

Xavier University 2012 Jeanne Clery Act Report

The Annual Campus Security and Fire Safety Report

The Xavier University Police Department has been designated as the department responsible for compiling and publishing the University's annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus, to include: campus and community crime statistics, fire statistics and safety information, policy information, safety tips, resource phone numbers and a brief overview of the many services the University provides. A map of the campus can be found at: <http://www.xavier.edu/about/map.cfm>. Keep this information where it can be easily located; it provides you with a useful reference source of information. Information for this report is compiled from reports provided by Campus Security Authorities including, but not limited to: the Office of Residence Life, the Xavier University Police Department, the Title IX Coordinator, and the Xavier Advocate program. Statistics are also compiled from law enforcement agencies in jurisdictions where Xavier University owns, leases, or controls property or those with jurisdiction on adjacent property. Information for the Campus was obtained from the Cincinnati Police and the Norwood Police Departments. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Xavier University Police Department. Xavier University is committed to providing the members of the campus community and visitors with the safest and most secure environment possible; however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.

Campus Overview

Xavier University has a campus population of approximately 7,000 students hailing from 48 states and 49 countries, the 190 acres and 6 major residential complexes covering the main University grounds and 5 satellite sites help to create a dynamic college environment at Xavier.

Xavier University Police Department

Under section 1713.50 of the Ohio Revised Codes, the Xavier University Police Department (XUPD) is a professional state certified law enforcement organization staffed by highly trained men and women. The department consists of 22 sworn officers and a full time support staff of 6 employees.

The Xavier University Police Department operates 24 hours a day and provides full police services to the University community. The officers are empowered to enforce all federal, state, and local laws on University property. They have full authority to make arrests and carry firearms. In addition to patrol, investigation, and crime prevention, the department answers calls for assistance, such as motorist assists. Xavier University police officers have jurisdiction and respond to incidents on the immediate campus, and property owned or leased by the University. A concurrent jurisdiction agreement was signed by the City of Cincinnati as well as the City of Norwood authorizing XUPD the police powers and authority to patrol

city/public streets around campus as deemed necessary and appropriate.

The Xavier University Police Department maintains a close working relationship with the Cincinnati and Norwood Police, as well as other law enforcement agencies throughout the county.

The Xavier University Police Department is a member of the Hamilton County Police Association and has entered into a county-wide Memorandum of Understanding with over 48 local police agencies/departments that enables these agencies to work collaboratively to assist during a crisis or county-wide National Incident Management System (NIMS) emergency. As a participant in the National Crime Information Center (NCIC) and Regional Crime Information Center (RCIC), the Xavier University Police Department is able to transmit and receive crime information with other police agencies throughout the United States.

Fire and Crime Logs

Through its membership in related professional organizations, the department is able to keep abreast of new or developing ideas and has a medium for the exchange of information on law enforcement issues. The Xavier University Police Department maintains a "Daily Crime and Fire Log" that is published daily with the exception of weekends and holidays. The "Daily Crime and Fire Log" lists all incidents of crime and actual fires in residence halls within the past 24 hours, or over the weekend. The report is available for review 24 hours a day at the Police Department or on the Xavier University Police web site at <http://www.xavier.edu/police>. The City of Norwood typically notifies the Xavier University Police when a student is involved in an incident or crime in the City or Norwood. The Xavier Police Department monitors the local Cincinnati and Norwood Police frequencies to stay current with any incidents that may impact the Xavier community.

Policies and Regulations

Timely Warnings/Crime Alerts

Timely Warnings will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Xavier University Police Department or a designee, constitutes a serious or continuing threat to the University community. A warning will be issued as soon as the pertinent information is available. The warnings are generally authorized by the Chief of Police or a designee and are distributed via the University's XU Alert ME text messaging/email/phone system, posted in the twice a week all employee email Xavier Today, the weekly Xavier Newswire and will be posted on the Xavier University Safety Website at <http://www.xavier.edu/safety>. Updates to the Xavier University community about any particular case resulting in a Timely Warning will be posted on the Xavier Safety Website <http://www.xavier.edu/safety/>.

Timely Warnings are generally distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Timely warnings are not limited to violent crimes or crimes against persons and may be issued for threats to persons or to property. Whether a case warrants issuance of a Timely Warning will be evaluated by the Xavier University Police Chief or designee on a case by-case basis in light of all the facts surrounding a crime, including, but not limited to, the nature of the crime, continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.¹ Timely Warnings will contain all information that would promote safety and that would aid in the prevention of similar crimes.

Missing Persons

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should *immediately* notify the Xavier University Police Department at 513-745-1000. The Xavier University Police Department will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Xavier University Police Department determine that the student is missing, and has been missing for more than 24 hours, the Xavier University Police Department will notify the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Xavier University Police Department will notify the student's parent or legal guardian immediately after making the determination that the student has been missing for more than 24 hours. As required by law, the Xavier University Police Department will inform the Cincinnati and/or Norwood Police Departments of any missing student in order to inform them that the Xavier University Police Department has conducted an initial investigation and has determined that a student is missing. This notification will be made no later than 24 hours after the student is determined to be missing. In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Xavier University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so through the Office of Residence Life. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation.

Access to Campus Buildings

Security and access control design standards have been developed for new and renovated buildings owned by the University. Designs are reviewed by the Xavier University Police Department for compliance with security requirements.

Primary entrance and exit doors in all traditional residence halls are equipped with electronic

¹ This factor does not mean that in the event of a serious or continuing threat to students or employees a timely warning should not be issued- rather, that Xavier will take law enforcement efforts into consideration when issuing a warning.

access control and video cameras and shall remain locked except in those buildings that house University offices (i.e. cafeteria, registrar, bursar, etc.) however, in these buildings the interior doors to the residential areas are equipped with electronic access for authorized students and staff to access those areas. In addition, exterior entrances are allowed to be unlocked during official move-in hours each fall. Residents of the building and their escorted guests, as well as authorized persons, access the building by utilizing the "All Card" access system. Resident Advisors (RAs) and Campus Police Officers make rounds during evening hours to verify that exterior entrances are locked and secured. Residence Life Staff also make reports of malfunctioning lights and other unsafe physical conditions that need to be addressed. Information in those reports is forwarded to the appropriate facility/department for follow-up.

Facilities and landscapes are maintained in a manner that minimizes hazardous conditions. When facilities receive maintenance or renovations, security measures such as lighting, landscape and entrance security are included, if it is deemed necessary by Xavier University Physical Plant Office and the Xavier University Police Department Crime Prevention Specialist. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks. The majority of the academic and administrative buildings are equipped with electronic access control and are locked during non-business hours. During a campus emergency, Xavier Police can lock these buildings electronically from the Xavier University Dispatch Center. For information about the access protocol for a specific building, see Auxiliary Services, a department head, or contact the Xavier University Police Department at 513-745-2000.

Xavier University has designed policies and regulations in order to create a safe and harmonious environment for the members of its community. All campus community members and visitors to the University are required to obey these regulations. These policies not only reflect the University's high standards of conduct, but also local, state and federal laws. Observed and enforced, they create a significant degree of safety for the University community.

Weapons

The possession of, use or storage of any firearm, ammunition, explosive device (including fireworks), or other deadly weapon in any form is prohibited on any Xavier University property or in a facility or on any property owned, leased, or operated by the University, except by authorized law enforcement personnel. See <http://www.xavier.edu/police/Weapons.cfm> for the complete policy.

"Weapons" include, but are not limited to, martial arts weapons, knives (other than those necessary for cooking or approved University activities), bows and arrows, air guns, shot guns, BB guns, paintball guns, rifles, pistols and any other type of deadly weapon, or weapons that can cause bodily harm. In accordance with section 2923.126 (C-3) of the Ohio Revised Code, Xavier University has the authority to post a sign in a conspicuous location "prohibiting persons from carrying firearms or concealed firearms" onto campus. "A person who knowingly violates a posted prohibition of that nature is guilty of criminal trespass in violation of division (A) (4) of section 2911.21 of the Revised Code and is guilty of a misdemeanor of the fourth degree." All unauthorized weapons shall be seized by the Xavier University Police and held for safe keeping pursuant to established departmental procedures, or turned over to the local police/fire

department for disposal. Weapons seized from individuals who are duly licensed to carry concealed weapons pursuant to section 2923.125 or 2923.1213 of the Ohio Revised Code, may, in the discretion of the Xavier Police, be returned to said individual upon request and proof that their permit to carry license/permit is valid. Returns shall be made at the Xavier University Police Department under strict safety guidelines. Any student determined to have violated this policy is subject to conduct charges. If the guest(s) of a Xavier student is found in violation of the Weapon's Policy, he/she will be subject to criminal charges, and other requirements (e.g. banned from campus) will be imposed. Additionally, the student who hosted the non-Xavier guest(s) may be held responsible for the actions of that guest(s) through the University conduct process.

Alcohol and Drugs

Xavier University recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution. Accordingly, Xavier University does not encourage the use of alcoholic beverages and strongly discourages illegal or otherwise irresponsible use of alcohol. Members of the University community are responsible for their decisions regarding their use of alcohol as well as their behavior, which occur as a result of these decisions. In this context, Xavier University created a comprehensive policy on Alcoholic Beverages and Other Controlled Substances. This policy can be found in the University Polices for Student Life and on the web at <http://www.xavier.edu/deanofstudents/documents/alcoholpolicy.pdf>.

Alcohol Policy

Xavier University fully complies with the alcohol regulations of the State of Ohio. All state laws apply to Xavier University students, faculty, staff, and visitors while on Xavier University Campus. These laws prohibit possession, distribution, and consumption of all alcoholic beverages by persons less than 21 years of age. To maintain conditions conducive to a learning environment, and to ensure that all community members are in a safe, productive environment, the University further restricts the use of alcohol within specified criteria. For more comprehensive details, please refer to the University's Policy on Alcoholic Beverages at <http://www.xavier.edu/deanofstudents/documents/alcoholpolicy.pdf>.

Drug and Alcohol Prevention Program

Xavier University is concerned about anyone who struggles with substance abuse. Campus resources and personnel from Xavier Wellness Services located in the McGrath Health and Wellness Building, provide substance abuse counseling and referral assistance for students facing problems associated with drug and alcohol abuse. The Center supervises and runs programs that include individual and group oriented workshops, and educational programs and training. The University also has available a number of student organizations that address substance abuse prevention. Xavier University has an Alcohol and Other Drug (AOD) prevention program based on the 3-tier environmental management model. Students who violate the University's Alcohol and Other Drug Policy are required, when found responsible through the student conduct process, to participate in alcohol/drug education programs. Information and education is provided in group and individual sessions. Students who are having difficulty with decision-making with regard to their alcohol/drug use or may have been identified to be at-risk are referred to Xavier Counseling Services, Xavier Health Services, or Xavier Psychological Services for assessment, treatment, or referral. Xavier Counseling Services and Xavier Health Services can be reached by calling 745-3022 - or

visiting their website: www.xavier.edu/health_wellness. Xavier Psychological Services can be reached by calling 745-3531 – or visiting their website at <http://www.xavier.edu/psychologicalservices/>.

Controlled Substances

The University strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals and mission of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action that may include suspension and/or dismissal from the University for the first offense. Violations of state law should be reported to the Xavier University Police Department which will take appropriate legal actions. For more comprehensive details, please refer to the University's Policy for a Drug Free University at <http://www.xavier.edu/deanofstudents/documents/alcoholpolicy.pdf>

Smoking/Non-smoking Areas

All Xavier buildings are smoke free. Therefore, smoking is prohibited in residence hall rooms and any public areas such as hallways, stairwells, lounges, bathrooms, kitchens, laundry rooms, offices, and common areas. In order to provide a smoke-free entry to buildings, students and others who choose to smoke should do so at least 15 feet away from any building entrance (e.g. a residence hall or apartment.) Students are responsible for informing their guests of this policy and ensuring that guests adhere to it. Any instrument, vessel, or device (e.g., bong, pipe, rolling papers, hookahs, etc.– this list is illustrative not exhaustive) used to smoke illegal substances in the commission of a violation of Xavier policy or state law is considered contraband and is prohibited. Such items will be confiscated and conduct charges may be levied. The policy is available at: <http://www.xavier.edu/plant/Policies.cfm>.

Emergency Response and Evacuation

Xavier University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation, occurring on the campus, involving an immediate threat to the health or safety of students, employees, and campus visitors. In accordance with the Higher Education Act of 1965, the University has implemented a comprehensive communications system, XU Alert Me along with an outdoor mass notification system to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods, including, but not limited to: email notices, phone (hard line and cellular) messages, text messages, classroom electronic message signs where available, posters, University website notices and campus loud speakers

Members of the Xavier community are eligible to sign up for immediate notification through Xavier University XU Alert Me. Others may check the University website at www.xavier.edu and the Xavier Safety site at www.xavier.edu/safety for updates during an emergency on campus.

The Xavier University Police Department is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. There are other departments on campus that could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak, etc. The Office of University Communications, the Xavier

University Police Department, and/or Manager of Safety and Compliance have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place, or other action on the part of students, employees, and campus visitors. These departments in conjunction with the Xavier University Incident Management Team have the authority to determine the appropriate segment or segments of the campus community that will receive alerts, to determine the content of the alert, and to initiate the notification system. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert. The information will also be updated on the Xavier University Safety web site.

One of the three listed departments above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of first responders, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Xavier University community includes the Xavier University Police Department, Cincinnati Police and Fire, and the Norwood Police and Fire.

Annually, the Offices of University Communication, Public Relations, Human Resources, and Safety provide communications to the University community regarding University procedures for authorized closings and receiving emergency alerts.

Emergency Preparedness

Emergency preparedness and information on what to do in an emergency can be found on the Environmental Health and Safety website at <http://www.xavier.edu/ehs/Environmental-Health-and-Safety-Information.cfm>. This information is also available on the Xavier University Police website.

In an emergency it is important to remember three important things: *do not take unnecessary risks; there is no substitute for remaining calm; and always use common sense.* University departments in conjunction with Environmental Health and Safety are responsible for developing emergency action plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Drills and exercises may be announced or unannounced.

When a serious incident occurs that causes an immediate threat, the first responders to the scene will be the Xavier University Police Department, Cincinnati/Norwood Police/Fire/EMS, as well as other jurisdictions, as applicable. These agencies work together under a NIMS Unified Command structure to manage the incident. General information about the emergency response and evacuation procedures for Xavier University is publicized each year as part of the institution's Clery Act compliance efforts. Xavier University will notify the University community of its emergency notification, emergency response, and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at the Xavier University Environmental Health and Safety website <http://www.xavier.edu/ehs/>.

Emergency Evacuation Procedures

Xavier University participates 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 Incident Management Team, Office of Environmental Health and Safety and the local fire and police departments when possible. The Xavier University Police will document each test, including the date, time and whether it was announced or unannounced.

Xavier University is a strong believer in fire safety. In addition to publishing fire prevention and emergency action plans for each building, we conduct full-building evacuation drills as part of our fire preparedness efforts. Xavier is also required to conduct fire drills in all of its buildings by the Ohio Fire Code and the Cincinnati Fire Prevention Code. We conduct drills in administrative, academic and residence hall buildings. The procedures for each kind of drill vary slightly.

It is important to periodically conduct these drills to test the evacuation plan and confirm:

- Occupants know what the alarm sounds like and what to do when its sounds
- Where to meet once safely outside the building
- All of the fire safety equipment functioned properly
- The evacuation plan worked as designed
- All occupants reacted appropriately and evacuated the building immediately in an orderly fashion
- If any revisions or modifications to the plan are required
- Building occupants had the opportunity to ask questions about the plan and procedures and make suggestions for plan improvement

Full-building fire evacuation drills are conducted at least once each school year for administrative and academic buildings. Every effort is made to minimize disruption to the normal operation of the building while at the same time trying to conduct a realistic exercise. Fire drills are conducted at the beginning of each school year for all residence halls after the students have first received fire safety training.

By law, occupants are required to immediately evacuate the building when a fire alarm sounds whether they believe it to be a false alarm or a real alarm. According to the Ohio Fire Code and the Cincinnati Fire Prevention Code, failure to evacuate any structure upon the sound of an alarm or interfering with an evacuation in any manner is a misdemeanor and penalties may be a fine of not more than \$1000, or imprisonment for not more than six (6) months or both. In addition, the penalty for students who fail to evacuate their residence hall is \$100.00, per the student handbook, and cannot be appealed.

Each faculty and staff member is instructed as follows: If you are not sure of what to do when the fire alarm sounds, contact your building coordinator or the Xavier University Environmental Health & Safety website <http://www.xavier.edu/ehs/>. This information is particularly important for faculty, both full and part time, because students are looking to you to know what to do in the event of an emergency. You should review the plan for every

building in which you teach a class as well as your office building as a part of your preparation for the semester. A copy of the emergency instructions is posted near the door of each classroom.

Each University building has an Emergency Action Plan (EAP) that outlines the actions occupants in the building must take during emergencies.

Shelter-in-Place Procedures – What it Means to Shelter-in-Place

As part of an Emergency Action Plan, if an incident occurs and the buildings or areas become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose students and staff to that danger. Thus, to *shelter-in-place* means to make a shelter of the building where you are located and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

Faculty and staff are advised: If an incident occurs and the building is not damaged, stay inside in an interior room until advised it is safe to come out. If the building is damaged, take personal belongings (purse, wallet, All Card, etc.) and follow the evacuation procedures for the building (close the door, proceed to the nearest exit, and use the stairs instead of the elevators). Once evacuated, seek shelter at the nearest University building quickly. If police, fire department, or other first responder personnel are on the scene, follow their directions.

How You Will Know to Shelter-in-Place

A shelter-in-place notification may come from several sources, including the Xavier University Police Department, other University employees, or other authorities. XU Alert Me is the primary means of disseminating the notification; however other means of communication, such as mass notification systems may also be employed.

How to Shelter-in-Place

Regardless of location, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If inside, stay where you are. Collect any emergency shelter-in-place supplies and telephone to be used in case of emergency. If outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room;
 - b. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and call or ask someone (faculty, or other staff) to call the list in to the Xavier University Police Department so they know where you are sheltering. If only students are present, one of the students should call in the

list.

7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Reporting a Crime, Fire or Getting Emergency Assistance

Employees and students are advised that they are responsible for being aware of and complying with University policies/procedures, and applicable law. Employees and students are encouraged and obligated to accurately, voluntarily, and promptly report crimes, emergencies, potential threats, or risks to the appropriate University office(s). Crimes and other emergencies should be reported to the Xavier University Police Department at 513-745-1000 for an emergency 513-745-2000 for non-emergencies. Victims or witnesses of crimes on campus may report those crimes anonymously on a voluntary, confidential basis for inclusion in the annual crime disclosure by calling or texting 513-709-STOP (7867). Criminal or suspicious acts, including fires and other emergencies, should be reported to the police immediately in person, by telephone, or by using one of the assistance phones strategically located around campus. Information is kept in the strictest confidence.

The Xavier University Police Department is located in Flynn Hall across from the Commons Apartments. The dispatch office is staffed 24 hours a day and the department's dispatchers are always available to answer questions or to have an officer respond to assist.

Below are a few tips for contacting the police.

The Xavier University Police Department encourages everyone that has become a victim of crime to come forward and report it to the police. However, on occasion and depending on the nature of the crime the victim may decide not to press charges. This is the victim's option. Just because a report is filed with the police department does not mean that criminal charges have to be filed. Students also have the option of contacting other university resources, such as the Xavier University Women's Center, Title IX Coordinator, Office of Student Affairs, Xavier Wellness Services, Xavier Advocates, or academic advisors who will assist with notifications, if desired.

Victims/witnesses of crimes can anonymously, voluntarily and confidentially report crimes to 513-709-STOP (7867). Crimes can also be reported to the Xavier University Police Department for the purpose of making timely warning reports and the annual statistical disclosure. The Xavier University Police Department has two phone numbers. One, 513-745-1000, is for Police, Fire and Rescue emergency calls. The other phone line, 513-745-2000, is for non-emergency calls.

The Office of Audit and Risk Management and Safety maintains a confidential – anonymous "hotline." This "hotline" enables the community to report crimes/incidents 24 hours a day anonymously by calling **1-855-481-6238** or by following this link to the "Make Report" area of the website.

<https://secure.ethicspoint.com/domain/media/en/gui/34090/index.html>

IMPORTANT NOTICE: THIS IS AN ANNONYMOUS TIPLINE AND IS NOT FOR EMERGENCIES. CALL (513) 745-1000 or 911 if you have an emergency.

Services and Prevention Information

Alcohol and Drug Abuse Prevention Services

Xavier Wellness Services are located in the McGrath Health and Wellness Building, located at 1714 Cleneay Avenue and should be used as resource for alcohol/drug abuse prevention. They may be contacted at 513-745-3022.

Xavier University prohibits the illegal use, possession, sale and manufacturing 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.

Safety and Security Programs

The Xavier University Police Department has a full time crime prevention sergeant that provides educational programming, security surveys, and other crime prevention functions to the University Community. Educational programs include Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense, and Women's Awareness and Safety.

Safety programs begin with orientation sessions for incoming freshmen and their parents. Once school begins, the Xavier Police Department continues with educational programs throughout the year as requested, and actively recruits participants for its interactive programs. These programs include personal safety and security, drug and alcohol awareness, women's awareness, sexual assault prevention, and other requested topics. All programs are available to faculty, staff, and students upon request or if a need becomes apparent. The Xavier University Police Department presented programs addressing alcohol, self-defense, bicycle regulations, crime statistics, Rape Aggression Defense, emergency phones, crime prevention, campus and traffic safety. Programs presented by the Women's Center included dealing with domestic violence, healthy relationships, effects of media on violence against women, sexual assault, sexual harassment, stalking, violence against women, and Mentors in Violence Prevention.

Forcible and Non-Forcible Sex Offenses

Forcible and non-forcible sex offenses are violations of Xavier's Student Standards of Conduct and will result in severe sanctions to the student. These offenses may also constitute a crime punishable by criminal legal action. The Xavier University Police Department investigates all sex offenses reported to the police department. The University's Title IX Coordinator investigates all such cases involving students or University employees.

The University works closely with other area law enforcement personnel and all relevant University departments to ensure that individuals reporting a sex offense are provided accurate, comprehensive information regarding available campus and community resources and what options are available to them.

Students are provided the following information:

- Definition of sexual harassment and all forms of sexual misconduct prohibited by Xavier University (including forcible and non-forcible sex offenses).
- What resources are available and contact information for each:

Xavier University Advocate Program: Trained advocates are available 24 hours a day to provide confidential support, information, and advocacy. To be connected with an advocate, call the Xavier University Police Department (XUPD) 24-hour number at 513-745-1000. For more information, visit www.xavier.edu/advocate.

Local Crisis and Support Provider: Women Helping Women provides crisis intervention and support services for direct and indirect victims (women and men) of sexual assault, intimate partner violence, and stalking. For more information, call the 24-Hour Crisis Line at 513-381-5610, business line at 513-977-5541 or visit www.womenhelpingwomen.org.

Exam by a Sexual Assault Nurse Examiner (SANE) at a Hospital: A SANE is a registered nurse who has received special training in order to provide comprehensive care to a sexual assault patient and to collect evidence suitable for use in court. If you believe that you have been sexually assaulted it is best not to bathe, shower, change clothes, use the bathroom, douche, smoke or brush your teeth after the assault since some evidence may be lost. Even if these actions have been taken, a SANE exam can still be performed and evidence may be present. It is best to contact SANE as soon as possible after the assault. A SANE nurse is available through Cincinnati's University Hospital. XUPD Officers are available to transport or arrange for the transport of victims of sexual assault to University Hospital. The Xavier Advocate Program can have an advocate accompany the victim to the hospital and remain at the hospital. The services of a SANE nurse are provided free of charge to victims. More information is available by calling University Hospital's SANE Program 24 hours a day at 513-584-4201 or at www.universityhospital.uhealth.com/services/sexual-assault-nurse-examiners/.

Title IX Coordinator: Title IX is the federal law that prohibits sex discrimination on campus and requires Xavier to respond to promptly and effectively to knowledge of sex discrimination. The Title IX Coordinator will share information about your options and rights under Title IX and, in partnership with the Director Student Integrity, will facilitate the grievance procedures for complaints of sex discrimination in a fair, impartial, equitable way.

Xavier University Policies: Reports of sexual harassment by students are handled under the Student Conduct process found in the Xavier Student Handbook. Reports of sexual harassment by others are handled under the Xavier Harassment Code and Accountability Procedures (HCAP). These processes may be pursued whether or not criminal charges are filed.

Filing a Police Report or Pursuing Criminal Charges: Students may contact XUPD or local city law enforcement to file a police report or to talk with a law enforcement officer about the possibility of filing a police report. The XUPD 24-hour emergency number is 513-745-1000, the non-emergency number is 513-745-2000. XUPD is located in Flynn Hall. More information is available at www.xavier.edu/police. The Cincinnati Police and Norwood Police also have jurisdiction on and near campus. Both can be contacted in an emergency by dialing 911.

Counseling: Outpatient counseling and psychotherapeutic treatment is available at no charge to Xavier students at the Health and Wellness Center (www.xavier.edu/health-wellness/),

513-745-3022, located at 1714 Cleneay Avenue, and the Psychological Services Center (www.xavier.edu/psychologicalservices/), 513-745-3531, located in the Sycamore House at 3818 Winding Way. Students and non-students may also choose to seek counseling services from a private provider at their own expense.

Recovery: Xavier supports those striving for recovery after sexual harassment by connecting them with a broad network of recovery information and resources both on and off campus. This may include, but is not limited to, crisis intervention/emergency psychological care; hospital and legal system advocacy; educational groups; workshops; individual and group counseling; peer education; volunteer opportunities; and collaboration with peers, administration, and family. For more information, contact Xavier's Advocate Program, the Center for Multicultural, Gender and Women's Center, Health and Wellness Center, and/or Psychological Services Center.

- **How to report sexual harassment**

Individuals are encouraged to report sexual harassment incidents they have witnessed, have been involved in, or know of. Reporting may be confidential* and/or anonymous. Reports can be made to any one or more of the following:

Call 911 immediately for off-campus emergencies;

Xavier University Police Department: 513-745-1000 (emergencies on or near campus) or 513-745-2000 (non-emergencies) – Flynn Hall, 1648 Herald Avenue

Title IX Coordinator: 513-745-3046 – Gallagher Student Center (GSC) RM 332

Residence Life: 513-745-3203– Musketeer Mezzanine in Fenwick Place – RM 009D

Director of Student Integrity: 513-745-3166 – GSC, Suite 300

Advocate Program: 513-745-1000, Multicultural, Gender, & Women's Center, GSC, Suite 200

Anonymous Reporting Hotline: 855-481-6238; to submit a report online, follow the link on the Audit & Risk Management's website (www.xavier.edu/audit-risk/ethicspoint.cfm)

Pending resolution of a Student Conduct matter and in certain other circumstances, Xavier may take the following "interim measures" if there is a significant student conduct or health and safety concern that requires immediate intervention to preserve and support the general welfare and academic experience of one or more students and/or the Xavier community:

No Contact Order: A No Contact Order can be issued to prevent a person from contacting another person.

Escorts: Arrangements may be made so that a student has an escort (a friend, a police officer, or another individual) at particular times (e.g., to/from a particular class or activity, to/from his or her vehicle to be able to go to work off campus)

Added Police Presence.: XUPD presence may be increased in a particular area or over the entire campus.

Making Adjustments to On-Campus Living Arrangements: Adjustments may be made to a student's on-campus living arrangements, if space allows.

Making Adjustments to Class Schedules or Xavier Activities: Adjustments can be made to a student's class schedule and/or his or her participation in a Xavier activity.

Separation from Xavier: A student who allegedly committed an act of sex discrimination may be separated from Xavier, including removal from all housing, classes and activities, pending the resolution of a student conduct matter.

Other Interim Measures: Other Interim Measures may be taken if deemed appropriate by the Title IX Coordinator and Director of Student Integrity, based on the facts and circumstances of a particular situation.

- Xavier personnel will assist a student in notifying any authorities if the student requests assistance from personnel.

When a student reports being a victim of a sex offense to Xavier's Title IX Coordinator and Xavier Police, an investigation is conducted. In cases where the Respondent is a Xavier student, a trained Conduct Board made up of faculty, staff and student members will adjudicate those cases referred to the conduct process.

Under Xavier's conduct process, the complainant and accused party are entitled to have an advisor of their choice from the campus community² during the conduct process and hearing. Both the accuser and accused will be informed of the outcome of the hearing (outcome includes the name of the accused student, the final determination of whether the student was found responsible and for what violations, and any sanction imposed against the accused).

² May not be an individual who has specialized legal training, including someone possessing a Juris Doctor degree, or other legal degree, even if such person is a member of the Xavier community and does not currently practice law.

The Xavier University Handbooks lists the sanctions that may be imposed following a final determination of a conduct hearing regarding forcible and non-forcible sex offenses.

Xavier University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Xavier University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Students are informed of their right to pursue a criminal charge and prosecution against the alleged perpetrator, to file a complaint under Xavier's grievance procedure to respond to and resolve complaints of sex offenses, as well as their option to pursue both at the same time, one a time, or neither. Xavier students are informed that they do not have to make a police report to avail themselves of Xavier's grievance procedure and that Xavier is required to have a wholly separate grievance process outside of the police response.

Xavier University's full policies on Sexual Misconduct can be found in the Student Handbook Section 1.6, 2.33 and 3.4
(<http://www.xavier.edu/studentintegrity/documents/studenthandbook.pdf>).

Personnel from Xavier's Women's Center, Advocate Program, and Police Department provide a range of awareness and prevention programming on sexual harassment and sexual violence prevention for students. Topics included are Sexual Assault Domestic Violence (SIPV) Prevention and Education, Healthy Relationships, Bystander Intervention, Sexual Ethics, and Gender and Diversity. Personal safety and Rape Aggression Defense (RAD) self-defense classes are available upon request and consist of awareness, safety tips, and then progress into hands-on attack simulations at the end of the class.

Sex Offender Registry and Access to Related Information

The federal "Campus Sex Crimes Prevention Act", enacted on October 28, 2000, went into effect October 28, 2002. The law 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, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer services, or is a student. Information about the Sex Offender registry can be found at <http://www.hcso.org/PublicServices/SexOffenders/sexoffenders.aspx> or by calling the Sheriff's Department directly at (513) 946-6400.

This is the official website for the Hamilton County Sheriff's Department and the location to obtain Sex Offender registry data for Xavier University and the surrounding community.

Important Phone Numbers

For further explanation or elaboration of the information in this report, and for assistance or services, contact the agencies whose numbers are listed here.

Xavier University Police Department x-1000 from an on-campus phone or 745-1000 (emergency, on campus) 513-745-2000 (non-emergency)

For additional information about the Sex Offender Registry you may contact the Hamilton County Sheriff at: (513) 946-6400

Safety Tips

Security doesn't begin and end with the University police. It takes the entire University Community to make campus a safe and secure place to live, work, and play. Following the below Safety Tips can enhance safety for everyone.

- Trust your instincts. If a place or situation doesn't feel right, it probably isn't.
- Avoid working or studying alone in a building at night.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark - use the Xavier Shuttle Service.
- Don't leave personal property lying around unattended.
- Carry a whistle or other noisemaker.
- Never prop open exterior doors.
- Keep your room door locked when leaving even for "Just a minute" and when sleeping.
- Lock windows and close shades after dark.
- Never attach your name and address to keys, if lost or stolen they could lead to theft.
- When traveling in your vehicle keep windows up and doors locked.
- Engrave your valuables.
- Report any suspicious or criminal activity to the police and report all crimes.

Xavier University Campus Crimes Statistics

	On Campus			Non-Campus			Public Property			Year Total			Residential		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	2	0	5	0	0	0	0	0	0	2	0	5	2	0	5
Sex Offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	2	0	0	2	1	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	3	3	1	0	0	0	0	0	0	3	3	1	3	3	1
Motor Vehicle Theft	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Arson	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Weapons; Carrying Possession, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation, arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons; Carry, Possession, etc., referred	0	0	2	0	0	0	0	0	0	0	2	0	0	0	0
Drug Abuse Violation, referred	67	100	114	0	0	0	0	0	0	67	100	114	67	85	104
Liquor Law Violation, referred	703	749	665	0	0	0	0	0	0	703	749	665	543	690	665

*No hate crimes reported for 2010, 2011, 2012

Fire Safety Annual Compliance Report Overview

The "Higher Education Opportunity Act" (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to Xavier University as outlined in the initial regulation; subsequent yearly reports will comply with the act as amended and published October 29, 2009.

On-Campus Housing Fire Safety Equipment

At Xavier University, our residence halls are protected by fire detection and alarm systems which are centrally monitored 24 hours a day, seven days a week. The buildings are also equipped with emergency lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable national standards

Building Name	Alarm Monitoring (Xavier University Police)	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguishing Devices	Evacuation Plans & Signs	Number of Fire Drills Each Year
Brockman Hall	X	X		X	X	X	1
Buenger Hall	X	X		X	X	X	1
Husman Hall	X	X		X	X	X	1
Kuhlman Hall	X	X		X	X	X	1
Fenwick Place	X		X	X	X	X	1
Commons Apartments	X		X	X	X	X	1
Village Apartments				X	X		
1019 Dana				X	X		
University Apartments				X	X		
Manor House				X	X		

Fire Safety Education, Training and Fire Drills

On-campus residents, including those with special needs, receive comprehensive fire safety training at the beginning of each semester. Training on fire and life safety is also provided to all Hall Directors, Residential Advisors, and Building Service Staff. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Each resident is required to review and comply with the requirements outlined in the Xavier University Code of Student Conduct which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. Fire drills are conducted annually in all of the occupied residence halls in coordination with Xavier University's offices of Environmental, Health and Safety, Residence Life, Physical Plant, and the Xavier University Police Department.

2010	Description of Exercise	Date of Drill	Announced/ Unannounced
Brockman Hall	Evacuation/Fire Drill	09/08/2010	Unannounced
Buenger Hall	Evacuation/Fire Drill	09/22/2010	Unannounced
Husman Hall	Evacuation/Fire Drill	09/16/2010	Unannounced
Kuhlman Hall	Evacuation/Fire Drill	09/15/2010	Unannounced
Commons Apartments	Evacuation/Fire Drill	09/23/2010	

2011	Description of Exercise	Date of Drill	Announced/ Unannounced
Brockman Hall	Evacuation/Fire Drill	9/13/2011	Unannounced
Buenger Hall	Evacuation/Fire Drill	9/16/2011	Unannounced
Husman Hall	Evacuation/Fire Drill	9/15/2011	Unannounced
Kuhlman Hall	Evacuation/Fire Drill	9/14/2011	Unannounced
Fenwick Place	Evacuation/Fire Drill	9/21/2011	Unannounced
Commons Apartments	Evacuation/Fire Drill	10/4/2011	Unannounced

2012	Description of Exercise	Date of Drill	Announced/ Unannounced
Brockman Hall	Evacuation/Fire Drill	09/11/2012	Unannounced
Buenger Hall	Evacuation/Fire Drill	09/12/2012	Unannounced
Husman Hall	Evacuation/Fire Drill	09/13/2012	Unannounced
Kuhlman Hall	Evacuation/Fire Drill	08/18/2012	Unannounced
Fenwick Place	Evacuation/Fire Drill	09/19/2012	Unannounced
Commons Apartments	Evacuation/Fire Drill	09/26/2012	Unannounced

Fire Prevention

- Fire Prevention and Emergency Action Plans help to ensure that faculty, staff and students comply with University health and safety policies and programs, attend required training, report any identified safety or health hazard, and know their roles in an emergency.
- Policy on Smoking: prohibits smoking in all University buildings owned and operated by Xavier University, including residence halls.
- University Facilities Usage and Event Approval, requires that an application must be submitted for certain types of events on campus, and affirms that these events are subject to a review and approval process. The use of open flames and pyrotechnics, layout of assembly areas/events, and use of decorations are all evaluated during this review.
- Residence Hall Fire and Fire Alarm Procedures, ensures that students must evacuate the building upon fire alarm activation and outlines the role of staff members in overseeing evacuation procedures and reentry into the building when authorized.
- Residence Life procedures, require that all staff and Resident Advisors be trained to perform safety audits of residence rooms, coordinate emergency evacuations and warning procedures, and facilitate the performance of fire and other drills.
- The Xavier University Code of Student Conduct, which is part of the housing agreement contract, limits the types of electrical appliances allowed in residence halls, establishes expectations for compliance with drills and training, provides for periodic health and safety inspections of residence rooms, affirms limitations on materials that may be stored in resident rooms, prohibits open flames without a permit, limits the use of combustible decorations/furnishings, and defines the consequences if students violate University policies and programs. Specifically:
 - o Electrical appliances such as electric stoves, George Foreman-type grills, toaster ovens, toasters, crock pots, sandwich makers, air conditioners, space heaters, hot plates, and other open coiled appliances are not permitted in residence hall rooms. No extension cords of any type are permitted, and halogen bulb lamps and high intensity lamps are prohibited.
 - o Room furnishings/decorations and the decorating of public spaces are strictly controlled.
 - o Items that require an open flame, operate on fuel, or produce heat (such as Bunsen burners, lit candles, incense, and alcohol burners) are prohibited.
 - o Student rooms, common areas, storage, and mechanical areas are subject to regular inspection by the Office of Residence Life, Environmental Health and Safety Services personnel. In addition, resident room inspections are conducted once per semester by hall staff in order to identify any health or safety concerns. Violations of fire and life safety policies are subject to University judicial action and appropriate sanctions.
 - o Anyone found causing a false fire alarm, tampering with fire-safety equipment, or not properly evacuating during a fire alarm may face arrest and/or judicial referral.

Fire Statistics

	Fire			Injury			Death		
	2010	2011	2012	2010	2011	2012	2010	2011	2012
Brockman	0	0	0	0	0	0	0	0	0
Buenger	0	0	0	0	0	0	0	0	0
Commons	0	1	0	0	0	0	0	0	0
Husman	0	1	0	0	0	0	0	0	0
Kuhlman	0	0	0	0	0	0	0	0	0
Manor House	0	0	0	0	0	0	0	0	0
University Apartments	0	0	0	0	0	0	0	0	0
Village Apartments	0	0	0	0	0	0	0	0	0
Fenwick Place	0	1	0	0	0	0	0	0	0
1019 Dana	0	0	0	0	0	0	0	0	0

* No Fire damage in 2010, 2011 or 2012.

Damage in 2011:

- Fenwick Place- damage to outlet cover and wires (\$100)
- Commons Apartment fire- damage to stove.
- Husman Hall- damage to garbage can (\$20)

Fire Reporting

The Xavier University Police Department monitors the status of all fire detection and fire reporting systems in residence halls. If a fire is occurring, contact the Xavier University Police Department by calling the emergency line at 513-745-1000. If a fire has occurred and has been handled and needs to be reported, call the non-emergency line at 513-745-2000. A paper copy of the fire log is available for viewing at the police department 24 hours a day or by visiting www.xavier.edu/police/.

Residence Hall Fire Safety

All persons must leave the building during fire alarms and may not reenter until approved by the fire department and instructed to do so by a University official (i.e., Xavier Police Officer, or a Hall Director). Violations, including students who refuse to evacuate, or return before they are told to do so, are serious grounds for student conduct proceedings. Any person who sets off a false alarm or misuses a fire extinguisher commits a severe violation and may be subjected to prosecution under Ohio Law in addition to serious University sanctions. If in a Residence Hall, please leave the window blinds open, close and lock doors, and turn off the lights. Any student, who activates a false alarm, tampers with fire or safety equipment (such as fire extinguishers and door alarms) or fails to evacuate in the event of a fire alarm places the lives and safety of his/her fellow students in danger. This is one of the most severe violations of University Policy. Any student, who in any way misuses fire or safety equipment, accidentally or maliciously, is subject to severe University disciplinary action and prosecution under Ohio Statutes.

Appliances in Residence Halls

Due to potential fire hazards, maintenance issues, and cleanliness concerns, the following appliances are not permitted for use in any University-owned housing, other than apartments, and will be confiscated: hot plates, coffee coils, toasters, toaster ovens, deep fat fryers, George Foreman grills, sandwich makers, etc. Halogen lamps are not permitted in any University-owned housing. Small appliances that may be used (with proper care) include: curling irons, blow dryers, hotpots and popcorn poppers with the heating element housing in a covered unit, irons, hot rollers. If there is a question about appliances that may, or may not, be used, contact the Office of Residence Life. Refrigerators, which do not exceed 4.3 cubic feet or use less than four (4) amps of power, and microwaves, which do not exceed 700 watts are also permitted. Refrigerators must be plugged directly into the wall or be the only appliance on a power strip. Refrigerators are provided in on-campus apartments. Therefore, additional full-sized or mini refrigerators and freezers in these residences are prohibited. In all residence halls, only one (1) refrigerator or microwave is permitted per residence hall bedroom. Use of power strips is strongly encouraged. Extension cords or plug adapters are not permitted. Multi-plugs are not permitted. In University-owned apartments only UL approved appliances are permitted for use in the kitchen area. Items that are confiscated may be returned to the student to take home during a weekend trip or break period.

Open Flames in Student Housing - Candles/Incense/Oil Lamps

The possession of candles and/or incense (decorative or functional) is not permitted in on campus housing facilities due to the fire hazard they create. Any damage caused by the burning of these items will be the responsibility of the residents. Items will be confiscated.

Plans for Future Improvement

Xavier University maintains a prioritized list of projects to upgrade older fire systems, enhance the capabilities of existing systems, or install new fire safety systems in existing buildings in accordance with local/state fire codes.