

Clarkson College

# 2017 Annual Campus Security Report & Annual Fire Safety Report

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Safety and Security information for Clarkson College, including Crime and Fire Statistics for the 2016 calendar year.  
This information was submitted to the U.S. Department of Education according to Law.



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## **Introduction:**

Clarkson College is a private, accredited, non-profit college in Omaha, Nebraska. Clarkson College is a community of about 1,250 on campus and online students, employing about 160 faculty and staff members. The campus is located in the city of Omaha, with a population of about 444,474. As part of the larger community, Clarkson College shares many of the same interests and problems, including concerns about crime. Crime is a problem that cuts across campus, city and state boundaries, and affects the entire nation.

Clarkson College has been fortunate that it has not experienced a significant number of crimes in the past; however, the campus community is not immune from such incidents.

The campus as a whole is responsible for taking measures to ensure that members of the community and their possessions have the best possible protection.

## **Law Enforcement on Campus Policy:**

**Policy Number: SW-33**

**Effective Date: August 2015**

### **Policy**

Campus security is coordinated by the UNMC security department, which has 52 officers. Security officers undergo continuous on-the-job training to upgrade their skills. Members of the UNMC security department are not armed. They conduct foot and vehicular patrols of the campus 24 hours a day in an effort to deter criminal acts. Unsafe conditions noted by UNMC security officers during campus patrol are reported to facilities management and planning.

On campus, the UNMC security department enforces all University regulations. The UNMC security department also works very closely with the Omaha Police Department and county, state and federal authorities.

Students, faculty and staff members are encouraged to make accurate and prompt reports to the UNMC Security Department and external law enforcement agencies. The department may assist students who choose to ask for help in notifying other appropriate authorities of offenses committed.

**Responsible Department:** Facilities

## Security Logs, Website and Online Reporting:

Campus Security maintains a blog containing daily security logs and an intranet site containing security alerts, personal safety videos, personal safety tips, and other security and personal safety related information.

Students and employees are encouraged to review the information on a routine basis and contact Campus Security with any questions or concerns.

- › **Campus Security Daily Security Log:** <https://info.unmc.edu/blog/security/2016-reports/>
- › **Need to report a crime? Use our [Campus Crime Watch Online Reporting Form](#).**

Help Campus Security promote a safe and secure environment for our campus community by providing information on criminal activities occurring on campus. ***You are not required to provide your name or any form of identification***, however, it is more difficult to follow-up on anonymous reports. Thank you for your assistance.

**NOTE:** the web site *cannot* determine your identity or location.

## How to contact Campus Security:

- › **24 hour Emergency Call:**  
402-559-5555
- › **24 hour Security Dispatch:**  
402-559-5111
- › **Business Office hours:**  
8:00 a.m. to 4:30 p.m., M-F
- › **Business Office phone number:**  
402-559-4439
- › **Business Office fax number:**  
402-559-8625
- › **After hours assistance:**  
402-559-5111

## Campus Security Locations:

Security Business Office is located in the Academic and Research and Services Building – entrance on southwest corner of building. Security substations are located in University Hospital, Room 2202 and Clarkson Hospital, Room 1830.

**SECTION: Student Welfare**  
**SUBJECT: Sexual Misconduct**  
**NUMBER: SW-27**  
**ADOPTED DATE: Mar 2015**  
**EFF. DATE: Dec 2015**  
**REVIEW DATE: Dec 2015**

**Policy:**

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include any type of sexual misconduct, including dating violence, domestic assault, domestic violence, rape, sexual assault, sexual violence, sexual harassment and stalking. Discrimination on the basis of sex also includes gender identity and gender stereotyping. Clarkson College (College) strives to provide an environment free from all forms of sexual misconduct to all of its community members, regardless of immigration status, including undocumented students and international students. The Sexual Misconduct Policy applies to all College community members, whether the alleged sexual misconduct is committed by a student, an employee or a third party, regardless of whether the alleged sexual misconduct was perpetrated by a member of the same or different sex.

The College has jurisdiction over complaints alleging sex discrimination, sexual harassment, and any other form of sexual misconduct when the conduct occurs on campus, during or at an official College-sponsored program or activity (regardless of location), or off campus when the conduct creates a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sexual misconduct and remedy its effects. Such misconduct seriously undermines the atmosphere of trust, responsibility and professionalism underlying the Code of Conduct and will not be tolerated by the College. All members of the College community are encouraged to promptly report complaints about sexual harassment, sexual misconduct, and sexual assault to the Title IX Coordinator. It is also the right of an individual to file a criminal complaint, separate from the College report, if he or she chooses to do so. The Title IX Coordinator will assist the individual in doing so if he or she chooses. Persons who have been subjected to sexual misconduct can receive College-related assistance regardless of whether or not a legal charge or College report is filed. For any College report filed, a fair and timely investigation will be undertaken, with notice of the outcome to all involved parties. Individuals found to be in violation of this policy will be subject to disciplinary action.

**Definitions**

**College** means Clarkson College.

**Complainant** is an individual who is subject to alleged discrimination, harassment, or retaliation regarding the application of this policy.

**Confidentiality** means that the College will not disclose the names of individuals involved in a sexual misconduct case to others except on a need to know basis or as required by law. The College will instruct employees and students about the requirement not to disclose confidential information. Confidentiality is not the same as anonymity, where an individual is not named or personally identified.

**Consent** can be defined as a decision that is informed and freely and actively given. Consent is communicated through mutually understandable words or actions that indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way. The person must act freely and voluntarily and have knowledge of the nature of the act involved. A person who is giving consent cannot be under the influence of drugs or alcohol, unconscious, passed out, coming in and out of consciousness, or have a disability or disorder that would impair his/her understanding of the act. Silence or lack of active resistance does not imply consent. Past consent does not imply future consent. The presence or absence of consent is based on the totality of the circumstances.

**Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Domestic assault**, as a third degree offense, occurs if a person: (a) intentionally and knowingly causes bodily injury to his or her intimate partner; or (b) places, by physical menace, his or her intimate partner in fear of imminent bodily injury. A second degree offense of domestic assaults occurs if a person intentionally and knowingly causes bodily injury to his or her intimate partner with a dangerous instrument. A first degree offense of domestic assault occurs when a person knowingly causes serious bodily injury to his or her intimate partner (Nebraska Statue 28-323).

**Domestic violence** means asserted violent, misdemeanor or felony offenses, committed by the victim's current or former spouse or intimate partner, current or former cohabitant, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence laws of Nebraska.

**Faculty Member** is defined as any person hired by the College to conduct classroom/clinical activities on or off campus.

**Gender Identity** refers to one's sense of oneself as male, female, or transgender.

**Gender Stereotyping** refers to over-generalizations about the characteristics of an entire group based on gender.

**Hostile Environment** is when sexual harassment is sufficiently severe or pervasive that it unreasonably interferes, limits or deprives someone of the ability to participate in or benefit from the College's educational programs, activities, or employment. In determining whether a reasonable person in the individual's circumstances would find the work or educational environment hostile, the totality of the circumstances must be considered.

**Member of the College Community** includes any person who is a student, faculty member, College official, or any other person employed by the College, or is formally or informally associated or affiliated with the College. Human Resources and/or the Registrar's Office shall determine a person's status in a particular situation whichever is appropriate.

**Policy** is defined as the written regulations of the College as found in, but not limited to, the Student Handbook and the Faculty Handbook.

**Preponderance of the Evidence** occurs when the complainant or respondent has shown that his/her version of the facts, causes, damages, or fault is more likely than not the correct version.

**Respondent** is an individual whose alleged conduct is the subject of a complaint.

**Retaliatory Harassment** is intentional action taken by an accused or allied third party that harms a complainant, witness, reporter, investigator, or any other individual for filing or participating in a College investigation.

**Sexual Assault** is defined as a severe form of sexual harassment including physical sexual acts perpetrated against another person without his/her consent. Examples of sexual violence include rape, sexual assault, sexual battery and sexual coercion. Such acts include, but are not limited to, forced oral, anal, or vaginal penetration, to any degree, insertion of foreign objects into the body and any act of sexual intercourse against someone's will. This includes, but is not limited to, the use of a weapon, physical violence or restraint, verbal threats, intimidation, and threats of retaliation or harm. See also Neb. Rev. Stat. § 28-319 for degrees of sexual assault and corresponding penalties.

**Sexual Harassment** is defined as unwanted conduct of a sexual nature. Sexual harassment can be verbal, visual or physical. It can be overt or it can be implied from the conduct, circumstances and relationships of the persons involved. Sexual harassment can also consist of persistent, unwelcome attempts to change a professional or academic relationship to a personal one. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, questions about a person's sexual practices, lewd, offensive or vulgar comments, sexual insults or innuendoes, sexually explicit jokes, and other verbal, nonverbal or physical conduct of a sexual nature. The display of sexually explicit pictures, sexual graffiti, cartoons or objects can also constitute sexual harassment.

**Sexual Misconduct** refers to dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment and stalking.

**Sexual Violence** refers to any sexual act or attempt to obtain a sexual act by violence or coercion, unwanted sexual comments or advances, acts to traffic a person or acts directed against a person's sexuality, regardless of the relationship to the victim. Examples include knowingly exposing another to sexually transmitted diseases, non-consensual audio recording or videotaping of sexual activity, prostituting another person, and using a date rape drug to coerce sexual activity.

**Stalking** means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to: (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Such conduct may include, but is not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, unwanted gifts, etc.;
- Cyber stalking—Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on websites;
  - Sending unwanted/unsolicited email or talk requests;
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards;
  - Installing spyware on a victim's computer;
  - Using Global Positioning Systems (GPS) to monitor a victim;
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;
- Surveillance or other types of observation, including staring or "peeping";
- Trespassing;

- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats:
  - Gathering information about an individual from friends, family, and/or co-workers;
  - Threats to harm self or others; and
  - Defamation – lying to others about the victim.

See also Neb. Rev. Stat. §§ 28-311.02 – 28-311.05.

**Student** includes all persons taking courses at the College on campus or through online learning, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered.

**Confidentiality** The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation or disciplinary action by the complainant. However, the College also has the responsibility to provide a safe and nondiscriminatory environment for all in the community and therefore cannot guarantee confidentiality. If a complainant requests that a name and/or other identifiable information not be shared with the respondent or that no formal action be taken, the College will weigh this request with its obligations to the community. When weighing the complainant’s request for confidentiality and/or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The seriousness of the alleged complaint,
- Other complaints about the same alleged respondent;
- Whether the alleged respondent threatened further sexual violence or other violence against the complainant or others;
- Whether the complainant is a minor;
- Whether the College possesses other means to obtain relevant evidence related to the complaint (e.g., security cameras or personnel, physical evidence).

If the College determines that it cannot maintain a victim’s confidentiality, the College will inform the complainant prior to starting the investigation and will, to the greatest extent possible, only share information with those responsible for handling the College’s response.

UNMC Campus Security will be notified of any reports of sexual misconduct. Pursuant to Federal law, the College has a legal responsibility for documenting and providing statistics of reported incidences of sexual assault. All personally identifying information is removed from these reports.

## **Reporting**

Students are encouraged to report a complaint as soon as possible to maximize the College’s ability to respond as effectively as possible, although there is no time limit to reporting. A student that has a complaint against another student involving allegations of sexual misconduct is encouraged to contact the Title IX Coordinator, the counselor, a faculty member and/or the Office of Civil Rights through the United States Department of Education. Complaints of sexual misconduct by or against employees or third parties should be reported to the Director of Human Resources, the Title IX Coordinator, and/or the Office of Civil Rights through the United States Department of Education. A report can



be received in person, by phone, or through email. Any employee who receives a report of sexual misconduct or who witnesses or is otherwise aware of sexual misconduct, other than those with significant counseling responsibility, is required to share the report/information with the Title IX Coordinator. At the College, the licensed counselor has significant counseling responsibility, and therefore complainants can talk with this individual without concern of information being further disclosed.

The Director of Academic Success serves as the Title IX Coordinator and is located in the Success Center on the second floor of Howard Hall. The Title IX Coordinator can be contacted at 402-552-2693, 1-800-647- 5500, or at [titleixcoordinator@clarksoncollege.edu](mailto:titleixcoordinator@clarksoncollege.edu). If the Title IX Coordinator is unavailable or has a conflict of interest, the Director of Human Resources, the Title IX Investigator, is available and can be contacted at 402-552-3395, 1-800-647-5500, or at [tomekdeb@clarksoncollege.edu](mailto:tomekdeb@clarksoncollege.edu). The Office of Civil Rights can be contacted at the U.S. Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, D.C., 20202-1100; their phone number is 1-800-421- 3481, and email address is [OCR@ed.gov](mailto:OCR@ed.gov). The regional Office of Civil Rights is located at One Petticoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO, 64106; their email address is [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov) and their phone number is 816-268-0550. The Title IX Coordinator is the designated agent of the College charged with coordinating the College's Title IX compliance efforts. The Title IX Coordinator's responsibilities comprise the monitoring of policy related to Title IX, oversight of all Title IX complaints and education, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Upon receipt of a sexual misconduct report or complaint, the Title IX Coordinator will provide the complainant a written notice describing the options that are available:

- Pursuing a legal charge with a law enforcement agency,
- Pursuing a complaint within the College's informal and/or formal resolution processes,
- Pursuing both actions as described above (the complainant may go forth with one or more options at the same time).

The complainant must determine, in writing, if he or she wishes to pursue a complaint within the College's internal resolution processes. If he or she does not wish to pursue the complaint and/or requests that his or her identity remain anonymous, the Title IX Coordinator will make note of that wish in the report and educate the complainant about the College's limits to confidentiality and its obligation to protect the College community. Should the complainant decide to pursue a legal charge with a law enforcement agency, the Title IX Coordinator will assist the complainant in doing so. A complainant's pursuit of a law enforcement investigation does not relieve the College of its duty to resolve complaints within its own resolution processes. Reporting Involving Minors: If a sexual misconduct complaint involves a minor (an individual under the age of 19), Nebraska law requires the College report this to the Department of Health and Human Services within 24 hours.

### **Anonymous Reporting**

Any student may make an anonymous report concerning an act of sexual misconduct. The College has made available The Sexual Misconduct Reporting Form for this. Although preferred that this report be made directly to the Title IX Coordinator, a student may ask a third party (e.g., faculty, counselor, College administrator) to do so. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact the College's ability to respond, investigate, or take further action. College employees cannot fulfill their mandatory reporting obligations by anonymously reporting.

## **Bystander Intervention**

A bystander is one who is present at an event or situation and potentially has the opportunity to make a change in said event or situation. The College strongly encourages bystanders to intervene in situations where there is no threat of harm to them and to contact the Title IX Coordinator, a College administrator, and/or campus security to report any event of concern.

## **False Reporting**

The College takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as a complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual misconduct or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action.

## **Initial Consultation**

Upon receipt of a complaint, the Title IX Coordinator will determine whether or not the complaint reflects a potential violation of this policy and then, within five business days of having received the complaint, notify the complainant in writing of this determination. At any point, the Title IX Coordinator has the right to seek consultation with other relevant professionals outside of the College, if necessary. If it is determined a potential violation exists, the Title IX Coordinator will initiate a consultation with the complainant within seven business days of receiving the complaint. The purpose of this meeting is to gain an understanding of the nature of the complaint. During this meeting, the Title IX Coordinator will also address the following:

- a) physical safety and emotional well-being of the complainant,
- b) interim accommodations available, if necessary,
- c) contact information for on campus and community resources for counseling and health care,
- d) complainant's rights,
- e) complainant's preferred manner for resolution,
- f) confidentiality and the College's limits to confidentiality,
- g) College's policy prohibiting retaliation, and
- h) complainant's right to pursue or to decline to pursue legal charges.

## **Interim Accommodations**

In all cases of alleged sexual misconduct, regardless of whether the complainant wishes to pursue an investigation or action, the College will undertake an appropriate inquiry and take prompt and effective action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation, if any. Complainants have the right to assistance in changing academic and living situations after an alleged incident if such changes are reasonably available. Accommodations may include but are not limited to:

- Changing an on-campus student's housing to a different location within student residence hall
- Arranging to end a student housing contract
- Rescheduling exams, papers and/or assignments
- Taking an incomplete in one or more courses
- Transferring between class sections (on campus or online)
- Taking a voluntary leave of absence
- Offering counseling services

Any course-based interim accommodation(s) will be coordinated with the appropriate faculty to ensure the least disruption in the complainant's course of study. The complainant may bring a copy of a protection order, no contact order, restraining order, etc. to the Title IX Coordinator who will, in turn, coordinate with College administration and campus security to take all legal and reasonable steps to implement.

### **Informal Resolution**

Complainants have the option to seek resolution informally in an attempt to resolve the complaint without a formal hearing. The informal resolution process is optional and voluntary, and both the complainant and the respondent must agree to participate for an informal resolution process to occur. The parties involved in the informal resolution process will not be required to deal directly with one another; the Title IX Coordinator (or other designee) will serve as the facilitator of mediation between the involved parties and coordinate any other informal resolution matters.

**Note: Mediation is not an available option for allegations of sexual assault or sexual violence.**

The complainant or the respondent can terminate the informal resolution process at any time. If either party chooses not to remain in the informal resolution process or if the situation is not able to be resolved informally, a formal resolution process can be initiated by either party. A summary of the outcome(s) of the informal resolution process will be provided to the Vice President of Operations, who oversees the College's Code of Conduct. Outcomes of an informal resolution could include determining a remedy for the complainant and/or securing agreement by the respondent to accept one or more disciplinary sanctions. The College will assure the complainant that any necessary steps will be taken to prevent the recurrence of any sexual misconduct and will correct its discriminatory effects on any individuals, as appropriate.

### **Formal Resolution**

If the informal resolution process is unsuccessful or not an available option, an individual may pursue a formal resolution. To initiate this process, the complainant must submit a signed, written statement to the Title IX Coordinator that addresses the following:

- the complainant's want to pursue a formal resolution,
- the name of the individual responsible for the alleged violation,
- a detailed description of the event and actions creating the alleged violation,
- the date and location of the event,
- the names and contact information of any witnesses to the event,
- the remedy requested, and
- other information relevant to the complaint.

Once this statement is received by the Title IX Coordinator, the respondent will be notified of such (see below). If either party is an employee, the Title IX Coordinator will inform the Director of Human Resources.

Once the written statement is filed with the Title IX Coordinator, the Title IX Coordinator will review it and make a determination within ten business days of receipt of statement if an investigation is warranted. If an investigation is warranted, the Title IX Coordinator will appoint an investigator who has no conflicts of interest with the parties involved. If it is determined an investigation is not warranted, the Title IX Coordinator will inform both the complainant and the respondent of this as well as notify each of their right to appeal this decision. If the decision to dismiss the statement is overturned in appeal, the statement is returned to the Title IX Coordinator for investigation.

If it is determined that an investigation is warranted, the Title IX Coordinator will provide the respondent a summary of the complaint and allegations within ten working days of the Title IX Coordinator receipt of the written statement. The respondent will have ten working days to respond in writing to the complaint and the allegations. The respondent must address each allegation in full, including a statement of agreement or disagreement to each. If the respondent fails to respond within ten working days, the Title IX Coordinator has the right to continue the investigation. If the Title IX Coordinator receives the respondent's response to the complaint and allegations, the Title IX Coordinator will forward this written response and the complainant's written statement to the investigator.

It is the intent of the investigator to complete the investigation within sixty calendar days after receipt of the written statement and written response from the Title IX Coordinator. Such investigation will be conducted fully and impartially. An extension of this timeline may be required based on extraordinary circumstances, and both parties (complainant and respondent) will be informed in writing if this extension is necessary.

Both the complainant and the respondent will have equal opportunity to present relevant witnesses and other evidence. During the investigation, the investigator will interview separately the complainant, the respondent, and any witnesses either party has identified. In addition, the investigator will review all written documentation related to the complaint, all evidence presented by each party, and all relevant College policies. The investigator may consult with other professionals outside of the College as needed. During the 9 formal resolution process, both the complainant and the respondent have the right to have an attorney or other advisor of their choice present during any component of the investigation each is respectively involved in. At no time shall the investigator allow the complainant and the respondent to cross examine each other. Throughout the process, the investigator will advise all participants in the formal resolution process that confidentiality is essential for the integrity of the investigation. The investigator will also provide periodic status updates to both the complainant and the respondent throughout the investigation process.

At the end of the investigation, the investigator will submit a written report to the Title IX Coordinator stating his/her analysis of the facts, related evidence, and his/her conclusion as to whether or not sexual misconduct occurred. This conclusion will be based upon the "preponderance of evidence" standard (e.g., more likely than not). This written report will also provide recommendations for any remedial action as well as disciplinary action if sexual misconduct was believed to have occurred. Upon receipt of the investigator's written report, the Title IX Coordinator will review the report and subsequently call a Title IX Review Board meeting within five business days. The Title IX Review Board will consist of the Vice President of Academic Affairs, the Vice President of Operations, the faculty representative from the Behavioral Intervention Team, the counselor (unless the counselor has a conflict of interest with either the complainant or the respondent), a designee of the Vice President of Academic Affairs, and a designee of the Vice President of Operations if the counselor is unable to serve. The Title IX Coordinator will serve as meeting facilitator.

The Title IX Review Board will review the investigator's report and may request additional information and/or investigation as warranted. Once the Title IX Review Board determines the investigation is complete, they will give due consideration to the investigator's conclusion as to whether or not sexual misconduct occurred and subsequently issue a final determination of whether or not sexual misconduct occurred using the preponderance of evidence standard.

Within ten working days of receipt of the Title IX Review Board's finding(s), the Title IX Coordinator will provide a written summary of the findings and recommendations to the complainant and to the respondent. This summary will also include the College's assurance to the complainant that any necessary steps will be taken to prevent the recurrence of any sexual misconduct and that it will correct its discriminatory effects on any individuals, as appropriate. Further,

information on the appeals process will also be given to both the complainant and the respondent. If disciplinary actions are recommended for the respondent, the College has an obligation to disclose said disciplinary actions to the complainant. If either the complainant or the respondent is a College employee, employment-related decisions will be deferred to the Director of Human Resources. It is the responsibility of the Title IX Review Board to ensure recommendations are implemented.

### **Appeal**

Both the complainant and the respondent have the right to appeal the Title IX Review Board decision for any reason. An appeal must be submitted to the Title IX Coordinator within ten calendar days of the complainant and respondent being notified of the Title IX Review Board decision. The appeal must set forth the basis for the decision dispute. Appeals will be decided upon by the President of the College; this decision is final.

Neither the complainant nor the respondent is entitled to a hearing in connection to the appeal; however, written submissions from either party may be requested and/or considerations of any other relevant information may be made by the President. Notification of the appeal will be communicated to the nonappealing party, and both the complainant and the respondent will be informed in writing of the appeal decision within fifteen calendar days from when the Title IX Coordinator receives all requested information, 10 unless it is determined that additional time is warranted. Said appeal decision will include identification of any changes to the previous Title IX Review Board decision and/or sanctions imposed as a result of the previous decision.

### **Sanctions**

The College will not wait for the conclusion of any criminal investigation before initiating its own internal investigation. The College may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending, has been dismissed or the charges have been reduced.

### **Disciplinary Sanctions:**

The following sanctions may be imposed upon any student found to have violated this policy:

- Warning – a notice in writing to the student that the student is violating or has violated institutional requirements.
- Probation – a written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any institutional regulations during the probationary period.
- Loss of Privileges – denial of specified privileges for a designated period of time.
- Fines – Previously established and published fines may be imposed.
- Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions – work assignments, service to the College, community service, parental notification (if a minor), workshop attendance, required counseling, written explanation, financial restitution or other discretionary assignments.
- Residence Hall Suspension – separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residence Hall Dismissal – permanent separation of the student from the residence halls.
- College Suspension – separation of the student from the College for a specified period of time. Conditions for readmission may be specified.

- College Dismissal – permanent separation of the student from the College.

More than one of the sanctions listed above may be imposed for any single violation. Other than College Dismissal, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall dismissal, College suspension or dismissal. Cases involving the imposition of sanctions other than residence hall dismissal or College suspension/dismissal may be expunged from the student's confidential record five years after the final disposition of the case.

In certain circumstances, the Vice President of Operations or the President may impose a College or residence hall interim suspension prior to the determination of the Title IX Review Board. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a definite threat of disruption with the normal operations of the College. During the interim 11 suspension, students shall be denied access to the residence halls and/or the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Operations may determine to be appropriate.

With respect to sanctions imposed upon an employee, per Policy HR -14, appropriate action will be determined based upon the nature of the situation.

### **Anti-Retaliation**

The College prohibits retaliation against a complainant for bringing a complaint or to another for participating in an investigation. Retaliation is a separate violation of policy. To guard against retaliation against a complainant or witnesses, a no contact directive will be issued in writing to persons involved in the investigation. Both the complainant and the respondent are required to abide by the no contact agreement. Failure to comply could result in disciplinary action.

### **Education**

The College understands that ongoing education about the issues contained within this policy is critical to fostering a healthy campus environment. The College is committed to providing annual educational and bystander training to all students and employees to promote their awareness and understanding of their rights and conduct prohibited under this policy. This education will also include sexual violence prevention measures and procedures for responding to and reporting incidents. The importance of preserving evidence will be addressed as evidence may be necessary for proving sexual misconduct occurred or for obtaining a protection order. In addition, safe and positive options for bystander intervention will be introduced. Sexual harassment/sexual assault prevention workshops are available; please contact the Title IX Coordinator to schedule. The College similarly is committed to annual training for its Title IX Coordinator and Title IX Investigator on issues related to sexual misconduct and how to conduct an investigation that protects the safety of victims and promotes accountability.

### **Records**

The Title IX Coordinator will retain records of all complaints, documentation and reports, regardless of whether the matter is dismissed or is resolved by the College's informal or formal resolution processes. Other personnel involved in an investigation (i.e., Title IX Investigator, Title IX Review Board, and the President, if applicable) will also retain

appropriate documentation. All records will be maintained by the College for seven years. Findings of responsibility resolved through either the informal or formal resolution process will become part of a student's confidential record except in situations where dismissal is a sanction; in these situations, the policy above will be followed.

**Other Clarkson College Disciplinary Processes**

The outcomes and actions taken by the Title IX process do not necessarily preclude other disciplinary actions from being taken using other Clarkson College disciplinary procedures. The Title IX investigations and outcomes may be used as support for other disciplinary processes.

**Amendments or Termination of this Policy**

Clarkson College reserves the right to modify, amend, or terminate this policy at any time.

**Responsible Department:**

Director of Academic Success

### **Sex Offenders Registry Information:**

A link to the Nebraska State Patrol Community Notification Sex Offense Registry is maintained on the UNMC security website:

<https://sor.nebraska.gov/>

### **Procedures and Facilities to report Criminal Actions, Sex Offenses or other Emergencies occurring on Campus;**

#### **Institutional response to such reports:**

Potential criminal actions, sex offenses and other emergencies on campus can be reported directly by any student, faculty member or employee to the UNMC Security department by dialing 402-559-5111. Upon receipt of the call, UNMC Security officers are dispatched to the site of the complaint and, if deemed necessary, will contact the Omaha police.

UNMC Security officers prepare and submit incident reports for use by UNMC and Nebraska Medicine authorities, other law enforcement agencies and city, county or federal prosecutors. In the case of sex offenses and other crimes of violence, victims may wish to make reports to Clarkson College Title IX Coordinator (in the case of students) or Human Resources (in case of employee).

Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved. After a sexual assault occurs, the victim should not bathe, douche, change clothes, or apply medication. The victim should report the incident as soon as possible. Most experts agree that reports should be made within 48 hours of a sexual assault.

The victim may seek medical attention with the help of Clarkson College or see her own physician. Health care providers can assist in the preservation of evidence while providing treatment to the victim.

All offenses which are committed by students, staff or faculty members may be referred for criminal prosecution and/or dealt with by Clarkson College in sanctions up to and including expulsion of students and/or termination of employment.

Both the accuser and accused are entitled to: the same opportunity to have others present during disciplinary proceedings and to know the general outcome of student disciplinary proceedings involving any crime of violence.

### **Sex Offense Victim Counseling and Other Services**

Counseling services for victims of sexual assault are available on the Clarkson College campus and in the Omaha Community.

Students enrolled at Clarkson College may be eligible for assistance in changing their academic and/or living arrangements after an alleged sexual assault or other crime of violence if changes are requested by the victim and such changes are reasonably available.



**CLARKSON COLLEGE SECTION: Student Welfare**

**SUBJECT: Drug and Alcohol**

**SUPERSEDES: SW-15; Aug 2015, Aug 2013, Aug 2009, Sep 2006, Aug 2006 Feb 2005 Dec2004, Jun 2004**

**NUMBER: SW-15**

**APPROVED DATE: Nov 2008**

**EFF. DATE: Aug 2016**

**REVIEW DATE: Mar 2015**

**Overview**

Problems related to the use of alcoholic beverages and controlled substances lead to a loss of individual effectiveness and may interfere with the educational process. Clarkson College reaffirms its position of serious concern about and in opposition to the abuse of alcoholic beverages and use of controlled substances. Clarkson College complies with the Drug-Free School and Communities Act Amendments of 1989 through the publication of the Drug and Alcohol Policy and other written material distributed annually to students and employees. Clarkson College encourages members of the College community to participate in drug and alcohol abuse education, prevention, and treatment programs when appropriate. Clarkson College does not accept responsibility for the conduct of individuals while they are off campus and not participating in a College activity. The College realizes it cannot regulate the sale of alcoholic beverages to members of the Clarkson College community by off-campus businesses.

Drug and alcohol offenses may result in academic and/or non-academic sanctions. Academic sanctions are directly related to the student's progression or termination within their program of study, and occur when the student violates the drug and alcohol policy within class/clinical/practicum settings. Non-Academic sanctions are actions taken at any time when the student violates the Drug and Alcohol policy.

Within the Clarkson College Community, the following regulations dealing with drug and alcohol apply.

1. Possession and use of drugs and alcohol on campus property is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the use, sale, and distribution of drugs or alcohol.
2. Possession by minors is an infraction of Neb. Re. Statute 53-180.02 and is punishable by three months' imprisonment, \$500.00 fine, or both. All offenses regarding possession of drugs and alcohol will also be subject to the disciplinary procedures set forth by Clarkson College.
3. The procurement of alcoholic beverages for minors is a violation of Clarkson College policy. The procurement of alcohol for minors, Neb. Rev. Statute 53-180, is punishable by a maximum of one-year imprisonment, \$1,000.00 fine, or both. All offenses regarding procurement of alcohol for minors will also be subject to the disciplinary procedures set forth by Clarkson College.
4. No alcohol shall be served at any event sponsored by Clarkson College or a recognized Clarkson College organization, unless prior permission from Clarkson College administration has been obtained and the alcohol is sold off campus by a licensed, independent vendor via a "cash bar" and only to persons of legal age.
5. Possession, use, and sale of drugs or drug related paraphernalia on campus property or at College sanctioned events is considered an infraction of Clarkson College policy. Clarkson College will cooperate

fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the possession, use, sale, and distribution of illicit substances.

6. Neither the College nor any group, which owes its existence to Clarkson College, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage.

7. Guests are bound by the same rules regarding alcohol and drugs as the students. Members of the College community and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of alcohol and/or other drugs. Violators will be asked to leave campus and/or be referred to local authorities.

8. Students who are suspected of intoxication from either drugs or alcohol during a theory class, laboratory course or clinical rotation are in violation of the drug and alcohol policy and will be subject to the procedures outlined in the section titled student violation categories.

9. Any Student on campus, including the Residence Hall and campus activities, whether of legal age or underage and suspected of intoxication is in violation of the Clarkson College drug and alcohol policy and will be subject to procedures outlined in the section titled student violation categories.

10. Containers that originally contained alcoholic beverages will not be allowed in the residence halls for any purpose. Said containers will be promptly removed and disposed of.

11. There will be absolutely no posted advertisement for alcoholic beverages in any College publication, private, or public area.

12. The Vice President of Operations, the Residence Hall Director, Residence Hall Assistant Director or any Student Services counselor may notify parents of violations. Notification may occur if it is believed that the student is potentially a danger to themselves or to others, or is in danger of jeopardizing their academic career.

13. Clarkson College may take appropriate measures in emergency situations such as contacting parents or law enforcement in order to ensure the health and safety of the student.

14. Drug testing on minors may need parental or guardian consent. If consent is not obtained, so that drug testing cannot be completed, the minor student will be treated as though they were tested and the results were positive.

15. A positive test result will include the following: 1) positive drug test indicating the presence of drugs in the specimen, 2) failure to submit to a drug test within the requested timeframe, and/or 3) the finding of two consecutive "dilute" specimens.

### **MEDICAL AMNESTY**

A Clarkson College student seeking emergency medical attention for self or for another person due to alcohol or drug consumption will not be charged with violation(s) of the Clarkson College Drug & Alcohol policy as long as the student fully cooperates with authorities involved and complies with any required formal drug and alcohol evaluation and treatment recommendations. Said evaluation will be conducted at the student's expense. Failure to fully cooperate will invalidate the medical amnesty, and standard disciplinary action will be taken. Further, medical amnesty does not protect students from disciplinary action who are found to be in violation of other Clarkson College policies, such as destruction of property, assault, and/or theft. Medical amnesty will not be abused. Should a student who invokes

medical amnesty have a subsequent drug or alcohol experience requiring emergency medical attention, he/she may be excluded from medical amnesty and be subject to disciplinary action.

Nebraska LB 439 outlines provisions for the reporting of persons who may be affected by acute alcohol poisoning due to severe intoxication. In such circumstances, these provisions allow for the person to report him/herself or another person to the authorities and be granted immunity from prosecution. The reporter must remain on the scene and fully cooperate with medical assistance and law enforcement personnel. LB 439 does not provide legal amnesty for drug-related offenses.

### **STUDENT VIOLATION CATEGORIES**

The consequences of violating the Student Welfare Drug & Alcohol Policy vary according to the circumstances surrounding the violation. Thus, each of the following categories of student violations is separated out below.

Students requiring drug/alcohol testing for their academic program requirements will be given instructions on how to complete this testing. All testing expenses are the responsibility of the student. If the results are negative, the student will proceed academically. If the results of testing are positive, the student can only continue academically at the College if they meet the following requirements.

#### **If positive result is due to a legally prescribed medication:**

- 1) The student must have the form signed by the prescribing health care provider stating why he/she is prescribed that medication. (Appendix A, VPAA Form 1 – Prescribing Report)
- 2) A list of all the medications the student has been prescribed should be included on the form and returned within 7 business days after the student is notified of a positive test. The form will be sent to the Office of the VPAA who coordinates drug and alcohol results.
- 3) The medication list will be approved/disapproved by the Chair of the Drug and Alcohol Committee and /or the Student Counselor within 3 business days.
- 4) If the medication list is not approved by College designee it will be viewed as a positive drug screen.
- 5) Student will not be allowed to participate in clinical setting until the proof of treatment process is completed.

#### **If positive result is due to other use:**

- 1) The student must meet with a College approved Student Counselor and successfully complete the prescribed treatment plan;
- 2) The student will initially only be allowed to enroll in theory (didactic only) Courses (without co-requisite clinical courses) while completing Drug/Alcohol treatment. The student will be allowed to

enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a College approved Student Counselor;

3) The student will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College; at expense of the student.

4) The Student Counselor will notify the VPAA or designee via (form), that the student can progress in the course. The VPAA or designee will release information to the Program Director. (Appendix A, VPAA Form 2- Return to Course Form)

5) If the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test, the student will be administratively withdrawn from the College.

### **Currently Enrolled Students**

Any currently enrolled student may be required to complete a Drug/Alcohol Test (either scheduled or random timing).

Students in a theory/didactic course, (Theory/Classroom Settings), lab course (laboratory setting), and/or Clinical/Practicum Course (clinical setting) may be required to undergo random drug testing with or without cause. If the student tests positive for drugs/alcohol, the student:

- a) Will be immediately administratively withdrawn from all laboratory/clinical/practicum courses, but may be allowed to remain in theory classes (without co-requisite clinical courses) while undergoing required drug/alcohol treatment according to program requirements.
- b) Must meet with a College-approved Student Counselor 5 and successfully complete the prescribed treatment plan.
- c) Will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a college approved Drug/Alcohol Rehabilitation Counselor;
- d) Will be subject to random interval or scheduled interval drug/alcohol testing with or without cause for suspicion for as long as they are an enrolled student at the College;
- e) May be ineligible to continue in the program of study if clinical agency placement is not possible due to the student's positive drug testing history,
- f) May be administratively withdrawn from the College if the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test.

## Residents Hall/Dorm Offenses

Students in College sponsored activities whether on College campus property or in College housing:

Within the disciplinary system for non-academic violations, the following procedures are considered as a guide for policy violations and represent the minimum sanction possible for the violations of the Drug and Alcohol policy. The College Judicial Committee or administration may levy further sanctions on an individual case basis depending on the severity of the offense. All requirements of a sanction must be completed prior to the start of the next academic semester. Students will be ineligible for further program progression and registration will not be allowed for the following semester, if the sanction requirements are not completed.

The disciplinary sanctions for drug and alcohol offenses which occur during college sponsored activities or in college housing include the following steps.

1. The first offense of the Drug and Alcohol policy will result in the following (offenses for substances other than alcohol are considered an automatic second offense);
  - Required student completion of an alcohol use evaluation survey.
  - Completion of the Alcohol Skills Training Program (ASTP).
  - A fine of \$25.00.
2. The second offense of the Drug and Alcohol policy will result in the following;
  - Required student completion of an alcohol use evaluation survey.
  - Completion of Brief Alcohol Screening and Intervention for College Students (Basics) through four sessions with the Licensed Alcohol and Drug Addiction Counselor (LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC), or Certified Master Addiction Counselor (CMAC), with any and all fees to be incurred by the student.
  - A fine of \$50.00
3. The third offense of the drug and alcohol policy will result in the following;
  - The student will undergo Formal Evaluation for Substance Abuse by a LADAC, PLADAC, or CMAC with any and all fees to be incurred by the student. The Counselor will provide documentation back to the College that the student is progressing with recommending treatment options.
  - If living in the College residence hall, the student will be placed on housing probation.
  - A fine of \$75.00.
4. The fourth offense of the Drug and Alcohol policy will result in the following;
  - Immediate eviction from the College residence hall and possible academic sanctions.
  - The student will undergo a second drug and alcohol evaluation by a LADAC, PLADAC, or CMAC. The cost of evaluation and any further services will be incurred by the student.
  - The counselor will provide documentation back to the College of a monitoring plan if needed based on screening results.
  - If the counselor recommends a treatment plan, documentation of progression will be sent back to the College.

Responsible Department: VPAA, VPO, Health and Safety Office

**Criminal Activity off-campus Policy:**

**Policy Number: SW-29**

**Effective Date: August 2015**

**Policy:**

Criminal activity off campus may be monitored and recorded by the Omaha Police Department or other law enforcement agency

**Responsible Department:** Facilities

**Reporting Criminal Actions, Sex Offenses and other Emergencies Policy:**

**Policy Number: SW-36**

**Effective Date: August 2015**

**Policy:**

Potential criminal actions, sex offenses and other emergencies on the Clarkson College campus or other official campus can be reported directly by any student, faculty member or employee to:

UNMC Security

- › 42<sup>nd</sup> Street Campus
- › 402-559-5111

**Responsible Department:** Facilities

**Encouraging of Accurate and Prompt Crime Reporting Policy:**

**Policy Number: SW-31**

**Effective Date: August 2015**

**Policy:**

Clarkson College faculty, staff, students and visitors are encouraged to report all crimes and public safety related incidents to Campus Security in a timely manner.

To report a crime or an emergency on the Clarkson College campus, call Campus Security at 402-559-5111. Security Dispatch is available 24 hours a day to answer your call.

In response to a call, Campus Security will take the required action, and if necessary, Campus Security will contact the Omaha Police Department.

Crimes should be reported to Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**Responsible Department:** Facilities

## **Emergency Notification, Response and Evacuation Policy:**

**Policy Number: SW-30**

**Effective Date: August 2015**

### **Policy:**

Individuals should report all emergencies by calling 9-5555 from any campus phone, 402-559-5555 via cellular phone, or by using the blue light emergency phones which are available at various locations on campus.

Clarkson College will, without delay, and taking into account the safety of the community, determine the content of an emergency notification and initiate a campus emergency notification, unless such notification will, in the professional judgment of campus authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate an emergency.

The only reason Clarkson College would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:

- › Assist a victim
- › Contain the emergency
- › Respond to the emergency, or
- › Otherwise mitigate the emergency (example: agreeing to a request of local law enforcement of fire department officials)

Campus authorities who are responsible for carrying out or authorizing the use of Emergency Notification are:

- › Director of UNMC Security
- › President
- › Vice President of Operations
- › Director of Facilities

Information will be released upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Examples of "immediate threat" are:

- › Tornado or extreme weather
- › Armed Intruder
- › Bomb Threat
- › Gas Leak

Warnings will likely include the nature of the threat, source of the information and suggested precautions to be taken.

The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole.

There will be a continuing assessment of the situation, and additional segments of the campus community may be notified if a situation warrants such action.

Campus authorities will determine how much information is appropriate to disseminate at different points in time based on the event.

Clarkson College has multiple methods of warning our College campus for any significant emergency.

- › College & Student All email.
- › Announcements over the PA system.
- › Alert notification system that will call, text, and email all registered users.
- › Notices on our public Website, Facebook and other media outlets.

The procedures will be based on the situation.

- › For a fire, we would initiate the “Fire Evacuation Plan” where each floor is to evacuate the building through a specific stairwell.
- › For a tornado, we would initiate the “Tornado Evacuation Plan” where each floor is the move to the designated shelter area.
- › For an Armed Intruder, we would initiate the “Armed Intruder” plan that explains how to proceed based on your specific situation and location.

**Responsible Department:** Facilities

### **Issuing Timely Warnings Policy:**

**Policy Number:** SW-32

**Effective Date:** August 2015

#### **Policy:**

In the event a situation arises, either on or off campus that, in the judgment of the Clarkson College campus authority, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

#### **Procedure:**

Campus authorities who are responsible for carrying out or authorizing the issuing of a “Timely Warning” are:

- › Director of UNMC Security
- › President
- › Vice President of Operations
- › Director of Facilities

Factors for issuing a timely warning are:

- › The nature of the crime
- › The continuing danger to the campus community
- › The possible risk of compromising law enforcement efforts

Warnings generally include:

- › The nature of the threat
- › Source of the information and
- › Suggested precautions to be taken

The method of warnings:

- › Campus email system
- › PA System
- › Alert Notification system alert

**Responsible Department:** Facilities



## Tornado Watch or Warning & Thunderstorm Warning Evacuation Plan:

### › Notification:

We will communicate in the following ways:

- An announcement over the PA system
- The alert notification system will be sent out
- Designated floor leaders will direct everyone to their designated shelter and verify everyone is off of the floor

### › Exit Plan:

Do not use the elevators – use the stairwell marked “**Tornado Exit**”:

#### ○ Main Building:

- Floors 1, 3, & 5: exit through the **North** stairwell adjacent to the men’s restroom
  - **Exception:** on the 1<sup>st</sup> floor the restroom on the **North** is the women’s restroom
- Floors 2, 4, & 6: exit through the **South** stairwell adjacent to the women’s restroom

#### ○ Student Center:

- Use the stairs and go immediately to the Tornado Shelter on the 1<sup>st</sup> floor of the Residence Hall
- The hallway on the 1<sup>st</sup> floor
- An alternate shelter is in the Bookstore shelter

#### ○ Residence Hall:

- Use the stairs and go immediately to the Tornado Shelter in the 1<sup>st</sup> floor of the Residence Hall
- The hallway on the 1<sup>st</sup> floor
- An alternate shelter is in the Bookstore shelter

### Additional Responsibilities:

- › Do not delay in going to the shelter
- › Have a tornado buddy. Make sure your buddy evacuates with you
- › Avoid glassed in areas
- › Remain in the shelter until notified by a designated person of the College
- › Limit all use of cell phones so that emergency notifications can be made promptly

## Fire Evacuation Plan:

When the fire alarm goes off, you must evacuate the building. Close—do not lock—your door.

- › If you see smoke or flames, pull the fire alarm as you exit. If smoke is present, keep low to the floor.
- › During evacuation, exit the building using the nearest safe exit. Do not use the elevator.
- › Once outside, move away from the building into Student Parking lot 11 (directly south of Residence Hall).
- › Follow the directions of the floor leaders.

### Exit Plan:

Do not use the elevators – use the stairwell marked “**Fire Exit**”:

- **Main Building:**
  - Use the stairs and go immediately outside to Student Parking Lot 11
    - **Lower Level:** exit through the south stairwell to the 1<sup>st</sup> floor
    - **Floor 1:** exit through main doors
    - **Floors 2, 4, & 6:** exit through the **North** stairwell adjacent to the men’s restroom
    - **Floors 3, & 5:** exit through the **South** stairwell adjacent to the women’s restroom
- **Student Center & Residence Hall:**
  - Use the stairs and go immediately outside to Student Parking Lot 11

### What to do:

- › If you smell something burning, but see no smoke:
  - › Call Security Dispatch at 9-5111 immediately
  - › Activate the building fire alarm system if necessary
- › Smoke or fire sighted:
  - › **R – Rescue:** Rescue those in immediate danger
  - › **A – Alarm:** Activate the fire pull station and call 9-5555 and give exact location of the fire
  - › **C – Contain:** Contain the fire by closing all doors and windows
  - › **E – Extinguish or Evacuate:** Extinguish only if you can do so safely and quickly
- › Do not re-enter the building until permission has been given by designated person of the College or the Fire Department

### Self-Protective Measures:

- › If your clothes catch on fire: stop – drop – and roll
- › If you are caught in smoke, drop to your hands and knees and crawl below the smoke level.
- › If you are trapped in a room, place a cloth (wet if possible) under the door to prevent smoke from entering.
- › Retreat and close as many doors as possible between you and the fire.
- › Signal for help.

### Preventative Measures:

- › Learn at least two escape routes and emergency exits from your area.
- › Never use an elevator as part of your escape route.
- › Learn to activate the fire alarm and the extinguishers in your area.
- › Learn to recognize fire alarms and signals.

## Campus Armed Intruder (Shooter on Campus) Procedure

### Be Prepared to Take Appropriate Actions:

**NOTE:** An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

The potential for a school/hospital shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous local and national shootings dictate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately contact Security Dispatch at **402-559-5555**.

### Armed Intruder (Shooter on Campus)

#### › Profile on an Armed Intruder:

- An armed intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

#### › Characteristics:

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is generally required to end the event

#### › If “Armed Intruder” is announced or is in your vicinity:

##### ○ RUN

- Have an escape route and plan in mind
- Leave your belongings behind (except for your cell phone)
- Keep your hands visible

##### ○ HIDE

- Try to hide out of the shooter’s view
- Block entry to your hiding place, turn off lights and lock the doors
- Silence your cell phones and/or pagers

##### ○ FIGHT

- As a last resort and only when your life is in imminent danger!
  - Make a plan with others in the room about what you will do if the shooter enters
  - Attempt to incapacitate the armed intruder and do whatever is necessary to survive the situation

### If outside when a shooting occurs:

- Drop to the ground immediately, face down as flat as possible. If within 15 to 20 feet of a safe place or cover, duck and run to it
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening
- Wait and listen for directions from law enforcement personnel

- › **When Law Enforcement arrives:**
  - The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter
  - Do not scream, yell, point, or wave your arms
  - Do not hold anything in your hands that could be mistaken for a weapon (including cell phones)
  - Be quiet, cooperate and follow directions
  - Show the officers your empty hands and follow their instructions
  - When it is safe to do so, you will be given instructions as to how to safely exit your location
  
- › **To watch the Armed Intruder Training Video, go to:**
  - <https://www.youtube.com/watch?v=5VcSwejU2D0>
  
- › **Other videos on the subject can be found on the UNMC Intranet Campus Security training video page at:**
  - <http://info.unmc.edu/safety/campus-security/tips-training/training-videos.html>

### **Blue Light Emergency Phones:**

Blue Light emergency phones are available in 4 locations in our immediate area.

- In the courtyard by the Day Care.
- South of the Residence Hall in Student Parking Lot 51S
- East of the Residence Hall in Student Parking Lot 43S
- South of Parking Lot 9

The phones can be seen on 9 foot poles with the word “EMERGENCY” printed on them in large lettering. The phones have a direct line to Security Dispatch. Employees and students are encouraged to use the Emergency Phones for any emergency.

There are 27 Blue Light emergency phones on the entire Nebraska Medicine Campus.

## 2015 Emergency Notification System Test

### SEVERE WEATHER AND TORNADO DRILL:

On April 28<sup>th</sup>, 2016 at 9:30 am we conducted a test of our severe weather Tornado warning system.

#### Communication Methods:

- › An Alert Notification was sent to all students and employees.
- › An announcement was made over the PA system.
- › Floor Leaders did a sweep of their floor to verify everyone had evacuated.

This drill was coordinated with Facilities, Floor Leaders and with the cooperation of the Operations Council.

**Follow-Up:** Each Floor Leader completed a Drill Checklist that was evaluated by Facilities.

**Evaluation:** It was noted that PA system was not heard everywhere. This is being addressed by Facilities.

#### Alert Notification System details:

- › Email: 636 emails were sent – 20 errors
- › Text: 604 text messages were sent – 16 invalid service types
- › Voice: 450 phone calls were made
- › service types
- › Voice: 494 phone calls were made

### FIRE DRILL:

On March 14<sup>th</sup>, 2016 at 9:00 am we conducted a test of our Fire Evacuation procedures.

#### Communication Methods:

- › A fire pull station was pulled in the Main Building and the South Building causing the alarms to go off.

This drill was coordinated with Facilities, Floor Leaders and with the cooperation of the Operations Council.

**Follow-Up:** Each Floor Leader completed a Drill Checklist that was evaluated by Facilities.

**Evaluation:** All areas heard the alarms when all stations were pulled. Everyone evacuated the building in a timely manner and did not reenter until advised to do so.

**Access to Campus Facilities Policy:****Policy Number: SW-28****Effective Date: August 2015****Policy:**

Students, faculty and employees of Clarkson College have access to most facilities on campus. However, certain classrooms and departments are open only to those who require access to them. Clarkson College allows after-hour access to campus facilities for individuals who have been assigned a key card. Clarkson College has a Residence Hall that has access only for residential students and faculty who office in the residence Hall.

**Procedure:****Assigning of Key Cards:**

- › Key Cards are assigned to faculty and staff by UNMC Card Access Services.
- › Key Cards are assigned to students by the Facilities Department.
- › All key cards are activated by the Facilities Department.

**Card Key Access:**

- › Our Main Building and Student Center are secured between the hours of 4:30 pm and 7:30 am Monday through Friday, and all day Saturday and Sunday.
- › Our Residence Hall is secured at all times and only accessible by residential students and faculty who office in the Residence Hall.
- › Specific floors, departments, and classrooms have card key access. Each access point may have individual hours, which may vary at different times of the year. In these cases, the areas will be secured according to schedules developed by the department responsible for that area.

**Key Access:**

- › Employees are assigned keys for their specific office, department and classroom as needed.
- › Residential students are assigned keys to their suite and bedroom.

**Security Considerations used in the maintenance of the campus:**

- › All key cards and keys are generally inventoried on an annual basis.
- › The key card system is monitored during business hours.
- › A safety and security walkthrough is conducted 2 times a year by students and staff to determine if there are any areas of concern. Any problem areas are evaluated and responded to promptly.

**Responsible Department:** Facilities

**Missing Student Policy:****Policy Number: SW-34****Effective Date: August 2015****Policy:**

The missing student policy establishes procedures for the response of Clarkson College to reports of missing students, as required by the Higher Education Opportunity Act. This policy applies to students who reside in campus housing. However, if a non-resident Clarkson College student may be a missing, Campus Security should be contacted.

For purposes of this policy, a student will be considered missing. A student is considered missing if a roommate, classmate, faculty member, family member or other campus individual has not seen the student for a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing student's daily schedule, habits, punctuality and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a student is missing is made to a department other than Campus Security, the employee receiving the report will ensure the Campus Security is contacted immediately.

**Procedures for designation of emergency contact information:**

Students who reside in an on-campus housing facility will be given the opportunity during their housing registration process to designate an individual or individuals to be contact by Clarkson College "in case of emergency". In the event a student is reported missing, Clarkson College personnel will attempt to contact his/her emergency designee(s) no more than 24 hours after the time that student is determined to be missing, in accordance with the procedures set forth below. An emergency contact designee(s) will remain in effect until changed by the student.

**Official notification procedures for missing persons:**

- › Any individual on campus who has information that a student residing in campus housing may be a missing person must notify the Department of Campus Security as soon as possible.
- › The Department of Campus Security will gather information about the student in question from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc). Appropriate campus staff will be notified to aid in the search for the student.
- › If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Department of Campus Security will contact the Omaha Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- › No later than 24 hours after determining that a residential student is missing, Campus Security will notify the emergency contact that the student is believed to be missing.
- › If the missing student is under 18 years of age and is not emancipated, the student's custodial parent or guardian or other designated contact person will be notified within 24 hours of determining the student is missing.

**Campus communications about missing students:**

In all cases of a missing student, where the student is declared missing by the Department of Campus Security after an initial investigation, the law enforcement agency conducting the subsequent investigation will provide information to the media that is designated to obtain public assistance in the search for any missing student. Clarkson College Marketing Office is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to Clarkson College will be directed to the Marketing Department.

**Responsible Department:** Facilities

## Educational Programs and Campaigns

Clarkson College provides students and staff with safety related awareness activities. Communication, programs and printed material are available to enhance awareness of personal safety, security, substance abuse and sexual misconduct/assault education.

### Fall 2015 to Fall 2016:

- We had multiple **New Student Registration Days** for all new incoming students prior to the start of the semester. During these sessions, Facilities speaks to the students about Security on campus, how to contact Security, and encourages them to fill out the form for our Alert Notification System.
- During orientation, Campus Security meets with all new students to explain in detail the services they offer, and gives them personal safety tips.
- Campus Security meets with Residential students at the beginning of each semester to discuss personal safety and explain residence hall safety.
- The first week of each Semester, Facilities sends out a detailed **Emergency Preparedness Guide** to our students.
- Every October, information is sent to the entire college community regarding personal safety as well as links to safety videos. This information is sent in conjunction with the Annual Safety and Security Report and Annual Fire Safety Report.
- Our Behavioral Intervention Team offers prevention program to our employees, online education modules to new employees, and bystander intervention/engagement training for employees.
- Our **MARC** (Mature and Responsible Choices) committee provides online information, printed materials and posters as well as alcohol education programs throughout the year.
  - Marc Clicker event in October – this is an interactive social norms intervention that informs students of the differences between perceived and actual use norms as well as the risks of binge drinking. It includes training on normative attitudes toward alcohol use and protective behaviors.
  - We published and informed students about the Good Samaritan in Nebraska and the changes to our policy as a result.
  - Social norms poster campaign
  - What is your degree worth? Education around career/licensing difficulties caused by potential overuse/misuse of alcohol
  - This spring we administered the Campus Climate Survey to measure use rates and normative behaviors around alcohol as well as protective behaviors around alcohol use and sexual assault.
  - This fall we administered the Y1cap. A social norms intervention for 1<sup>st</sup> year students between 18-22 that informs that informs students of the differences between perceived and actual use norms as well as the risks of binge drinking
  - Held a booth at student orientation and handed out cards that allow students to compute blood alcohol level while consuming alcohol as well as other informative literature.
  - On 10/3/17 There will be another clicker event
  - Drug & Alcohol Policy will be sent to all students in the next month.



## Educational Programs and Campaigns (cont.)

### ▪ Title IX training and events:

- Title IX Coordinator presented on Title IX at New Student Orientation (Aug 2015; Jan 2016)
- Title IX Coordinator attended “2016 NASPA Strategies Conferences: Alcohol & Other Drug Abuse Prevention, Mental Health, & Violence Prevention” (Jan 2016)
- Title IX Coordinator attended Title IX Consortium Meeting (Mar 2016)
- Programming for Sexual Assault Awareness Month, including handing out brochures, other information, and lapel pins (Apr 2016)
- Title IX Coordinator attended Title IX Consortium Meeting (July 2016)
- Sexual Assault Presentation to College Community (August 2016)
- Alcohol and Drug Education/Prevention and Bystander Intervention (October 2016)
- Domestic Violence Awareness Presentation (October 2016)
- Bystander Intervention (February 2017)
- Sexual Assault Awareness Event/SANE/SART Nurse Speaker (April 2017)

A common theme of all security communications is to encourage students and employees to be aware of their responsibilities for their own safety and the safety of others.

When appropriate, information is given to the college campus through our Alert Notification System alerts.

## **Campus Security provides the following tips on personal safety and security:**

### **Improving Your Personal Safety While Walking on City Streets:**

- › Try to have others with you while walking. There is safety in numbers and attacks are less likely to occur if you are with other people.
- › iPods or other devices that use headphones should not be used when walking. Criminals look for easy targets and not only are headphones a good sign you are not paying attention to your surroundings, but the devices they are attached to can also be a tempting target of thieves.
- › If you are confronted by someone looking to cause you harm, yell, scream and attract as much attention to yourself as possible. The Unwanted attention may be enough to scare away your attacker.

### **Using Public Transportation**

- › Check your route schedule in advance.
- › Keep a copy of the transit schedule for reference should you need to leave earlier or later than usual.
- › Be aware of your surroundings walking to and from the bus stop.
- › Remember that cell phones and mp3 players can be distracting and limit your ability to hear what is going on around you and could prevent you from being alert to potential signs of danger.
- › Walk with purpose and a confident stride.

### **Working Alone/Working at Night**

- › Keep doors between you and the public locked when working alone
- › Review with your supervisor and follow established working alone check-in procedures.
- › When leaving your office for the night, proceed cautiously and look and listen for suspicious persons or situations before leaving the security of your office.
- › Remain cautious as you are leaving.
- › If you have any concerns stay in or immediately return to your office with the door locked and call Security Dispatch at (402) 559-5111.

### **Vehicle/Parking Lot Safety**

- › Close the windows and sunroof; lock the doors and activate any security devices when leaving your car unattended.
- › Never leave cash, credit cards, cell phones, sunglasses, vehicle documents or other valuables in the car.
- › *Never leave your keys in the car, even for a second - treat them as you would your cash and credit cards.*
- › Park with care, particularly at night; if possible, park in a busy, well-lit area, park near classmates/colleagues.
- › Be aware of your surroundings as you approach your vehicle, even looking underneath as you approach it.
- › Have your keys in your hand as you approach your vehicle.
- › Check the backseat and floor before entering your vehicle.

- › If you notice something unusual in or around your vehicle, keep walking to a safe place and call Security Dispatch at (402) 559-5111 if you are on campus; if you are off campus call the police at 911.
- › Arrange for a campus security escort to your vehicle.

### Protecting your Bike

Bicycles are also attractive targets for thieves and vandals. The following tips can make your bike a less attractive target for crime:

- › Lock it up. **Use a heavy-duty bike lock (a U-bar lock is recommended).**
- › Lock your bike to a bike rack.

For your own personal use, record the identifying characteristics and the serial number of your bike, and remember to keep the information in a safe place. Always lock your bike, even if you are leaving it for just a minute. If your bike is stolen or vandalized (while on campus), report the incident promptly to campus security (ext. 9-5111) and the Omaha Police Department (OPD). Bikes stolen or vandalized off campus should be reported to OPD.

### Encountering Strangers in the Workplace

If you encounter a person who appears to have no purpose or legitimate reason for being on campus:

- › Project calmness and confidence. Be friendly but professional. Challenge persons only when you can do so safely and never alone.
- › Never jeopardize your safety by acting alone when challenging or even approaching a person, regardless of how unthreatening the person may appear.
- › Never provide personal information to someone you don't know.

### How to challenge a stranger:

Be alert to people entering your work or learning area. **Approach a stranger only when safe to do so, without risking your safety, or the safety of others.** Greet people with a friendly and professional tone of voice:

- › "Good morning. May I help you?"
- › "Are you looking for someone, perhaps I can help?"
- › "Are you looking for a particular room?" Perhaps I can direct you."

### Things to look for:

If people have no legitimate reason for being on campus, they may react in a variety of ways:

- › Mumble and quickly leave.
- › Provide an explanation for their presence that causes you to feel doubtful or suspicious.
- › Reply defensively e.g. "Why are you bothering me?" "This is a public place."
- › Stare at you in an attempt to intimidate.
- › React negatively and show no apparent intention to leave.

If you believe he/she has no legitimate purpose on campus, call Security Dispatch at (402) 559-5111 to alert them to the individual and give a location, description of the person, and details of the incident. ***Never try to physically remove someone yourself.***

Trust your intuition. It's important to remember if a situation feels wrong, it probably is. If you feel uncomfortable or threatened in any way, remove yourself from the situation as soon as possible and call Security Dispatch at (402) 559-5111. Do not feel embarrassed to ask for help or to report an incident, no matter how insignificant it may seem. Any situation that causes you fear or concern is a legitimate reason for contacting Security.

**If you encounter a stranger in your path and you are unable to avoid them:**

- › Do not confront them or block their exit route.
- › Act unconcerned and confidently continue on your way.
- › Be assertive. Do not worry about being rude. Assertiveness is not rudeness.
- › Lead the stranger to believe that there are others in the area.
- › As soon as you can do so safely, call and alert campus security (402) 559-5111.

**Elevator Safety:**

- › Look inside an elevator before entering.
- › If there is someone in the elevator that makes you uncomfortable do not get in, wait for the next one.
- › When you are in the elevator, stand beside the control panel. Most elevators have emergency call button on the control panel.
- › If a suspicious person enters the elevator, get out before the doors close.

**The Social Scene:**

- › Plan ahead. Let someone know where you are going, who you are going/meeting with and when you plan to return. Plan in advance how you are going to get home. Stick to your plan.
- › Use a buddy system, go out with friends you trust and keep an eye out for each other.
- › Know your limits. Alcohol can affect your judgment and cause you to make poor decisions.
- › If you drink, never let your drink out of your sight; don't sample drinks from other people – even if you know them.
- › Do not drink and drive.

**If you are threatened:**

If you are threatened anywhere or at any time, you should notify the police (911) immediately. If the threat occurs on campus or pertains to your work or study on campus, or could impact your safety, and/or the safety of others, on campus, report the situation immediately to Security Dispatch at (402) 559-5111 and your Administrator.

**Personal Safety Escorts:**

A campus escort service is available for persons late at night and can be accessed by calling (402) 559-5111.

## **Disclosure of Campus Security Policy and Campus Crime Statistics, and Campus Authorities Policy:**

**Policy Number SW-35**

**Effective Date: August 2015**

### **Policy:**

In accordance with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C., Section 1092, Clarkson College provides information relating to campus crime statistics and security policies to current and potential students and employees.

Clarkson College also provides this information to the U.S. Department of Education. Crime statistics, which reflect offenses reported to **campus authorities** during the past three preceding calendar years are listed in the following tables.

**Campus authorities** are officials who have significant responsibility for student and campus activities.

Clarkson College **campus authorities** include:

- President
- Vice President of Operations
- Vice President of Academic Affairs
- Director of Facilities
- Title IX Coordinator
- Director of Student Housing

Each year, an email notification is made to all students and employees that provides the website to access this report. Copies of the report can be obtained by contacting the Facilities Department.

**Responsible Department:** Facilities

## CRIME STATISTICS FOR CLARKSON COLLEGE

### Caveat for all crime statistics:

For 2012 through 2014:

\* Crime statistics were solicited from the Omaha Police Department. They were unable to provide a statistical breakdown appropriate for Clery Act Reporting

For 2015 through 2016: From the Chief of Police, Omaha Police Department

\*\* These statistics represent incidents reported to police on or immediately adjacent to this location and have not been subjected to the Uniform Crime Reporting rules such as multiple victim/offense, hierarchy, etc.

\*\*\*Our data does not distinguish negligent manslaughter or dating violence.

\*\*\*\* In Nebraska, the existence of "hate crime" circumstances are determined at sentencing and are not a data element as such.

CRIMINAL OFFENSES	On Campus Property				Student Housing				Public Property			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	*	*	0**	0**
Negligent Manslaughter	0	0	0	0	0	0	0	0	*	*	0**	0**
Rape	0	0	0	0	0	0	0	0	*	*	0**	0**
Fondling	0	0	0	0	0	0	0	0	*	*	0**	0**
Incest	0	0	0	0	0	0	0	0	*	*	0**	0**
Statutory Rape	0	0	0	0	0	0	0	0	*	*	0**	0**
Robbery	0	0	0	0	0	0	0	0	*	*	0**	0**
Aggravated Assault	0	0	0	0	0	0	0	0	*	*	1**	0**
Simple Assault	0	0	0	0	0	0	0	0	*	*	0**	0**
Burglary	0	0	0	0	0	0	0	0	*	*	0**	0**
Motor Vehicle Theft	0	0	0	0	0	0	0	0	*	*	1**	6**
Arson	0	0	0	0	0	0	0	0	*	*	0**	0**
Larceny Theft	1	1	0	0	0	0	0	0	*	*	4**	21**

**Caveat for all crime statistics:**

For 2012 through 2014:

\*Crime statistics were solicited from the Omaha Police Department. They were unable to provide a statistical breakdown appropriate for Clery Act Reporting

For 2015: From the Chief of Police, Omaha Police Department

\*\*These statistics represent incidents reported to police on or immediately adjacent to this location and have not been subjected to the Uniform Crime Reporting rules such as multiple victim/offense, hierarchy, etc.

\*\*\*Our data does not distinguish negligent manslaughter or dating violence.

\*\*\*\*In Nebraska, the existence of “hate crime” circumstances are determined at sentencing and are not a data element as such.

HATE CRIMES	On Campus Property				Student Housing				Public Property			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
Murder / Non-negligent manslaughter	0	0	0	0	0	0	0	0	*	*	*	****
Negligent Manslaughter	0	0	0	0	0	0	0	0	*	*	*	****
Rape	0	0	0	0	0	0	0	0	*	*	*	****
Fondling	0	0	0	0	0	0	0	0	*	*	*	****
(Incest	0	0	0	0	0	0	0	0	*	*	*	****
Statutory Rape	0	0	0	0	0	0	0	0	*	*	*	****
Robbery	0	0	0	0	0	0	0	0	*	*	*	****
Aggravated Assault	0	0	0	0	0	0	0	0	*	*	*	****
Simple Assault	0	0	0	0	0	0	0	0	*	*	*	****
Burglary	0	0	0	0	0	0	0	0	*	*	*	****
Motor Vehicle Theft	0	0	0	0	0	0	0	0	*	*	*	****
Arson	0	0	0	0	0	0	0	0	*	*	*	****
Larceny-Theft	0	0	0	0	0	0	0	0	*	*	*	****
Intimidation	0	0	0	0	0	0	0	0	*	*	*	****
Gender Identity	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	*	****
Ethnicity	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	*	****
National Origin	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	*	****
Destruction/ Damage /Vandalism of Property	0	0	0	0	0	0	0	0	*	*	*	****

**Caveat for all crime statistics:**

For 2012 through 2014:

\*Crime statistics were solicited from the Omaha Police Department. They were unable to provide a statistical breakdown appropriate for Clery Act Reporting

For 2015: From the Chief of Police, Omaha Police Department

\*\*These statistics represent incidents reported to police on or immediately adjacent to this location and have not been subjected to the Uniform Crime Reporting rules such as multiple victim/offense, hierarchy, etc.

\*\*\*Our data does not distinguish negligent manslaughter or dating violence.

\*\*\*\*In Nebraska, the existence of "hate crime" circumstances are determined at sentencing and are not a data element as such.

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT OF 2013	On Campus Property				Student Housing				Public Property			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
Dating Violence	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	*	***
Domestic Violence	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	*	0**
Stalking	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	*	0**

**Campus Arrests and Disciplinary Statistics**

ARRESTS	On Campus Property				Student Housing				Public Property			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
Liquor Law	0	0	0	0	0	0	0	0	0	*	*	0
Drug Abuse	0	0	0	0	0	0	0	0	0	*	*	0
Weapons Law	0	0	0	0	0	0	0	0	0	*	*	0

DISCIPLINARY ACTIONS	On Campus Property				Student Housing				Public Property			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
Liquor Law	0	0	0	0	0	0	0	0	*	*	*	0**
Drug Abuse (violations)	0	0	0	0	0	0	0	0	*	*	*	1 **
Weapons Law	0	0	0	0	0	0	0	0	*	*	*	0**



## **Criminal Offense Definitions:**

The Clery Act requires institutions to use the definitions of crimes in the FBI's Uniform Crime Report (UCR) Program when compiling crime statistics for Clery Act purposes.

### **Murder / Non-Negligent Manslaughter:**

The willful (Non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded. (UCR)

### **Negligent Manslaughter:**

The killing of another person through gross negligence. (UCR)

### **Robbery:**

The taking or attempting to take anything of value out of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. (UCR)

### **Aggravated Assault:**

An unlawful attack by one person upon another for the purposes 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 results from aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed. (UCR)

### **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 any of the aforementioned. (UCR)

### **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) (UCR)

### **Arson:**

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind. (UCR)

### **Weapons Law Violation:**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; carrying deadly weapons; all attempts to commit any of the aforementioned. (UCR)

### **Drug Law Violation:**

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substance includes: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine). (UCR)

### **Liquor Law Violation:**

The violation of laws or ordinances prohibiting: manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate persons; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in the definition. (UCR)

**Larceny:**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (UCR)

**Vandalism:**

To willfully or maliciously destroy, injure, disfigure 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. (UCR)

**Simple Assault:**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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. (UCR)

**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.

**Stalking:**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others or (B) suffer substantial emotional distress. (VAWA Definition)

**Domestic Violence:**

Any felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. (VAWA Definition)

**Dating Violence:**

Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: and (i) the length of the relationship (ii) The type of relationship (iii) the frequency of interaction between the persons involved in the relationship (VAWA Definition)

**Sex Offenses – Forcible**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**A. Forcible Rape:**

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)

**B. Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**C. Sexual Assault with an Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**D. Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses – Non-Forcible**

Unlawful, non-forcible sexual intercourse.

**A. Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

**B. Statutory Rape**

Non-forcible sexual intercourse with a person who is under statutory age of consent.

Sex Offense Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.



## Description of Residence Hall Fire Safety System

Number of fires and the cause of each fire:	Zero
Number of injuries related to a fire that result in treatment at a medical facility:	Zero
Number of deaths related to a fire:	Zero
Value of property damage caused by a fire:	Zero
Number of fire drills in 2016:	One

There are four floors in the Clarkson College Residence Hall—35 four bedroom apartments and one two bedroom apartment—one elevator and six building entry points.

- › **Fire Extinguishers:** 16 total in the Residence Hall, 4 on each floor. Two pull stations are on each floor.
- › **Sprinkler Heads:** 12 in each student apartment; seven in each stairwell (14 total for two stairwells); 19 in each hallway on second, third and fourth floors; 28 in the hallway and common areas on first floor.
- › **Smoke Detectors:** Six in each student apartment with one strobe in each apartment. One strobe in each stairwell (two total), and six strobes in each hallway on second, third and fourth floors. Ten strobes on first floor.
- › **Exit Signs:** Four exit signs on second, third and fourth floors; six exit signs on first floor.

## RESIDENCE HALL SAFETY POLICIES

### FIRE SAFETY

Clarkson College would like to ensure the well-being of all students and visitors. There are more and more campus fires occurring each year taking the lives and livelihood of residents. The most effective way to avoid harm in a fire is to be prepared before it happens. At the beginning of the year a Residence Hall staff member will explain emergency procedures for the facility including fire, tornado, flood, bomb threat, etc. The explanation will include where all exits and stairwells, fire extinguishers, and alarm pull stations are located. It is important that all residents treat all alarms as the real thing and follow the appropriate guidelines established by Clarkson College. Elevators are not in operation for some emergencies and stairs must be used. Failure to follow any emergency procedure can result in a fine and possible disciplinary action. If you are physically challenged or become physically challenged (some examples are: sprained ankle, broken leg or injury that requires crutches) at any time during your stay, notify a Residence Life Staff member immediately. You will be put on the Mobility Impaired List that is kept in the Residence Life Office.

If you see or smell fire in the facility: On your way out of the building, pull the fire alarm pull (only if it is on your way out) and evacuate the building immediately! Never attempt to put out a fire on your own.

If you hear a fire alarm sound: Immediately leave your bedroom and apartment and follow the fire emergency route outlined by the Residence Life Office by using the stairs and exiting the building. Once evacuated from the building, stand away from the exits and building so the appropriate personnel can enter and residents exit.

If you are trapped in your apartment or bedroom: Move to the closest window and wave brightly colored clothing or a light out an opened window to alert rescue team members to your location. If possible, write your room number on a piece of paper and place it in the window. If possible, place wet towels along the bottom of the door.

## **SMOKE DETECTORS**

Smoke detectors are provided in every apartment to help prevent personal injury. When the smoke detector sounds:

- › If there is a fire, exit the room and close the door so the fire cannot escape, pull the alarm, exit the building and notify Security and the Residence Advisor on Duty (RAOD).
- › If there is not a fire, extinguish heat or smoke sources, open windows and doors and tell other residents that there is no fire. Call a Residence Life staff member immediately to notify them of the false alarm. If the alarm does not stop, call a Residence Life staff member for maintenance help. If you hear a smoke detector from another apartment, knock on the door. If there is no response and the detector has not stopped sounding, call a Residence Life staff member to investigate the situation.

It is against Clarkson College policy to tamper with or render one's smoke detector ineffective. Sprinkler heads are also not to be tampered with at any time including hanging personal items from its fixture. If a resident tampers with a sprinkler head or smoke detector at any time, a fine can be assessed and disciplinary action can be taken.

## **POWER FAILURES**

If a power failure occurs, emergency lights will activate. Remain calm and do not use candles or other flames. Keep all hallways and exits clear from obstruction. Call the RAOD.

## **HALOGEN LAMPS**

The only halogen lamp allowed in apartments must include a protective grill covering. Halogen lamps get extremely hot because of their high temperatures. Never leave a halogen lamp unattended. Never drape anything over the top. Never put a halogen lamp close to drapes/curtains. All halogen lamps must be: (a) UL approved; (b) adhere to UL Standard 153, revised as of Feb. 5, 1997; and (c) have a factory-installed shield or cover above the bowl of the lamp.

## **SMOKING**

The entire Clarkson College campus is smoke free as of March 2011. Smoking in the apartment is considered a safety concern. Smoking is strictly prohibited inside any building on campus (includes common areas, hallways, stairwells, apartments, bedrooms, etc.) and outside anywhere on campus. Any student who violates this policy will have disciplinary actions taken against them.

## **OPEN FLAMES**

Open flames are not permitted inside the Residence Hall (includes common areas, hallways, stairwells, apartments, bedrooms, etc.). This includes open flames such as candles, incense, potpourri cigarette lighters, pipes or flammable materials, etc.

## **HOLIDAY SAFETY**

Only Underwriter's Laboratory-approved electrical cords and lights may be used to add additional electricity to your apartment. The same electrical cords can be used on fake Christmas trees, wreaths or any other décor. Live Christmas trees, wreaths or other types of greenery are prohibited in the apartment/bedroom. Only non-flammable Christmas decor is allowed in the apartments. Any seasonal or other décor that is affixed to the outside of the apartment door or wall must be removed prior to the break between the fall and spring semesters.

## **FIRE EVACUATION IN THE RESIDENCE HALL**

- › Exit your apartment and the building immediately.
  
- › Exit using the stairs, not the elevators.
  
- › Exit through the main lobby doors out into the parking lots south of the building or exit the building through the upper level of the student center and cross the street toward Bruegger’s Bagels. Do not exit into the courtyard—it’s a fire hazard.
  
- › Remain outside the building and away from the entrances until the fire department has cleared the alarm and allows you back into the building.
  
- › When the alarm sounds, the doors to the Residence Hall do not unlock. Security is on the scene to assist the fire department and to provide access to the building. In the event that the firefighters do not connect with security, they are trained to enter locked facilities if necessary, including your apartments.

## **COLLEGE STAFF RESPONSIBLE FOR FIRE & LIFE SAFETY**

### **Primary responsibility for student housing:**

- › Vice President of Operations

### **Secondary responsibility for student housing:**

- › Director of Facilities
  
- › Resident Hall Coordinator
  
- › Facility Services Coordinator

### **Outside Companies Responsible for testing:**

- › Fire Alarm Monitoring: Security Equipment Inspection
  
- › Fire Alarm Testing: ECCO (Electronic Contracting Co)
  
- › Fire Extinguisher Inspection: UNMC
  
- › Fire Extinguisher Annual Inspection & Maintenance: General Fire & Safety

## Clarkson College Fire Safety System

Building	Fire Alarm Monitoring	Partial Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Number of fire drills each year
104 S 41 <sup>st</sup> Street	X	X	X	X	X	1

- › Partial Sprinkler System is defined as having sprinklers in the common areas only.

## Housing Annual Fire Alarm Report, 2015

Clarkson College Residence Hall contracts with Security Equipment Inspection (S.E.I.) for fire alarm monitoring, ECCO for fire alarm testing, General Fire and Safety for fire extinguisher inspections, and Ahern Fire for sprinkler inspection.

## Fire Log

Location	Date of Alarm	Time of Alarm	Reason	Corrective Action
104 S 41 <sup>st</sup> Street	N/A	N/A	N/A	N/A

## Inspection Report

Building	Date	Fire Extinguisher Inspection	Sprinkler Inspection	Fire Alarm Inspection	Smoke Detector Inspection	When/How Corrected
	January	X	X			No Violations
	February	X		X	X	No Violations
	March	X				No Violations
	April	X	X			No Violations
	May	X		X	X	No Violations
	June	X				No Violations
	July	X	X			No Violations
	August	X		X	X	No Violations
	September	X				No Violations
	October	X	X			No Violations
	November	X		X	X	No Violations
	December	X				No Violations

## Annual Residence Hall Fire System Testing:

- › Fire Extinguisher: January
- › Sprinkler System: April
- › Fire Alarm System: April
- › Smoke Detectors: May