



Graceland
UNIVERSITY | 1895

2019

Annual Safety and Security Report



Graceland University

Independence Campus

9/19/2019

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CONTACT INFORMATION:

Main Campus Line

Ph. 816.833.0524

Director of Operations

Ph. 816.423.4710

Facility Services

Ph. 816.423.4666

Conferences & Events Coordinator

Ph. 816.423.4721

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1st that contains three years of campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and
- Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

TIMELY WARNING NOTICES; CAMPUS SAFETY ALERTS AND CRIME ALERTS

The Dean of Students Office, or other designated official, will issue a crime alert for any serious incident when the safety of the community is threatened and there are enough details known about the crime to provide useful information to the community. Alerts may be posted and distributed a number of ways (e.g. lobbies, academic buildings, residence halls etc.) and/or the use of emergency mass text messaging/email service called *GU Alert*.

EMERGENCY TEXT MESSAGING

In the event of an emergency involving an imminent threat on campus, the Dean of Students Office will confirm that there is a significant emergency or dangerous situation, and will determine the appropriate segment or segments of the campus community to receive a notification; determine the content of the notification; and utilize *GU Alert*, the Graceland email system and any other method of communication available, to notify the campus community. Students and staff can register online to receive real-time notifications, via text (*GU Alert*) of these emergency events. These messages are transmitted only during emergencies and are an additional real-time avenue of communication. *GU Alert* is tested campus wide at least once each major semester.

GU Alert is available to all current students and employees. You may sign up for these alerts on My Graceland/Resources/[Emergency Information](#).

EMERGENCY PREPAREDNESS

The Independence Campus Crisis Management Committee is a group comprised of senior managers, staff and faculty from various departments within Graceland University who meet regularly to develop and practice the implementation of emergency plans, including disaster response and evacuation. For more information about emergency preparedness, visit [My Graceland](#) under Resources in the Emergency Information folder.

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**Campus
Security**

816.210.9771

**Director of
Operations**

816.423.4710

**Independence
Police
Department**

816.325.7300

-OR-

911

**Centerpoint
Medical Center
Hospital**

816.698.7000

EMERGENCY RESPONSE AND EVACUATION

The Crisis Management Committee conducts two fire drills, two severe weather drills and one active threat drill per academic year. During these drills, building occupants are familiarized with campus evacuation procedures. Each department has assigned fire/evacuation building monitors who provide direction to the campus community during drills and actual emergency events. These drills will be evaluated in order to assess and improve our emergency response capabilities. The campus community will be notified of the drills in advance via email.

Emergency Response plans for other types of emergencies (i.e. bomb threat and power outage) can be found on My Graceland /Resources/[Emergency Information](#).

CAMPUS SAFETY

SECURITY

During the school year, security officers are trained to escort students, employees or guests anywhere on campus. To arrange for assistance, please call 816.210.9771.

A security officer patrols the campus including parking lots, grounds, and interior and exterior of the building. They also regularly check to make sure pathways are well lit and egress lighting is working in hallways and stairwells.

PERSONAL SECURITY RECOMMENDATIONS

- Do not walk alone during the hours of darkness.
- If you must walk along, inform someone at your destination when to expect you.
- Utilize an escort offered by After-Hours Assistance during the hours of darkness.
- If you are attacked, do anything to bring public attention to your situation: scream, bite, kick and stomp the attacker's foot with your heel. Keep items of value out of sight.
- Safeguard documents containing personal information others could use to commit identity theft.
- Lock your residence hall door when you are asleep or when the room is not occupied.
- Report suspicious activity promptly.
- Never prop open exterior doors.
- Never loan your access/ID card to others.
- Mark items of value with an identifying number or symbol. Record serial numbers. Photograph items of value. Never use your social security number as an identifying number.

CAMPUS BUILDING SECURITY AND ACCESS

Keeping our campus safe is our highest priority. The Independence Campus has published hours that it is open to the public. Please refer to Appendix 3 for hours of operation and access information.

The Independence Campus is equipped with a controlled access system, meaning it is available to persons that have specifically been given access to a building based on their role on campus. Only those personnel who have been granted specific access via their fingerprint or (proximity) card can access the building.

LOCAL POLICE AND FIRE DEPARTMENT

Graceland University maintains an excellent relationship with the Independence Police Department, as well as the Independence Fire Department to safeguard the campus. Our police department is diligent about

**TITLE IX
COORDINATORS**

**Title IX Coordinator
for
Graceland University**

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Effectiveness

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**Deputy Title IX
Coordinator for
Student Concerns**

Dave Schaal
Vice President for
Student Life/Dean of
Students

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641.784.5104

**Deputy Title IX
Coordinator for Staff
and Faculty
Concerns**

Ondrea Dory
Human Resources
Director

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dory@graceland.edu

Phone: 641.784.5447

notifying our Director of Operations if there is criminal activity off-campus that has the potential to affect our student(s).

REPORTING CRIMINAL INCIDENTS

All students, employees, and guests are encouraged to report criminal incidents, accidents, and other emergencies promptly to the Director of Operations (816.423.4710) and/or the Dean of Students (641.784.5106) and to the Independence Police Department either by phone (816.325.7300 or dial 9-1-1) or in person. Reports of criminal incidents may be made on a voluntary, confidential basis.

The Dean of Students office investigates all reports of crimes. This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports. Graceland University does not have a campus police or a campus safety department.

TITLE IX

The University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Gender-based misconduct, as defined in this document, constitutes forms of sex discriminations prohibited by Title IX.

Harassment, Discrimination and Sexual Misconduct Policy

Graceland affirms the importance of community. The University's commitment to the principle of mutual interdependence reflects a view of the worth and dignity of all persons. Graceland seeks to foster an environment of learning and work that encourages open, supportive, nonthreatening relationships among students, faculty, administration and staff.

Since harassment, discrimination and sexual misconduct may damage the possibility of a desirable environment, such behavior will not be tolerated at Graceland. All Graceland University employees and students are personally responsible for their own actions and behaviors. This policy shall apply to all employees and students as well as guests and visitors.

This policy applies to all complaints occurring on campus or at any university-sponsored activity, regardless of location. This policy may also apply to complaints that occur off campus and/or during semester breaks or between semesters, if the Complainant(s) and/or Respondent(s) are either employees or students and the conduct is likely to have an impact on campus life and/or activities, or if the conduct poses a threat of danger to an employee or student.

As part of our commitment to providing a working and learning environment free from harassment, discrimination, and sexual misconduct, this policy shall be widely disseminated to the university community through orientations, websites, handbooks, and other appropriate channels of communication. In addition, the university shall provide periodic awareness training for employees, students, as well as investigatory training for Title IX response team members. Prevention education and awareness campaigns will be offered to students throughout the year.

DEFINITIONS:

Coercion – direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person to perform an act which otherwise would not have been performed. Continued pressure to engage in an activity after a clear refusal to participate can be coercion.

Complaint - official, written complaint that warrants official action by the University response team.

Complainant(s) - individual(s) who may have possibly experienced a situation described under this policy.

Consent – knowingly, willingly, voluntarily and affirmatively giving permission to engage in an activity. Consent must be demonstrated through mutually understandable terms and/or clear, unambiguous actions that indicate a willingness to engage freely in the proposed activity. Consent must be obtained from the beginning and end of each instance and each form of activity. Consent for one form of activity does not mean consent is given for subsequent or alternative activity. Consent is not silent or passive. Consent may be withdrawn at any time. Consent cannot be given by an individual incapacitated for any reason including by drugs and/or alcohol, unconscious, asleep, a passed out individual or on behalf of another person.

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 complainant; AND
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship.
 2. The type of the relationship.
 3. The frequency of interaction between the persons involved in the relationship.

This violence could be one act or a pattern of behavior. It may involve sexual violence, emotional violence and/or economic abuse.

Discrimination - Hostility or aversion toward an individual or group of individuals because of any legally protected classification. Disparate treatment is a form of discrimination when individuals are treated less favorably than others because of a legally protected classification. Disparate impact is another form of discrimination that negatively impacts a group of individuals more than others and is based on a legally protected classification.

Domestic violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant, by a person similarly situated to a spouse of the complainant 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.

Harassment – systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

Report – Information received of potential harassment, discrimination or sexual misconduct. In accordance with federal and state law, students may file confidential reports. Employees may not.

Respondent – individual(s) who may have possibly committed one of the actions described under this policy.

Retaliation – any act or attempted act to seek retribution against a Complainant, witnesses or other person as a result of their involvement in any proceedings related to a complaint under this or any other policy. Retaliation can take many forms including but not limited to the following: firing, demoting, harassing, or otherwise treating an individual differently than before the involvement in the proceedings.

Sexual assault - having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion.

Sexual exploitation - an act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose. Examples of sexual exploitation include but are not limited to: observing another individual nudity or sexual activity without knowledge or consent of all parties involved;

non-consensual streaming of images, photography, video or audio recordings of sexual activity or nudity without knowledge and consent of all parties involved; prostitution; exposing one's personal private areas in non-consensual circumstances, knowingly exposing another individual to a sexually transmitted disease or virus without knowledge; introducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Sexual harassment – any unwelcome sexual advance, request for sexual favors or other unwanted verbal or physical conduct of a sexual nature when one of the following conditions is present:

- a. Submission to or rejection of such conduct is an implicit or explicit condition of a community member's employment, academic work, or participation in any university activity; or
- b. Submission to or rejection of such conduct is used as the basis for decisions affecting that individual; or
- c. Such conduct has the purpose or effect of interfering with a community member's work or academic performance by creating a hostile, intimidating, humiliating, demeaning, or sexually offensive environment. The reasonable person standard will be used to evaluate section c.

Sexual harassment also includes gender-based, sexual orientation, and gender identity harassment, which may include acts of verbal, nonverbal, and/or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Typically, a single incident of sexual harassment will not create a hostile environment unless it is sufficiently severe.

Sexual misconduct – Sexual misconduct includes but is not limited to: sexual violence, sexual assault, dating violence, domestic violence, sexual exploitation, stalking. Definitions are listed separately for these terms.

Sexual violence - is any physical sexual act perpetuated against a person's will or where the person is incapable of giving consent. Inability to give consent includes when a person is incapacitated or unconscious, including when a person is under the incapacitating influence of drugs or alcohol. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual coercion, fondling, incest and statutory rape.

Stalking - is a course of conduct (two or more times) whereby the alleged perpetrator maintains visual or physical proximity to a person without legitimate purpose; or conveys oral or written threats, implied or actual. This may include online behaviors. This course of conduct would cause a reasonable person to fear bodily injury or death to themselves or a third party or suffer substantial emotional distress.

Title IX Response Team
<p>Title IX Coordinator <i>Katie Clauson Bash</i> Vice President for Institutional Research (641) 784-5064 clauson@graceland.edu</p>
<p>Title IX Deputy Coordinators: <i>Ondrea Dory</i> Director of Human Resources (641) 784-5447 dory@graceland.edu</p>
<p><i>Dave Schaal</i> Dean of Students (641) 784-5106 dschaal@graceland.edu</p>
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Athletic Director
(641) 784-5351
bmckilli@graceland.edu

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NON-DISCRIMINATION STATEMENT: Graceland University reaffirms its commitment to a safe and nondiscriminatory educational environment for all members of the community. Graceland does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, physical or mental disability, creed, genetic status or any other legally protected class. This statement applies to admission, employment, housing, athletics, and participation in programs, services, and activities. Graceland University will not tolerate discrimination. Discrimination complaints should be reported using the procedure below. All complaints will be investigated and dealt with according to the privacy statement below.

PRIVACY STATEMENT: Graceland is committed to protecting the privacy of all individuals in the Graceland community. In any report, investigation, or resolution under this policy, reasonable efforts will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegations(s). At all times, privacy of all parties will be respected and safeguarded. Information will only be shared with those University employees who need to know in order to assist in the review, investigation, or resolution of the report. All employees who are involved in Graceland's response process receive specific training and guidance about safeguarding private information. Records of any Title IX investigation (including VAWA-related matters) will be kept in a secure location, accessible only to the Title IX Coordinator and his/her designees. Records that are discarded will be discarded in a secure manner.

At Graceland, completely confidential assistance can be provided only by professionals who have a statutorily-protected confidentiality, including the Personal Counselors, Campus Health Services Professional(s) and/or the Campus Ministers. Employees may access confidential assistance through the Employee Assistance Program. Information shared with these confidential resources will not be shared with others without written consent unless required by law such as circumstances posing an imminent risk of harm to self or others. All other employees are required to report all incidences of sexual harassment and/or sexual misconduct to a member of the Title IX Response Team.

NON-RETALIATION STATEMENT: Graceland University will not tolerate any retaliation against any community member as a result of reporting allegations under this or any other university policy. This includes retaliation against an individual, group or third party. Any perceived retaliation will be dealt with in accordance with the applicable disciplinary policy. Complaints of retaliation should be filed with any member of the Title IX response team.

CONSENSUAL RELATIONSHIPS:

Faculty, staff, and others (including volunteers) who educate, supervise, evaluate, employ, counsel, coach, and/or otherwise guide students and/or employees should understand the power differential in the relationship they have with students and/or employees. Intimate or sexual relationships where there is a differential in power or authority produce risks for every member of the community, and such relationships undermine the professionalism of faculty and staff. Both faculty and staff members are expected to maintain professional, non-sexual relations with students.

When a member of the faculty or the staff is in a position to evaluate and/or supervise a student, sexual relations are unconditionally unacceptable. When such a supervisory relationship is present, sexual relations are clearly detrimental to the educational process and to an environment free of favoritism and/or the appearance of favoritism.

Even when no supervisory relationship is present, sexual intimacy between a student and a member of the faculty or staff can be detrimental to the ideal of a professional education environment. Although the initiator of a sexual relationship may be a student, it is the institutional responsibility of the faculty or staff member to deal with such a situation, at its inception, in a professional manner. Moreover, a member of the faculty or staff against whom a student makes a complaint of sexual harassment may find it difficult, because of the difference in status between the two persons, to prove that the relationship at issue was a fully consensual one.

RESOURCES: Graceland University is committed to respecting all members of the university community and treating everyone with dignity. The University recognizes that the decision whether or not to make a report and choosing how to proceed can be difficult. We encourage any individual who has questions to seek the support of campus and community resources. These resources can provide guidance in making decisions, information about available resources and procedural options, and assistance to any party in the event that a report and/or resolution under this policy are pursued.

Graceland University encourages university community members to make a prompt report of any alleged incident of harassment, discrimination, or sexual misconduct to local law enforcement and the University. For students who are not prepared to make a report but are still seeking information and support, there are confidential resources available, as designated below. These confidential resources will not share information with the University without the individual's consent.

Employees may seek confidential resources by calling the Employee Assistance Program (EAP). Information about that benefit is available in My Graceland.

Campus Provided Confidential Resources:

Confidential Personal Counseling

New Directions Behavioral Health (for students)
1-800-528-5763

Guidance Resources EAP (for staff/faculty)
1-888-628-4824

Graceland University provides an Employee Assistance Plan for all full time and part time employees. The provider is GuidanceResources. The benefit is totally paid for by Graceland. It is also 100% confidential. Everyone living under the employee's roof is eligible to use this benefit. Services can be accessed for each different event that happens in life. Experienced clinicians are available on the phone 24 hours a day/7 days a week by calling 1-888-628-4824.

Students, faculty, and staff may also access resources in the local community. These establishments can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. All individuals are encouraged to use the resources that are suitable to their needs, whether on- or off-campus.

Graceland University maintains an excellent relationship with the Independence Police Department, as well as the Independence Fire Department to safeguard the campus. Our police department is diligent about notifying our Dean of Students if there is criminal activity off-campus that has the potential to affect our student(s). Graceland also informally shares information with the Independence Police Department.

Community Resources

Independence Police Department- (816)325-7300

Center Medical Center (Hospital)
816-698-7000

National Coalition Against Domestic Violence

<http://www.ncadv.org>

National Domestic Violence Hotline, 1-800-799-SAFE (7233)

TTY:1-800-787-3244

<http://www.ndvh.org>

National Sexual Violence Resource Center

<http://www.nsvrc.org>

STD Hotline 1-800-227-8922

REPORTING: The University is committed to providing a variety of welcoming and accessible ways for employees and students to voice concerns about and report instances of alleged harassment, discrimination or sexual misconduct. Reporting an issue is the best way for the community to help an individual receive the resources, support, and accommodations available at Graceland. Not only does reporting help the individual, communication about issues related to harassment and misconduct can help prevent sexual misconduct and sexual violence. The information reported can illuminate patterns of behavior, help identify immediate threats to the safety of the community, and systemic issues.

At the time a report is made, a student complainant does not have to decide whether or not to request conduct (corrective) action. Choosing to make a report and deciding how to proceed after making the report can be a process that unfolds over time. University officials will make reasonable efforts to respect an individual's autonomy in making these important decisions and to provide support that will assist each individual in making that determination. Unless there is an immediate threat to the community or a minor is involved, the complainant will set the pace and make decisions about how best to proceed (including not naming the other party/ies at the time of the report).

The University, as required by law, will take prompt remedial action when an employee makes a report.

All University employees, including faculty, staff, volunteers, and house presidents who have a responsibility for student welfare are required to share with the Title IX Coordinator, Title IX response team member, and/or a senior official any report of alleged harassment, discrimination or sexual misconduct they receive. Employees who have statutory confidentiality do not and will not report incidents without the permission of the reporter (unless the report involves a minor or imminent danger to the community). Any leader who knew about an incident that is reportable under this policy and took no action to stop it or failed to report it to a member of the Title IX response team may be subject to disciplinary action.

A. Emergency/Intermediate Reporting Options

The University encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The University will assist any Graceland community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and provide information about the University's resources and complaint processes.

Emergency assistance is provided by the Independence Police Department (911 for emergencies). Any individual may also request to speak with a campus confidential resource or a member of the Title IX Response Team.

There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any

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evidence will remain confidential and preserve the full range of options to seek resolution through the University's complaint process and/or criminal action.

B. Responding to a Report

Not every member of the Title IX team is involved in every issue; only those who "need to know" attend to the issue at hand.

The University's policy, definitions, and burden of proof may differ from Iowa criminal law. A Complainant may seek resolution through the University's conduct (corrective action) process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether harassment, discrimination, or sexual misconduct under this policy has occurred. Proceedings under the University's Harassment, Discrimination, and Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Graceland's decision will be based on a preponderance of the evidence in determining the resolution.

C. False Reporting

The University takes the validity of information very seriously, as a charge of harassment, discrimination, or sexual misconduct may have severe consequences. A Complainant who makes a report that is later found to be intentionally false or made maliciously without regard for truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

D. Reports Involving Minors

In compliance with Iowa Code 261.9 (1)(h): Child Abuse Reporting Law, the University will report all suspected child abuse and neglect involving minors, including sexual assault, to law enforcement. See HR12 - Child Abuse Reporting Policy for Graceland Locations in Iowa.

Interim Measures, Remedies, and Accommodations

A. Overview

Upon receipt of a report, the University will impose reasonable and appropriate interim measures designed to eliminate an undesirable environment. The University will maintain consistent contact with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal conduct (corrective) action is sought by the Complainant or the University.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented measure.

B. Range of Interim Measures

Interim measures will be implemented at the discretion of the University. Potential remedies and accommodations that may be applied to the Complainant and/or the Respondent include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of campus No-Contact Order

-
- Rescheduling of exams and assignments
 - Providing alternative course completion options
 - A change in class schedule or transferring sections, including the ability to drop a course after the deadline to drop a course
 - A change in work schedule or job assignment
 - A change in student's University-owned residence
 - Limiting an individual or organization's access to certain University facilities or activities pending resolution of the matter
 - A voluntary leave of absence
 - Providing medical services
 - Providing academic support services, such as tutoring
 - An interim suspension pending the outcome of a disciplinary action
 - Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy
 - A change of office space

C. Interim Judicial Order

An individual may also pursue other interim measures such as a judicial no contact, restraining or protective order. Various resource contacts may assist with such judicial or criminal orders. Such orders should be provided to ____ for campus implementation.

D. Report vs Official Complaint

Reports may become official complaints at the request of the Complainant or at the university's discretion in the event of imminent danger.

Interviews will be conducted by trained university officials. The Complainant and Respondent are both entitled to be accompanied by an advisor or support person of their choice during the interview process. Lawyers are not allowed in interviews. Respondent may request prompt proceedings.

After interviewing all applicable persons and reviewing all the evidence, a decision will be made based on a preponderance of the evidence. If the evidence suggests that a policy violation occurred, sanctions may be applied. Possible sanctions include: University no contact orders, community service, fines, training, education, counseling, computer usage restrictions, probation, ban from university-sponsored events/activities, dismissal from university or employment.

Both Complainant and Respondent will be informed simultaneously in writing of the final decision and separate meetings will be scheduled. Such notification will occur within one day of the decision being reached.

D. Time Frames for Resolution

The University seeks to resolve all reports of alleged harassment, discrimination, or sexual misconduct within 60 calendar days.

In general, a Complainant and Respondent can expect to receive periodic updates as to the status of the review or investigation. In the event that the investigation and resolution exceed this time frame, the University will notify all parties of the need for additional time, and best efforts will be made to complete the process in a timely manner while balancing principles of thoroughness and fundamental fairness with promptness.

E. Appeals

At the time the Complainant and Respondent(s) are notified of the investigation's conclusion, both will be informed of the right to appeal the outcome of the investigation. All appeals must be in writing and must be submitted within 14 days after receiving notification of the investigation's conclusion. Both

Complainant and Respondent(s) will be provided with the name and contact information for the appellate officer/body.

The appellate officer will be the Vice President of Academic Affairs, who will convene a Vice Presidents' Council which will hear the appeal. The Vice Presidents' Council consisting of the Vice President of Academic Affairs and one other vice president (other than the Vice President for Student Life).

When a party is appealing a case, he or she should explain specifically what aspect of the outcome or sanctions are being contested and why. After considering the appeal, the appellate officer will inform both parties in writing of the outcome and the rationale of the outcome. The appellate officer may interview both parties during the appellate process in the event that new evidence is presented. The interviews will focus only upon the relevance of the new evidence.

**Campus
Security**

816.377.5698

**Director of
Operations**

816.423.4710

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault and Stalking

The University treats allegations of domestic violence, dating violence, sexual assault and stalking or other forms of sexual misconduct extremely seriously and has a system in place to assist survivors in obtaining medical treatment, counseling, and legal assistance. Graceland is committed to treating survivors with care, compassion, and respect.

In a campus setting, sexual assault often occurs when one or both parties are intoxicated from alcohol or other drugs or in connection with group activities where unanticipated social pressures may develop. Therefore, it is important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) may constitute sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior.

Graceland University recognizes that sexual assault is never the fault of the survivor and encourages all students to be aware of personal safety in order to reduce the risk of victimization. Please read the information provided herein and in other publications from the Dean of Students and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

Please refer to [My Graceland/Resources/Safety at GU](#) for the most up-to-date discrimination, harassment including sexual misconduct policy and education/prevention information. See Appendix 4 for the University and Iowa's definitions of sexual assault.

DISCIPLINARY RESULTS AVAILABLE TO ALLEGED VICTIMS OF PARTICULAR CRIMES

Graceland University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for this purpose.

In cases of dating violence, domestic violence, sexual assault or stalking, Graceland is required to provide simultaneous written notification of any result of any institutional disciplinary proceeding that arises.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

**Campus
Security**

816.377.5698

**Director of
Operations**

816.423.4710

**Independence
Police
Department**

816.325.7300

-OR-

911

**Centerpoint
Medical Center
Hospital**

816.698.7000

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It also mandates that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems.

In addition, Graceland has a policy states that any student listed on a Sex Offender Registry will be denied permission to live in the university's residence halls (n/a for Independence Campus). Student listed on the registry will have the right of appeal to the Dean of Students' Office.

Prevention and Education Programs

In an effort to prevent sexual harassment and proactively address these issues, Graceland University has engaged in the following educational programs:

First-year students are required to participate in *Think About It!*, a Title IX and Campus SaVE Act education program that combines sexual assault and substance abuse prevention in a comprehensive online training program. *Think About It!!* provides students with a comprehensive foundation in four areas: sex in college, partying smart, sexual violence, and healthy relationships. This course prepares students before they begin their life in college.

Planned parenthood present programs in men's and women's residence halls each semester to educate student about sexual health (STDs), birth control, sexual responsibility and sexual safety).

University Policies Related to Alcohol and Drugs

In order to maintain a safe environment, Graceland University bans the use, possession and sale of drugs and alcohol. In addition, complies with all applicable laws concerning the use, possession and sale of drugs and alcohol. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

The University recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

The University's complete policy on Drug and Alcohol Abuse Prevention and Information Program is available on [My Graceland/Resources/Safety at GU/Drug and Alcohol Abuse Prevention and Information Program.](#)

Workplace Violence

Graceland University is committed to supporting a workplace environment free from harassment, intimidation, threats, and violence for all members of the University community including but not limited to faculty, staff, student employees, contracted employees, visitors, and guests of the University. While no organization is immune from acts of violence, clear policies and procedures help reduce the likelihood of such events and guide appropriate responses to situations that may arise.

In serious cases, referrals are made to the Independence Police Department. For noncriminal workplace issues, please call Human Resources (641.784.5447) for information and assistance.

Campus Crime Statistics

The Clery Act requires U.S. colleges and universities receiving federal student financial aid to disclose timely and annual information about crime on and around their campuses. Recent amendments to the law have added a requirement that schools afford the victims of campus sexual assault certain basic rights and have expanded reporting requirements.

The law was amended in 2000 to require schools to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained. Since 1999, our reports have also included statistics on categories for crimes that have occurred in locales adjacent to Graceland’s campus. These are crimes committed in public areas such as sidewalks and streets immediately surrounding the campuses, non-campus buildings, and other off-campus property used by the University in direct support of its educational mission. These additional areas are reported separately from reports of crime on campus.

The crimes reported are not necessarily committed against a member of the University community.

**Campus
Security**

816.210.9771

**Director of
Operations**

816.423.4710

**Independence
Police
Department**

816.325.7300

-OR-

911

**Centerpoint
Medical Center
Hospital**

816.698.7000

Explanation of How Statistics Are Compiled

The statistics contained herein, which include crimes on campus and crimes in adjacent public areas, are collected by the Dean of Students Office and are based on crimes reported directly to Director of Operations and/or Dean of Students or to other designated Campus Security Authorities, and information provided by the Independence Police Department .

Crimes that occurred in residence halls are reported both in the “On Campus” category and in the “Residence Hall” category. Thus, “Residence Hall” is a subset of “On Campus.”

The presentation of the tables is designed to enable the reader to compare crimes committed in the same locales during the past three years.

The definition of each crime can be found in Appendix 1 and may differ from the definition of comparable crimes under the Independence City Ordinances or Graceland’s Code of Conduct and/or disciplinary policies. The Clery Act also requires reporting of hate crimes in the above categories where prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability was a factor.

The Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

FIRE SAFETY

Facility Services works closely with the residence hall staff, and faculty of Graceland University as well as with the Independence Fire and Police Departments. Our goal is to educate the Graceland Community about fire and life safety, to prevent fire emergencies and eliminate false alarms. Definitions are identified in Appendix 5 - FIRE SAFETY DEFINITIONS.

FIRE STATISTICS

In accordance with the Higher Education Opportunities Act of 2008, Graceland University is providing mandatory fire safety information as part of this Annual Report. (Detailed fire data for all on-campus facilities can be found in Appendix 6 at the end of this report.) All reports of fires are maintained in a database at Facility Services, Graceland University. The information collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire (as assessed by Graceland University). Please see Appendix 7 for additional resources and information on where to find full University, City, state, and federal policies.

DESCRIPTION OF STUDENT RESIDENCE FIRE SYSTEMS

Every university student residence has:

- An interior fire alarm system with detection throughout the building, including detectors in every sleeping room.
- An interior fire alarm panel which triggers a full first alarm to the building upon activation.
- Bi-Annual testing of fire detection, suppression, and notification equipment (all test records are maintained by Facility Services, Graceland University).

Complete building-specific fire suppression and detection information is available at Facility Services, Graceland University. Please see Appendix 6 - DESCRIPTION OF FACILITIES DETECTION AND SUPPRESSION SYSTEMS for a list of all student residence halls, their fire suppression and detection systems, and fire drills conducted. The north apartments are equipped with a sprinkler system.

FIRE SAFETY POLICIES AND PROCEDURES

All University student residents are given a verbal briefing on fire safety and evacuation procedures specific to their residence halls during check-in at the beginning of each fall semester. The information includes the fire safety instructions, instructions on what to do if there IS a fire in their room or their building, the type of fire detection and suppression equipment for their building. Instructions are given of the proper use of the Fire Extinguishers which are located at every exit.

Graceland University policy requires building evacuation by occupants during fire alarms. To help reinforce this requirement, Facility Services has partnered with the Residence Life to ensure that all building residents are properly trained in building evacuation procedures during scheduled fire drills. Fines may be imposed for failure to evacuate when the fire alarm sounds.

FIRE SAFETY PRECAUTIONS

- Keep doorways, corridors, and stairwells clear and unobstructed. Keep fire doors closed.
- Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.
- Never store flammable substances in your room. Unauthorized use of candles is not permitted in Graceland University facilities.
- Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, mechanical locks, or other life safety devices or to block or obstruct paths of egress.

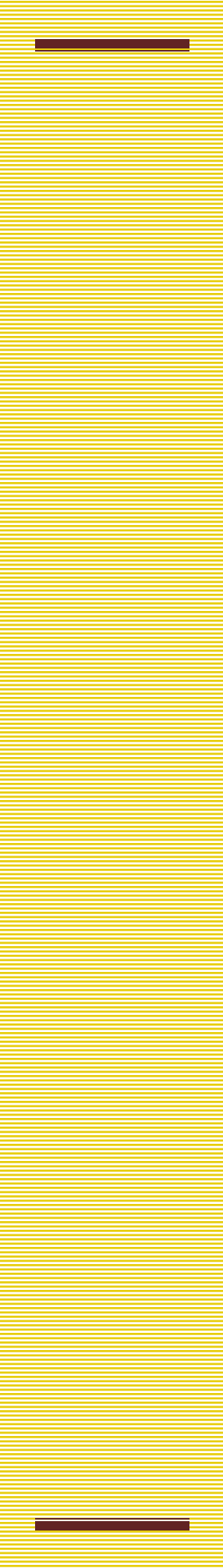
WHAT TO DO IN CASE OF FIRE

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.
- Once you are safely away from danger, call 911.
- Leave the building at once, but stand by to direct emergency teams to the location of the fire.

Note: If a member of the Graceland University community finds evidence of a fire that has been extinguished and the person is not sure whether anyone has already responded, that person should notify Facility Services personnel, who will investigate and document the incident.

FIRE RESPONSE DOS AND DON'TS



DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
DO remain in your room if you cannot get out of the building because of heat or smoke. Call 911 immediately. Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.
DO close the door behind you if it is safe to leave your room.
DON'T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
DON'T use an elevator during a fire emergency: always use the fire stairs.
DO make your presence known to other occupants and to Public Safety by telephone if you are injured or disabled. Emergency staff members will assist you in leaving the building.

Plans for Future Improvements

All Graceland University buildings meet or exceed the State of Missouri fire safety requirements. In addition, as the Graceland University adds or renovates buildings, additional fire suppression and detection devices are included to bring our buildings above, or beyond, current requirements.

Appendix 1

Definitions of Reportable Crimes

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

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

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

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 complainant; AND
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship.
 2. The type of the relationship.
 3. The frequency of interaction between the persons involved in the relationship.

This violence could be one act or a pattern of behavior. It involves sexual violence, emotional violence and/or economic abuse.

Domestic violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant, by a person similarly situated to a spouse of the complainant 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.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

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.

Forcible Rape: The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities.

(Drunkness and driving under the influence are not included in this definition.)

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

Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

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

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.

Sex Offenses—Nonforcible: Unlawful, nonforcible sexual intercourse.

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.

Stalking: A course of conduct (two or more times) whereby the alleged perpetrator maintains visual or physical proximity to a person without legitimate purpose; or conveys oral or written threats, implied or actual. This course of conduct would cause a reasonable person to fear bodily injury or death to themselves or a third party.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Additional Clery Hate Crime Definitions

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither 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.

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.

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control

Appendix 2

GRACELAND UNIVERSITY CRIME STATISTICS - INDEPENDENCE CAMPUS

	On-campus			Public Property			Total	Total	Total
	2016	2017	2018	2016	2017	2018	2016	2017	2018
CRIMINAL OFFENSES									
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	3	0	1	3	0
Arson	0	0	0	0	0	0	0	0	0
VAWA OFFENSES									
Stalking	0	0	0	1	0	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
ARRESTS & DISCIPLINARY REFERRALS									
Arrest for Alcohol	0	0	1	0	0	0	0	0	1
Discipline for Alcohol	0	0	0	0	0	0	0	0	0
Arrest for Drugs	0	0	0	4	0	0	4	0	0
Discipline for Drugs	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0	0	0	0
Discipline for Weapons	0	0	0	0	0	0	0	0	0
HATE CRIMES									
HATE CRIMES	0	0	0	0	0	0	0	0	0

*2017 data from Independence Police Department lists 'Sex Offense' (1), but no information for categorization type could be obtained

HATE CRIMES

There were no reported Hate Crimes for the years 2016, 2017 or 2018.

UNFOUNDED CRIMES

There were no unfounded crimes in 2016, 2017 or 2018.

Appendix 3

Campus Building Hours and Access Information

BUILDING	AREA	DAYS	HOURS	NOTES
Independence Campus	IC Building	Mon-Fri	6:30 a.m. – 10:30 p.m.	During academic school year.
		Saturday	6:30 a.m. – 2:00 p.m.	

Appendix 4

UNIVERSITY DEFINITION OF SEXUAL ASSAULT

Graceland University abides by Missouri State definitions of rape, sodomy, and sexual abuse.

Additionally, the University specifically defines sexual assault as having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion.

RELATED INFORMATION

Common law defines sexual abuse or non-consensual sexual intercourse as: Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other person.
- Such other person is suffering from a mental defect or incapacity that precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- Such other person is a child.

The State of Iowa defines incapacitation as meaning a person is disabled or deprived of ability, as follows:

- "Mentally incapacitated" means that a person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.
- "Physically helpless" means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.
- "Physically incapacitated" means that a person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

Appendix 5

FIRE SAFETY DEFINITIONS

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

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

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

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

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

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- Sprinkler or other fire extinguishing systems
- Fire detection devices
- Stand-alone smoke alarms
- Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
- Smoke-control and reduction mechanisms
- Fire doors and walls that reduce the spread of a fire

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- Contents damaged by fire
- Related damages caused by smoke, water, and overhaul
- Does *not* include indirect loss, such as business interruption

Appendix 6

DESCRIPTION OF FACILITIES DETECTION AND SUPPRESSION SYSTEMS

<i>Facility Name</i>	<i>Facility Fire Alarm</i>	<i>Room Detection</i>	<i>Connected to Monitoring</i>	<i>Sprinkler</i>	<i>Fire Drills Conducted</i>
<i>Independence Campus</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>2</i>

Appendix 7

FIRE POLICY RESOURCES

SITE	LINK	INFORMATION
Center for Campus Fire Safety	www.campusfiresafety.org	Newsletter of Center for Campus Fire safety
Campus Fire Watch	www.campus-firewatch.com	Newsletter for complex issues of campus fire safety

Appendix 8

FIRE STATISTICS

Facility	Date of Fire	Time of Fire	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
2018	NONE					
2017	NONE					
2016	NONE					
2015	NONE					
2014	NONE					

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