Annual Campus Security & Fire Safety Report
(Clery Act Compliance)
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Cedarville University Campus Safety Website
Dear students, faculty, and staff,

At Cedarville University, our goal is to provide for a safe and secure campus. Campus Safety and Security and Student Life work together to enhance the well-being of our University family. However, the most effective means of achieving this goal is through a collaborative endeavor by students, faculty, and staff. This document is considered our “Annual Campus Security and Fire Safety Report” and is just one means of working together for a safe campus. It is provided to the campus community, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, generally referred to as the Clery Act in Section 485(f) of the HEA. The Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) also includes amendments of the Clery Act. This report from the University provides information relating to crime statistics and safety/security policies and procedures. This information is distributed via official email to all current students and employees, informing them of its contents and providing them with access to the full report.

In addition, the University informs all prospective students and employees of its availability and will provide it to them upon request. The report is prepared by the Director of Campus Safety and Security and is compiled from information obtained from Campus Security incident reports, information reported by CSAs, Student Life records, and Title IX reports and from checking with the local law enforcement agency having jurisdiction for any reported crimes on our campus. The University is committed to providing a safe environment for the campus community and offers many programs and initiatives that enhance the campus safety, including:

- Enhanced lighting around campus buildings and grounds
- Restricted access to residence halls on a 24-hour-a-day basis and all campus buildings after normal business hours
- Escort service after dark
- Surveillance cameras installed in certain strategic locations
- Security awareness and crime prevention materials and programs
- Emergency telephones located strategically throughout the campus
- Mass notification system for emergency communication to the campus
- A Campus Safety and Security Department with 24-hour-a-day patrol of the campus buildings and grounds

The University is blessed in that it has not experienced a significant number of serious crimes; however, criminal activity does occur both on campus and in the surrounding community. Regardless of the size or geographic location of a university campus, it is imperative that students and employees stay alert to the possibilities of crime. By doing this, the University will be better equipped to prevent future incidents. Having specific security related policies and procedures in place and adhering to good security practices is vitally important. I encourage you to read the information in this document so that you will have an accurate and realistic understanding of how you can take responsibility for your safety. We are pleased to have you on campus for the academic year and pledge to work with you in making your educational and work experience a positive and enjoyable one.
Sincerely,
Doug Chisholm
Director of Campus Safety and Security

Important Phone Numbers

EMERGENCY CALLS

Emergency numbers operate 24-hours-a-day:

For assistance from a CAMPUS SECURITY OFFICER on campus:
From a campus phone: 999
From an off-campus phone: 937-239-6491
For emergencies requiring police, ambulance, and/or fire department: 911

NONEMERGENCY CALLS

For assistance from a CAMPUS SECURITY OFFICER on campus or to request routine service:

Campus Safety and Security main office, 8 a.m. to 4:30 p.m. (located in SSC upper level lobby near Information Desk), Monday through Friday dial 7992. At all other times, such as after 4:30 p.m. and on weekends and holidays, or if unable to reach the main office:

   From a campus phone dial 999
   From an off-campus phone dial 937-239-6491

Biographical Information

Information:

Cedarville University is an accredited Christian University of arts, sciences, professional, and graduate programs, offering more than 130 programs of study. More than 500 faculty and staff members serve 3,963 students from all over the world. The University is located on a 400-acre campus at the north edge of the village of Cedarville, Ohio, a relatively quiet community with a population of approximately 4,134 residents in the most recent census.

Tips for a Safe Campus:

While the security policies and procedures at Cedarville University are designed for your safety and welfare, you help to maintain your own safety both on and off campus by following all security policies and by using common sense safety practices, such as:

   o Walking and jogging in groups at night
   o Reporting suspicious persons to Campus Safety and Security immediately
   o Not leaving books, coats, purses, backpacks, lap top computers or any item of value unattended in public areas.
o Keeping residence hall rooms locked when unoccupied and not propping open exterior doors
o Faculty/staff keeping their offices locked when unoccupied or when leaving, even for a brief moment
o Keeping keys in a secure place, inaccessible to unauthorized persons
o Locking car doors at all times and securing valuables in the trunk

The following document will provide you with an overview of helpful security facts. While some of this material may seem more relevant to students, this information is of value to faculty and staff members as well. Everyone on campus should be safety-conscious and follow security procedures.

**Requesting Routine Assistance**

To request routine assistance from Campus Safety and Security, please contact our office at ext. 7992 during normal business hours (8 a.m.–4:30 p.m.). At all other times, such as after 4:30 p.m., weekends, or holidays or if you cannot reach the main office, dial 999 (refer to the important phone number section of this document for additional details).

**Routine requests include:**
- Opening doors
- Assisting with issues with vehicles (such as jump starts and lockouts)
- Assisting with parking or traffic issues
- Requesting a personal escort or transport for safety reasons
- Reporting maintenance problems after normal business hours and on weekends and holidays
- Requesting an officer to take an incident report for non-emergency situations, such as minor vehicle accidents with no injuries, reporting lost or damaged property, etc.

**Reporting Suspicious Persons or Criminal Activity and other Emergencies**

You may report suspicious persons, criminal activities, or other emergencies by dialing 999 on any campus phone (from an off-campus phone, dial 937-239-6491). These numbers ring into the Campus Safety and Security 24-hour-a-day emergency phone. You may also dial 911.

A campus security officer will respond to assist you, as well as local police, fire, or emergency medical services, if necessary. The responding officer(s) prepare and submit incident reports for administrative review. Please remember to **REPORT IT IMMEDIATELY** as it may be imperative to make timely reports to the campus community warning others of the situation! Campus Security will not be able to respond to a crime or provide immediate assistance to you if they don't know about it. This may include but is not limited to campus thefts, assaults, sex offenses, disruptive behavior, vandalism, breaking and entering, suspicious persons seen in and around campus residence halls and buildings, vehicle break-ins, fires, alarms, gas odors, medical emergencies, and others.
You may report crimes or other incidents on a voluntary, confidential basis if necessary; however, confidentiality cannot always be guaranteed, depending on the nature and circumstances of the incident reported. In addition to reporting these matters to Campus Safety and Security, students may also report them to the Associate Deans of Student Life, their Resident Director, or the campus Title IX coordinator. Pastoral and professional counselors are encouraged to inform clients of voluntary, confidential crime reporting procedures.

**Emergency Phone Locations**

**Emergency Telephones** are available across the campus for fast reporting of incidents and requesting assistance. Look for the YELLOW BOX with a “blue-colored” security light located over top of it to help you identify the location.

**NORTH CAMPUS:**

- Intramural fields on the north side of Route 72, across from Willetts Hall
- Walkway located adjacent to Willetts and Printy Halls on Cedar Lake Drive
- Upper entrance to the Stevens Student Center (SSC).
- SSC loading dock
- University Medical Center – main entrance
- Dixon Ministry Center loading dock
- Main entrance to the Center for Biblical and Theological Studies (BTS), facing Cedar Lake
- BTS (south entrance)
- BTS (north entrance)
- BTS (east entrance, off from faculty/staff parking lot)
- Water Tower (lot #25) parking lot
- Tennis court area
- Athletics complex and track adjacent to the concession stand
- Townhouses – west end of townhouse #1, near parking lot.
- West Hall – north end of building facing rear parking lot.

**SOUTH CAMPUS:**

- Northwest entrance of the Engineering Project Lab (EPL), which is also adjacent to the rear entrance of the Engineering and Science Center (ENS)
- Sidewalk adjacent to Milner (MIL) and ENS
- Center for Teaching and Learning - front entrance
- Southeast entrance to Maddox Hall, facing the Apple Technology Resource Center parking lot
- Faith Hall front entrance
- Carnegie Center for the Visual Arts basement - inside lower entrance
- Tyler Digital Communication Center (TYL) – south entrance off from parking lot
- TYL/MIL area – adjacent to sidewalk and roadway
- Alford Annex entrance
- Health Sciences Center (HSC) – west entrance facing the parking lot
- HSC – east entrance facing the lake
HSC (– south side outside EMS garage
Northwest entrance of the Chemistry Laboratory Center.

Campus Security Authorities (CSAs) – Responsible Offices and Persons

The offices that have primary responsibilities for campus security and safety at Cedarville University are: Campus Safety and Security, reporting to the Associate Vice President for Operations and Vice President for Business and the Student Life Division, including the Associate Deans, Resident Directors, and Resident Assistants, under the direction of the Vice President for Student Life and Christian Ministries.

As in the case of Student Life, this would include the Associate Deans, Resident Directors and Assistants. The Director of Campus Security and Safety maintains overall responsibility for the operational and service-related safety and security functions. Campus Safety and Security is divided into the following:

- Administrative director
- Two field lieutenants – responsibilities include shift operations, life safety, security and parking management, and officer training.
- Field sergeant – responsibilities include evening shift operations supervision and officer training.
- Department secretary
- Special recordkeeping and compliance Technician
- Three key and access control technicians
- Four full-time security patrol officers
- Part-time security patrol officer
- Five–eight student security patrol officers (cadets)

The officers working with the department are primarily selected based on prior experience and training in private security, police, fire, military, or emergency medical service. Most of the officers have degrees in criminal justice/police science, have specialized security training, or, in the case of students, are involved in working toward completing their degree. Training includes, but is not limited to, legal updates and issues, crime prevention strategies, safety, fire and evacuation response, emergency preparedness, report writing, CPR/basic first aid, and self-defense and crisis intervention training. Most full-time and part-time officers are certified in the use of pepper spray and ASP baton and are authorized to carry these nonlethal weapons while on duty. The director and several members of the supervisory and patrol staff are also trained and OPOTC state certified to carry firearms while in the course of their duties as private security personnel. They also undergo tactical training on a regular basis that involves responding to crisis situations or acts of violence that may occur on campus.
Campus Security Authority (CSA)

In addition, other offices or individuals on campus are considered to have Campus Security Authority (CSA). These would include someone who has significant responsibility for student and campus activities.

Included in this category would be:

- Directors of Athletics, athletic team coaches
- Faculty advisor to a student group
- Student Life counselors (exempted officials include pastoral and professional counselors)
- Medical Director
- Campus experience directors
- Study abroad coordinators
- Title IX Coordinator or those with associated responsibilities

A faculty member who does not have any responsibility for student and campus activity beyond the classroom would not meet the criteria of a CSA.

The function of a CSA is to report to the official or office designated by the University to collect crime report information, those allegations of Clery Act crimes that he or she may have become aware of, or was involved in investigating in any way during the year while serving in the capacity of a CSA. At Cedarville University, this office is the Campus Safety and Security Department and, specifically, the Director of Campus Safety.

CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner. Regardless of whether someone is a CSA or not, we encourage all persons to promptly report any crimes or offenses that they are aware of occurring on or near campus to Campus Safety and Security. By doing so, the entire campus community will participate in helping to maintain a safe and secure environment.

CSAs are provided information to ensure that they understand their role either by email or by participating in review meetings, such as with security and Resident Life personnel on an annual basis.

Campus Security - Authority and Jurisdiction

Campus Safety and Security Department personnel function as professional security officers and do not currently have police officer status, which includes powers of arrest in the state of Ohio. Since the University is located within the village of Cedarville and Greene County, the Cedarville Police Department serves as the primary jurisdictional authority responsible for investigating crimes on campus. Depending on the case, the Greene County Sheriff’s Department may assume ultimate control or assist with any investigation within the village. The University also has a contract agreement with the village police to assist with:
• Traffic control on the public roadways located adjacent to the University

• Providing law enforcement coverage for Campus Security when special events are held at the University that may demand a heightened level of safety and security

In general, serious criminal offenses, such as those included in the Campus Security Act Crime Statistics section, are reported to the local police for investigation and oversight. Cases involving more minor offenses, such as petit theft, criminal mischief, trespassing, disorderly conduct, vandalism, etc., are reported to the local police depending on the nature and seriousness of the offense and joint investigative efforts are deployed to handle these matters. Regardless of the nature of the offense, individual perpetrators may be arrested and charged in accordance with state and local laws. Infractions involving University rules and regulations are promptly reported to Student Life for disciplinary action. The Cedarville police and Campus Safety and Security have a mutual agreement of understanding on reporting and investigating criminal matters.

Campus Security personnel work closely with the local police and have direct radio communication with them on a 24-hour-a-day basis. Situations occurring in the village, township, or county that may impact the University are brought to our attention by the local police or county sheriff’s department. In addition, off-campus student criminal activity is reported by the police to Campus Safety Security. The University does not currently have any off-campus housing for student organizations. Cedarville University is also part of the Greene County 911 Emergency Notification System.

**Campus-wide - Emergency Notification (Alert) Procedure**

If it becomes necessary to notify the entire campus of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and staff, the university has developed a campus alert procedure. Alerts may include, but are not limited to, notifications for campus closings or delays due to inclement weather, tornado warnings, campuswide power or utility failure, the need for immediate building evacuation, fire/explosion, and potential or actual acts of campus violence.

Campuswide notifications will come from our “Mass Emergency Notification System.” All members of the campus community are required to sign up for this free service. This system calls office, home, and cell phone numbers and sends texts and emails.

Two different kinds of alerts may be issued to the campus community:

**Timely Warnings** – will primarily be issued to the campus for Clery Act crimes only. These events are narrower in scope and may affect a smaller segment of the campus, such as burglary with theft occurring in one particular building on campus. A timely warning may also focus on crimes that have occurred in the past but now constitute an ongoing threat, anywhere on University-owned property or in close proximity. Typically, these notices are issued as soon as pertinent information is available in a manner that is timely and that will aid in preventing
similar occurrences, unless issuing a notification will compromise efforts to contain the emergency as determined by law enforcement, emergency management, and University officials.

In the case of a “timely warning,” Campus Safety and Security director may issue the warning or delegate this responsibility to the Student Life dean, as it may involve resident facilities on campus. In less threatening situations, the campus email system may be used to inform a smaller group to take precautions, such as a reminder to secure their room doors in a situation where money or other items are being taken from student rooms located in a specific resident hall facility.

**Emergency Notifications** – will primarily be issued for emergencies that are much wider in scope, may be currently occurring, and involve situations that pose an imminent threat to the campus community. This could include tornado warnings or a violent threat such as a report of an active shooter. These notifications are issued upon confirmation of a dangerous actual or threatening situation by the local police, Campus Safety, Student Life, or other administrative department at the University. These notifications would be sent out to the entire student body and faculty/staff by utilizing our Mass Notification System. The primary person responsible for this task is the Director of Campus Safety and Security. The Director of Public Relations may be delegated to perform this task if so directed.

The Cedarville Police Department also maintains immediate communication with the campus in the event that they become aware of a situation in the local community that may warrant a notification to the campus. The following is an overview of how notifications are made to the campus.

**An immediate alert (generally 1–15 minutes after the emergency situation is reported, if possible).** This may include tactical instructions to building occupants.

- Campus wide mass notification system will be initiated that alerts students, faculty, and staff of the emergency situation.
- Patrol vehicles may be used to drive through the campus, sounding sirens and making appropriate PA announcements. In some law enforcement situations, this method may not be desirable.
- Direct contacts to the major facilities on campus may be conducted by Campus Safety and Security, the police, assigned Physical Plant personnel, or phone contacts made by the campus telephone operators.
- The campus computer network may also be used to send out an email to the entire campus community.

**An Emergency Alert (generally 15-60 minutes after the emergency situation is reported if possible).** This includes further emergency announcements or instructions. The same methods as outlined in the immediate alert may be utilized.

**An Advisory Alert (generally 1-24 hours after the emergency situation is reported if possible).** This includes updates, warnings or potential threats, announcements.

- The Campus Mass Notification system can be utilized or it may be appropriate to send out an email using the campus computer network.

In the event of situations where an immediate alert may not be necessary, notifications are generally initiated by using the campus computer email system. This may include, but is not limited to, situations regarding theft from vehicles in campus parking lots, reports of vandalism, or observed suspicious activity. These are generally situations that are less threatening and not considered Clery
reportable incidents, but it may be prudent to alert members of the campus community to take precautions to prevent further incidents.

At Cedarville University, the emergency alert system is tested for effectiveness at a minimum of once annually during the academic school year. Additional tests may be performed as determined by the Campus Safety and Security director and/or University administration. Tests are typically announced in advance to members of the campus community, and the campus emergency response and evacuation procedures are included with the test. In addition to the test, the University schedules drills/training exercises that are designed to evaluate and review our ability to respond to certain emergency situations. For reporting year 2016, an exercise was held that focused on dealing with an active threat situation that was staged in one of our campus academic buildings using actors and law enforcement expert. All test/drills are recorded in a report with the description of the exercise, the date, time, details, and evaluation of the drill and whether it was announced or unannounced.

*Note: To sign up for the emergency notification (alert) system, please go to Cedar Info on the main campus webpage and log in. Once in Cedar Info, go to "Security and Privacy" and click under "Sign up for Emergency Notifications," Complete the online application and submit.

**EMERGENCY EVACUATIONS, LOCKDOWN, OR SHELTERING IN PLACE PROCEDURES**

Depending on the specific nature of an emergency situation, it may become necessary to evacuate a building either completely, partially, or to lockdown or shelter in place. Faculty, staff, and students should be aware of the different types of incidents that could result in utilizing these methods to maintain the safety and security of the campus community.

In order to alert and maintain communications with all members of the campus, the mass emergency notification system would be used as appropriate. Campus Safety will take the leading role in facilitating these procedures.

**DEFINITIONS:**

1. **EVACUATION:** Temporary but rapid removal of people from a building or disaster (or threatened) area as a rescue or precautionary measure.

2. **LOCKDOWN:** A lockdown occurs when occupants of the facility are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises and officials expect that these measures will minimize risk exposure of the occupants to the criminal element. Lockdowns necessitate a law enforcement response and immediate intervention.

3. **SHELTER IN PLACE:** Sheltering in place is similar to a lockdown in that the occupants are to remain on the premises, but may require that they be moved to a different part of the facility due to an environmental event taking place outside of the facility, for example the release of a chemical cloud in the area or a tornado warning situation. To evacuate the occupants may put them at greater risk then sheltering them within the facility. **However, it may be prudent to** move all of the occupants to another part of the facility to further minimize the risk of exposure.
INCIDENT TYPES:

1. **Fire or Explosion** – detailed procedures have been outlined in our Fire Response Plans that can be found on the Campus Safety website under *Emergency Procedures*. These have been summarized for you below.

   If you are in a building where you observe an active fire, explosion, or smoke throughout the corridors, in a classroom, or other areas of the building, do the following:

   A. **Activate** a fire alarm pull station. Activating a pull station will sound the “audible horn and strobe lights” throughout the building.

   B. **Notify 911** immediately and contact Campus Safety (at least one person needs to ensure that this has been accomplished). Give the exact location and nature of the situation. Most buildings will automatically notify the fire department but making a call will provide additional details of the situation to the 911 dispatcher.

   C. **Confine** the fire by closing all the doors in the area and rescue anyone in immediate Danger, **only if you can do so safely**.

   D. **Evacuate** the building via the nearest exit, in a **controlled** yet rapid manner. All persons are to use the stairs, **not elevators**, during a fire alert situation. Persons exiting the building should walk at least 50–100 feet from the building, keeping the main building access clear for incoming emergency vehicles. This applies to ALL OCCUPANTS, including faculty, staff, students, visitors, contractors, vendors, etc.

   E. **Remain Outside** the building until the fire department and Campus Safety has arrived to assess the situation, which includes a search of the building for any remaining occupants. Approval to return to the building is subject to the authorization of the fire chief.

2. **Gas Leaks/Strong Odors of Gas** – if this condition occurs in any building on campus, the fire alarm system is not to be used as it could become an ignition source that could potentially contribute to an explosion.

   The following steps should be followed:

   A. **Warn others in your area to leave the building immediately**. While leaving in a controlled and orderly manner, prop the exterior doors open using a door wedge, if available, or by using near-by furniture such as a chair.

   B. **Notify 911 immediately** and contact Campus Safety (at least one person needs to ensure that this has been accomplished). Give the exact location and nature of the situation.

   C. **Follow steps D and E under the Fire Response procedures** – evacuate and remain outside until approval to return to the building is given by the fire chief.

3. **Bomb Threat Situations** – in the event that a threat is received or a suspicious
package or device is observed, University administration, Campus Safety, and law enforcement will determine the course of action to be taken. Depending on the circumstances, you may be instructed to evacuate the building.

4. **Active Threat (Shooter) Situations** – as indicated in the University Active Shooter Response Plan that is posted on the Campus Safety website under *Emergency Procedures*, the University has adopted the Office of Homeland Security’s RUN, HIDE, or FIGHT response method.

   **A. Run** – evacuate the building or section of building where you are located as rapidly as possible when you first learn of the threat, as long as it is safe for you to do so without exposing yourself to further harm. You can exit through the exterior doors or consider using a window, if necessary, by breaking your way out. Strike window glass at the top or bottom corners. Leave your belongings behind. Keep your hands visible if you see law enforcement or rescue personnel in the area. Move as far away from the threat as possible.

   **B. Hide** - if you are unable to evacuate or you are located in another building away from the immediate threat, then you should go into lockdown. This is accomplished by going to a securable room and locking yourself inside, by barricading the doors with desks, tables, chairs, file cabinets, or any other object that can prevent or slow down entry by a perpetrator. Turn off the lights and turn down your cell phones. Pull shades on the windows if applicable and remain quiet. Do not huddle together in one location.

   **C. Fight** – if all else fails and as a last resort, attempt to stop the perpetrator by any means necessary. You can throw items at them to cause a distraction. Strike the person with chairs, discharge a fire extinguisher at them, or wrestle them to the floor. Act with physical aggression and commit yourself to your actions.

5. **Power or Utility Failure** – in the event that one of the campus academic or business buildings or a portion of a building experiences a power outage in excess of 45 minutes to one hour (this is the general time frame that portable emergency lights will maintain power), where the building does not have an emergency generator that can sustain continued occupancy, those facilities will be evacuated.

   Buildings with full generator capability that can maintain occupancy beyond that time frame are:
   - A. Fitness Recreation and Callan Athletic Center
   - B. Dixon Ministry Center
   - C. Stevens Student Center
   - D. Health Sciences Center

   This would not apply to residence halls, where evacuation would not be initiated during a power outage as residence halls are considered the on-campus living quarters for the student body.

6. **Tornado Emergencies** – during this type of emergency, occupants of all buildings should not evacuate but go to the lowest level of the building that they are located in at the time of the emergency and shelter in place in the innermost sections such as restrooms, corridors, classrooms, and offices that are not near exterior walls and windows. Avoid gyms or large auditorium facilities.
More detailed instructions for each building on campus are contained on the Campus Safety website under *Emergency Procedures*.

7. **Complete Campus Evacuation** – this would typically be a planned and announced event where the campus was experiencing a sustained loss of power, utilities, or severe damage from a major environmental event such as tornado, earthquake, or other catastrophic event. This response level would be considered rare.

### Crime Prevention and Information Programs

Cedarville University Campus Safety and Security strives to conduct itself in a proactive manner. In achieving this end, the following is a list of methods used on our campus to provide crime prevention and information to our students and employees.

- Distribution of pertinent literature at the start of the academic school year during the Getting Started Weekend parking registration process.
- Q&A opportunities via Campus Safety promotion events, held during the academic school year.
- Brochures available at the Campus Security office on a wide range of campus safety issues.
- Periodic computer generated emails relative to crime prevention and security information sent to all members of the campus community.
- Timely reports of any threats to students or employees in a manner that will aid in preventing similar occurrences. These reports are issued through the computer-generated email system or through written or verbal information briefs provided by resident directors, deans, or campus security personnel.
- Daily campus security patrols of the entire campus conducted 24/7 by foot, bicycle, or in marked and unmarked vehicles.
- Security escort services offered after dark for individuals requesting escort to their residence hall or to and from on-campus buildings and parking lots.
- Emergency telephones strategically installed throughout the campus property for quick reporting of incidents and for making requests for security related assistance.
- Surveillance cameras located in strategic areas of the campus for investigative purposes.

### Sexual Assault and Misconduct

The Violence Against Women Reauthorization Act (“VAWA”) was signed into law on March 7, 2013. As a result, new obligations were imposed on colleges and universities under the Campus Sexual Violence Elimination Act (“SAVE Act”) provision, Section 304. These obligations both refined and clarified the existing legal requirements and have added changes that are incorporated into our Annual Campus Security (Clery) Report. This policy will address these requirements and outline the ways the University will address these matters.
General Policy Statement

Any forms of violence and sexual misconduct directed toward another person will be considered unacceptable at Cedarville University. Of special note are acts that are sexually oriented and include:

1) Sexual assault – rape, fondling, incest, and statutory rape
2) Dating violence
3) Domestic violence
4) Stalking

Offenses involving items two–four have been added as a result of VAWA regulations and are included in this campus security report. Definitions have been provided to help you understand the nature of each of these offenses. It is important to note that all of these offenses are considered a violation of the law as well as University policy and should be reported to the appropriate University officials as well as law enforcement.

Definitions

For purposes of this report, the definition of sexual assault meets the FBI’s Uniform Crime Reporting system.

“Sexual Assault” – any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

ii. Fondling: The touching of the private 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 incapacity.

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

iv. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

The State of Ohio Revised Code (ORC) provides definitions of sexual offenses that differ somewhat from those of the FBI. When a sex offense occurs and the perpetrator is referred to criminal court, they are normally charged under the provisions of the ORC. Those codes are listed below.
2907.02 Rape.

No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

For the purpose of preventing resistance, the offender substantially impairs the other person’s judgement or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.

The other person’s ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person’s ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

2907.03 Sexual battery.

No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply:

The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution.

The offender knows that the other person’s ability to appraise the nature of or control the other person’s own conduct is substantially impaired.

The offender knows that the other person submits because the other person is unaware that the act is being committed.

The offender knows that the other person submits because the other person mistakenly identifies the offender as the other person’s spouse.

The offender is the other person's natural or adoptive parent, or a stepparent, or guardian, custodian, or person in loco parentis of the other person.

The other person is in custody of law or a patient in a hospital or other institution, and the offender has supervisory or disciplinary authority over the other person.

The offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, the other person is enrolled in or attends that school, and the offender is not enrolled in and does not attend that school.
The other person is a minor, the offender is a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education, and the other person is enrolled in or attends that institution.

The other person is a minor, and the offender is the other person's athletic or other type of coach, is the other person's instructor, is the leader of a scouting troop of which the other person is a member, or is a person with temporary or occasional disciplinary control over the other person.

The offender is a mental health professional, the other person is a mental health client or patient of the offender, and the offender induces the other person to submit by falsely representing to the other person that the sexual conduct is necessary for mental health treatment purposes.

The other person is confined in a detention facility, and the offender is an employee of that detention facility.

The other person is a minor, the offender is a cleric, and the other person is a member of, or attends, the church or congregation served by the cleric.

The other person is a minor, the offender is a peace officer, and the offender is more than two years older than the other person.

2907.04 Unlawful sexual conduct with minor.

No person who is eighteen years of age or older shall engage in sexual conduct with another, who is not the spouse of the offender, when the offender knows the other person is thirteen years of age or older but less than sixteen years of age, or the offender is reckless in that regard.

2907.05 Gross sexual imposition.

No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:

The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force.

For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery.

The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person.

The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.
No person shall knowingly touch the genitalia of another, when the touching is not through clothing, the other person is less than twelve years of age, whether or not the offender knows the age of that person, and the touching is done with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

2907.06 Sexual imposition.

No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:

The offender knows that the sexual contact is offensive to the other person, or one of the other persons, or is reckless in that regard.

The offender knows that the other person's, or one of the other person's, ability to appraise the nature of or control the offender's or touching person's conduct is substantially impaired.

The offender knows that the other person, or one of the other persons, submits because of being unaware of the sexual contact.

The other person, or one of the other persons, is thirteen years of age or older but less than sixteen years of age, whether or not the offender knows the age of such person, and the offender is at least eighteen years of age and four or more years older than such other person.

The offender is a mental health professional, the other person or one of the other persons is a mental health client or patient of the offender, and the offender induces the other person who is the client or patient to submit by falsely representing to the other person who is the client or patient that the sexual contact is necessary for mental health treatment purposes.

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

The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition –

a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

b. Dating Violence does not include acts covered under the definition of domestic violence.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. In the state of Ohio, there is no specific dating violence criminal code. Offenders will be charged using the appropriate criminal code based on the offense.

Domestic Violence – a felony or misdemeanor crime of violence committed –

i. By a current or former spouse or intimate partner of the victim;

ii. By a person with whom the victim shares a child in common.

iii. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction.

v. 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 in which the crime of violence occurred.

For the purposes of complying with the requirements of the Violence Against Women Act (VAWA), any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

In addition, the State of Ohio ORC defines domestic violence as follows:

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.

Stalking – engaging in conduct directed at a specific person that would cause a reasonable person to

i. Fear for the person’s safety or safety of others; or

ii. Suffer substantial emotional distress.

iii. For the purposes of this definition –

a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. The State of Ohio O.R.C. defines stalking as follows:

2903.211 Menacing by stalking.

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.

In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.
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 this section.

No person, with a sexual motivation, shall violate this section.

The University strongly encourages any person who has been sexually assaulted or has become a victim of any of the offenses mentioned in this policy, either on or off-campus, to contact the police immediately. The individual will be provided a written explanation of their rights and options. This pertains to all of the cases brought to the attention of the University including stalking, dating violence, and domestic violence and is not only restricted to sexual assault. Procedures outlined in this section apply to all of these types of incidents. Assistance in notifying the appropriate law enforcement agency can be obtained from Campus Safety and Security, Student Life, or the Title IX Coordinator’s office.

In the case of sexual assault, time is a critical factor in reporting an incident, as evidence collection and preservation is a key factor in providing proof of the criminal offense. If the victim would like to obtain counseling, the Rape Crisis Center of Greene County may also be contacted. For our local area which is the within the village of Cedarville, located in Greene County, Ohio, sexual assault and the other offenses mentioned may be reported as follows:

- Incidents within the village: Cedarville Police Department – 937-766-5205, if no one answers contact 911.
- Incidents outside the village: Greene County Sheriff’s Office – 937—376-5111, or you may contact 911 and request a deputy.
- Rape Crisis/Victim’s Assistance: County wide – 937-562-6380.
- Campus Safety and Security: University campus – 937-239-6491 or 999 from on campus/ email address is safety@cedarville.edu
- Student Life/Counseling Services: University campus – 937-766-7882 or ext.7872.
- Currently serving in the capacity of Title IX Coordinator is Teresa Clark, whose office is located in Callan Athletic Center, 251 North Main Street, Cedarville, Ohio 45314. Ms. Clark’s phone number is 937-532-0075 and email address is: clarkt@cedarville.edu

It should be stressed that contacting the police or victim’s assistance center does not automatically obligate the victim to prosecute; however, remaining confidential may limit the University’s ability to respond. A report will:

- Assure that a victim of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity to collect evidence helpful in prosecution, which cannot be obtained later.
- Assure the victim has access to confidential counseling from counselors specially trained in the area of sexual crisis intervention.
- Assist with providing resources or legal protection for the victim including stalking situations.
It is the victims’ option to, or not to, notify and seek assistance from law enforcement and campus authorities. It is strongly emphasized, however, that seeking assistance from one or more of the groups mentioned in this document is recommended. In all cases, victims will be informed of their rights and options by the University. This information will be provided for them in writing from the Student Life, Campus Safety, and/or Title IX Coordinator’s offices.

**Voluntarily Seeking Help**

It is not the practice of the University to pursue disciplinary action against a complainant or witness for his or her improper use of alcohol or drugs, provided that such person is acting in good faith as a complainant or witness to the events of an incident of sexual or interpersonal violence or misconduct.

**Definition of Consent**

As indicated under the University Title IX policy, all sexual activity requires consent as a matter of state and federal law. Such consent is defined as clear, unambiguous, and voluntary agreement between the parties. Consent as defined in the Cedarville University Title IX policy has certain applications beyond most state criminal law definitions of that term and, for this reason, students and employees should review the Cedarville Title IX policy to ensure a thorough understanding of consent for the purposes of institutional policy.

Consent cannot be obtained from someone who is under 18 years of age, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other temporary or permanent, physical or mental disability or condition. If a person is unconscious or unaware that sexual activity is occurring, consent is not possible. An individual cannot claim that sexual activity was consensual if the individual knows or reasonably should have known that the other party was incapable of making a rational, reasonable decision regarding consent. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

**Investigation and Disciplinary Action**

Those accused of committing any of the offenses in this policy will be subject to an investigation conducted by the University. Evidence used in the investigation and subsequent actions will be based on the “preponderance of the evidence.” In legal terms, a preponderance of evidence means that a party has shown that its version of facts, causes, damages, or fault is more likely than not the correct version.

Those accused of these offenses will be handled in accordance with policies and procedures contained in:


An overview of the levels of disciplinary action for students has been included in this narrative. For the complete information please click on the handbook link.
1. Personal Caution — a warning to the student that a violation of the Cedarville Covenant or the Residence Hall Guidelines has occurred and that continuing or repeating the behavior may result in additional sanctions. An accumulation of five Personal Cautions will result in an Official Warning.

2. Official Warning — Assessed for an accumulation of five or more personal cautions, patterns of misconduct, or violations that are more serious in nature. An Official Warning indicates that if immediate changes in behavior do not occur, the student will begin to lose some of the privileges associated with being a member of this community.

3. Probation — Students are not allowed to hold leadership positions on campus (including SGA-sponsored positions or leadership roles within student organizations) at the discretion of the Student Life deans. Students will be required to meet regularly with a mentor for accountability. Additional expectations may also apply. Additionally, the student’s academic advisors, dean, and the department chair of the student’s academic program will be notified.

4. Dismissal — this is reserved for:
   (a) Unresolved patterns of misconduct
   (b) Refusal to submit to less punitive forms of correction in a spirit of repentance
   (c) Blatant disregard for University standards
   (d) Behaviors with potential to significantly impact the spiritual, physical, or emotional well-being of other members of the University
   (e) Behaviors that endanger the safety and security of other students, the University, or the surrounding community

Dismissal can be immediate or at the end of the semester, depending on the nature and timing of the offense and the discretion of the Student Life deans. Dismissals can be without the benefit of a refund or retention of course credit completed during the semester in which dismissal occurs. Behaviors most likely to result in dismissal include patterns of disregard for University standards, violations of standards related to alcohol and other controlled substances, serious acts of disrespect or harm to members of the University family, violations of state or federal law, major violations of academic integrity, and actions threatening institutional security.

5. Disciplinary Withdrawal — occasionally, a student will withdraw voluntarily or at the request of the Student Life deans before a disciplinary process is complete. Sometimes this occurs when a sanction for a major violation of University standards takes place at the very end of a semester or between semesters. In such cases, the student’s record will list the Disciplinary Withdrawal rather than Dismissal.
2) The University Sexual Harassment Policy.

3) The University Title IX - Sexual Misconduct Policy.

This may include legal actions taken against those committing these offenses as defined in the Ohio Revised Criminal Code.

In addition, the University officials conducting hearings and investigations are trained on how to handle proceedings in such a way as to “protect the safety of victims” and “promote accountability.” The accuser and accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accuser and accused should be notified “simultaneously” and “in writing” of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, and when the result becomes final. The steps and time tables involved in this process are outlined in the Sexual Misconduct Policy that is included in item 3 above. Disciplinary actions may include up to, but are not limited to, termination from employment, dismissal from the University, or no-contact restrictions and legal restraint orders. It must be stressed that both faculty/staff and students are subject to disciplinary action and/or sanctions for violations of these laws and standards of conduct.

The victims confidentiality will be protected as much as practically and legally possible, including record-keeping that excludes personally identifiable information on victims such as phone numbers, addresses, social security numbers, and other forms of information. Any “timely reports” sent to the campus community for crimes considered to be a threat to other students and employees will withhold the names of victims.

Possible Sanctions Imposed:

Appropriate measures will be taken to provide no-contact, restraining, and protective orders for the victims based on the result of the investigation and subsequent hearing. These measures will be provided in writing for the victim and will be accomplished whether the matter is reported to campus authorities or the local police. The University will accommodate a student’s reasonable request if available in changing classes and living situations subsequent to an incident of sexual or interpersonal violence or misconduct. This may also involve transportation assistance if necessary.

These arrangements are typically made by Student Life in conjunction with other members of the University administrative team, such as the Campus Safety Director, legal counsel, and Title IX Coordinator. In the case of faculty/staff related incidents, University Human Resources will also be involved. If the victim of an offense reports the matter to law enforcement authorities, the accused may be subject to a separate investigation by the police and subsequent prosecution, in addition to any sanctions and actions taken by the University.

Here is a list of sanctions that can be imposed for the different categories of sexual misconduct and related offenses.
• **Sexual Assault** (includes rape, fondling, incest, statutory rape) and **Dating Violence** – as it applies to students, while the case is under investigation, restrictions and no contact orders will be imposed. If the accused has been arrested by the police, the accused will be removed from campus due to the serious nature of the charges, pending final adjudication by the University and public courts system.

For faculty/staff, the accused employee will be placed on administrative leave with no contact orders issued. As a result, the accused is removed from campus until the case with the University has reached final adjudication, which may precede final legal determination by the public courts system.

It is possible that the University may find an accused at fault for violating University standards even if the accused is not convicted of the offense in the public courts. Conversely, the University may support the legal determination by the courts if the accused is legally convicted of the offense. Those found guilty of such offenses may be dismissed from the University and/or discharged from employment.

• **Domestic/Dating Violence** – while the case is under investigation, restrictions and no contact orders will be imposed and, in some cases where it may be in the best interest of the victim and University, the employee may be placed on administrative leave or, in the case of a student, dismissed from campus until the matter can be completely adjudicated both by the University and public courts system.

• **Stalking** – the same sanctions would be in effect as in the case of domestic/dating violence.

**Education and Awareness Programs**

The University has established training and awareness programs for those serving in positions as campus security authorities. These include:

- Campus Safety a Security personnel
- Residence Life staff, such as Deans, Resident Directors, and Resident Assistants
- Directors of Athletics, athletic team coaches
- Faculty advisor to a student groups
- Student Life counselors (exempted officials include pastoral and professional counselors)
- Medical director
- Campus experience directors
- Study abroad coordinators
- Title IX Coordinator or those with associated responsibilities

Sexual assault and misconduct training is typically conducted on an annual basis as facilitated by our University legal department and has included formal classroom instruction and feedback sessions. Personnel have participated in special webinars, title IX training, forensic experiential trauma training for victims of sexual assault, sessions on how to conduct campus sexual assault investigations, and other related programs. The campus legal office retains training records of all such programs. A campuswide email is also distributed reminding all CSAs of their
responsibilities to promptly report all incidents of sexual assault and misconduct that have been brought to their attention as outlined in this policy. This includes, but is not limited to, Campus Safety and Security and/or our Title IX Coordinator (refer to page 19).

In addition to this, all faculty and staff are required to complete our sexual harassment online training program when initially hired and a refresher class every two years. This training also requires each employee to review the University Sexual Misconduct Policy. All training is documented by University Human Resources.

The University has educational materials pertaining to sexual assault and misconduct available in the Campus Safety and Security office located in the Stevens Student Center (SSC) adjacent to the upper level Information Desk. The office is opened on a Monday–Friday basis, from 8 a.m. to 4:30 p.m. Special awareness sessions on this subject will be announced in advance by Campus Safety and/or Student Life. A pilot program was conducted in the 2014–2015 academic school year to review matters of sexual misconduct with residence hall students within a small-group setting. In the spring semester of 2016, all residential students participated in mandatory meetings with their RDs pertaining to sexual assault and misconduct. Beginning in the fall semester of 2016 and going forward, all incoming students will receive the same training through an online learning platform that is incorporated into their Physical Activity and Christian Living (PACL) training course.

All students are sent an email each semester, directing them to review our brochures on dating violence and sexual misconduct that are included below:

**Dating and Date-Rape:**

https://www.cedarville.edu/~media/Files/PDF/Campus-Safety/Prevent-Date-Rape.pdf

**Sexual Assault and Misconduct:**

https://www.cedarville.edu/Offices/Title-IX/Resources.aspx

Students who wish to discuss sexual assault and misconduct issues or the other offenses indicated in policy are encouraged to contact Student Life, Counseling Services, Title IX Coordinator’s office, or Campus Safety and Security.

**Tips for the Active Bystander:**

If you think someone is at risk for sexual assault or any of the other offenses mentioned in this policy, consider it an emergency and get involved. Don’t wait for someone else to act.

- Approach everyone as a friend.
- Be honest and direct.
- Don’t be aggressive or use violence.
- Keep yourself safe.
- Get help from other bystanders, if necessary.
- Call the police if a situation becomes too serious.

This is a list of behaviors that are seen in people who abuse their partners. The first four behaviors (past abuse, threats of violence, breaking objects, and any force during an argument) are almost always seen in an abusive person. If someone exhibits more than three of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated. In addition, others behaviors may include jealousy, controlling behavior, quick involvement, unrealistic expectations, isolation (will attempt to diminish and destroy the victim’s support system), blames others for problems, blames others for their feelings, hypersensitivity, cruelty to animals, forceful sex, rigid sex roles, Jekyll-and-Hyde personality.

If you see any of these behaviors in a person that you are in a relationship with, you need to be concerned. Seek assistance from any of the support systems mentioned in this report.

Sex Offender Information:

Law enforcement agency information relative to sex offenders located in Greene County and in the state of Ohio is available at sheriffalerts.com.

In accordance with the Campus Sex Crimes Prevention Act (CSPA) of 2000, which is a federal law, convicted sex offenders enrolled at, or employed by, institutions of higher education are to be reported to those institutions by law enforcement.

Missing Student Notification – Policy and Procedures

General Requirement:

The federal law under 34 CFR 668.46 requires that an institution that provides any on-campus student housing facilities must include a statement of policy and procedures regarding missing student notification. This statement will help fulfill this requirement and provide important information on how the campus community should respond to these matters.

General Notification Procedures:

If an on-campus residential student is assumed to be missing, the individual making this assumption should immediately follow the procedures.

1. Contact Cedarville University Campus Safety and Security at (937) 239-6491 or dial 999 from a campus phone to make a report. These numbers operate on a 24/7 basis.

2. The Campus Safety and Security officer receiving the notification will immediately contact the necessary persons, including, but not limited to:
3. Likewise, if an on-campus resident student is assumed to be missing and the individual making this assumption contacts a member of the Student Life staff, the staff member will immediately contact Campus Safety and Security and other necessary individuals as indicated under item #2.

Specific Procedures:

These scenarios represent the majority of missing person cases involving residential students that may be reported on our campus.

**Student missing less than 24 hours – with no known emotional/mental health, medical problems, or suspicions of foul play:**

In cases where no known factors as indicated above are prevalent there will only be a preliminary fact gathering inquiry. The Resident Director should periodically contact friends and or other relevant persons who may be aware of their whereabouts over the next 24 hour period, in an attempt to locate the student. Campus Safety and Security should be contacted for awareness purposes and to determine if further action should be considered.

**Student missing 24 hours or more – regardless of known emotional/mental health, medical problems, or suspicions of foul play:**

If the person missing is still not located within 24 hours, Campus Safety and Student Life staff will launch a thorough investigation and contact the Cedarville Police Department. The investigation may include, but will not be limited to, contacting friends and family of the individual for assistance and information, searching University property and the local geographic areas such as the village and local parks, sending out an all-points bulletin through the police, etc. (see next scenario for further search details).

**Student missing less than 24 hours – with known emotional/mental health, medical problems, or suspicions of foul play:**

If the person missing has any of these factors present, this may make them a threat to themselves or others and an immediate attempt to locate the missing student must be made. The investigation should include the following positions and/or departments:

- Campus Security
- Cedarville Police Department
- Resident Director
- Associate Deans of Student Life
- Counseling Services
- Vice President for Student Life and Christian Ministries
o Director of University Medical Services
o Vice President of Communications and Marketing and the Executive Director of Public Relations (to assist with possible media involvement)

The investigation may include, but will not be limited to, contacting friends and family of the individual by using the student’s emergency contact number for assistance and information, searching the University property and local geographic areas such as the Village and local parks, and sending out an all-points bulletin through the police.

Additional resources to assist in locating the student may also include:

o Going back to the student’s room or residence hall to make sure that they have not returned to the location.

o Talking 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, location the student was last seen.

o Secure a current photo of the student.

o Call and text the student’s cell phone.

o Send the student an email.

o Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, fitness center, etc.

o 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 Facebook, Twitter, etc.

o Access the student’s Cedarville University computer and student account by working with Information Technology to determine any recent activity on it.

o Ascertain the student’s car make, model and license plate information. Campus Safety and Security will check campus parking lots for the presence of the student’s vehicle.

Student Rights and Emergency Contact:

All on-campus residential students have the right to provide the University with emergency contact information that will only be accessible to authorized campus officials, and may not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation. This contact information is available at University Medical Services and can be obtained by working through the Director of University Medical Services as necessary.

Special legal requirements

o If a student has registered emergency contact information with the University, the contact person should be contacted within 24 hours of determining that the student is missing.

o If the student is under the age of 18 and is not emancipated, the student’s parent or legal guardian should be notified within 24 hours of determining that the student is missing.
Regardless of whether a student has provided emergency contact information and is above the age of 18, or is an emancipated minor; the local law enforcement officials will be notified within 24 hours of determining that the student is missing.

Resolution of Investigation:

If all attempts to locate the student have been unsuccessful, the University officials mentioned in this report together with the police will discuss further actions that may be necessary to continue efforts.

Off-campus students:

If the University is contacted concerning a missing student that resides in the immediate area, such as within the village of Cedarville, the Cedarville police should be contacted for referral. The same principles outlined in this policy and procedure may be followed as applicable, while assisting the police in locating the missing student.

Campus Security - Reporting of Crime Statistics

The following statistics are provided in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and all subsequent amendments, and are for your information as part of the overall safety and security program.

This data reflects disclosure of certain incidents, as required by the law, that are reported to campus security authorities or local police agency (Cedarville Police Department) for the three (3) calendar years preceding the year in which the report is disclosed. The report includes the number of reported offenses, without regard to the findings of a court, coroner, or jury or the decision of a crime prosecutor. In addition, crime statistics in the report are based on reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to include the reported crime in our crime statistics.

Statistics of crimes reported to pastoral or professional counselors are generally not included in this report, unless it is deemed appropriate to inform their clients of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure.

The regulations require that only crimes that fall within one of the four categories be included in this report:

1) On campus property.
2) Within student residence halls on campus – these are also included in the on-campus category.
3) Within non-campus buildings or properties controlled or owned by the University and supports or is used for the institution’s educational purposes; in some situations this may
include study abroad program locations and or repeated use of specific locations for overnight field trips. This information will be reviewed annually and Clery crimes committed in these venues would be included in our non-campus category.

4) On public property located directly adjacent to or bordering campus, i.e. sidewalks or roadways.

It is important to emphasize that the campus security report does not include incidents that may have been reported involving faculty/staff and students of the University that occurred off the campus property, unless it falls into categories three and four mentioned above.

### CRIME STATISTICS

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**OTHER REPORTABLE OFFENSES**

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**YEAR 2016:**

- On-campus – **One (1) incident of alleged sexual fondling** (ORC definition – Sexual Imposition) that was reported as having occurred on campus property. **Two (2) incidents of burglary with theft** from unlocked Williams Hall faculty/staff offices.
- Residence Halls – **Seven (7) incidents of burglary** from unlocked residence hall rooms; these incidents resulted in thefts and **five (5) incidents** involved breaking and entering with no thefts or damages reported since it was determined to be a prank. **Fourteen (14) incidents of underage drinking and possession of alcohol** within campus resident halls on campus. **Three (3) incidents** of possession of drug paraphernalia and/or use of small quantities of marijuana.
- Non-campus property – no reported incidents.
- Public property – no reported incidents.
- Unfounded – no incidents that were reported for 2016 were determined to be unfounded.
YEAR 2015:

- On-campus – **One (1) incident of dating violence and (1) incident of stalking** – student physically grabbed girlfriend in parking lot on campus after repeated attempts to contact via texting, emails, and attempts to locate on campus. **One (1) additional incident of stalking** – student felt former boyfriend was harassing her and making her fear for her safety. **Two (2) burglaries** with theft: one incident involved entry into a locked office in the HSC and the other from breaking and entry into secured sports field facility after normal business hours. **Two (2) incidents** of unauthorized use of a motor vehicles. One involved a student vehicle and the other a University-owned golf cart. Both were recovered.

- Residence Halls – **Four (3) burglaries** with theft from student rooms in Brock Hall, West Hall, and Townhouses. **One (1) burglary (illegal/unauthorized entry)** into a student room in Carr Hall for the purpose of committing vandalism. All rooms were not locked at the time of entry.

- Non-campus property – no reported incidents.

- Public property – no reported incidents.

- Unfounded cases – no incidents that were reported for 2015 were determined to be unfounded.

YEAR 2014:

- On-Campus – **three (3) burglaries with theft**: two (2) incidents occurred in the campus financial and food service offices located in the Stevens Student Center. One (1) incident occurred in a secure storage room in the Apple Technology Resource Center. **Three (3) incidents of stalking** were reported by female students concerning harassing communications/encounters from non-campus persons. **One (1) incident of unauthorized use of a motor vehicle** occurred from the SSC parking lot. Vehicle was later found on campus.

- Resident Hall – **eight (8) burglary incidents**: one (1) incident of burglary into a student’s room located in Brock Hall – items in the room were reported to be ransacked. **One (1) burglary/hate crime* – involved an unauthorized entry into a minority students room in Brock Hall with a racially oriented note left behind. **Six (6) burglary incidents** involved thefts from Brock Hall, Harriman Hall, St. Clair Hall, and Printy Hall. All occurred from unlocked residence hall rooms. **Two (2) incidents of drug disciplinary actions** – one (1) incident involved a student found with a small quantity of marijuana in their room. One (1) incident involved a student reporting use of alcohol/drugs on campus.

- Off-campus property – no reported incidents.

- Public Property – no reported incidents.

- Unfounded cases - no cases that were reported for 2014 were determined to be unfounded.

The following is a list of non-campus property that have been identified at Cedarville University that would fall under our campus geography:

**Non-campus facility #1:** (International Center for Creativity, 1266 Manning Parkway, Powell, OH 43065, Suite A):

This center is used by industrial arts students from Cedarville University who take classes at this facility as part of their degree program. Any statistics for this facility would be included under the Non-Campus Property category and an asterisk notation mentioned in the year summary incidents that may have
occurred. The University would include this in its stats, as we have a formal contract with this institution for our students to attend classes at this facility, but do not own or operate it.

**Non-campus facility #2: (Intern Housing, LLC. 208 Massachusetts Avenue, N.E. #100), Washington, DC 20002).**

This center is used for students who have internships with government agencies for the fall semester only of each year as part of their degree program in history and government. The students find their own internship, but reside in the Intern Housing LLC facility that is not owned and operated by the University, but an agreement to house our students is in place. Any statistics for this facility would be included under the non-campus property category and an asterisk notation mentioned in the year summary of incidents that may have occurred.

In addition, the University rents a townhouse for this program where our faculty advisor resides. The house is used occasionally for educational purposes for our internship students. It is located at: **323 Constitution Ave. NE, Washington, DC 20002.** Any statistics for this facility would be included under the non-campus property category and an asterisk notation mentioned in the year summary of incidents that may have occurred.

**Non-campus facility #3: (Institute of Spanish Studies, c/El Bachiller, 13, Velencia, Spain 46010).**

The University does not own or operate this facility, but has a consortium agreement with this institute that provides office and classroom space as well as administrative support for CU in Spain. Any statistics for this facility would be included under the non-campus property category and an asterisk notation mentioned in the year summary of incidents that may have occurred.

Other facilities that could possibly be used for student activities or for educational purposes are evaluated to determine if they fall within the category of non-campus properties. Stats found at these locations would be included in the crime statistics.

**Campus Crime Log**

In accordance with the Campus Security Act, Cedarville University maintains a daily log, recording all crimes, including the categories of the preceding crime statistics that are reported to the police or campus security officials. This includes the nature or classification of the incident, date and time reported, date and time of occurrence, general location of each crime and the disposition of the complaint, if known. This log is maintained in the Campus Safety and Security office located in the Stevens Student Center adjacent to the main information desk for campuswide disclosure during regular business hours. The log is designed to provide crime information on a timelier basis than the annual statistical disclosures. This includes crimes that are initially reported to another campus security authority or to a local law enforcement agency that subsequently is reported to campus security.

The crime log for the most recent 60-day period and incidents prior to that time frame are open to public inspection, free of charge, upon request, during normal business hours.
Crime Definitions (as defined by the UCR, Federal Uniform Crime Report):

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

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

**Hate crimes:** Is defined as a crime against a person or property motivated by bias toward race, religion, ethnicity/national origin, disability, sexual orientation, gender or gender identity. Current regulations have added the crimes of larceny-theft, simple assault, and intimidation, and destruction, damage/vandalism of property in addition to the other categories previously required.

**Motor Vehicle Theft:** Is defined as the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned; includes joyriding.)

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Divided into two classes: lawful (justifiable) and unlawful (unjustifiable).

**Negligent Manslaughter:** Is defined as the killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

For more complete information of the following crimes including the Ohio Revised Code definitions, please see the Sexual Assault and Misconduct section of this report.

**Sex Offenses:**

Described as “sexual assault” – any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

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

ii. **Fondling:** The touching of the private 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 incapacity.

iii. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
iv. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** this includes felony or misdemeanor crimes of violence, abuse, assault and/or battery by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The length, type, and nature of the relationship are considered in determining if such a relationship exists.

**Domestic Violence:** – this includes felony or misdemeanor crimes of violence, abuse, assault and/or battery by a person who is married, cohabiting, or who has a child in common with the victim.

**Stalking:** includes engaging in conduct or a series of actions directed at another person if that conduct or series of actions would cause the other person to have a reasonable fear for his or her safety.

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**Alcoholic Beverage and Illegal Drug Policy**

Visit: [Drug-Free Schools and Campus Policy](#)

The Student and Employee Conduct Codes specifically prohibit the possession, selling, purchasing or use of alcoholic beverages or illegal drugs (including drug paraphernalia) on or off campus. Individuals involved in such activities can expect immediate dismissal or referral for other disciplinary actions and may be subject to prosecution under federal, state, and local laws.

**According to Federal law:**

- **Liquor law violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

- **Drug abuse violations:** Violations of all laws (state and local laws are included) that prohibit the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. The relevant substances includes opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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**Possession and Use of Firearms or Other Weapons**

The possession of all firearms, live ammunition, explosive devices, pellet or BB guns, air-soft guns, paint ball guns, bows and arrows, knives with blades over 3 1/2 inches, wrist-rocket type slingshots, etc., are not permitted on campus or in the residence halls by students, visitors, or faculty/staff. Should any of these items be found, they will be confiscated and stored by Campus Safety and Security until the end of the school year or semester. Any student found in violation of this regulation is subject to disciplinary action up to and including dismissal and may be in violation of state and federal law. Special accommodations are made for paintball/air-soft, hunting, or competitive shooting enthusiasts. Such equipment may be brought to campus and
stored with Campus Security, where the owners are permitted to check these items out to take them off campus for appropriate use. Persons with valid state concealed carry permits are not permitted to carry their firearms while on campus. An exception to this rule, are police and authorized security personnel and full-time faculty/staff who have been granted special permission to conceal carry as specified in the Universities Concealed Carry policy located on the Campus Safety website.

**According to Federal law:**

**Weapon law violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This type of violation is not limited to “deadly” weapons; it also applies to weapons used in a deadly manner.

**Security in the Residence Halls**

At Cedarville University all residence halls are separate, single sex, facilities. Coed visitation is only permitted in the designated main floor lounges during posted hours and is open for visitors during those times. Nonresident friends of the same sex or relatives may visit with permission from the resident director when appropriate, but parents or other married adults are not permitted to stay overnight in the residence halls except when acting as a chaperon for a group of visitors.

All nonresident students are to leave the residence hall by closing, unless other arrangements have been made with the appropriate resident director. Only in unusual circumstances may students stay overnight in one another's room, in which case permission must be secured from both resident directors. All single students under 25 years of age — except those commuting from the home of their parents or legal guardian — must live in the residence hall or University-approved housing. Exceptions to this are considered on an individual basis by the Student Life Deans. In all cases, the University seeks to maintain maximum occupancy in the residence halls. When approved, off-campus housing includes apartments, individual homes, or individual rooms in private homes. The University does not provide supervision for off-campus housing, but students are expected to abide by the same moral standards of conduct as on-campus residents. Some housing for married students is available in University-owned apartments located in the town of Cedarville. Residence halls are staffed by professional Resident Directors and numerous Resident Assistants. These individuals are under the administrative oversight of the Vice President and Associate Deans for Student Life. All residence hall staff members undergo training in enforcing residence hall security policies and emergency procedures.

**Residence halls consist of three basic building types:**

The **first** is the motel-type, which have direct egress to the outside from each unit. The motel-types include Lawlor, Maddox, and Printy Halls. Exterior doors to all motel type residence halls are capable of remaining locked at all times on a 24/7 basis, including the courtyard doors to Maddox that are controlled by electronic access control and camera’s at the main entrances. Interior rooms in the motel-type buildings are controlled by the use of key access.

The **second** is the house or condo-types that include the Shrubsole house and the Townhouse complexes. Exterior doors to these facilities are capable of remaining locked at all times on a 24/7 basis and are controlled by key access.
The **third** is the *traditional-type residence hall*, in which each room opens to a common corridor within the building complex.

**These residence halls include:**

Brock, Carr/Marshall/Rogers and Palmer, Faith, Johnson/St. Clair, McChesney/McKinney, Murphy/Rickard, West, Willetts, and Jenkins Halls. These buildings are secured on a 24/7 basis.

Fire exit doors in these residence halls remain locked at all times, and audible alarms are installed on each door.

All of our traditional style residence halls are equipped with conventional locks and have integrated electronic access control systems and cameras at the main entrances. Each resident can gain access to their individual room or residence hall with a key or proximity card issued by Campus Safety and Security. Security access control systems are installed at Brock, Faith, Carr/Marshall/Rogers and Palmer, Johnson/St. Clair, McChesney/McKinney, Murphy/Rickard, West, and Willetts Halls. In addition, residents are urged to lock their room doors at all times when sleeping or leaving their room and to not prop open exterior doors. It is also advised for those who reside in residence halls to not leave their keys hanging in their door knobs. Charges are assessed to residents who lose their keys, as locks are rekeyed to maintain security. All windows are capable of being locked.

Since all residence halls are closed during vacations and spring break, special arrangements must be made with the appropriate resident director for students who find it necessary to stay during those periods. It is strongly recommended that other arrangements be made, if at all possible. During term breaks, utility services in the residence halls are drastically reduced as a cost-reduction measure.

**University Building and Maintenance Programs**

Each building on campus is checked routinely by Campus Safety and Security and Physical Plant personnel. This check includes an inspection of landscaping, grounds keeping, preventive maintenance, indoor and outdoor lighting, fire code compliance, door and window security, etc. A routine inspection of all exterior parking lights and emergency phones is also conducted. The Physical Plant staff responds immediately to reports of potential safety and security hazards, such as broken windows and locks, and repairs are made as quickly as possible.

**Fire Safety and Prevention**

The university maintains fire suppression and detection equipment in residence halls as required by NFPA, state, and local fire regulations. This consists of smoke detectors, pull stations, horn and strobe units, sprinkler systems and automatic notification equipment that alert the fire department immediately upon alarm activation. Campus Safety and Security officers are trained to assist the Cedarville Township Volunteer Fire Department in building evacuations during fire drills, fire alarms, or other emergencies. The following statistics are presented for your information and are maintained by the Director of Campus Safety and Security.
FIRE RELATED STATISTICS FOR RESIDENT HALL FACILITIES – this data only includes those where fire incidents have occurred during the last three (3) previous years.

**YEAR 2016:**

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in each Bldg.</th>
<th># Cases</th>
<th>Cause of Fire</th>
<th># Injuries Requiring Treatment at a Medical Facility</th>
<th># Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodgers Hall</td>
<td>1</td>
<td>1</td>
<td>Keurig Coffee Maker over-heated</td>
<td>0</td>
<td>0</td>
<td>$50.00</td>
</tr>
<tr>
<td>Marshall Hall</td>
<td>1</td>
<td>1</td>
<td>Coffee Pot left on – burnt coffee</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**YEAR 2015:**

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fire in each Bldg.</th>
<th># Cases</th>
<th>Cause of Fire</th>
<th># Injuries Requiring Treatment in a Medical Facility</th>
<th># Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faith Hall – 251 N. Main St.</td>
<td>1</td>
<td>1</td>
<td>Food burnt in micro-wave - unintentional</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Marshall Hall – 251 N. Main St.</td>
<td>2</td>
<td>2</td>
<td>Food burnt in micro-wave - unintentional</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**YEAR 2014:**

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in each Bldg.</th>
<th># Cases</th>
<th>Cause of Fire</th>
<th># Injuries Requiring Treatment at a Medical Facility</th>
<th># Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
</table>
### DESCRIPTION OF EACH RESIDENT HALL FIRE SAFETY SYSTEMS:

All resident halls in bold are located on the main campus at 251 N. Main St. The specific addresses for those located off-site in the Village of Cedarville are indicated in the chart and are not in bold.

<table>
<thead>
<tr>
<th>Resident Halls</th>
<th>Fire Alarm System w/Monitoring (off-site contractor)</th>
<th>Sprinklers – Each Sleeping Room</th>
<th>Smoke Detection</th>
<th>Fire Exting. Devices</th>
<th>Number of Evacuation (Fire Drills) Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brock – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Carr - Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Cedar Park Apts., Kirkmont Ct., St. Rt. #72 South (married students)</td>
<td>0</td>
<td>0</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>Faith - Women</td>
<td>X</td>
<td>0</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Huffman House – RD Apt. 272 Bridge St.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Jenkins – Women (opened July 2017)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>Johnson - Women</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Lawlor – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Maddox – Women</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Marshall – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>McChesney – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>McKinney – Women</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Murphy – Women</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Palmer – Men</td>
<td>0</td>
<td>0</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Printy – Women</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Rickard – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Rogers – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Shrubsole House – Men 2912 Cedarville Yellow-springs Rd.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>St. Clair – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Town House #1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>Town House #2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>West Hall – Men</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Willetts - Central &amp; Wings (Women)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
</tbody>
</table>

N/A – no horn/strobe units or pull stations exist in these buildings so drills cannot be conducted.
Summary of Basic Fire Response Procedures:

In the event of a fire alarm or actual fire, all students and employees must follow the procedures outlined in our campus fire response plans. To see the complete details, please refer to the procedures outlined on page 11 of this report under the “Emergency Evacuations, Lockdown, or Sheltering in place procedures, item #1 under “Fire and Explosion.” You may also refer to the Campus Safety website and reference our complete fire response plans under “Emergency Procedures.”

Other Pertinent Information Regarding Campus Fire Safety:

Reporting of Fires – all fires occurring on campus must be reported immediately to Campus Safety and Security and 911 is to be called immediately. After a fire incident has occurred in the resident hall, the appropriate Resident Director, the Dean and Associate Deans of Resident Life are to be apprised of the situation.

Fire Drills – generally one or two fire drills for residence halls will be scheduled during the fall and spring semesters, at a time when the majority of students are in their rooms. Information and reports on each fire drill are on file in the Campus Safety Office with dates, times, and location of each drill. Scheduling will be coordinated by the Resident Director and Campus Safety a Security. In previous years, certain resident halls without an audible fire alarm system, such as Printy and Lawlor Halls, did not receive a drill. Effective in academic year, 2012–2013 and each year thereafter, evacuation drills were performed by using P/A announcements and sounding sirens from Campus Safety and Security patrol vehicles.

Training – Resident Directors will insure that all residents are informed of fire procedures during the start of the fall semester. Resident Directors and Assistants receive a yearly review at the beginning of each new academic school year by Campus Safety and Security. Faculty/staff are reminded on an annual basis to review the fire procedures made available on the campus safety website. Specialized training is provided as necessary.

Portable Appliances – the use of portable heaters, halogen lamps without safety guards, cooking devices such as hot plates, etc., are not permissible in all office and residential areas of the campus. Portable heaters are absolutely forbidden in all campus environments.

Smoking, Candle Use, etc. – smoking, the use of candles, incense, matches, potpourri, kerosene lanterns or lamps, or any other open flame is not permissible in any residence hall. The storage of combustible fuels, paints, or oil is also forbidden.

Extension Cords – only those with surge protection are permitted (power strips with surge protection). Multi-ply adaptors and the interconnection of extension cords are not permitted. Extension cords must not be run through doors or windows.

Fire Log – the University maintains a log of any fire or alarm that occurred in an on-campus student residence facility. The log is open to public inspection during normal business hours and is maintained in the Campus Safety and Security office in the Stevens Student Center. Information contained on the log, includes the nature of the incident, date, time, cost of damages, and general location of each fire and/or alarm.

Plans for Future Improvements in Fire Safety – the University is always involved in an ongoing evaluation of its residence halls and buildings to ensure that safe conditions are
maintained and upgrades are rendered as necessary. The Cedarville Township Fire Department is also active in conducting comprehensive fire inspections of all campus buildings. For further information relative to fire safety on campus, please refer to the Campus Safety and Security website and reference the Fire and Evacuation Procedures and Q & A that has been made available.

**Campus Security - Further Information**

Further information about campus safety and security can be obtained from either of the following offices:

Campus Safety and Security: (937-766-7992)
Student Life: (937-766-7872)

Campus Safety Website: [https://www.cedarville.edu/campussafety](https://www.cedarville.edu/campussafety)

This information is provided as part of the Cedarville University’s commitment to safety and security on campus and is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, generally referred to as the Clery act in Section 485(f) of the HEA and all of its subsequent amendments. The Violence against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) also includes amendments of the Clery Act. This report from the University provides information relating to crime statistics and safety/security policies and procedures.