official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. -visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).
2. The Anderson University official receiving the report will contact the Residence Life staff person on-call and the Vice President for Student Development in order to update them on the situation and to receive additional consultation. The Vice President for Student Development will ascertain if/when other members of Senior Leadership and the Director of Marketing need to be contacted.
3. Upon notification from any entity that a student may be missing, Anderson University may use any or all of the following resources to assist in locating the student:
 - a. Call the student's room,
 - b. Go to the student's residence hall room,

- c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
- d. Secure a current student ID (from Campus Safety) or other photo of the student from a friend.
- e. Call and text the student's cell phone and call any other numbers on record.
- f. Send the student an email.
- g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lobbies, student common areas, fitness center, etc. The Campus Safety Office and the Office of Residence Life may be asked to assist in order to expedite the search process.
- h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook and Twitter.
- i. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check all University parking lots for the presence of the student's vehicle.

4. The Anderson University Information Technology staff may be asked to obtain email logs in order to determine the last log in and/or access of the AU network.

5. Once all information is collected and documented and the Vice President for Student Development (or his designee) is consulted, Campus Safety may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, standard protocol will be followed by the University.

FIRE SAFETY

There have been several dormitory and residential fires on college campuses in the last few years that have claimed the lives of several students. As a result of these recent fires, concern has been raised among fire protection professionals, university officials and the public concerning fire safety in campus housing. That concern was felt strongly at Anderson University. Although Anderson has not experienced a fatal fire since it was founded in 1911, university officials recognized that almost any fire has potentially fatal consequences.

Anderson University has a major residential system on campus consisting of 15 dormitory structures and 6 apartment buildings that house approximately 1150 students. The structures vary considerably in construction and fire protection capabilities as a result of prevailing fire codes in effect at the time of construction.

Although the University fire prevention resources are directed at the entire campus, a major aim of the program is specifically directed at the residence halls. The campus fire prevention program requires a balanced effort consisting of education, emergency planning, and inspection of buildings and testing of fire protection systems. Fire drills are conducted at the beginning of each semester to familiarize the students and staff on proper procedures to follow during fire alarms. Area Coordinators and Residence Life personnel conduct fire safety training with the Anderson City Fire Department before the fall semester starts. In case of an actual fire the following are notify.

<i>Anderson City Fire Department</i>
<i>Director of Campus Safety</i>
<i>Director of Residence Life / Area Coordinators</i>
<i>Director of Physical Plant / On call personnel</i>
<i>Vice President of Student Development</i>
<i>Vice President for Finance and Administration</i>

Fire Statistics	2008	2009	2010
Number of fires and cause of each fire on campus	0	0	0
Number of deaths related to the fire	0	0	0
Number of injuries related that resulted treatment at a medical facility.	0	0	0
Value of property damage related to the fire	0	0	0

Since we feel that early detection is the key to fire safety on campus, we are continuing to upgrade our automatic detection and alarm systems in our residential buildings to ensure the quickest detection and response available.

ELECTRICAL APPLIANCES / COOKING

Due to an increasing demand on the university's electrical system and because of a potential fire hazard, it is important that students comply with the following regulations. Electrical appliances allowed in residence hall rooms are limited to UL approved hot pots, small compact refrigerators (1.5 amps), small microwave ovens (700 watts maximum), hair

dryers and curling irons. Irons with automatic shut-off valves are suggested. **MICROWAVE OVENS AND REFRIGERATORS ARE LIMITED TO ONE PER ROOM.**

Electrical appliances that are NOT ALLOWED in rooms include electric blankets, freezers, open-coil appliances, toaster ovens or toasters, hot plates, fondue pots, crock pots, deep fryers, George Forman Grills, and space heaters (unless issued by the Physical Plant Office). Students should have not more than one study lamp each in their rooms. No appliance used in the residence hall room (except hair dryers and irons) should exceed 700 watts of electricity. Extension cords are prohibited. Power strip with a “re-set” button in addition to the surge protector is allowed. Due to the size of the rooms and electrical capacity of the residence halls, students should consult with their roommates before deciding which appliances each person will bring to campus. Candles are not allowed in the residence halls or apartments due to potential fire hazards that may result from an open flame.

FIRE ALARMS AND EQUIPMENT

Fire drills are held at the beginning of each semester to ensure that students know proper emergency procedures. When a fire alarm sounds, students should:

1. Close all windows.
2. Leave the room and proceed in an orderly manner through an assigned exit to a safe distance from the building.
3. Remain outside the building until Campus Safety Office personnel declare it safe to re-enter the building.

Fire exit routes are posted on every hall. Residence hall staff members will check all rooms during a fire drill to make certain the building is vacant. Failure to leave the building in a timely manner when a fire alarm sounds may result in a fine and additional disciplinary action may be taken.

Fire equipment is provided for the safety of all residents. Misuse of fire alarms or fire safety equipment is a serious infraction as it potentially endangers the lives of students and staff personnel.

At no time is any item to be hung from a fire sprinkler system or any items be stored in front of a fire pull station. Fire egress areas and stairways cannot be used for storage and access to a fire extinguisher be blocked.

A student found to be involved in setting off a false fire alarm, discharging a fire extinguisher when there is no fire, or tampering with any part of a fire alarm or fire safety equipment may be evicted from the residence halls as a minimum penalty.

Physical Plant Preventative Maintenance program change all smoke detector batteries twice per year regardless and any other time a work request is submitted by a student of a noise problem. These are changed during the summer repair program and before the spring semester starts. All portable batteries are recycled in the university hazards waste program due to radiation element of smoke detectors.

Setting a fire on campus is reason for automatic suspension from the University.

SMOKE DETECTORS

Battery operated smoke detectors have been installed in each room in North Rouse, South Rouse, and Lawton Hall to provide an additional safety measure for the occupants. If a battery becomes weak, the smoke detector will begin to beep. When this occurs, residents in these buildings should remove the old battery and carry it to the Residence Life

Office. Once the old battery is received, a new one will be installed by the Physical Plant personnel. Failure to follow the above procedure may result in disciplinary sanctions.

Smoke detectors in all other residence halls/apartments are electronically controlled by a fire safety system in each building.

On-Campus Residential Facilities	Fire Alarm Monitoring by ACFD via phone lines	Automatic Fire Sprinkler System	Fire Pump	Fire Alarm Initiating Smoke Detection	Battery Operated, Single Station Smoke Detection	HAAC Duct Detection	Portable Fire Extinguisher Devices	Kitchen Hood Suppression System	posted Evacuation Plans	Number of evacuation (fire) drills each academic year	External announcators and bldg ID	Fire Drills held for 2009
Pratt		X		X		X	X		X		X	2
Denmark		X		X		X	X		X		X	2
S. Rouse					X		X		X		X	2
N. Rouse					X		X		X		X	2
Lawton					X		X		X		X	2
Kingsley				X			X		X			2
The Village		X	X	X			X		X		X	2
College Ave 501					X		X					1
College Ave 503					X		X					1
Boulevard 321					X		X					1
Boulevard Hall "C"	X	X		X			X	X	X			2
Boulevard Hall "D"	X	X		X			X	X	X			2
Boulevard Hall "E"	X	X		X			X	X	X			2
Boulevard 307					X		X					1
Boulevard 305					X		X					1
Stringer Commons A				X			X		X			2
Stringer Commons B				X			X		X			2
Stringer Commons C				X			X		X			2
Stringer Commons D				X			X		X			2
Stringer Commons E							X		X			2
Virgina Circle					X							1
Williamston Road					X							1
Springdale 1226					X							1

AU EMERGENCY PROCEDURES PLAN

The Emergency Procedures Plan is a guide to provide students, faculty and staff with an emergency and crisis management system when responding to major disaster or disturbances to the university. University personnel designated to carry out specific responsibilities are trained to know and understand the University's policies and procedures. The University will operate a Crisis Management Team (CMT) in the event of an emergency. The Emergency Procedure Plan is designed to effectively coordinate the use of university and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near the university. All faculty and staff are informed of the Emergency Procedures Plan in the new hire introduction orientation.

CAMPUS EMERGENCY NOTIFICATION SYSTEM

Anderson University has an emergency notification system which will provide emergency information to students, faculty and staff through their cell telephone and email. (AU ALERT) To update your contact information go to AU Home Web page.

The University will, without delay, immediately notify the campus community upon the confirmation of a significant emergency involving an immediate threat to health or safety of all personnel occurring on the campus.

After the initial notification, follow-up information may be disseminated to the campus community via AU ALERT and or email.

POLICY FOR MASS NOTIFICATION

AU ALERT system will be used for distribution of emergency alerts to students, faculty and staff that would be affected directly by a critical incident which poses an imminent threat to their health or safety given their presence on university property.

EMERGENCY ALERTS

Notifications regarding critical incidents that pose an imminent threat to health or safety of the University community. Examples of such emergency include, but not limited to severe weather, fire in a building, criminal violence that broadly threaten the safety of the University community.

Designees from the following Anderson University offices have authority to approve dissemination of AU ALERTS.

Office of the President
Vice President of Finance Administration
Vice President of Student Development
Director of Marketing & Communication
Office of Campus Safety

POLICY PROHIBITING HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Anderson University to provide and maintain a learning and working environment that is free from sexual, racial, and other forms of harassment and violence. Anderson University believes its students, faculty members, and employees should be able to enjoy an environment free from harassment based on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status.

In compliance with federal and state laws, it is the policy of Anderson University to prohibit harassment and violence by any person and in any form. Nothing herein shall affect Anderson University's right to employ or admit only those individuals practicing the Christian faith.

Specifically, no student, faculty member, supervisor, employee, or other individual shall threaten or harass any other individual or insinuate harassment toward another individual through their conduct, or through any communication of any nature. Anderson University will investigate all complaints of harassment, formal or informal, verbal or written, and take appropriate action or discipline against any person who is found to have violated this policy.

Anderson University recognizes that it may be difficult to define what constitutes harassment under the law. As a result, Anderson University will not tolerate any type of inappropriate behavior that may lead to forms of illegal harassment.

II. DEFINITIONS

SEXUAL HARASSMENT DEFINED

Sexual harassment or gender-based harassment occurs when unwelcome conduct, generally of a sexual nature, becomes a condition of an employee's continued employment or student's education, affects other employment or academic decisions regarding the employee or student, or creates an intimidating, hostile, or offensive working or learning environment. Sexual harassment could include, but is not limited to:

- Requests for sexual favors
- Unwanted physical contact, including touching, pinching, or brushing the body
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats
- Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, inappropriate whistling, or obscene gestures
- Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature)

Women are not the only ones who can experience sexual harassment. Not only can men experience sexual harassment, but harassment can also be between persons of the same sex.

OTHER FORMS OF ILLEGAL HARASSMENT

Harassment includes many forms. It includes verbal or physical conduct that defames or shows hostility toward an individual because of his/her sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working or learning environment; interferes or is intended to interfere with an individual's work or educational performance; or otherwise adversely affects an individual's employment or educational opportunities. Harassing conduct can include, but is not limited to:

- Epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts that relate to an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status, and that is placed on walls, bulletin boards, or elsewhere on the University's premises, or that is circulated on the campus

III. REPORTING PROCEDURES

A. **STUDENTS.** Any student who believes he/she has been the victim of harassment based on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status by a faculty member, member of the staff, student, or other university personnel, or who has knowledge of or has observed such behavior, is to immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be a faculty member, department head, or the Vice President for Student Development.

B. **MEMBER OF THE STAFF OR FACULTY.** Any member of the staff or faculty who believes he/she has been the victim of harassment based on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status by a student, faculty member, member of the staff, or other school personnel, or who has knowledge of or has observed such behavior, is to immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be his/her immediate supervisor, the chief administrator in his/her division, the Vice President for Student Development, or the Director of Human Resources.

C. **GRIEVANCE COORDINATOR.** Anderson University designates the Vice President for Student Development as the Human Rights Officer with responsibility to identify, prevent, and remedy harassment. The Office of the Vice President for Student

Development is located in the Merritt Administration Building, telephone number (864) 231-2075, office hours 8:30 a.m. - 4:30 p.m. The Vice President for Student Development shall:

- Receive reports or complaints of sexual harassment, and harassment based on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status
- Oversee the investigative process
- Be responsible for the training needs of the University's staff and students in connection with the dissemination, comprehension, and compliance with this policy
- Arrange for necessary training required for compliance with this policy
- Insure that any investigation is conducted by an impartial investigator who has been trained and is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation
- Determine whether, based on the circumstances, appropriate law enforcement is to be contacted

D. **REPORT FORM.** Anderson University encourages the recipient of a report or the person complaining to use the report form available from the Vice President for Student Development or the Director of Human Resources; however, oral reports shall be considered complaints as well. Use of the report form is not required to make a complaint.

E. **RECEIPT OF REPORT.** Upon receipt of a report, if not yet reported to the Vice President for Student Development, the recipient shall encourage the person making the complaint to report it to the Vice President for Student Development. The recipient shall also immediately notify the Vice President for Student Development without screening or investigating the report. If an oral report is made, a written statement of the facts alleged shall be completed as soon as possible, but within 24 hours, by the person receiving the report. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the individual.

F. **TIME LIMIT.** A complaint **must** be filed within forty-five (45) days of the occurrence of the alleged harassment or violence.

G. A copy of this policy shall appear in the Student Handbook, Personnel Handbook, the Intranet, and shall be made available upon request of parents, students, and other interested parties from the Vice President for Student Development or Director of Human Resources.

H. Anderson University will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with Anderson University's legal obligation to investigate, to take appropriate action, and to conform to any other obligations. Anderson University cannot guarantee confidentiality, but will make every effort to keep the matter as confidential as possible.

IV. INVESTIGATION

A. Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, national origin, or religion, the Vice President for Student Development shall immediately undertake or authorize an investigation. That investigation may be conducted by the Vice President for Student Development, or by a third party designated by the Vice President for Student Development, and shall begin within five (5) days of receiving the complaint.

Occasionally, an employee or student may determine that talking with the Vice President for Student Development about the conduct is not desirable or feels that his/her complaint has not been or cannot be properly handled by the Vice President for Student Development. In that event, the employee or student may file the complaint with the Director of Human Resources.

B. PROCESS

1. INFORMAL PROCEDURE. If the appropriate administrator is able, through discussion, to resolve the matter to the satisfaction of all persons involved, the matter may be closed at this point. Although not required, it may be possible to resolve a complaint through a voluntary conversation between the complaining student or employee and the alleged harasser which is facilitated by a university employee or by a designated harassment complaint official. If the complaining student or alleged harasser is a student under the age of 18, the harassment complaint official should notify the student's parent(s)/guardian(s) if, after initial consultation with the student it is determined to be in the best interest of the student. Parent(s)/guardian(s) of students over the age of 18 will not be contacted unless written authorization by the student is given. If the complaining student or employee and the alleged harasser feel that a resolution has been achieved, then a documentation of the resolution will be placed in the investigation file and no

further action will to be taken. The results of an informal resolution shall be reported, in writing, to the Provost and/or President of Anderson University.

2. **FORMAL PROCEDURE.** The complainant or the Vice President for Student Development shall fill out a formal report form based on the written or verbal allegations of the complaining student or employee. This report form shall be kept in a centralized and secure location.
 - a. The report form shall detail the facts and circumstances of the incident or pattern of behavior.
 - b. If a student under the age of 18 is involved, his/her parent(s)/guardian(s) shall be notified, unless after consultation with the student it is determined not to be in the best interest of the student. Parent(s)/guardian(s) of students over the age of 18 will not be contacted unless written authorization is given by the student.

C. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and document review deemed pertinent by the investigator. Depending on the circumstances, the accused may not initially be informed of the identity of the complainant, but should be informed of the allegations and the facts surrounding the allegations.

In determining whether the alleged conduct constitutes a violation of this policy, Anderson University may consider the surrounding circumstances, the nature of the behavior, past incidents, or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances.

D. Anderson University may take immediate steps, at its discretion, to protect the complainant, students, staff, or faculty members pending completion of an investigation of alleged harassment or violence.

E. The investigation will be completed as soon as practicable, but within fourteen (14) days of receiving the complaint. The Vice President for Student Development shall make a written report to the President of Anderson University upon completion of the investigation. If the complaint involves the President of Anderson University, the report will be forwarded directly to the Board of Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be in violation of this policy.

F. Any time limits set by this procedure are designed to achieve prompt and appropriate resolution of complaints of discrimination. The University, however, intends to be equitable, and, if the Vice President for Student Development determines that in his/her judgment equity requires a variation from these time frames is needed, he/she may deviate from them. Any deviation in the time frames shall be put in writing and the parties shall be properly notified.

V. ACTION

A. The results of Anderson University's investigation of each formal complaint filed under these procedures will be reported in writing within five (5) days to the complainant and other parties by Anderson University in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

B. Upon receipt of a report from the Vice President for Student Development that a violation has occurred, Anderson University will take prompt and appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, awareness training, counseling, parent-teacher conferences, termination, or discharge.

In determining the appropriate response to a finding that behavior which is in violation of this harassment policy has occurred, Anderson University shall consider:

- What response is most likely to end any ongoing harassment
- Whether a particular response is likely to deter similar future conduct by the harasser or others
- The amount and kind of harm suffered by the victim of the harassment
- The position and/or relationship between the parties involved
- Whether the harassment was engaged in by university personnel, and if so, Anderson University will also consider how it can best remediate the effects of the harassment

C. If the results of Anderson University's investigation and evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal the determination, in writing within five (5) days of receiving the decision, as follows:

1. The complainant shall file a formal appeal with the Vice President for Student Development. The Vice President for Student Development will officially

acknowledge receipt of the appeal and will inform the respondent.

2. The Vice President for Student Development will then set a date for an appeal review. Those present will include:
 - (a) The complainant
 - (b) The respondent
 - (c) The Review Board
 - (d) The Vice President for Student Development, who will act as moderator

The Review Board shall be similar to that of a jury. The Board shall consist of six (6) members, composed as follows:

- If the complainant is an employee of Anderson University, the Board shall consist of two (2) faculty members (appointed by the faculty chairperson), two (2) members of the administrative staff (appointed by the President), and two (2) employees from the complainant's department (appointed by the Department head)
- If the complainant is a student, the Board shall consist of two (2) faculty members (appointed by the faculty chairperson), two (2) members of the administrative staff (appointed by the President), and two (2) students (appointed by the President of the Student Government Association)

The responsibilities of the Review Board will be to make a determination of the validity of the complaint.

3. The complainant and the respondent will represent themselves at this appeal review. The appeal review will provide ample time to consider the positions of both the complainant and the respondent. The Review Board will issue a written report within five (5) days. Copies of the report shall be provided to both the complainant and the respondent.
4. If the Review Board affirms the original determination made by the Vice President for Student Development, the Review Board's decision will be deemed final and no further appeals will be available. If the Review Board does not affirm the original determination made by the Vice President for Student Development, the losing party may appeal the decision of the Review Board to an appropriate third-party Vice President (one that does not have a conflict of interest in the matter) in writing within five (5) days after receipt of the Review Board's decision.
5. The Vice President for Student Development will arrange for a conference before the appropriate third-party Vice President. Those present at the conference will include the complainant, the respondent, the third-party Vice President, and the Vice President for Student Development. The complainant and the respondent will represent themselves at the conference. The decision of the third-party Vice

President will be final and will be binding on the parties. The third-party Vice President will report his/her decision in writing within five (5) days of the conference will be provided to both parties and to the Executive Committee of the Board of Trustees. (There shall be no appeal by faculty members to the Faculty Grievance Committee.)

- D. If Anderson University's investigation and evaluation of a complaint of harassment results in a conclusion that an individual has engaged in harassment in violation of this policy, that individual may appeal this determination in writing within five (5) days of receiving the decision using the same process as set forth above in Paragraph C of this section.
- E. Copies of all complaints of harassment and the investigation conducted pursuant to them shall be maintained in an investigation file for a minimum period of two (2) years in the office of the Vice President for Student Development. All findings of violations of the Harassment Policy, regardless of its severity, will be placed in the respondent's personnel and/or student file.
- F. Any time limits set by this procedure may be considered for an extension by submitting a written request for extension prior to the expiration of the time limit to the Vice President for Student Development for written approval.

VI. Reprisal

Anderson University will discipline or take appropriate action against any student, member of the staff, or faculty who retaliates against any person who reports an incident of alleged harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation, or review relating to such reports of harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

A complainant, whose allegations are found to be false and brought with willful intent, will be subject to disciplinary action, which may include, but is not limited to, written warning, demotion, transfer, suspension, dismissal, termination, or expulsion.