

YOUR RIGHT

to

KNOW

Security and Fire Information for  
Adrian College  
2011-2012





**September 2011,**

Dear Members of the Adrian College Community,

The material in this booklet is designed to introduce you to services, policies, and programs related to Campus Safety at Adrian College. It also provides the annual campus crime statistics in accordance with the Jeanne Clery Act. We have included information to help students, faculty, and staff gain a full understanding of the functions of the Department of Campus Safety.

Adrian College is fortunate to be located in a safe and friendly community; however, everyone must take precautions to protect themselves from becoming the victim of crime. Crime can occur anywhere; Adrian College is no exception. It is our hope that you will utilize the services and programs we provide to help keep Adrian College a safe place to learn, live, and work.

We invite everyone to read the information provided and to ask any questions you may have. Please feel free to contact me with any comments or questions regarding the information provided.

Sincerely,

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Adrian College  
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(517) 265-5161, ext. 4333

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# **ADRIAN COLLEGE**

## **DEPARTMENT OF CAMPUS SAFETY**

### **Campus Safety Mission Statement**

It is the mission of our employees to provide professional and courteous service in order to protect the safety and security of all members of the Adrian College community, including students, faculty, and staff who seek a safe living and learning environment.

### **About Campus Safety**

The Adrian College Department of Campus Safety provides continuous 24-hour services designed to assist students in areas of safety and security. The Director has over 6 years of experience in the criminal justice field and works as a Reserve Police Officer for the City of Adrian. He supervises approximately twenty student safety officers, and six lieutenants. Lieutenants are part-time professionals who patrol and secure campus outside of normal business hours.

The Campus Safety Department provides a full range of services, including:

- Crime prevention and safety programs
- Parking and traffic enforcement
- Criminal and non-criminal investigations
- Securing campus buildings
- Campus fire drills and training

Campus Safety also:

- Assists with minor motor vehicle problems
- Conducts annual lighting and safety survey
- Handles student, faculty, and staff vehicle registrations
- Operates the campus telephone switchboard
- Oversees the “Campus Caravan” program
- Provides a 24-hour student escort program
- Provides security and traffic control for home sporting events
- Provides other services as requested

Campus Safety Officers have the authority to request identification from persons on Adrian College property, and to determine whether individuals have lawful business at Adrian College. Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety Officers do not possess arrest power.

Criminal incidents are referred to the local police who have jurisdiction on the campus. The Department of Campus Safety at Adrian College maintains a highly professional working relationship with the Adrian Police Department, Adrian Fire and EMS Department, Lenawee County Sheriff's Department, and the Michigan State Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The Campus Safety reception area is located in the Caine Student Center and is open 24 hours a day, 7 days a week, every day of the year. Student Campus Safety Officers address concerns on campus, give directions, issue parking permits and parking tickets, and provide requested escorts on-campus. There is always a student officer at the desk to provide information and to operate the campus switchboard.

All requests for Campus Safety services are processed through the Department of Campus Safety.

Another important responsibility of the Campus Safety Officer at the desk is to receive emergency telephone calls and dispatch help promptly. If there is an urgent emergency, please use any campus phone to call 911 directly. There is also an emergency telephone located on a light pole in the Merillat parking lot which connects directly to the Campus Safety office.

The Department of Campus Safety is under the division of Student Affairs, who is headed by the Dean of Students. The department's jurisdiction is contained to property owned, or controlled, by Adrian College. College property does include Greek housing and theme housing on Charles, Madison, and Williams Streets, along with Michigan Avenue. Through close cooperation with the Residence Life staff, the Department of Campus Safety assists in enforcing college policies. The Adrian Police Department may be contacted regarding crimes taking place on Adrian College property. College officials will give assistance to all law enforcement agencies as needed.

## **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Department of Campus Safety in a timely manner.

To report a crime or an emergency, call Campus Safety at extension 4333 or, from outside the Adrian College phone system, (517) 265-5161. Campus Safety Officers are available 24 hours a day to answer your call.

In response to a call, Campus Safety will take the required action, dispatching an officer or asking the victim to report to the Campus Safety office to file an incident report. All Adrian College incident reports are forwarded to the Director of Campus Safety and Safety Coordinator for review and investigation.

If assistance is required from the Adrian Police Department, Campus Safety will contact the dispatcher. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services. All Adrian College Campus Safety Officers have been trained in sexual assault response and are available to assist victims 24 hours a day.

This publication contains information about on-campus and off-campus resources. Crimes should be reported to the Department of Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

34 CFR 668.46(b)(4)(ii)

When situations involve a:

- Medical Emergency
- Fire
- Dangerous or Suspicious Person
- Serious Criminal Act

9-1-1 should be called immediately. Also, please notify the Campus Safety Desk at extension 4333.

### **Timely Warnings**

In the event that a situation arises, either on or off-campus, that, in the judgment of the Director of Campus Safety, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all

situations that could pose an immediate threat to the community and individuals, the Department of Campus Safety may also post a notice on the campus web site at [www.adrian.edu](http://www.adrian.edu), providing the college community with more immediate notification. The electronic notification is immediately accessible via computer by all students, faculty, and staff.

Anyone with information warranting a timely warning should provide the information to the Campus Safety office, by phone (517) 265-5161 extension 4333 or in person at the Campus Safety office located in the Caine Student Center, 1325 Williams Street, Adrian, MI 49221.

34 CFR 668.46(b)(2)

34 CFR 668.46(b)(2)(i)

## **Policy Statement Addressing Criminal Activity Off-Campus**

When an Adrian College student is involved in an off-campus offense, Campus Safety Officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Adrian Police Department routinely works and communicates with Campus Safety Officers on any serious incidents occurring on-campus, or in the immediate neighborhood and business areas surrounding campus.

While the Adrian Police Department has primary jurisdiction in all areas off-campus, Campus Safety Officers can, and do respond, to student related incidents that occur in close proximity to campus.

34 CFR 668.46(b)(7)

## **The Annual Disclosure of Crime Statistics**

The Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website [www.adrian.edu](http://www.adrian.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, the Dean of Students, the Director of Campus Safety, the Director of Housing, and the Judicial Coordinator. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest, and referral statistics include those reported to the Adrian Police Department, designated campus officials (including but not limited to: directors, deans, department heads, designated staff, judicial affairs, advisors to students/student organizations, athletic coaches, etc.), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Department of Counseling staff informs their clients of the procedures to report crime to Campus Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the

website to access this report. All prospective employees may obtain a copy from Human Resources. All prospective students may receive the website address through the Office of Admissions.

34 CFR 668.46(b)(2)(ii)

## **Missing Student Notification Policy and Procedures**

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify Campus Safety at 517-265-5161 x 4333. Campus Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Adrian College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Adrian College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Adrian College Housing office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Adrian College determine that the student has been missing for 24 hours, Adrian College will notify Adrian Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Adrian College will notify the student's parent or legal guardian immediately after Adrian College Campus Safety has determined that the student has been missing for 24 hours.

## **Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Campus Safety personnel facilitate programs for students, faculty, staff, student organizations, in addition to quarterly programs for Hall Coordinators and residents discussing valuable information related to safety and security.

**Tip:** To enhance personal safety, especially after an evening class, walk with friends or someone from class that you know well, or call the Campus Safety office at extension 4333 for assistance.

34 CFR 668.46(b)(6)

## **Security Awareness Programs**

During residence hall meetings, students are informed of services offered by the Adrian College Department of Campus Safety. Students are told about crimes

on-campus and in surrounding neighborhoods. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year, Campus Safety, in cooperation with other college organizations and departments, presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), drug and alcohol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through computer memos sent over the college's website, and by utilizing the mass emergency notification system (MENS).

34 CFR 668.46(b)(5)

## **Safety Measures**

The majority of incidents in residence halls involve theft of personal property. Thefts typically occur from an unlocked room or unattended common area. Below are some helpful hints you can use to help prevent these crimes of opportunity.

- Do not prop open residence halls doors for any reason.
- Always lock your door when you leave your room no matter how long you plan to be gone.
- Lock windows that are accessible from the outside.
- Keep items of value in a secure area.
- Do not leave notes on your door announcing that no one is present.
- Never loan out your keys or ID card.
- Report any doors, locks, or windows in need of repair to the Residence Life staff.
- Report all thefts immediately to the Department of Campus Safety.

## **Campus Caravan**

One related safety program is the Campus Caravan program. This program is sponsored by the Department of Campus Safety. A campus van driven by student employees drops off and picks up Adrian College students from local establishments on Thursday evenings and offers a safe ride back to campus free of charge.

## **Access Policy and Building Security**

During business hours, the College (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, prior notification or by admittance via Campus Safety or Residence Life staff. During times of extended closing, the College will admit only those with prior written approval to all facilities. Residence Halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year (Examples include the Merillat Sport & Fitness Center, the Shipman Library, and the Caine Student Center). In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility, the Office of Conferences, or Campus Safety. Emergencies may necessitate changes or alterations to any posted schedules.

34 CFR 668.46(b)(3)

## **Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety and residence life do regular patrols of campus and report malfunctioning lights and other unsafe conditions to the Physical Plant Department.

## **Weapons and Dangerous Devices Policy Possession**

Possession and/or use of firearms, weapons, fireworks, ammunition, flammable, or incendiary devices is prohibited on all Adrian College properties (including all campus facilities, athletic facilities, and parking lots) and at all Adrian College events, regardless of location.

## **Alcohol And Other Drugs**

Adrian College's Policy is in compliance with The Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The following information explains several key points about the alcohol and drug policy at Adrian College.

### **Adrian College Student Alcohol Policy**

It is illegal in the State of Michigan to:

1. Possess or consume alcoholic beverages under the age of 21.
2. Furnish alcoholic beverages to minors.
3. Utilize false ID for the purchase of alcoholic beverages.

Adrian College does not consider alcohol necessary or conducive to higher education. However, we believe that students should be given every opportunity to freely and responsibly make those decisions which directly affect their lives and to experience the consequences of those decisions. Therefore, Adrian College is committed to promoting and maintaining a work, academic, and living environment that is safe, promotes achievement, and is free from illegal and abusive alcohol use as proscribed by local, state, and federal laws.

### **On-Campus Policy**

All students have the right to live in College housing without unreasonable disturbances. Although the responsible use of alcohol is permitted by those of legal age, behavior of those using it must not infringe on any other student's right to privacy, to study, and to rest. Therefore:

1. Adrian College supports local, state and federal laws regarding the use of alcohol. Behavior that is or could be construed as a violation of these laws is a violation of the College's alcohol policy as well, including intoxication of students under the legal drinking age.
2. Consumption of alcoholic beverages may take place only within the privacy of a student's room by students 21 years of age or older.
3. Open containers (bottles, cans, cups, glasses) used for the consumption of alcohol are not permitted outside the individual or designated room unit. This includes campus grounds. Students are responsible for the proper disposal or

care of emptied alcohol containers and are encouraged to assist in the overall maintenance of an attractive campus.

4. Greek organizations sponsoring social events on campus shall comply with the Adrian College Alcohol and Risk Management Policy for Social Events as approved by the Panhellenic Council, Interfraternity Council, and the College.

a. Greek organizations may host social events with alcohol at off-campus facilities (e.g., rented hall) within the guidelines of the organizations' national and insurance policies (generally BYOB or third party vendor).

b. A fraternity wishing to sponsor a Homecoming alumni event, at which alcohol will be consumed in a designated area, must obtain approval of the event according to published guidelines in the Adrian College Alcohol and Risk Management Policy for Social Events.

5. Consumption of alcoholic beverages is prohibited inside all sports facilities.

6. No containers capable of holding a large quantity of alcohol (e.g., trash can, air void, beer bong) or requiring a "tap system" (e.g., keg) are permitted on College property.

7. Students are responsible for their own actions, as well as the actions of their guests. All persons, including guests present in a room wherein a violation(s) of the Alcohol Policy occurs, may be held accountable for said violation(s).

8. Adrian College money may not be used by student organizations for the purchase of alcohol. This includes money from College accounts as well as money raised by on campus sales or solicitations.

9. Alcohol may not be used to recruit students by any student organization or athletic team.

10. Alcohol use that jeopardizes or endangers the welfare of oneself or others, or contributes to disturbances, property damage, and other irresponsible, offensive action or behavior is a violation of the College's alcohol policy in addition to other violations which may apply.

11. The College reserves the right to notify College officials who have a legitimate educational interest in students who violate the policy (e.g., notify Athletic Department of athlete violations).

## **Tailgating Policy**

Adrian College does not prohibit tailgating prior to, or during, events on campus. The following guidelines apply to ensure that tailgating activities are respectful of others and consistent with an academic environment:

1. Michigan laws pertaining to the possession, consumption, and distribution of alcohol and controlled substances will be enforced.
2. Glass containers are prohibited.
3. Adrian College reserves the right to immediately close all tailgating activities at its discretion and remove individuals who display behavior inconsistent with an academic environment.
4. Tailgating will only be permitted in the Merillat and Dawson parking lots unless otherwise approved by the Director of Campus Safety.

## **Off-Campus Policy**

Student use of alcohol in off-campus situations is a matter of individual responsibility and any misuse is subject to punishment by duly authorized civil authorities. Adrian College does not approve of, or sanction, off-campus events where alcohol may be present.

## **Enforcement**

The responsibility for enforcement of the Alcohol Policy rests on each individual in the College community. The implementation of the enforcement is under the jurisdiction of the Office of Student Life.

1. Within College housing, all violations must be reported to Residence Life staff as soon as possible. Other on-campus violations should be reported to the Student Life staff.
2. A student found in violation of the Alcohol Policy will be informed of his/her violation at the time of the violation. In cases where this is not possible, the student will be informed in writing of the violations report to the Residence Life or Student Life offices.
3. Depending on the severity of the violation, the sanctions for individual students may include educational sanctions, required clinical assessments of the student's alcohol and other drug use, psychological and/or medical treatment based on clinical assessments, and suspension or dismissal. A complete list of possible sanctions is listed in the Adrian College Student Code of Conduct.

## **Drug Use Policy**

The use and/or possession of illegal/controlled substances is prohibited at Adrian College, including all campus housing. All students are to observe all local, state, and federal laws.

## **State and Federal Sanctions**

Local, state, and federal law enforcement officials independent of sanctions and penalties issued by Adrian College may pursue state and federal sanctions.

If a student violates a law concerning substance abuse, not only is that person subject to the Adrian College judicial system (see the Student Handbook) but he/she could face criminal prosecution. College sanctions depend on the seriousness and repetitiveness of the behavior. Sanctions range from fines and work assignments, probation, suspension, or expulsion. These are separate from any penalties that would result from a conviction in court. Criminal penalties range from fines to incarceration.

Even if you are not aware of the specific laws and sanctions, you are not exempt from them.

## **Available Help**

Adrian College is committed to helping students and staff who use illegal substances and/or abuse alcohol. Through treatment, substance abuse problems can be reduced or eliminated.

### *Students*

Confidential information is available at the Student Health Center at extension 4214. Information, educational programs, support and referral for treatment are available to help address your issues or for you to help a friend. AA, Alanon, ACOA, Alaten and Cocaine Anonymous are held off-campus. Call extension 4214 for information.

### *Staff*

For information and treatment referral, consult the Yellow Pages under “Drug Abuse & Addiction Information and Treatment”.

## **Policy Statement Addressing Counselors**

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

of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

*Pastoral Counselor*

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

*Professional Counselor*

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

## **Campus Sexual Assault Policy**

Adrian College strictly prohibits committing, attempting, or inciting another to commit sexual contact with another member of the College community without that person’s consent, including, but not limited to, rape and other forms of sexual assault. Conduct will be considered “without consent” if no clear consent, verbal or non-verbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person whose judgment appears to be impaired by alcohol or other drugs may be considered “without consent”. Students found to have violated this prohibition will be subject to procedures outlined in the Adrian College Student Code of Conduct. Criminal proceedings may occur as well.

## **Programming**

Throughout the academic year, various sexual assault awareness programs are made available to members of the campus community. For assistance with getting a program to your area of campus, contact the Student Health Center at extension 4214 or Residence Life at extension 3811.

## **Guidelines for Assistance**

*What if it happens to me?*

1. Go to a safe place and call for help as soon as possible.

2. DO NOT shower, bathe, douche, wash your hands, brush your teeth, use the toilet, change or destroy your clothing, or straighten up the area where the assault occurred. Preserve all evidence.

3. Get medical attention as soon as possible.

4. Call the Department of Campus Safety at extension 4333 or dial 9-1-1 for emergency personnel immediately.

5. Contact someone you trust for support.

### *What Options Do I Have and What Services Are Available to Me?*

All victims are encouraged to report sexual assaults; however, the decision is a personal choice. Do not allow others to make the decision. Also, if the perpetrator or others try to coerce or intimidate the victim into not reporting the crime, that in itself is an additional crime in the State of Michigan. As a service to victims, the Department of Campus Safety may be contacted for information and assistance in contacting the proper law enforcement agency. All Adrian College Campus Safety Officers have received Sexual Assault Training and have signed a confidentiality agreement prior to their employment.

Other campus services are available at the Student Health Center. Staff are trained Sexual Assault Advocates that can help with a variety of needs, including support and assistance with health and counseling issues. For more information and assistance, please call:

- Health Center, extension 4214
- Counseling Services, extension 4091
- Student Life, extension 3142
- Residence Life, extension 3811

#### For off-campus services, call:

- Catherine Cobb Program, 517-264-5733
- 24 Hour Crisis Line, 517-265-6776
- Crime Victim Assistance, Legal Aid, 1-888-251-1598

Another on-campus service, provided by Adrian College, is to assist the victim with changing academic and living situations if desired. For assistance contact:

- Student Life, extension 3142
- Student Housing, extension 4303

### *What Will Happen on Campus?*

After all information is gathered, it is forwarded to the Student Life office and a judicial hearing may be set up. Judicial hearing procedures are described in the Student Handbook under the Student Code of Conduct section. Students who file complaints, and students who are accused of sexual assault, are entitled to have others present during the hearing and to be informed of the outcome of the hearing.

### *What Are the Michigan Laws Regarding Sexual Assault?*

Michigan's sexual assault law is written under the Criminal Sexual Conduct Statute (CSC). There are 4 degrees of CSC ranging from touching to penetration, with penalties as severe as life imprisonment. Due to the wording and complexity of the law, it is not possible to print in its entirety. For answers regarding the law, contact the Department of Campus Safety, the Office of Student Life, or the local prosecuting attorney's office.

### **Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Adrian College Department of Campus Safety is providing a link to the National Sex Offender Public Website <http://www.nsopr.gov/>. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information, provided by a state concerning registered sex offenders, may be obtained. It also requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In the State of Michigan, convicted sex offenders must register with their local Michigan State Police post.

# On-Campus Crime and Fire Statistics and Protocol

The following statistics are compiled according to and required by the Higher Education Act, amended 2010.

Name of Facility	Fires	Injuries	Deaths
Davis Hall	1	0	0
Powell Hall	0	0	0
Feeman Hall	0	0	0
Stevens Hall	1	0	0
College View South	0	0	0
College View North	0	0	0
Cargo Hall	0	0	0
Jarvis Hall	0	0	0
Estes Hall	0	0	0
Pellowe Hall	0	0	0
Deans Hall	0	0	0
Lowry Hall	0	0	0
Herrick Hall	0	0	0
Sigma Alpha Epsilon	0	0	0
Alpha Tao Omega	0	0	0
Tao Kappa Epsilon	0	0	0
Phi Kappa Sigma	0	0	0
Theta Chi	0	0	0
1310 Michigan Ave	0	0	0
1316 Michigan Ave	0	0	0
1320 Michigan Ave	0	0	0
1328 Michigan Ave	0	0	0
1334 Michigan Ave	0	0	0
1340 Michigan Ave	0	0	0
1356 Michigan Ave	0	0	0
1380 Michigan Ave	0	0	0
106 Charles St.	0	0	0
160 Charles St.	0	0	0
147 S. Madison St.	0	0	0
Total	2	0	0

Adrian College adheres to the local fire code and performs fire evacuation drills for all student housing, according to code requirements. The Campus Safety team and residence life staff work together to provide the residents with fire safety educational programs. Fire safety equipment is checked by Physical Plant and the Residence Life Department.

All resident halls are equipped with fire alarm systems and portable fire extinguishers. All resident hall rooms have smoke detectors which are hard wired into a central fire alarm system. The hallways are equipped with fire doors to stop the spread of fire.

## Policies

Smoking must occur at least 25 feet from any building on campus.

Residents are not permitted to burn candles, incense, potpourri or tart burners (with flame or electric outlet) or create any

All electrical appliances must be UL approved. In addition, due to the extreme risk of fire, halogen lamps are not permitted in campus housing.

If a fire occurs on campus, Campus Safety must be contacted immediately.

## Evacuation Procedure

When a fire alarm sounds, all residents must vacate and follow staff instructions.

Leave by the nearest marked exit and alert others on the way.

Once outside, proceed to designated meeting point.

**Adrian College Report for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

<b>2008</b>				
	<b>On Campus*</b>	<b>Residence Halls and Greek Houses</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Reports Of**</b>				
Murder/Non-Negligent manslaughter	0	0	n/a	0
Negligent manslaughter	0	0	n/a	0
Sex offenses – Forcible	1	1	n/a	0
Sex offenses – Non-forcible	0	0	n/a	0
Robbery	0	0	n/a	0
Aggravated assault	1	0	n/a	0
Burglary	15	14	n/a	0
Motor vehicle theft	0	0	n/a	0
Arson	0	0	n/a	0
<b>Arrests</b>				
Illegal weapons possession	0	0	n/a	0
Drug law violations	2	2	n/a	0
Liquor law violations	0	0	n/a	0
<b>Referrals For Disciplinary Action</b>				
Illegal weapons possession	0	0	n/a	0
Drug law violations	16	12	n/a	0
Liquor law violations	66	65	n/a	2
<b>2009</b>				
<b>Reports Of**</b>				
Murder/Non-Negligent manslaughter	0	0	n/a	0
Negligent manslaughter	0	0	n/a	0
Sex offenses – Forcible	0	0	n/a	0
Sex offenses – Non-forcible	0	0	n/a	0
Robbery	0	0	n/a	0
Aggravated assault	1	1	n/a	0
Burglary	3	3	n/a	0
Motor vehicle theft	0	0	n/a	0
Arson	0	0	n/a	0
<b>Arrests</b>				
Illegal weapons possession	0	0	n/a	0
Drug law violations	0	0	n/a	0
Liquor law violations	0	0	n/a	0
<b>Referrals For Disciplinary Action</b>				
Illegal weapons possession***	1	1	n/a	0
Drug law violations	3	11	n/a	0
Liquor law violations	28	17	n/a	0
<b>2010</b>				
<b>Reports Of**</b>				
Murder/Non-Negligent manslaughter	0	0	n/a	0
Negligent manslaughter	0	0	n/a	0
Sex offenses – Forcible	0	0	n/a	0
Sex offenses – Non-forcible	0	0	n/a	0
Robbery	0	0	n/a	0
Aggravated assault	0	0	n/a	0
Burglary	10	10	n/a	0
Motor vehicle theft	0	0	n/a	0
Arson	0	0	n/a	0
<b>Arrests</b>				
Illegal weapons possession	0	0	n/a	0
Drug law violations	2	1	n/a	0
Liquor law violations	1	1	n/a	0
<b>Referrals For Disciplinary Action</b>				
Illegal weapons possession***	0	0	n/a	0
Drug law violations	43	30	n/a	0
Liquor law violations	153	127	n/a	0

See next page for Notes and Definitions

## NOTES and DEFINITIONS

- \* This category includes all on-campus incidents, including those listed in the category “Residence Halls and Greek Houses.” Therefore, the two categories are not cumulative, but duplicative.
- \*\* For crimes in this category, statistics include all reports of crime occurrences. The final resolution of the incident may include a determination that no crime was committed.
- \*\*\* Referrals for weapons include fireworks under Adrian College policy.

Reports of crimes include anonymous reports made to campus counselors and security officials (excluding professional and pastoral counselors). These statistics represent anonymous reports believed by the reporter to have been made in good faith, but for which no verifications has been established.

**Hate Crimes:** Each statistic, resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. A number in superscript parenthesis indicates the number out of the total number of incidents that were motivated by each type of bias. The type of bias or prejudice is coded as follows: Race = ra, Gender = g, Religion = re, Sexual Orientation = s, Ethnicity = e, Disability = d.

**Non-campus property:** Data in this category could not be determined; information from the local law enforcement agency, Adrian Police Department, could not be broken down by crimes relating to the Clery Act or geographical location specific to this institution.

## References

U.S. Department of Education: Office of Postsecondary Education. (2005). *The Handbook for Campus Crime Reporting*. Washington D.C.: Education Publications. 200 pages.

This report format is based in part on a model grid developed by Campus Outreach Services, Inc. Housing discipline reports were used in creating this report.

## Emergency Notification System

Adrian College has installed a mass emergency notification (MENS) system on the roof of Dawson Auditorium that allows emergency messages and alerts to be sent campus wide in an efficient and timely manner. The command center for the device is located in the Campus Safety office and will be activated under the direction of the Director of Campus Safety, Associate Dean of Students, Dean of Students, or other designated personnel. The device will be utilized for emergencies related to severe weather conditions, a dangerous person on campus, an emergency situation in Adrian, MI or other special incidents that may arise and appear to pose a potential threat to Adrian College students, faculty, staff, and visitors. Listed below are the recorded messages that will be available and the siren tone that will be used in accordance with each message.

The Adrian College campus emergency notification system will have the following alerts available:

(15 second Steady ) “This is a test of the emergency warning system. This is only a test. (15 second Steady) This is a test of the emergency warning system. This is only a test.”

(15 second Steady ) “The National Weather Service has issued a tornado warning for Lenawee County, please take shelter in a secure area immediately. (15 second Steady) The National Weather Service has issued a tornado warning for Lenawee County, please take shelter in a secure area immediately.”

(10 second Alt Wail ) “This is an emergency announcement for Adrian College faculty, staff and students. Please stand by for additional information.

(10 second Pulsed Wail ) This is an emergency announcement for Adrian College faculty, staff and students. Please stand by for additional information.”

(10 second Alt Wail ) “Attention please. A dangerous situation has been reported on campus. Take cover immediately, stay in your current location and lock all doors and windows until further information is provided.

(10 second Alt Wail) Attention please. A dangerous situation has been reported on campus. Take cover immediately, stay in your current location and lock all doors and windows until further information is provided.”

(10 second Westminster Chimes ) “The campus emergency has ended. All is clear. You may return to normal activities at this time. (10 second Westminster Chimes) The campus emergency has ended. All is clear. You may return to normal activities at this time.”