

WILLIAM PENN UNIVERSITY

ANNUAL SECURITY AND FIRE SAFETY REPORT

2016 CAMPUS CRIME AND FIRE STATISTICS

SAFETY POLICIES AND PROCEDURES

Procedures for Publishing the Annual Campus Crime Disclosure Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Violence Against Women Act (V.A.W.A.), a report disclosing crime statistics is made annually and posted to the William Penn University Web site at www.wmpenn.edu under Student Life/Campus Security. Each year, an e-mail notification is sent to all students, faculty and staff that provides the URL to access this report. Copies of the report can also be obtained through the Student Services office of the university. Any prospective student or employee may also receive the report on request. The university submits the report to the database of the Office of Postsecondary Education (OPE) of the U.S. Department of Education.

Statistics are collected from the university daily crime log and from local law enforcement authorities with jurisdiction in the area of each campus. Information regarding policies and educational programming is submitted by the Student Services office, including campus security, the housing director, the campus counselor and the director of student activities. For information beyond what is contained in this report, contact the Student Services office located in Atkins Memorial Union on the William Penn campus.

Procedures for Reporting Policy Violations and Criminal Activity on Campus

Prompt reporting of policy violations and/or criminal activity that occur on campus is the responsibility of all members of the William Penn University community. Reports of campus disciplinary policy violations can be made to student services or security staff members. Reports of criminal activity should be made with the campus security office by calling 641-673-1170. Persons filing a report will need to provide information so that an incident report can be completed.

Security personnel, in cooperation with local law enforcement authorities as necessary, will investigate each incident promptly and attempt to appropriately resolve each report. Criminal activity that is categorized on the FBI Uniform Crime Report is reported to local law enforcement agencies.

Timely Warnings

Members of the campus community will be alerted in a timely manner by special notice from the Security department office whenever a situation arises either on or off campus that may pose a threat to members of the William Penn community. This warning will be transmitted by the Rave Wireless text messaging system and through the university's e-mail system and/or any other available means that are appropriate to the situation. Anyone with information warranting a timely warning should report the circumstances to the security office at 641-673-1170 / 641-670-3431.

Access to Campus Facilities

The safety and security of all members of the campus community are a primary concern of the campus Security staff. While William Penn is a comparatively safe place, the campus is not exempt from the type of problems that can exist in surrounding central Iowa communities. The goal of the campus Security staff is to maintain a safe environment in which all campus community members can work, learn and live. The attainment of this goal requires cooperation from everyone at William Penn.

The security of all campus facilities, including housing units, is the responsibility of all members of the William Penn University community and their guests. The security department works with the University's Campus Support department and individual building managers of each campus facility to establish and implement a daily lock up time for each building. In the interest of student safety, residence halls are locked 24 hours a day and can be accessed only by the key cards issued to resident students and supervisory staff.

Campus Security

Security is the responsibility of the Director of security and other Security staff. Local law enforcement, upon request, provides quick response to security needs. Crimes or emergencies should be reported promptly by calling extension 1170 on campus or 641-673-1170 or by calling the local law enforcement center at 911.

The William Penn Security staff consists of non-student adult personnel who regularly patrol the campus. Along with other university offices, the security department is responsible for enforcing university policies and regulations on university property. Members of the William Penn Security staff are not official law enforcement officers with arrest authority. The department works closely with the Oskaloosa and Mahaska County law enforcement agencies when incidents of a criminal nature arise.

Other duties of the William Penn Security department include securing and monitoring campus buildings, assisting the residence life staff, enforcement of campus parking regulations, and educating members of the campus community regarding their responsibilities for security and safety at William Penn.

Safety Education

At the beginning of the fall and spring semesters, security policies and procedures are reviewed with all resident students through meetings in housing units. The security department sponsors periodic security and safety programs for the campus. All members of the William Penn community may attend these events. Members of the community are encouraged to contact the security office with any questions or concerns they might have about security and safety at William Penn.

The student handbook issued at the beginning of the academic year includes security policies, rules and regulations, and encourages all university members to be responsible for their own and other's safety. The annual security report is made available to all campus personnel and discloses policies, procedures and crime statistics. An additional publication is provided to all resident students regarding residence hall safety.

Missing Person Notification

Every resident student is given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing.

Any member of the university community can and should report a resident student who is believed to be missing for more than 24 hours. Notification should be made to the following person(s):

- Director of the resident hall of the missing student
- Director of Housing
- Director of Security or any other security staff person
- Vice President for Student Affairs

If campus security officials verify that a student for whom a missing person report has been filed is missing for more than 24 hours, then within the next 24 hours the institution will notify the individual identified by the student to be contacted in this circumstance. If the missing student is less than 18 years of age, a parent or guardian will be notified; and in cases where the student is over 18 and has not identified a person to be contacted, the Oskaloosa Police Department will be notified. If circumstances warrant a more rapid response, these procedures may be implemented in less than 24 hours.

Alcohol and Drug Policies

William Penn University recognizes that alcohol and drug use can create health, safety, social, and legal problems. The university is committed to maintaining a safe and healthy work and educational environment, free from the use of alcohol and illegal drugs. William Penn University, in compliance with the Drug Free School and Community Act of 1989, has established the following policies.

Standards of Conduct

The university prohibits the unlawful possession, manufacturing, use, sale, or distribution of alcohol (including non-alcoholic beers, since they contain small amounts of alcohol) and illicit drugs by students and employees on William Penn University property or as part of the university activities or sponsored

events.

Students who violate this policy will be subject to appropriate disciplinary action as issued by the university Judicial Board, which may include, but is not limited to, a reprimand or warning, a minimum fine of \$50.00 plus \$1.00 per ounce of the alcohol container, disciplinary probation, suspension, dismissal, and referral to the proper law enforcement authorities for prosecution.

Employees who violate this policy will be subject to appropriate disciplinary action, which may include, but is not limited to, counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, suspension, discharge and referral to the proper law enforcement authorities for prosecution.

Individuals should be aware that even if they are not in possession of alcohol but are in an area, room, or location where alcohol is present, they, along with all persons present, are in violation of the university alcohol policy.

Drug & Alcohol Risk Management Policy for Student Organizations

Members of a William Penn University student organization shall be instructed by their officers and advisors on this Risk Management Policy.

- The possession, use, and/or consumption of alcoholic beverages during an official student organization sponsored event, or in any situation sponsored, or endorsed by a student organization is strictly prohibited.
- No alcoholic beverages may be purchased through the student organization treasury, nor may the purchase of the same for members or guests be undertaken, or coordinated by any member in the name of, or on the behalf of the organization.
- No student organization members, collectively or individually, shall serve for, serve to, or sell alcoholic beverages to any person under the legal drinking age of 21.
- The possession, sale, and/or use of illegal drugs or controlled substances at any student gathering are strictly prohibited.
- No student organization may cosponsor or co-finance an event with an alcohol distributor, charitable organization, or where alcohol is sold or provided to those present.
- No William Penn University student shall participate, permit, tolerate, and/or encourage “drinking games.”
- Alcohol may not be served at recruitment activities associated with any student organization.
- No alcohol may be present at any new member/ novice/pledge program or activity of the student organization.

Alcohol and Drug Abuse Education

An Alcohol Awareness Education Committee, in cooperation with the Campus Counseling Office, provides alcohol awareness activities throughout the academic year. During the month of October, an “Alcohol Awareness Week” is presented to students and the campus community, offering various programs dealing with the results of poor judgment involved with alcohol abuse – particularly binge drinking and driving under the influence. Student behaviors are monitored during various academic/recreational activities for abusive behaviors.

William Penn University uses a variety of training techniques to keep Resident Assistants (RAs) aware of the responsibilities students have to act as adults in their residence facilities. RAs attend weekly meetings conducted on campus that build leadership skills that are passed on to all our residents. Training in the fall for the academic year is two to three days of intensified training in leadership, identification of substance abuse, safety considerations, legal issues, people skills, and other issues affecting residential living.

Sexual Assault Prevention

William Penn conducts a “Sexual Awareness and Responsibility Week” on campus early in the spring. We are joined by our local partners: Crisis Intervention Services, Mahaska Health Partnership, Southern Iowa Economic Development Association (S.I.E.D.A.), and other local service agencies as needed. With these partnerships, we seek to identify those issues of paramount importance to our student body, faculty, and staff in the issues surrounding a sexual abuse event and educating them in the need to identify sexual issues such as acquaintance rape and other forcible and non-forcible sex offenses. Through cooperative agencies, we offer individual and group counseling, mental health assistance to victims and abusers,

investigative reporting of sexual misconduct to local authorities, and enforce the legal requirements as required of prime reporters under state and federal laws. Other educational workshops are offered to the campus community throughout the academic year.

Reporting Sexual Assault

No one has the right to force or pressure another to have sex. Sexual assaults, including rape, are serious crimes of violence in which the assailant by threat or physical force involves or attempts to involve the victim in involuntary sexual contact. Any student or employee who believes he or she has been sexually assaulted should immediately report the incident to a staff member in the office of the President or Student Services, or a Residence Life Director. Other university officials who receive a report or who have knowledge of a sexual assault should similarly report the matter to those authorities.

Time is a critical factor for evidence collection and preservation; therefore, any victim/survivor of sexual assault is advised to seek immediate medical and emotional assistance. A victim/ survivor may call any of the following people or agencies:

- Residence hall staff member
- Campus security officer: 641-673-1170 or extension 1170 from campus phone
- 24 hour crisis line: 641-673-5499
- Mahaska County Hospital: 641-672-3100
- Student Services Office: 641-673-1083 or extension 1083 from campus phone
- Oskaloosa Police Department: 911

The university recognizes that any decision to report a sexual assault to the police is the right of the victim. University personnel responding to an incident of sexual assault will inform the victim of the options of criminal prosecution, medical assistance, and the university judicial process and will also assist the victim with these contacts, if requested. In addition, confidential counseling, support resources, and alternative academic and living arrangements (if available) will be provided if requested.

University personnel are obligated to immediately report all suspected or alleged incidents of sexual violence occurring on campus property to one of the contact persons listed under the sexual harassment policy. Licensed counselors and members of campus ministry are regarded as confidential resources and are not obligated to report incidents of sexual violence.

University disciplinary proceedings as well as special guidelines for cases involving sexual misconduct are detailed in the Student Handbook. The handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the university sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the university for the first offense.

Sex Offender Registry

Pursuant to Chapter 692A.13(3), Code of Iowa, the state maintains a database of registered sex offenders in Iowa, which can be viewed at www.iowasexoffender.com. The Director of William Penn University's security department also receives notices regarding sex offenders registered, which is screened for potential conflicts or problems with registrants, students and staff. The public can also access the Iowa Sex Offender Registry by contacting any of the county sheriff offices or police departments within the state of Iowa.

Anyone affiliated with the university who is listed on a federal or state sex offender registry must report such information to either the Vice President of Enrollment or Academic Dean prior to registration as a student or immediately upon being placed on such a registry if he/she is a current student or works in some other capacity within the university. University officials will then work with local and state law enforcement agencies to ensure proper public notification to the university and surrounding community as deemed appropriate under state law. Failure of a registrant to notify one of the university officials listed will result in immediate suspension of access to the university.

In addition, anyone affiliated with the university who has been convicted of a felony must report such information under the same guidelines as listed above.

Emergency Response and Evacuation Procedures

All university emergencies should be immediately reported to security staff at 641-673-1170. The institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus.

Outline of Procedures in an Emergency

This outline provides general information only. In the event of an actual emergency, variations may occur depending on the nature of the emergency to determine the appropriate response(s).

Step 1: Security is notified of an emergency involving a William Penn University student or employee. The security officer will gather preliminary information on the incident. An Emergency Alert can be issued.

Step 2: Security staff will determine the level of emergency and, if needed, will contact the appropriate emergency response team members and any outside services. If the emergency response team is responding to the emergency, the team director selects the emergency operating center, and this information is relayed to the members of the emergency response team.

Step 3: At the emergency operating center, the team director will assign roles and responsibilities to emergency response team members. Contact with media, outside agencies, family members, and other university faculty or staff members will be determined and coordinated from there. Information regarding the student(s) and/or staff members involved in the emergency will be gathered and shared by the designated staff members with specific persons and/or agencies.

Step 4: Family and media meet with appropriate university administrators as needed. Statements are released through the Director of public relations.

Step 5: The Emergency Response team plans appropriate follow-up procedures and activities as necessary.

Step 6: The Emergency Response team meets to debrief and evaluate the response to the emergency. Changes or revisions to the emergency procedures are made as necessary.

Building Evacuation

If evacuation becomes necessary, use stairs, not elevators. Individuals should pay close attention to surroundings while exiting. Incidents such as fire or hazardous material may require that alternate exit paths be selected. Stay clear of the building and entryways after exiting the building in order to facilitate responder access to the emergency. Report immediately to the appropriate designated assembly area.

Do not re-enter the affected area until instructed to do so by security officers or emergency responders. DO NOT take it upon yourself to turn off an alarm or to instruct others to re-enter the building. This can only be done by emergency personnel.

Primary Evacuation Assembly Points

<u>Building</u>	<u>Assembly</u>	<u>Area</u>	<u>Visual Sweep*</u>
Atkins Memorial	Union	North of cemetery on trail	Housing Director
Market Street Hall	Lawn	east of Market Street	Hall RAs/Custodial staff
Gymnasium		3 rd base, baseball field, outside fence	Compliance officer
Indian Hills	Center Lawn	east of Eltse	Custodial staff/RAs
Lewis	Hall	Lawn south of Chapel/Trueblood	RAs/Custodial staff
McGrew Fine Arts Center	Lawn	east of Eltse	Staff
Penn	Hall	Lawn south of Chapel/Trueblood	Registrar's Office staff
Randleman Fitness Center		3 rd base baseball field, outside fence	Staff
Spencer	Chapel	Lawn south of Chapel/Trueblood	Staff
Twin Towers	North	of Union on trail	RAs/Custodial staff

Watson Hall		1 st base area of softball field	RA's/Custodial staff
Wilcox	Library Lawn	south of Chapel/Trueblood	Librarian
PAC Center		1 st base area of softball field	PAC Dir/Custodial staff
Musco Technology Building		1 st base area of softball field	Building Faculty
Rosenberger Apartments		Football practice field	RA
Ceramics	Lab Lawn	east of Eltse	Lab Faculty

**The staff person(s) responsible for a visual sweep of the area en route to and upon arrival at evacuation assembly point.*

Evacuation procedures are tested twice annually. Each test is preceded by an announcement at least 48 hours in advance of the drill that reviews evacuation procedures and assembly points. Additionally, a tornado drill takes place in the early spring of each year.

Crime Statistics

William Penn University provides crime statistics to comply with statutory mandates imposed by the Crime Awareness and Campus Security Act of 1990 and Title IX, Violence Against Women ACT.

The reader is encouraged to become as well informed as possible when attempting to categorize and quantify the nature and extent of crime at William Penn University in comparison to other colleges and universities. Campus security statistics for over 6,000 colleges and universities in the United States are available on the OPE Campus Security Statistics Web site at <http://ope.ed.gov/security>. Reported crimes at the Oskaloosa and Clive campuses are as follows:

Offense	Year	Campus Excluding Residence Halls	Non-campus Properties Owned or Controlled by the University	Public Property that is Contiguous with the Campus	On Campus Residence Halls
Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses/Forcible	2014	0	0	0	0
	2015	0	0	0	1
	2016	0	0	0	0
Sex Offenses/Non-forcible	2014	1	0	0	0
	2015	0	0	0	0
	2016	0	0	0	2
Aggravated Assault	2014	0	0	0	0
	2015	1	0	0	0
	2016	0	0	0	2
Burglary	2014	0	2	0	4
	2015	0	0	0	7
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Hate Crimes	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

The following is the report for the number of arrests for the identified crimes occurring on all William Penn University campuses collectively.

Offense	Year	Campus Excluding Residence Halls	Non-campus Properties Owned or Controlled by the University	Public Property that is Contiguous with the Campus	On Campus Residence Halls
Illegal Weapons Possession	2014	0	0	1	0
	2015	0	0	0	0
	2016	0	0	0	1
Liquor Law Violations	2014	2	0	0	3
	2015	0	0	0	1
	2016	1	0	0	0
Drug Law Violations	2014	0	0	1	7
	2015	0	0	0	6
	2016	0	0	0	3

A distinction is made between violation of state/federal law and the violation of institutional policy. William Penn University prohibits possession, use, and/or consumption of alcoholic beverages on campus and at official university activities held off-campus. Those who violate this policy will be subject to appropriate disciplinary action as issued by the university judicial board, which may include, but is not limited to, a reprimand or warning, fines, disciplinary probation, suspension, or dismissal, counseling, mandatory participation in an appropriate rehabilitation program, and referral to the proper law enforcement authorities for prosecution.

The statistics shown above are for those incidents in violation of the law resulting in arrests or persons referred for disciplinary action. They do not include violations of the institution's policies. For example, a student of legal drinking age in Iowa may violate the university's no-alcohol policy by bringing alcohol on campus. This offense will be dealt with through the campus disciplinary process, but because no law was broken would not be disclosed in the statistics required by the CACSA/VAWA act.

ANNUAL FIRE SAFETY REPORT

The university has the responsibility to collect and report fire statistics and to maintain a fire log. These statistics include intentional and unintentional fires caused by cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery, natural or other causes.

Housing Facility	No. of fires	No. of injuries	No. of deaths	Property damage
Peasley House	0	0	0	0
Market Street Hall	0	0	0	0
Eltse Hall	0	0	0	0
Lewis Hall	0	0	0	0
Rosenberger Apts	0	0	0	0
Twin Towers	0	0	0	0
Watson Hall	0	0	0	0

Description of Fire Safety System for On-campus Housing Facilities

Market Street Hall – Modern Sprinkler system in operation; smoke detectors in each room and common

space; and fire alarm pull stations throughout the building. A central fire alarm system is connected to the local 911 center and campus security.

Eltse Hall – Fire extinguishers in each unit; smoke detectors in each room and common space; and fire alarm pull station on each stair landing. Smoke detectors and alarms are all connected to the local 911 center and campus security.

Lewis Hall – Fire extinguishers on each wing; smoke detectors in each room, hallway and common space; and fire alarm pull stations located throughout the building. Smoke detectors and alarms are connected to the local 911 center and campus security.

Twin Towers – Fire extinguishers on each floor of all suites; smoke detectors in each room, hallway and common space; fire alarm pull station on each floor; and sprinkler system covering the whole building. Smoke detectors and alarms are all connected to the local 911 center and campus security.

Watson Hall – Fire extinguishers on each wing; smoke detectors in each room, hallway and common space; and fire alarm pull station on each floor. Smoke detectors and alarms are all connected to the local 911 center and campus security.

Rosenberger Apartments – Smoke detectors in each room that are connected to the local 911 center and campus security and fire extinguishers in each apartment.

Peasley House - Smoke detectors in each room that are connected to the local 911 center and campus security and fire extinguishers in each apartment. Fire extinguishers on each floor.

Policies Affecting Fire Safety

If a fire is discovered, residents should activate the nearest fire alarm, if accessible, then exit the building and immediately notify campus security at 641-673-1170 (1170 from a campus phone).

Fire drills are held twice annually for each residential facility. Procedures for evacuation are described in the Annual Security Report (above) and in the student handbook. Participation in evacuation drills is mandatory, and failure to cooperate will result in disciplinary action.

Open flames, including such items as candles, incense burners, laboratory burners, torches, etc., cannot be used in any area of a residence hall. Extension cords may not be used in any residence hall room. UL approved power/electrical strips are allowed.

UL approved electrical appliances that are authorized for use in residence hall rooms include bread maker, coffee maker, computer equipment, electric blanket, fan, hair dryer, hot pot, iron, microwave (1,000 watts or less), popcorn popper, refrigerator (not exceeding 4.3 cubic feet), sewing machine, shaver, stereo equipment, study lamp, television and DVD player.

Prohibited items include sunlamps, hot plates, grills (whether electric, gas or charcoal) and other heating or cooking devices.

In accordance with the Iowa Smokefree Air Act, smoking is strictly prohibited throughout campus, including all buildings and grounds.