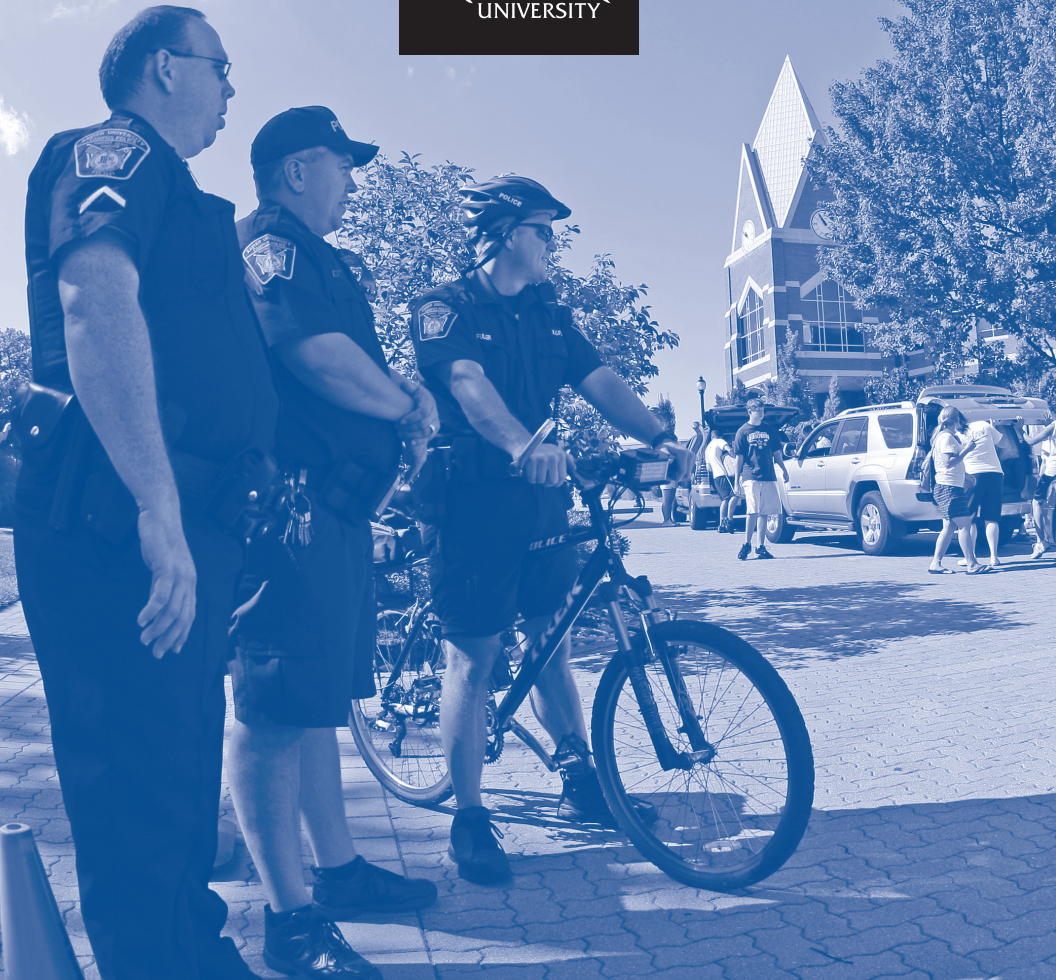


XAVIER  
UNIVERSITY



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XAVIER UNIVERSITY POLICE SERVICES  
AND INFORMATION HANDBOOK

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*Protect, Serve and Educate*  
*Xavier University Police*

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## A MESSAGE FROM THE DIRECTOR

Xavier University is a community of almost 8,000 people working, living and studying on campus. As in all communities, crime and the loss of property are common problems.

The Xavier University Police are responsible for the safety and security of the University community, but this is a task we cannot accomplish alone. Crime prevention and security awareness require the assistance and cooperation of every student, faculty and staff member. As a member of the Xavier community, you have a special relationship with the institution. We encourage you to join us in our efforts to provide a safe and secure environment for you.

Michael Couch  
Director, Chief of Police





## MISSION STATEMENT

The mission of the Xavier University Police is to protect life and property, to understand and serve the needs of any and all persons within the University community, to actively seek to identify community problems and solutions to those problems, to identify and prevent any criminal activity that may occur and to improve the quality of life in this community.

## DEPARTMENT VALUES

We value human life, constitutional rights, individual differences and contributions, sense of community, integrity, purposefulness, openness, justice, discipline, individual and organizational excellence and being caring.

## PERSONAL RESPONSIBILITY

The cooperation and involvement of students, faculty and staff in any campus safety program is absolutely necessary. All must assume responsibility for their own safety and security of their property by following simple, common-sense precautions. For example, although the campus is well lighted, everyone should confine their movements to well-traveled areas. There is safety in numbers, and everyone should walk with a companion or a group at night. Valuables should be marked with a personal identification number in case of loss or theft. Bicycles should be properly secured when not in use. Automobiles should be locked at all times. Valuables and purses should never be lying in view in a car but locked in the car trunk for safekeeping.

## THE DEPARTMENT OF XAVIER UNIVERSITY POLICE INTRODUCTION

The Xavier University Police Department is located in Flynn Hall at 1648 Herald Ave., across from The Commons. The staff of professional officers is available 24 hours a day, 365 days a year. To reach an officer, dial 1000 from any campus phone or 513-745-1000 from a cell phone or off campus.

## STATE CERTIFICATION

Xavier University Police officers are state-certified with police powers and authority as set forth under section 1713.50 of the Ohio Revised Code. All officers have obtained specialized training through the Ohio Peace Officer Training Academy as mandated under section 109.78(D) of the Ohio Revised Code.

## DEPARTMENT RESPONSIBILITIES

The Xavier University Police have the responsibility to protect lives and safeguard buildings and equipment; deter and prevent crime; educate the Xavier community in all aspects of crime prevention and survival; enforce state statutes, city ordinances and University policies; apprehend violators,



file affidavits and serve warrants; assist with traffic control and parking operations; assist with firefighting and fire safety inspections; investigate complaints, offense reports, auto accidents and any other unusual or suspicious activity on campus; open and close campus buildings and property at prescribed times; assist injured or ill persons; assist stranded motorists; escort students, faculty, staff and visitors on campus during hours of darkness; and establish and maintain good working relationships with community officials, student groups and other police and security agencies and courts.

## WORKING WITH OTHER AGENCIES

The Xavier University Police maintain a working relationship and mutual-aid agreements with local, state and federal law-enforcement agencies. The department maintains a close relationship with the Cincinnati and Norwood police departments to help address issues facing the students and both communities. Crimes committed on campus are sometimes investigated by both the Xavier Police and the local police authority. The Xavier Xavier University Police Department has agreements with the Cincinnati and Norwood police that allow Xavier officers to respond and act in their respective cities.

## HOW TO REPORT A CRIME OR EMERGENCY

To report a crime or an emergency on campus, call Xavier University Police at 513-745-1000 (from off campus or a cell phone) or ext. 1000 (from an on-campus phone). Do not dial 911 to report an emergency. The University telephone network is not designed to interface with the county's 911 emergency communication system. A call to 911 will only lengthen the response time of emergency assistance on campus.

**Call quickly.** Don't assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem.

**Stay on the line** until the dispatcher says it is OK to hang up. Depending upon the type of emergency, the dispatcher may also request assistance from local emergency departments.

Xavier University Police will dispatch the appropriate number of officers to the scene. Reports are confidential within the guidelines established by the General Education Provisions Act (Buckley Amendment). As a service to the community, some reports will be made available to the public, free of charge, to a complainant to assist with the filing of an insurance claim.

## EMERGENCY TELEPHONES

For your convenience and safety, emergency phones are strategically placed throughout campus. At the touch of a button, you are in





immediate contact with a trained dispatcher who coordinates the appropriate emergency response or service to your location.

The emergency phone should also be used to report any unusual or suspicious activity, to report a crime or fire in progress, to report an injury or illness, to obtain a jump start or have keys removed from your locked vehicle, or to request an escort during the hours of darkness when the shuttle is not in operation.

### **TIMELY WARNING NOTICE**

In the event that a situation arises either on campus or off campus that in the judgment of the Chief of Police or the emergency response team requires immediate notices to the campus community, a “timely warning notice” may be issued. This will notify the Xavier community through the use of XU Alert Me, XU Portal, on-campus news media and posting of flyers.

### **EMERGENCY MANAGEMENT AND EVACUATION PROCEDURES**

Xavier University’s emergency action plan is a guide to provide Xavier University faculty, staff and students with an emergency and crisis management system when responding to major disasters or disturbances to the campus. All personnel designated to carry out specific responsibilities are trained to know and understand Xavier University policies and procedures. The Emergency Action Plan was created for each building to meet the Occupational Safety and Health Administration Standard 29 CFR 1910.38: Emergency Action Plan.

Xavier University will operate an incident command system (ICS) in the event of an emergency. The emergency action plan is designed to effectively coordinate the use of University and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near the Xavier campus. It shall be placed into operation whenever an emergency affecting the University cannot be controlled using daily operating procedures. The designated building coordinators are trained to respond to emergencies and are responsible for sharing that with their respective buildings. Each building has an emergency action plan and binder that explains emergency procedures. In addition, all classrooms have emergency action/evacuation instructions posted in them or they use the Environmental Health and Safety website ([www.xavier.edu/EHS](http://www.xavier.edu/EHS)).

### **EMERGENCY TEST AND EVACUATION DRILLS**

Xavier University shall participate in emergency tests or evacuation drills at least once per year to assess and evaluate emergency procedures and capabilities. The evacuation drills, tabletop exercises and emergency preparedness training are done in partnership with the Xavier University

Police, campus emergency response team, Office of Environmental Health and Safety and the local fire and police departments. The Xavier University Police will document each test, including the date, time and whether it was announced or unannounced.

## MASS NOTIFICATION SYSTEM

The mass notification system, XU Alert Me, used at Xavier University broadcasts text and voicemail messages to those who have chosen to participate in the program. Xavier University will 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, faculty or staff occurring on the campus. Taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

After the initial notification, follow-up information may be disseminated to the community via the messaging system or by e-mail, as needed.

## POLICY STATEMENT FOR MASS NOTIFICATION

Mass notification system for emergency alerts (XU Alert Me)

**Reason for policy**—Establishes the guidelines by which the XU Alert Me system will be used for distribution of emergency alerts to students, faculty and staff who would be affected directly by a critical incident that poses an imminent threat to their health or safety given their presence on Xavier University grounds and/or its surrounding areas.

**Policy statement**—Xavier University maintains a subscription to a third-party voice and e-mail messaging service (Community Safe) that enables Xavier University administrators to create voice and e-mail messages for emergency alerts to members of Xavier University community and send them to a list of subscribed cell phone or other wireless device users, as well as e-mail accounts.

Voice and e-mail message emergency alerts are one element of Xavier University's comprehensive emergency response protocol that provides for rapid notification to students, faculty and staff about situations or events that are occurring on campus and its surrounding areas. The service is designed for those conducting regular Xavier University-related business in the immediate area.

The emergency messaging service with which Xavier University has contracted requires users to opt-in to the service by subscribing their cell phone or wireless device number and e-mail address via the portal.





## DEFINITION OF TERMS IN STATEMENT

**Emergency alerts**—Notifications regarding critical incidents that pose an imminent threat to the health or safety of the Xavier community. Examples of such emergency incidents include, but are not limited to, severe weather, hazardous-materials incidents and acts of criminal violence that broadly threaten the safety of the Xavier University community.

**E-mail and voice messages**—Brief, direct voice notifications received on a cellular phone or similar text-communication handheld device, and e-mails sent to an XU account and one other non-XU e-mail account.

**Creation and distribution of emergency messages**—Designees from the following Xavier University offices have the authority to approve dissemination of emergency messages:

1. Office of the President
2. Emergency Response Team
3. Director for Administrative Services
4. Xavier University Police

Once approved, emergency messages will be distributed by a trained system administrator to subscribers of the messaging service prior to adoption. Creation of message templates (“standard messages”) will be reviewed by the Emergency Response Team.

### Follow-up after an XU Alert Me message is sent

**Notifications**—Immediately after sending an emergency alert message, the designee who created the message shall notify the other designated offices that the message has been sent and shall describe the rationale for activating XU Alert Me. The purpose of this communication is to ensure that all four offices are sharing consistent information and are not sending duplicate messages.

The Emergency Response Team will subsequently coordinate with the appropriate institutional departments, in accordance with Xavier University’s emergency management plan, to communicate additional information to the Xavier University community related to the critical incident using other communication modes (e.g., e-mail, web posting, etc).

**Archiving XU Alert Me messages**—The messaging system archives “sent” messages, but as a back-up, message creators will record the date, time, location, purpose and content of all messages that they send. This information will be forwarded to the Director of Administrative Services where the official Xavier University record of all XU Alert Me messages will reside.

## MISSING STUDENT PROCEDURE

If a member of the University community has reason to believe that a student is missing, he or she should immediately notify Xavier University Police at 513-745-1000, whether or not the student resides on campus. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the Xavier University Police and the Office Student Life and Leadership. If the student is an on-campus resident, the Xavier University Police with the Department of Residence Life will make a welfare entry into the student's room. If the student is an off-campus resident, the Xavier University Police will enlist the aid of the local police agency that has jurisdiction. Concurrently, University officials will attempt to determine the student's whereabouts through contact with friends, associates and/or employers of the student. They will also establish whether or not the student has been attending classes, labs, recitals and scheduled organizational or academic meetings or appearing for scheduled work shifts. If the student is located, verification of the student's state of health and intention of returning to campus will be made. When and where appropriate, a referral will be made to the University Health Center.

### **XAVIER UNIVERSITY POLICE MISSING-PERSON POLICY**

*If the subject is believed to be missing from Xavier's campus, the supervisor/officer in charge will contact the local police jurisdiction for assistance. A Xavier incident report will also be completed.*

*The responding officers will obtain as much information about the missing person as they can. This information will be relayed to the responding agency.*

*The Xavier University Police will assist the responding police agency as needed. The Xavier University Police will ensure that missing person is entered into National Crime Information Center database in accordance with Ohio Revised Code 2901.41, and 2901.42.*

*If the person reported missing meets the criteria for a "critical missing," officers should immediately start a search from the point where the person was last seen and include all areas of campus. This should happen as the local police agency is contacted. This is a high-priority call and no other calls take precedence except crime in progress with the possibility of injury. All on duty/detail Xavier officers are expected to help in the search.*

## CRIMINAL INVESTIGATIONS

All crimes, including sexual assaults, occurring on campus should be reported directly to the Xavier University Police immediately. If the matter warrants or requires further police intervention, the Cincinnati and/or Norwood police departments could be notified and summoned to the scene to assist with the Xavier University Police investigation.





## SEXUAL ASSAULT

The July 1, 1993, amendments to the Campus Security Act require that all institutions of higher education have campus sexual assault programs. Institutions must also establish and publish procedures to be followed when a sex offense has occurred. It is a violation of University regulations to commit a sexual assault (including rape). Sexual assault is attempted or unwanted sexual activity. Rape is defined as sexual penetration without mutual consent. In addition to possible civil and criminal charges, any member of the University community who is found guilty of sexual assault will be subject to disciplinary procedures. Termination of employment or dismissal from school is the maximum penalty the University may impose. Victims of rape or sexual assault are strongly encouraged to take some type of action following the incident. The University's primary concern is that a victim receives proper medical attention and counseling. Victims may contact University resources for confidential information concerning counseling, mental health, or medical services.

For possible criminal prosecution, victims of a sexual assault may report the incident directly to the local jurisdiction by dialing 911. This police report may also be made at the Xavier University Police office. For possible criminal prosecution, victims should preserve any evidence at the scene of the attack and should not bathe or change clothing until they have been examined by proper authorities. Police reports are confidential and information in the report may not be released to University officials without the victim's permission. University officials, upon request, will assist victims in the filing of a police report. Reports filed only with University officials will not automatically generate a police report or criminal investigation unless the victim so desires. A confidential "information only" report may also be taken and forwarded to police authorities, where the suspect is not contacted and a criminal investigation is not conducted. Even if a police report is filed, a victim may request the University to conduct a separate investigation to determine if University regulations were violated. A victim may also contact Xavier University Police or the University judicial coordinator to begin a University investigation without filing a police report. University investigations can only be conducted if the suspect is a member of the University community.

Should an investigation of such an incident result in University judicial proceedings, all procedures described in the Xavier University Student Handbook will be followed. Once allegations are made, both the victim and accused may request changes in living or academic schedules or arrangements. Both the accused and accuser will be informed of the outcome of any disciplinary proceeding. For more information please refer to the online sexual assault resource guide located within the Xavier University Police section of the University's website.

## ADVOCATE PROGRAM

Xavier advocate representatives are available 24 hours a day to provide confidential support, information and advocacy to survivors of harassment, sexual assault, relationship violence and/or stalking. Call 513-745-1000 and ask for a Xavier advocate. Any member of the Xavier community who has been the victim of a sexual assault is encouraged to contact the advocate. Xavier University strongly encourages all victims of sexual assault to take some type of action following the incident. The priority is the medical needs of and counseling for the victim.

## CRIME PREVENTION

Through the Office of Crime Prevention, Xavier University Police officers provide educational programs to students and employees on personal safety, sexual assault/acquaintance rape prevention, drug and alcohol abuse prevention and related topics. Xavier University Police welcome the chance to talk with any campus group. Candid dialogue between Xavier University Police and the public has created greater confidence in the community to report unlawful activities.

Potential illegal actions and on-campus emergencies can be confidentially reported by any student, faculty or staff member. Complaints received by Xavier University Police that fall outside their jurisdiction will be referred to the appropriate agency or the complainant will be provided a phone number where the complaint can be filed. Likewise, other agencies report complaints to Xavier University Police when appropriate.

If would like to schedule an appointment for an educational program, call 513-745-2000.

## ESCORT SERVICE

During the hours of darkness, when the shuttle service is not in operation, the Xavier University Police offer an escort service anywhere on campus to provide the assurance of safe travel. This service is available seven days a week. To reach the escort service, dial ext. 1000 from any campus phone or dial 513-745-1000 from an off-campus or cell phone.

## COURTESY SERVICES

The Xavier University Police are also available to assist stranded motorists with dead batteries, empty fuel tanks or ignition keys locked inside a car anywhere on campus. To reach an officer, dial 513-745-1000 from any off-campus or cell phone or ext. 1000 from an on-campus phone, or press the call button on one of the emergency telephones.





## ON-CAMPUS HOUSING

Access to the residence halls is restricted to residents and their guests. Guests may stay only as long as they observe the procedures, policies and regulations established by the residents, staff and the University. Residents will be held responsible for their guest's behavior.

All residence halls are equipped with a card access system. As an added security measure, Kuhlman, Brockman, Buenger and Husman residence halls are equipped with an intrusion/burglar alarm that is monitored 24 hours a day by the Xavier University Police. Anyone observed violating or abusing the alarms will be subject to severe disciplinary action and may be subject to prosecution under Ohio statutes.

Xavier University offers programs to the community such as Alcohol Awareness Week, Drug Awareness Week, Crime Prevention Week and many other informative programs.

## CAMPUS BUILDINGS

Most University academic facilities are open to the public from 7:00 a.m. until the latest evening classes let out. Administrative buildings are generally locked at 9:00 p.m. When the University is closed, all buildings are locked and may be opened only by authorized personnel.

## CRIME STATISTICS

The Xavier University Police provides monthly statistics under the Uniformed Crime Reporting Program. The serial numbers of property stolen on campus are reported nationwide through the National Crime Information Center.

## CRIME DEFINITIONS FROM THE *UNIFORM CRIME REPORTING HANDBOOK*

**Aggravated assault**—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or likely would result in a serious potential injury if the crime were successfully completed.

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

**Burglary**—The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to

commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

**Motor vehicle theft**—The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

**Murder and non-negligent manslaughter**—The willful (non-negligent) killing of one human being by another.

**Manslaughter by negligence**—The killing of another person through gross negligence.

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

**Hate crimes**—Crimes that manifest evidence the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act and Campus Security Act.

**Larceny**—The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Simple assault**—An unlawful physical attack by one person upon another where neither offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Vandalism**—To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth or any other such means as may be specified by local law.

**Weapon law violations**—The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons, carrying deadly weapons (concealed or openly), furnishing deadly weapons to minors, aliens possessing deadly weapons, and all attempts to commit any of the aforementioned.





**Drug abuse violations**—Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor law violations**—The violation of laws or ordinances prohibiting the manufacture, sale, consumption, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned.

### 2009 Cleary Crime Statistics for Xavier University

Offense/Crime	On Campus	Residence Halls	Adjacent Campus
Murder	0	0	0
Manslaughter	0	0	0
Forcible Sex Offense	6	6	1
Non-Forcible Sex Offense	0	0	0
Burglary	3	3	4
Robbery	3	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	1	0	1
Arson	0	0	0
<b>Hate Crimes</b>	0	0	0
Larceny Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
<b>Liquor Law Violations</b>			
Arrests	0	0	N/A
Disciplinary Board	680	515	N/A
<b>Drug Abuse Violations</b>			
Arrests	0	0	N/A
Disciplinary Board	65	32	N/A
<b>Weapons Possession</b>			
Arrests	0	0	N/A
Disciplinary Board	0	0	N/A

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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, as required under state law, to each institution of higher education in that state in which the person is employed, carries on a vocation or is a student.

The Hamilton County Sheriff's Office provides registered sex-offender information that can be obtained online at <http://www.hcso.org/PublicServices/SexOffenders/sexoffenders.aspx>.

## **DRUG AND ALCOHOL PREVENTION**

The issue of drug and alcohol abuse concerns the entire University as well as our surrounding neighborhoods. The federal Drug Free Schools and Communities Act amendments of 1989 require schools, colleges and universities receiving federal financial assistance to implement and enforce drug and alcohol prevention programs for students and employees.

Xavier University prohibits the illegal use, possession, sale, manufacture or distribution of drugs and alcohol by all students and employees on University premises or as part of any University activity. Any misuse of substances by University students and employees that presents physical or psychological hazard to individuals also is prohibited.

It is the responsibility of Xavier University to adopt and implement a drug prevention program for its students and employees. The University as an institution and we as individuals must eliminate the use of illicit drugs and alcohol that contribute to the unrecoverable loss of time, talent and lives.

## **HIGHER EDUCATION OPPORTUNITY ACT CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT**

### **OVERVIEW**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Xavier University.

### **RESIDENCE HALL FIRE DRILLS**

Fire drills are held once a year for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with the Xavier University Police, Residence Life, the Department of Environmental Health and Safety, the individual residence hall staff and the local fire station. A supervised fire drill is scheduled at the beginning of the semester. Evacuation route maps are posted showing where the closest





egress route is and the assembly area outside. Students who fail to leave the building during a fire drill are fined and the incident is turned over to the Residence Life judicial coordinator.

### **FIRE/LIFE SAFETY EDUCATION**

Xavier University Police, Residence Life and the Office of Environmental Health and Safety conduct a fire-safety program for all residence halls within the first four weeks of the semester. This program includes a short video on campus fire safety and a mock evacuation through a smoke-filled hallway.

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in courtyards or in close proximity to the buildings.
- Remain in designated locations until cleared for re-entry by either the hall director or Xavier University Police.

### **FIRE/LIFE SAFETY INSPECTIONS**

During fall semester a Residence Life staff person will do a fire/life inspection of your room. You will be required to allow the staff person, or his or her stand-in, entrance to your room for inspection. If you and your roommate are not home, the room will be inspected without you present and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to meet immediate compliance. If re-inspection reveals non-compliance, you and/or your roommate will be fined and will be subject to disciplinary action.

Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items stored closer than 18 inches to a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense or tobacco products
- Evidence of cooking or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls or ceiling
- Covering a door with paper or other combustible material

- Use of electrical wiring, devices or appliances that are modified or damaged
- Use of portable heater
- A smoke detector that has been tampered with
- Use of halogen lamp/lighting
- Unsafe lofting or rising of beds
- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector

**SMOKING POLICY**

Xavier University prohibits smoking in any of the residence halls and a minimum of 50 feet from any residence hall entrance.

**REPORTING A FIRE**

Students reporting a fire should contact Xavier University Police at ext. 1000 or 513-745-3000 from a cell or off-campus phone. If the fire event is no longer a danger, they should contact the hall director, assistant director or resident assistant to report the incident to Xavier University Police.

**2009 Fire Statistics for Xavier University Residence Halls**

Building	Total fires	Date/ Time of Incident	Cause	Injuries	Deaths	Value
Brockman	0					
Kuhlman	0					
Husman	0					
Buenger	0					
Commons	0					
Village	0					

**DEFINITIONS**

**Fire**—Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill**—A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury**—Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. This term includes students, faculty, staff, visitors, firefighters or any other individuals.





**Fire-related death**—Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within one year of injuries sustained as a result of the fire.

**Fire safety system**—Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including sprinkler or other fire-extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

**Value of property damage**—The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire and related damages caused by smoke, water and overhaul. It does not include indirect loss, such as business interruption.

### **FIRE LOG**

Xavier University maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The fire log will be available within two business days of a request for public inspection. It is kept at the Xavier University Police Department, which is open to the public during normal business hours.