



ROCHESTER
UNIVERSITY

ROCHESTER HILLS, MI

2019 ANNUAL SECURITY & FIRE SAFETY REPORT

RochesterU.edu/Campus-Safety

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2019 ANNUAL SECURITY & FIRE SAFETY REPORT

*Rochester University prepares students for professional
and personal success as they serve in God's world.*

MISSION AND GENERAL STATEMENT

The mission of the Clery Team is to provide a safe, secure, professional and positive educational environment for all faculty, staff, students, and guests of Rochester University.

Campus Safety (security) personnel conduct continuous foot and vehicle patrols of the campus and patrol building interiors. We continue to employ our own personnel, supplemented by our contract security firm.

Rochester University continues to promote and foster a safe educational and professional working environment. Though our crime statistics included in this report indicate an outstanding record of safety, we want to continue in our diligence to provide all members of our community a safe environment.

We encourage the reporting of all incidents. You will find in this report the contact information necessary to do so. It is our desire to effectively serve the Rochester University community with an on-going commitment to assessment and safety improvements on our campus.

As required by the federal Clery Act, this report is distributed electronically to students, faculty and staff as well as posted to Rochester University's website and portal. Hard copies will be made available upon request.

ROCHESTER UNIVERSITY CAMPUS SAFETY 2019 PERSONNEL LIST

CLERY TEAM

Tom Rellinger, Executive Vice President
Ginny May, Director of Human Resources
Jacob Lawless, Director of Operations/Security
Dr. Sharia Hays, Dean of Students and Title IX Coordinator
Elliot Jones, Director of Marketing & Communication

PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT

The Annual Security and Fire Safety Report is prepared, published and distributed in accordance with the requirements of the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Higher Education Amendments of 1998, the Higher Education Opportunity Act of 2008, the 2013 reauthorization of the Violence Against Women Act, including the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Clery Act, and all implementing regulations issued by the U.S. Department of Education.

Information for the Annual Security and Fire Safety Report is collected by the Rochester University's Clery Team. The Annual Security and Fire Safety Report is published annually and made available to students, faculty and staff. An email indicating the availability of the report, its contents and how to obtain a copy is sent out on or before October 1st.

ENCOURAGING THE REPORTING OF CRIMES

Rochester University strongly encourages all students, faculty and staff to report crimes and any suspicious activity to Campus Safety and/or to local law enforcement agencies. Crimes can be reported confidentially by contacting Campus Safety at 248-765-8013. Anyone reporting a crime in person can also request confidentiality and can make that report to a member of the Campus Safety Office or Student Life Office. Students, faculty or staff reporting a crime will be encouraged to file a police report with local law enforcement agencies but have the option not to. In those cases, the information will still be collected and properly reported by Campus Safety staff. If the report is a case of sexual violence or misconduct covered under Title IX, confidentiality cannot be guaranteed.

Campus Safety is not a sanctioned police agency and does not have the same enforcement powers as an official law enforcement agency. Campus Safety does not possess the authority to arrest beyond the conditions allowed to any private citizen under Michigan law. Those conditions are a felony committed in the person's presence, a known felony committed but not in the person's presence, or at the request for assistance of local law enforcement. Local law enforcement agencies may be contacted to assist Campus Safety in the event a crime is committed on campus.

Reporting crimes and emergencies to Campus Safety (Main Campus)

1. In an emergency, call 9-1-1. After 9-1-1 has been contacted call Campus Security at 248-765-8013.
2. When calling, stay calm and carefully explain the problem and location to the 9-1-1 dispatcher or the Campus Security Officer. Do not hang up until told to do so.
3. Once emergency has been resolved, contact The Center for Student Life at 248-218-2041 to fill out a detailed incident report.

Oakland County Sheriff's Dispatch: 248-858-4950 for non-emergencies

Reporting crimes and emergencies to Campus Safety (Mott Community College –Flint Campus)

1. In an emergency, call 9-1-1. After 9-1-1 has been contacted call Mott Campus Security at 810-762-0222.
2. When calling, stay calm and carefully explain the problem and location to the 9-1-1 dispatcher or the Campus Security Officer. Do not hang up until told to do so.
3. Once emergency has been resolved contact Rochester University, The Center for Student Life at 248- 218-2041 to fill out a detailed incident report.

Reporting crimes and emergencies to Campus Safety (Macomb Community College – Garfield Campus)

1. In an emergency, call 9-1-1. After 9-1-1 has been contacted call Macomb Campus Security at 586-286-2123.
2. When calling, stay calm and carefully explain the problem and location to the 9-1-1 dispatcher or the Campus Security Officer. Do not hang up until told to do so.
3. Once emergency has been resolved contact Rochester University, The Center for Student Life at 248- 218-2041 to fill out a detailed incident report.

9-1-1 Should be contacted for all emergencies.

Information on crime and security awareness is provided in the student handbook and employee handbook. Training is conducted throughout the year with various departments and student groups.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Timely Warnings shall be issued whenever a Clery Crime that is considered to represent a serious or continuing threat to students and employees is reported to campus security, Student Life Office, or a local police agency and has occurred within the University's Clery Geography. Whenever a timely warning is sent it may be sent to the entire Campus Community or to the relevant population if technology allows.

Emergency Notifications shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Provost or a designee of the Provost in conjunction with the Dean of Students and/or other campus and non-campus officials as appropriate shall confirm the existence of a situation that may warrant a warning or notification and determine if a timely warning or emergency notification is warranted and the extent of the notification as appropriate. In addition to criminal incidents, emergency notifications may be issued in situations such as, but not limited to:

Safety Related Issues:

- ☐ An incident that occurs on any of our campuses that affects the personal safety and security of our population.
- ☐ An incident that occurs in close proximity to the campus that may potentially affect the personal safety and security of our student, faculty and staff population.

Health Related Issues:

- ☐ Diagnosis of a serious or life threatening communicable/infectious disease.
- ☐ Evidence of bio terrorism.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Residence Halls remain locked 24 hours a day and are only accessible by Rochester University's ID card through the card reader system. Students are required to carry their ID at all times. When entering or leaving the residence halls, students should ensure the doors close securely behind them. Doors are not permitted to be propped open unless authorized by Campus Safety or Student Life staff. Students locked out of residence halls should contact their Area Coordinator or Community Leader.

All other facilities are unlocked and locked daily by Campus Safety staff in accordance with normal business hours. The unlocking/locking schedule may be amended due to holidays, whether school is in session, or special events. Individuals in buildings after normal business hours must have their ID card. The Department of Human Resources maintains a record of all keys that are issued to faculty and staff. Keys should not be shared or loaned out. Rochester University's security patrols the campus seven days a week from 6:00 p.m. to 6:00 a.m. The Security Officer reports to the Director of Operations and is authorized to enforce administrative regulations, which are published in the Employee and Student Handbook.

EMERGENCY GUIDELINES

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Rochester University and community resources.

Assumptions

The succession of events in an emergency is not predictable. Hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of any emergency.

Definition of crisis

A crisis is defined as anything or any person who causes serious threat to life, limb and/or property. Declaration of campus state of emergency.

The authority to declare a campus state of emergency rests with the University's President or his designee. During the period of any campus emergency, the University's President or his designee (see attached RC contact list) shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard person and property, and maintain educational facilities.

University notification system

In the event of an emergency (including weather and safety alerts), Rochester University will utilize a number of communication tools and strategies to communicate with the campus community. Depending upon the nature of the announcement, any or all of the following methods may be used:

- ☐ Text message notification
- ☐ Campus-wide e-mail
- ☐ Voice notification via campus desk phone PA system
- ☐ Posting on University website, portals and app
- ☐ Posted printed notices in residence halls and in administrative/academic buildings

Information

Clear and concise information shall be communicated by appropriate means between the University President or his designee and emergency officials.

Reporting emergencies

- ☐ In an emergency, call 9-1-1. After 9-1-1 has been contacted call Campus Security at 248-765-8013
- ☐ When calling, stay calm and carefully explain the problem and location to the 9-1-1 dispatcher or the Campus Security Officer. Do not hang up until told to do so.
- ☐ Once emergency has been resolved contact The Center for Student Life at Ext. 2041 to fill out a detailed incident report.

Missing Persons Procedure

A person may be declared "missing" when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines. The following procedures are to be followed if a missing person complaint is made to Rochester University Security or The Center for Student Life.

- ☐ Campus Security will gather all essential information about the person (description, clothes last worn, where subject might be, who they might be with, vehicle description, photograph, class schedule etc.)
- ☐ A quick, but thorough search will be conducted in all campus buildings, grounds, and parking lots.

- ☐ The Dean of Students will be promptly notified and is responsible for communicating with the emergency contact and family or relatives of the missing person.
- ☐ If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. This will take place as soon as practical. The local police then become the authority in charge and Rochester University's Security and The Center for Student Life will assist them in any way necessary.

EVACUATION PROCEDURES

Building Evacuations:

- ☐ All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security.
- ☐ When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Do not use the elevator; in emergencies always use the stairway.
- ☐ Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know the area assembly points which are:

South – Front bike path along Avon Road

East – Baseball/Soccer Field

North – Lawn North of Ferndale/Hoggatt Residence Hall

West – Campus Center Parking Lot/bike path along Avon Road

IMPORTANT: After any evacuation, proceed to your designated area assembly point. Do not return to an evacuated building unless told to do so by a member of the Administrative Team.

Campus Evacuation:

- ☐ Evacuation of all or part of the campus grounds will be announced by the President, his designee or Campus Security through one of the communication media.
- ☐ All persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another area as directed.

IMPORTANT: After any evacuation, remain calm and quickly report to your designated assembly point.

Media relations

Only the President or his designee will meet or talk with the media. The President or his designee needs to be informed immediately of existing emergency situations and briefed with basic factual details necessary to accomplish their responsibilities.

Bomb threat

1. If you observe a suspicious object or potential bomb on campus do not handle the object. Clear the area and immediately call Campus Security at 248-765-8013. If Campus Security cannot be reached, dial 9-1-1.
2. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?

3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call.
 - b. Age and sex of caller.
 - c. Speech pattern, accent, possible nationality.
 - d. Emotional state of caller.
 - e. Background noise.
4. Immediately notify Campus Security at 248-765-8013 to report the incident.
5. Campus Security, in conjunction with authorized personnel, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Security. Do not touch the object. Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, activate the building fire alarm. Caution: The building fire alarm only sounds in the building where activated. You must report the incident by phone to Campus Security at 248-765-8013.

Violent or criminal behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

1. If you are a victim or witness to a crime, you must promptly notify Campus Security at 248-765-8013 as soon as possible and report the incident, including the following:
 - a. Nature of incident.
 - b. Location of incident.
 - c. Description of person(s) involved.
 - d. Description of property involved.
2. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Security and report the incident.
3. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.
4. Once emergency has been resolved contact The Center for Student Life at Ext. 2041 to fill out a detailed incident report.

Fire

1. Know the location of the fire extinguisher, fire exits and fire alarm systems in your area and know how to use them.
2. If a minor fire appears controllable remember the acronym P.A.S.S., pull pin on fire extinguisher, aim the charge of a fire extinguisher toward the base of the flame, squeeze handle and sweep from side to side, then immediately contact the Director of Operations at ext. 2082 and Campus Security at 248-765-8013.
3. If an emergency exists, activate the building fire alarm. CAUTION: The building fire alarm sounds only in the building where activated. You must report the fire by phone to Campus Security at 248-765-8013.

Tornado

1. During a tornado, remain calm and quickly follow the steps outlined below.
2. If indoors, seek refuge in a hollow depression or basement. Stay away from glass windows, shelves and heavy equipment.
3. If outdoors move quickly away from utility poles and other dangerous structures. CAUTION: Always avoid power or utility lines as they may be energized. Seek refuge in nearest building or secure structure.

4. After the tornado is over, evaluate the situation and if emergency help is necessary, call 9-1-1 and Campus Security at 248-765-8013.
5. Damaged facilities should be reported to Operations. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on utility failures.
6. Do not return to an evacuated building unless told to do so by Campus Security.

Utility failures

1. In the event of a major utility failure occurring during regular working hours (8 a.m. through 5 p.m. Monday-Friday), immediately notify Operations at ext. 2080 if phone communication is still available.
2. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Campus Security at 248-765-8013.
3. If an emergency exists activate the building fire alarm.

Psychological event

A psychological event exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality.

1. If a psychological emergency occurs with obvious medical complications:
 - a. Call 9-1-1 and tell them you have a medical and psychological emergency.
 - b. Contact Campus Security at 248-765-8013 and inform them of the situation (Campus Security will contact appropriate personnel.)
2. If a psychological event occurs without obvious medical complications:
 - a. Contact Campus Security at 248-765-8013 and Dean of Students Ext. 2041 and say that you have a psychological event.
 - b. Try to keep the person calm or within your vision until assistance arrives.
 - c. Maintain your own personal safety if you feel the situation is dangerous.
 - d. Ask the individual if they are going to harm themselves or someone else.

Lockdown Procedure

1. If you hear, "LOCKDOWN" over the intercom, via "RC Alert" text message, or an administrator announces the lockdown in person. Please remember: The professor/instructor is in charge during a lockdown incident and students should look and follow the directions of their professor or instructor:
 - a. Everyone is to stay where they are.
 - b. Classroom professors are to:
 - i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - ii. Lock and or barricade your door. (Do NOT lock or barricade exterior doors.)
 - iii. Lower or close any blinds.
 - iv. Place students against the wall, so that the intruder cannot see them looking in the door. Look for the 'Safe Corner'.
 - v. Turn out lights and computer monitors.
 - vi. Keep students quiet and silence cell phones.
 - vii. Call or text 9-1-1 if you have information about the incident.
 - c. Immediately direct all students, staff, and visitors into the nearest classroom or secured space. Clear hallways, restrooms, and other rooms that cannot be secured.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom and via text message.
3. An administrator will signal all personnel if the lockdown has been lifted.

4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, faculty members should take roll to account for all students present in class.

CAMERA SYSTEM

Campus Safety utilizes a campus wide camera system. The system has 36 cameras and is monitored by Campus Safety and is regularly reviewed by Campus Safety and the Information Technology.

AUTOMATED EXTERNAL DEFIBRILLATORS AND EMERGENCY EQUIPMENT

- ☐ Automated External Defibrillator (AED), located in Muirhead Hallway
- ☐ Automated External Defibrillator (AED), located in Warrior Recreation Center Weight Room
- ☐ Automated External Defibrillator (AED), located in Garth Pleasant Arena Locker Room Tunnel under illuminated RC.
- ☐ Automated External Defibrillator (AED) – Portable, located in Garth Pleasant Arena trainer's office.
- ☐ First Aid Kit with mouth shield, pocket mask, tourniquets – located Campus Center 2nd Floor Room 207
- ☐ First Aid Kit with mouth shield, pocket mask, tourniquets, spine board – located in Security Office in Barbier Hall 1st Floor Room #106.

POLICY ON ALCOHOL AND OTHER DRUGS

This policy statement is a reflection of Rochester University's heritage. This heritage includes a concern for the individual and his/her development as a whole person. The University believes that spiritual, intellectual, emotional, social, physical and vocational development has their greatest growth free from mind-altering drugs. Consequently, it is the desire of the university to foster an alcohol and drug-free environment in which to work, live, learn and grow. As a Christian University, we approach individual problems with alcohol or other drugs with a combination of compassion, encouragement, directness and concern. An aspect of this caring approach is consistent enforcement of the regulations on alcohol and other drugs contained within this policy.

Rochester University prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees. This handbook contains such prohibitions and provides penalties for violation, up to and including dismissal of students. Employees should check the Faculty/Staff Handbook regarding the university's policy.

The unlawful possession, use, or distribution of drugs and alcohol can result in arrests, misdemeanor or felony convictions, and long prison terms. The use of drugs and the abuse of alcohol also present major health risks, including addiction, acute and chronic illness and death. Alcohol and drug information, referral, counseling, treatment and rehabilitation programs are available to students and employees through a variety of on- and off-campus resources. Some of these services and programs are without charge. Students may obtain further information about available services by calling Student Life at ext. 2041. Anyone with questions, concerns, or problems related to the use of drugs or the abuse of alcohol is urged to take immediate advantage of the help that is available.

All members of the Rochester University community, however, must clearly understand that they jeopardize their education, jobs, health, and future if they unlawfully possess, use or distribute drugs or alcohol at Rochester University. Sanctions for such misconduct will be consistently enforced.

COMMITTED TO PREVENTION

The University is committed to a program for the prevention of both the use and abuse of alcohol and the illegal use of drugs and alcohol by students and employees. University policy prohibits the use of drugs or alcohol on University's property or at any student, off-campus function. This complete policy is available, as well as published and distributed, to all students and employees.

The University does not authorize any student organization to provide off-campus housing. Approved off-campus functions of student organizations normally require the presence of a faculty/staff or approved sponsor.

Although we believe our low incidence of crime will continue, this is not intended to give a false sense of security. Please remember that while a crime can occur at any time, your prevention effort can be effective in reducing the opportunities for criminal activity. You play an important role in our crime prevention efforts. Be cautious, careful and alert to your own safety and protective of your and the University's possessions.

SUPPORT THROUGH GRIEF AND SIGNIFICANT LIFE CHALLENGES

Rochester University is committed to helping students succeed in their collegiate careers by supporting the whole student – body, mind, and spirit – within a Christian setting.

As such, Rochester University understands that many students undergo difficult life events amidst academic coursework and responsibilities. Death, sickness, and significant life challenges can present additional challenges and difficulties to students. Rochester University is committed to helping students during these challenging times by providing academic support, counseling, ministry, support groups, and options for potential alternative academic plans so that students may best cope and meet the challenges of life.

Students looking for support can touch base with any of the following groups on campus:

- ❑ **Support Our Students:** The Support Our Students (SOS) program provides additional support and connection points to students. A committee of staff and faculty members meets regularly to ensure that students receive additional support and encouragement. Contact the SOS Team at sos@rc.edu!
- ❑ **Campus Ministry:** Ministry staff members are happy to sit down and talk with you, pray with you, and provide support and encouragement. Campus Ministry hosts a variety of events and programs throughout the semester. Contact Campus Ministry at campusministry@rc.edu to get involved.
- ❑ **Psychology & Counseling Center:** Professional psychology counseling is available on campus on a no-fee, short-term basis, or with a low-fee for longer-term psychotherapy. All services are confidential. Appointments can be made by contacting Dr. Gordon Mackinnon at (248) 218-2112 or gmackinnon@rc.edu.
- ❑ **Solace Support:** Solace Support is a peer-led support group open to all students. You can access Solace Support on Moodle by searching for "Psi Chi" or "Solace Support" under courses. Available through an online medium, the Solace Support group confers every Wednesday from 6:30 – 8:00 pm during the traditional academic semester.
- ❑ **Student Care Team (SCT)** whose overall mission is 1) to provide a systematic and confidential response to students whose behavior is disruptive to themselves or to the environment; 2) to support the success of students; and 3) to assist in protecting the health, safety, and welfare of the students and members of the university.
 - The SCT is a multi-disciplined faculty and staff working group whose purpose is to coordinate the resources of the university to address the needs of students who are experiencing difficulties, disruptions, or behavioral disturbances, in order to recommend collaborative and purposeful interventions aimed at helping students achieve success. Further, the objective of the SCT is to establish a process that is designated to be helpful to students,

particularly when the rights of others are being affected or an individual's own growth and development are being endangered.

- This process is also designed to assist members of the University's community with a concern for a student who seems to be experiencing emotional distress, psychological difficulties, or is unable to handle stressful circumstances. Following a referral or information submission, the SCT will evaluate the situation and respond appropriately through a collaborative and authoritative decision-making process.

COMMUNITY SUPPORT

Outside of the immediate Rochester University's community, our surrounding community also provides a variety of resources and support groups to help students during difficult times.

Graham Health Center, University Counseling Center

The Graham Health Center at Oakland University (provides services to all current OU students and students from neighboring colleges/universities)

Oakland University Counseling Center, Graham Health Center, East Wing
408 Meadow Brook Road
Rochester, MI 48309-4452
Email: counsel@oakland.edu
Phone: (248) 370-3465
<https://oakland.edu/ghc/>

Perspectives Counseling Centers

Services include individual and group therapy for children, adolescents and adults, marriage and family therapy; Christian counseling; testing and assessment; seminars; the E.D.G.E. program; and more.

Troy, MI (248-244-8644)
Sterling Heights, MI (586-268-6712)
Novi, MI (opening January, 2017)

Oakland Hills Counseling, LLC

Individual, marriage, and family counseling available

1854 W. Auburn Rd., Suite #210
Rochester Hills, MI 48309
Phone: 248-844-2647
Email: info@oaklandhillscounseling.com
oaklandhillscounseling.com

Aspects Counseling

Individual, marriage, group, and parents counseling available

Rebecca S. Trowse, MA, LPC, NCC (an adjunct faculty member at Rochester University)
414 S Main St #207b
Rochester, MI 48307
Phone: (248) 845-4144
Website: <http://www.aspectscounseling.com/>

Counseling Center for Women

Staff is committed to helping women identify strengths, facilitate personal growth, and ultimately take control over their lives. Even though the Center focuses primarily on issues concerning women, we also work with men, couples, adolescents and children.

71 Walnut, Suite 207
Rochester, MI, 48307
Phone Number: (248-650-1136)

Woodside Bible Church: Grief Support Group

Videos, personal workbook, and group meetings/discussions are available for anyone

<http://www.griefshare.org/groups/49924>
Meetings on Monday @ 7:00 pm
Troy Campus
6600 Rochester Road
Troy, MI 48085
(248) 879-8533

SEXUAL MISCONDUCT POLICY

Rochester University is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, Rochester University strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education. It is the policy of Rochester University that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and discipline the perpetrator. This includes working with state and local law enforcement to bring possible criminal charges and/or seeking disciplinary action through the University.

Rochester University encourages the reporting of sexual misconduct that is prompt and accurate. This allows the University's community to quickly respond to allegations and offer immediate support to the victim. Rochester University is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. Certain professionals at the University such as professionals in our Psychology Clinic and the Campus Minister are permitted by law to offer confidentiality. Those who do not maintain the privilege to offer confidentiality are expected to keep reports private to the extent permitted under the law and University policy. This means that they may have to report to University officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the Rochester University community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the University engages in prevention and awareness education programs. All incoming students [and employees] are required to participate in these programs, and all members of the University community are encouraged to participate throughout the year in trainings and education focused on the prevention of sexual misconduct on campus.

This policy applies to all members of the Rochester University community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another).

This policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking.

This policy covers conduct that takes place on the University's campus. This includes any building or property owned or controlled by Rochester University and used in direct support of, or in a manner related to, the school's educational purposes, including residence halls, dining halls, and public property within or immediately adjacent to and accessible from campus. This policy also covers conduct that takes place off- campus that may have a partnership to the University's community.

This policy covers all educational, extracurricular, athletic, or other campus related programs.

Activities: This policy covers all campus and school-related activities, including, but not limited to, student organizations (academic, social club, multicultural, religious, service, social and support, sports and recreational), community organizations with student [and/or faculty] participation, and all other educational or extracurricular events hosted by or at the University.

Reports or inquiries of incidents involving faculty, staff, or are related to on-campus employment, should be directed to: Dr. Sharia Hays, Dean of Students and Title IX Coordinator – 248-218-2040 • shays@rc.edu

HARASSMENT, SEXUAL HARASSMENT AND SEXUAL ASSAULT

The term harassment is defined by Rochester University as any verbal, written, or physical conduct that a person knows or has reasonable grounds to know would disrespect, intimidate, demean or degrade an individual's or group's human or civil rights and that may result in his or her mental, emotional or physical discomfort, ridicule or harm. Examples of harassment include, but are not limited to the following: Physical or verbal attacks upon a person which hinders the person from conducting customary or usual university related affairs; conduct or expressive behavior that puts a person in fear of his/her safety and/or causes a person to suffer actual physical or mental injury or harm; intentionally or inadvertently creating an intimidating, hostile or demeaning living or educational environment; physical aggression intended for one individual by another, related to the individual's dating relationship or association with a person or persons different from oneself.

Furthermore, sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working, living, or educational environment. This definition will be interpreted and applied in a manner consistent with the accepted standards of mature behavior, academic freedom, and the mission of the University. Concerns about sexual harassment that include faculty, staff or those that are related to on campus employment should be directed to Human Resources. If an incident is between two students, the concern should be directed to the Dean of Students. Incidents between students will be addressed according to the Disciplinary Procedures outlined earlier in this handbook.

Dating violence is defined as any act of 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 determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Consent is defined as affirmative, clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. Domestic violence is defined as any violent felony or misdemeanor crime committed by a current or former

spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

Stalking is defined as intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Sexual assault is defined as forced, manipulated or coerced sexual activity. It is a violent crime using sexual means. When the act involves unwanted penetration, it is rape.

WHAT TO DO IF YOU ARE A VICTIM

With any of these events, Rochester University urges the victim to get immediate medical attention and report the sexual assault or rape to the proper authorities and at least one of the following offices:

- ☐ Campus Security—ext. 2911
- ☐ Student Life—ext. 2040
- ☐ Psychology Clinic—ext. 2122

If you or someone you know has been a victim of a sexual assault or rape, the University strongly suggests the following steps:

- ☐ Call Campus Security (ext. 2911), Dean of Students (ext. 2040) or Rape Crisis Counselor at Haven (248.334.1274), an Area Coordinator or a supportive friend. Staff can refer the victim to the Counseling Center. You are also strongly encouraged to call the Oakland County Sheriff Department at 911.
- ☐ Before washing or cleaning up, seek medical attention at a local hospital with the help of a friend or counselor. Bring a change of clothes with you. Even if you do not wish to press charges at the time it will be important to preserve any evidence and this evidence will allow you to press charges at a later date should you decide.
- ☐ Be assertive and stand up for yourself and realize this action often helps others. If you did not report the assault to campus authorities (Campus Security and/or Student Life) please file a report and consider pressing judicial and/or legal charges.
- ☐ Be patient with yourself and don't isolate yourself. It takes time to cope with an assault and begin to trust yourself and others again. You need good friends for support. The Counseling Center staff can assist you in this healing process, 248.218.2122.
- ☐ Don't blame yourself. Even though you may feel responsible, it is the person who commits the assault who is responsible. No one asks to be assaulted. Sexual assault, or the continuation of unwanted behavior when you have stated your wish to stop, is a violation of your dignity and rights, and is illegal.

Because harassment, sexual assault, including domestic violence, rape, date rape and stalking are a violation of the University's behavioral expectations all reported incidents will be investigated. The University may turn evidence over to the authorities as well as reporting the necessary information to the Title IX Coordinator.

VICTIM'S RIGHTS

During an investigation, the victim and the accused must have the same opportunity to have others present. Both parties shall be informed of the outcome of any disciplinary proceeding. Victims shall be informed of their options to notify law enforcement. Victims shall be notified of available counseling services. Victims shall be notified of the options for changing academic and living situations.

Where to Report All Acts of Sexual Misconduct/Violence

Filing a complaint with the University: A student may file a written report for sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, sexual assault, stalking, and cyber- stalking to the following offices:

Criminal complaint:

- ☐ Emergency Services 9-1-1
- ☐ Oakland Sheriff's Dept. 248.858.4911

Institutional complaint for sexual misconduct:

- ☐ Title IX Coordinator
 - Dr. Sharia Hays, Dean of Students and Title IX Coordinator – 248.218.2040, titleixcoordinator@rc.edu or shays@rc.edu
- ☐ Campus Safety
 - Jacob Lawless, Director of Operations - 248.218.2082, jlawless@rc.edu
- ☐ Employee Engagement
 - Ginny May, Human Resource Office - 248.218.2018, gmay@rc.edu

A student may file a complaint with one or more Offices, and each Office is prepared to assist the student with deciding on where complaints may be filed, if any, and the processes associated with each Office's complaint procedures. In addition, each Office is able to refer a student for academic accommodations, housing accommodations, and support services.

Filing a Complaint with a State and/or Federal Agency:

A student who is not satisfied with the University's handling of a complaint, may also file a complaint with federal and state agencies. Below are the agencies and their respective contact information.

- ☐ Michigan Department of Education, 517-373-3324
- ☐ Department of Education Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/index.html>

Role of the Title IX Coordinator in the Complaint Process:

The Title IX Coordinator shall be notified of all sexual misconduct complaints by the University employee who took the complaint in order for the Title IX Coordinator to oversee the complaint processes and accommodations for the student.

2019 ANNUAL SECURITY & FIRE SAFETY REPORT

Annual Fire Safety Report

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The information includes the number of housing facilities and the type of fire system and prevention instruments that are installed in each housing facility. In addition, each institution is required to report fire safety information to the U.S. Department of Education.

Collectively, this information provides prospective and current students information regarding the policies and fire safety conditions that are present at Rochester University.

Building Name	Fire Alarm System	Room Detection Device	Pull Stations	Fire Evacuation Maps	Sprinkler	Fire Extinguishers	Fire Rated Doors	Fire Drills
Alma Gatewood Hall	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Ferndale-Hoggatt Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Barbier Hall	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Palmer Hall	No	Yes	No	Yes	No	Yes	Yes	Yes

Building Name	# of Fires Reported 2018	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage From Fire
Alma Gatewood Hall	0	N/A	0	0	N/A
Ferndale-Hoggatt Hall	0	N/A	0	0	N/A
Barbier Hall	0	N/A	0	0	N/A
Palmer Hall	0	N/A	0	0	N/A

Reporting a fire occurring in an on campus student housing facility:

Individuals discovering a fire at Rochester University on campus student housing facility should dial 9-1-1 and activate the fire alarm system if applicable. The fire alarm system in the equipped residence halls on campus, when sounded, will summon the fire department. They also exist to alert occupants of the building to evacuate.

Fire drills for the residence halls:

An announced fire drill is conducted at the beginning of the fall and spring semesters. The fire drills are designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Failure to not participate in the drills will result in disciplinary action.

Fire safety and prevention -

- Know every regular and emergency exit from the building you are in.
- Know how to activate the alarm system and what it sounds like.
- Know the location of fire extinguishers and how to operate them.
- Arrange room contents with fire safety in mind.
- Maintain clear and unobstructed access to your room door, from both the outside and the inside, at all times.
- Do not overload electrical outlets.
- Do not use broken, frayed, or cracked electrical cords.
- Do not suspend lamps or lights by their own cords.
- Do not allow excess clutter or flammable materials to accumulate.

Rochester University maintains — available for review upon request — a fire log that includes a listing of all fire alarms and fires that occur in on-campus student housing facilities. The report includes the nature, date, time and general location of each fire alarm / fire. The log may be viewed upon request at the Director of Operations office – Campus Center, or the Student Life office – Campus Center.

2019 ANNUAL SECURITY & FIRE SAFETY REPORT

2018 CLERY REPORT DATA

Criminal Offenses - On-campus Student Housing Facilities

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2016	2017	2018
<u>Murder/Non-negligent manslaughter</u>	0	0	0
<u>Manslaughter by Negligence</u>	0	0	0
<u>Rape</u>	0	0	0
<u>Fondling</u>	0	0	0
<u>Incest</u>	0	0	0
<u>Statutory rape</u>	0	0	0
<u>Robbery</u>	0	0	0
<u>Aggravated assault</u>	0	0	0
<u>Burglary</u>	1	2	0
<u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
<u>Arson</u>	0	0	0

Criminal Offenses - Public Property

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

Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2016	2017	2018
<u>Murder/Non-negligent manslaughter</u>	0	0	0
<u>Manslaughter by Negligence</u>	0	0	0
<u>Rape</u>	0	0	0
<u>Fondling</u>	2	0	0
<u>Incest</u>	0	0	0
<u>Statutory rape</u>	0	0	0
<u>Robbery</u>	0	0	0
<u>Aggravated assault</u>	0	0	0
<u>Burglary</u>	1	3	0
<u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
<u>Arson</u>	0	0	0

Fires - Summary

Name of Facility	Summary of Fires								
	2016			2017			2018		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Alma Gatewood Hall	0	0	0	0	0	0	0	0	0
Ferndale Hoggatt Hall	0	0	0	0	0	0	0	0	0
Barbier Hall	0	0	0	0	0	0	0	0	0
Palmer Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

HATE CRIMES: No reportable hate crimes for 2016, 2017 and 2018.