

# Security and Fire Safety Report 2021 North Manchester Campus



**Manchester  
University**

**For emergencies call: 260-982-5999**

\*Statistics included are for period between 1-1-2018 to 12-31-2020



Department of University Safety  
604 East College Avenue T 260 - 982 - 5256  
North Manchester, IN F 260 - 901 - 8231  
46962 W [tledwards@manchester.edu](mailto:tledwards@manchester.edu)

September 19, 2021

Dear Reader,

Manchester University is committed to respecting the infinite worth of every individual and maintaining a safe campus environment in which all members of its community can work, live and study while growing intellectually and socially.

The Office of University Safety works year-round and collaboratively with other members of the University community to create that environment. To further that goal, this publication is intended to provide you with information about educational programs, safety practices, crime statistics and policies regarding the reporting of emergencies and campus crime rates.

Please note that we could not follow some of our normal safety practices because of the COVID-19 pandemic. Along with many other colleges and universities, Manchester moved to remote learning for its students and remote work for its non-essential employees on March 13, 2020, and remained that way for the rest of the semester.

In Fall 2020, students returned in person for a variety of in person, hybrid, and hybrid classes. We moved to remote work and learning for the remainder of the Fall 2020 semester on Nov. 23 during the week of Thanksgiving, as planned. Any deviations from our usual safety practices, caused by the pandemic, are noted by \* and were deemed beyond our capabilities under the extreme circumstances facing the University community.

Of particular interest are the easy-to-read tables, which contain three years of crime statistics, starting on Page 40 of this document. This document also provides you with a breakdown of our fire statistics on Page 47.

Should you have questions, comments or suggestions regarding the information in this publication or any related public safety policies, procedures or operations, please feel free to contact me at 260-982-5256 or by email at [tledwards@manchester.edu](mailto:tledwards@manchester.edu).

Stay safe and well,

A handwritten signature in black ink, appearing to read 'Tina L. Edwards'.

Tina L. Edwards, MPA  
Director of University Safety  
Manchester University

# SECURITY AND FIRE SAFETY REPORT

INTRODUCTION .....	1
UNIVERSITY SAFETY AND SECURITY .....	1
ENFORCEMENT AUTHORITY OF CAMPUS OFFICERS .....	1
WORKING RELATIONSHIPS WITH OTHER LAW ENFORCEMENT AGENCIES .....	1
COLLECTION AND ANALYSIS OF CRIME INFORMATION .....	1
CRIME REPORTING. ....	2
UNIVERSITY SECURITY AUTHORITIES RESPONSIBLE FOR REPORTING	
CRIMINAL ACTIVITY (CSA).....	2
OFF CAMPUS CRIME.....	3
DISPOSITIONS OF DISCIPLINARY PROCEEDINGS.....	3
ACCESS TO AND SECURITY OF CAMPUS FACILITIES/RESIDENCE HALLS.....	3
UNIVERSITY GUESTS AND VISITORS .....	3
MAINTENANCE AND SECURITY OF CAMPUS FACILITIES .....	4
SECURITY AWARENESS PROGRAMS.....	4
SAFETY TIPS. ....	5
CRIME ALERTS. ....	5
DAILY CRIME AND FIRE LOG .....	5
TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS. ....	6
CRISIS COMMUNICATION PLAN .....	7
ALCOHOL AND DRUG POLICY .....	9
BIAS-RELATED INCIDENT POLICY .....	15
HARASSMENT.....	16
SEXUAL HARASSMENT .....	16
TITLE IX SEXUAL HARASSEMENT POLICY .....	17
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 .....	35
OFF CAMPUS PROTECTIVE ORDERS.....	35
NOVEMBER 2016 CARE GRANT .....	36
WEAPONS POLICY .....	37
MISSING STUDENTS WHO RESIDE IN ON-CAMPUS HOUSING .....	37
CRIME PREVENTION EFFORTS.....	38
STUDENT/EMPLOYEE RESPONSIBILITY.....	38
SEX OFFENDER REGISTRY.....	38
CRIME STATISTICS .....	39
FIRE SAFETY GUIDELINES AND PRACTICES.....	44
FIRE SAFETY PRECAUTIONS.....	44
FIRE SAFETY POLICIES.....	44
FIRE EMERGENCY PLAN.....	45
FIRE DRILLS IN RESIDENCE HALLS.....	46
PUBLIC FIRE LOG .....	46
FIRE STATISTICS .....	46

# SECURITY AND FIRE SAFETY REPORT

# SECURITY

Manchester University safety and security is a shared responsibility. Clearly, the best protection against campus crime is an aware, informed and alert campus community; students, faculty and staff who use reason and caution; and a strong, visible University Safety presence.

The vast majority of our students, faculty, staff and visitors never experience crime at Manchester University. However, despite our best efforts, crimes do occur. The men and women of the Manchester University Safety Office are committed to maintaining a safe and secure campus, by providing a contemporary and professional public safety service, with a strong emphasis on customer service. The hallmark of our service is a commitment to the principles of honor, integrity, discipline, trust and dedication. Concerns, questions or comments about our department, federal or state law, or Manchester University's compliance with these laws, can be addressed to the Director of University Safety at (260) 982-5256.

The information contained in this Annual Security and Fire Safety Report is available to new and prospective students and employees, as well as their families, all current members of the campus community and to the public. We are committed to University Safety and security in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (The Clery Act).

In compliance with these requirements, Manchester University offers the following information to all current and prospective students, employees and applicants. The annual report containing crime statistics and policy statements can be obtained for either North Manchester campus, or Fort Wayne campus by:

- MAIL REQUEST TO: Manchester University, Director of University Safety, 604 College Ave., North Manchester, IN 46962.
- PHONE: 260-982-5256
- E-MAIL: [CampusSafety@manchester.edu](mailto:CampusSafety@manchester.edu)
- ONLINE:
  - o North Manchester campus: [link.manchester.edu/securityreport2021nm](http://link.manchester.edu/securityreport2021nm)
  - o Fort Wayne campus: [link.manchester.edu/securityreport2021fw](http://link.manchester.edu/securityreport2021fw)

# SECURITY AND FIRE SAFETY REPORT

## INTRODUCTION

At Manchester University, you will never have to go it alone. This is a place where you will learn and grow as a community. You will be accepted for who you are and become who you want to be. You'll get support and draw inspiration from a tight-knit community of faculty, staff, and fellow students, and you will make friends for life.

We offer more than 70 areas of study to about 1,000 students, and although Manchester is set in an intimate, small town setting, you will have the opportunity to make friends from 28 states and 20 countries.

Manchester is a place of affordable excellence. We are included in U.S. News & World Report's "Great Schools, Great Prices" ranking because our students find success on campus and off – and 96 percent of our graduates are employed or in graduate school or join full-time voluntary service within six months of graduation!

## UNIVERSITY SAFETY AND SECURITY

The safety and security of the Manchester University community and their guests are a primary concern of the University and a principal responsibility of the University Safety Office. Staff consists of a Director, six full time Officers and two part time officers.

A fully trained, uniformed officer is on duty 24 hours a day, 7 days a week, supplemented by Student Patrol. Officers patrol the campus and are charged with the enforcement of University policies and regulations. Violations of local, State and federal laws also constitute violations of University policies. To this end, University officers work closely with local and State police agencies. Officers are also available to assist the campus community with medical emergencies, safety escorts, vehicle unlocks, disabled vehicles, providing a lost and found repository and conducting safety training.

We also employ several student employees. Student Patrol workers wear a modified uniform, which identifies them as members of the University Safety Office, and work with the event sponsors at dances and other events, providing a security presence and maintaining radio contact with the on duty officer. Student Patrol workers also assist with traffic and parking enforcement, securing buildings, and assist with clerical duties within the University Safety Office.

## ENFORCEMENT AUTHORITY OF CAMPUS OFFICERS

University Safety is responsible for providing security services for the Manchester University, North Manchester campus. University Safety Officers are non-sworn officers for Manchester University and have no official powers of arrest. University Safety investigates reports of campus incidents for administrative purposes as it relates to campus student conduct processes, although University Safety reports may be shared with requesting law enforcement agencies, pertaining to their investigations. Campus crimes may be investigated for possible criminal prosecution by the North Manchester Police Dept., Wabash County Sheriff's Dept., Kosciusko County Sheriff's Dept., Indiana State Police, Indiana State Excise Police, Indiana State Fire Marshal, U.S. Alcohol, Tobacco and Firearms (ATF) and the Federal Bureau of Investigation (FBI).

## WORKING RELATIONSHIPS WITH OTHER LAW ENFORCEMENT AGENCIES

The Director of University Safety serves as Manchester University's liaison with local, state and federal law enforcement officials and emergency management agencies to include North Manchester Police Dept., Wabash City Police Dept., Wabash County Sheriff's Dept., Kosciusko County Sheriff's Dept., Allen County Sheriff's Dept., Fort Wayne Police Dept., Indiana State Police, Indiana State Excise Police, Indiana State Fire Marshal, U.S. Alcohol, Tobacco and Firearms (ATF) and the Federal Bureau of Investigation (FBI). University Safety currently possess Memorandums of Understanding (MOU) with local law enforcement to include the North Manchester Police Department, Wabash County Sheriff's Department and the Allen County Sheriff's department. The Director of University Safety works closely with local law enforcement through formal and informal meetings.

## COLLECTION AND ANALYSIS OF CRIME INFORMATION

The Director of University Safety, who in turn, makes the final determination regarding Clery crime classification, reviews campus incident reports, including Residential Life incident reports. A record of the classification process is maintained in the University Safety Office.



# SECURITY AND FIRE SAFETY REPORT

The University formally solicits crime report information from appropriate external agencies for the North Manchester Campus, to include: North Manchester Police Dept., Wabash County Sheriff's Dept., Kosciusko County Sheriff's Dept., Indiana State Police as well as Indiana Excise Police. The external agencies for the Fort Wayne Campus, to include Parkview Health Police Dept., Fort Wayne City Police Dept., Allen County Sheriff's Dept. and Indiana State Police. The Director of University Safety contacts local law enforcement throughout the year to obtain timely updates that may assist in campus investigations and prevention programming.

**Campus Security Authorities (CSAs)** are required to immediately report any information related to potential criminal activity to University Safety. The University Safety Office surveys University Security Authorities at least once a year, via training to collect unreported data. The Director of University Safety has created an online form for all CSAs to use via the Manchester University website and provides training during all new employee orientations. All resident hall assistants and student organization leaders receive yearly CSA training as well. All CSAs receive annual mandatory training via the SafeColleges Training platform.

## CRIME REPORTING

Students, faculty, staff and guests of the University are encouraged to report emergencies and criminal activities to the University Safety Office. Telephones are available in most campus buildings, or you may call from your cell phone. To report an emergency or criminal activity, dial 260-982-5999, and an officer will take a report and follow up on your information. You may also leave information on the anonymous tip line, 260-982-5995. You do not have to leave your name unless you want to be contacted.

Officers work closely with Residential Life and Athletic Department staff members, as well as pastoral and professional counselors, to assist victims in reporting crimes, and to ensure the accurate disclosure of all crime statistics. At Manchester University, we prefer all criminal activity to be immediately reported to the University Safety Office, 260-982-5999, and not through any indirect means. For this reason, we do not have a confidential reporting process; however, pastoral and professional counselors work closely with clients who have self-disclosed being victimized, encouraging them to promptly report all crimes to the University Safety Office. Victims desiring criminal prosecution are encouraged and assisted by University Safety personnel. From the filing of the initial report, through the follow-up investigation, University Safety personnel work closely with local police agencies and the Prosecutor's Office.

- Prior to any major campus event, including graduation celebrations, May Day festivities and student move-ins, University Safety works in concert with the North Manchester Police Department as well as the Wabash County Emergency Management Agency to coordinate the scheduling of patrols of the campus and the surrounding community.
- University Safety Student Patrol working events and/or patrolling the campus are trained to summon the assistance of the on duty officer for issues that arise during their assigned shifts, including problems with intoxicated students.
- In 2012, the University purchased the Report Exec software program from Competitive Edge Software Inc. Through the tracking capabilities of this software, we are able to identify any problem areas on campus, and to provide greater patrols and awareness education.
- The Intoxicated Student Guidelines provides for a concentrated effort and joint response to all drug and alcohol cases, where a student's well-being is in question. On duty personnel, including the hall director and an officer, respond to assess and evaluate the condition of the student. If needed, off campus EMS personnel are summoned.

## UNIVERSITY SECURITY AUTHORITIES RESPONSIBLE FOR REPORTING CRIMINAL ACTIVITY (CSA)

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, colleges and universities must annually compile and publish crime, fire and security information about their campuses. Under this law, "Campus Security Authorities" are mandated to report crimes brought to their attention for inclusion in Manchester University's Annual Security and Fire Safety Report. Campus Security Authorities include, but are not limited to, Manchester University employees with significant responsibility for students or campus activities, to include Resident Assistants, athletic staff and all other Student Life personnel. All new employees of the University are trained in the proper reporting of such incidents via the online form on the Chetnet digital form system. All CSAs receive annual mandatory training via the SafeColleges Training platform.



# SECURITY AND FIRE SAFETY REPORT

## OFF CAMPUS CRIME

If any off campus police departments are contacted about criminal activity off-campus involving Manchester University students, the police may notify University Safety. Students in these cases may be subject to arrest by the local police and University disciplinary proceedings through the University Conduct System.

## DISPOSITIONS OF DISCIPLINARY PROCEEDINGS

The Department of University Safety works collaboratively with Residential Life and the Conduct System to uphold the University's policy and procedures found in *The Source*. University jurisdiction relative to the enforcement of the policies and procedures includes: 1) incidents that occur on college premises and at locations leased or controlled by the University; 2) at University sponsored or University-supervised programs and events regardless of location including but not limited to internships, field study, community-based learning or service, athletic events, and study abroad; 3) at off campus premises when the behavior may adversely affect the Manchester University community or its reputation, including but not limited to violations of *The Source*; 4) which relate to any facet of the relationship between Manchester University and the student. The University may pursue disciplinary action against a student at the same time the student is facing criminal charges even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced. The policy and procedures shall apply when the conduct occurs, before classes begin, during breaks and when student conduct is discovered after the degree is awarded.

The University may release publicly the name, nature of the violation and the sanction for any student, faculty or staff who is found in violation of a University policy that is a "crime of violence", including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction or a non-forcible sex offense. Upon request, the University will release this information to the alleged complainant, or next of kin if the victim is deceased, in any of these offenses regardless of the outcome.

To view *The Source* please use the following link [www.manchester.edu/docs/default-source/default-document-library/thesource.pdf](http://www.manchester.edu/docs/default-source/default-document-library/thesource.pdf)

## ACCESS TO AND SECURITY OF CAMPUS FACILITIES/RESIDENCE HALLS

The Manchester University campus is open to the public. The majority of academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 8:00am to 5:00pm, except holidays) and are typically secured during the late evening hours, depending upon special event scheduling and community usage. Designated 24-hour academic buildings are typically secured from 11:00pm to 7am each night, by a card access system, and access is gained to these buildings using a valid student identification card, with access permissions, or via University Safety.

Currently residence hall buildings are secured by key or by card access systems and are secured 24 hours a day/7 days a week (except for four times, established by the Admissions Office). Access is granted into card access systems using a valid identification card with specific building permissions. Keys are issued to students for their access to rooms inside their residence halls. Access to residence halls is restricted to Manchester University students assigned to that residential facility, their guest and authorized staff, with 24/7 access. University Safety officers regularly patrol the interiors and exteriors of all campus facilities, buildings, and residence halls. Doors should not be propped open.

## UNIVERSITY GUESTS AND VISITORS

Residents may have guests 24 hours a day, seven days a week. These times and days are subject to change during the academic year. Residents must be with their guests at all times and are responsible for preserving the security of the building. Residents should not admit people other than their own guests.

All residents and their guests are expected to follow the established community hours of the hall in which they are visiting. Residents are allowed to have overnight guests for a maximum of two consecutive nights. Residents are responsible for the actions of their guests. Guest restrooms are located in the lobby area of each residence hall. Guests of opposite sex should use the designated restrooms in the lobby/basement and should not use the community bathroom on the floor.

During special event weekends, children under 10 years of age will be permitted to stay with their host with prior special permission from the hall director. Any guest under the age of 18 must complete a waiver including the signature of the parent or guardian.



# SECURITY AND FIRE SAFETY REPORT

Guest rooms are available for a fee and may be reserved 24 hours in advance by calling Conference Services at 260-982-5551. All guests are subject to the same policies as residents. Guests who violate University regulations may be asked to leave the campus and their host will be held responsible for their actions. The following is the Guest Conduct policy, located in *The Source*.

***Guest Conduct:** Members of the University community who bring guests/visitors to the campus assume responsibility for the behavior of those persons and are expected to make them aware of University policies, including vehicle rules and regulations. Clarification: Students hosting guests on campus who violate University policy will be held accountable for the actions of their guests. Conduct review boards have latitude in assigning sanctions based on the policy violated and the extent of individual involvement and accountability. Guests who violate policy repeatedly or whose violations are of an extremely serious nature are subject to eviction from University property and may be barred from future visits.*

*Note: their student host must accompany Guests attending University-sponsored events and activities. Guests 16 years or older must be prepared to provide a picture ID (i.e., driver's license) when requested.*

When a group of guests stays in residence hall rooms, they must have a Manchester University community member act as host. The University representative explains the University policies and assumes responsibility for the behavior of the group. The host may be asked to room with the guest or in an adjacent room. Only the residence hall director involved may grant exceptions to this policy.

## MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. University Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to the Physical Plant. University Safety regularly collaborates with the University Emergency Management and Safety Committee in conducting lighting and security audits of the campus.

## SECURITY AWARENESS PROGRAMS

Members of the Manchester University campus community are encouraged to be responsible for their own personal safety and security, and the personal safety and security of other members of the community. At new student orientation, all first-year students are required to complete multiple modules on the SafeColleges learning platform pertaining to campus security, fire safety, crime prevention and enforcement procedures with an introductory presentation by the Director of University Safety. Members of the University Safety team conduct crime prevention and general security and safety awareness presentations when requested. Manchester University sponsors a variety of educational programs that seek to raise awareness of personal safety and crime prevention strategies.

- University Safety offers Gracie Survival tactics as well as SPEAR Personal Protection training to all safety officers, student patrol workers as well as to all students/faculty and staff per request.
- Resident Assistant (RA) Training
- The Intoxicated Student Guidelines provides for a concentrated effort and joint response to all drug and alcohol cases, where a student's well-being is in question. On duty personnel, including the hall director and University Safety officers, respond to, assess and evaluate the condition of the student. The University Nurse is consulted as needed, per policy. If needed, off campus EMS personnel are summoned.

## Spartan CHOICES

At Manchester University, we understand the challenges and decisions that our students and student-athletes alike face on a daily basis. The Spartan CHOICES program was created out of a grant from the National Collegiate Athletic Association (NCAA) in 2009. Since then, with the support of local grant funding from Against Alcohol, Controlled substances, and Tobacco In Our Neighborhoods (AACTION) along with Indiana Collegiate Action Network (ICAN), we have been able to maintain programming that was initially implemented to promote education and leadership. These programs allow for educational campaigns and offer late night programming in a safe and drug-free atmosphere. Programs are targeted to the larger student body rather than to student-athletes in particular and are geared toward harm reduction and safe, responsible consumption. In addition, CHOICES programs aim to increase collaboration between campus athletics departments and other campus organizations involved in



# SECURITY AND FIRE SAFETY REPORT

overall wellness campaigns. Spartan CHOICES is committed to providing opportunities to make positive choices related to alcohol and other substances.

## **Counseling/Intervention Services:**

It is the goal of the University to offer pathways to repair harm when found in violation of the University's drug and alcohol policies. These pathways typically involve education, awareness, and an opportunity to explore their choices through Motivational Interviewing. The University recognizes our limitations in terms of services and/or the ability to inspire a student to acknowledge drug or alcohol abuse or addiction problems; however, we do seek to make students aware and assist those who desire additional services.

A student referred through our Restorative Justice program meets one to one with a member of the counseling staff for a structured interview. A contract is signed which explains expectations and consequences if expectations are not fulfilled. The student also talks about the situation which generated the referral and is instructed how to access and complete the on-line course. This course is purchased through 3rd Millennium Classrooms and was created for college students and recommended through NASPA. After completion of the on-line course and Personal Reflection questions, the student meets again with the staff person to process reactions to the course and responses to the questions.

Students at any time may self-refer to counseling services to receive counseling and/or a referral to community counseling services to address drug and/or alcohol services. Information is available to students, faculty and staff regarding local AA meetings and Al-Anon meetings.

For a full account regarding Manchester University's commitment to Prevention and Education strategies please see the Drug-Free Schools and Communities Regulations Biennial Review Report at <https://www.manchester.edu/docs/default-source/student-experience-center-docs/2020-biennial-review.pdf>

## **SAFETY TIPS**

There are a number of simple and effective actions that everyone can take to minimize their risk of becoming a victim. These include: (please note, it is not the University's intent to suggest that the lack of following any of the below is in any way blaming the victim for their victimization. The below are merely being offered for consideration).

- Don't walk alone at night and avoid shortcuts or remote areas.
- Have your keys ready as you approach your car or residence.
- If you believe you are being followed, call University Safety at 260-982-5999 or 911.
- Use the buddy system at parties and events.
- Always be aware of your surroundings and follow your instincts.

## **CRIME ALERTS**

As required by the Clery Act, the Department of University Safety posts crime alerts following the reporting of all serious crimes, when there exists a continued threat to students, employees or others. These alerts may be posted in prominent locations campus-wide and/or distributed to students, staff and faculty via email/text announcements. This is done in a manner that is both timely and informative, to aid in the prevention of similar crimes. Information may be temporarily withheld if the release of such information would jeopardize an ongoing investigation or a person's safety, cause a suspect to flee or evade detection, or result in the destruction of evidence.

## **DAILY CRIME AND FIRE LOG**

University Safety maintains a combined Daily Crime Log and Fire Log of all incidents reported to University Safety. The logs include all crimes that occur on campus, including non-campus buildings or properties, on public property or within the University's jurisdiction of crimes reported to Manchester University by area police. The daily crime log includes the date and time the report was received, the date and time the incident occurred, the nature of the offense, the location of the offense and the disposition. In order to protect the confidentiality of victims, the daily crime and fire log will not contain any information that may disclose the identity of a crime victim. The log can be viewed at the University Safety Office during regular business hours (8am-5pm Monday through Friday, except Holidays) at 604 E. College Ave., Clark Building (located behind the Library).



# SECURITY AND FIRE SAFETY REPORT

## TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

### NOTIFYING THE UNIVERSITY COMMUNITY OF CRIMES AND EMERGENCIES - InformaCast



InformaCast is Manchester University's communication system for sharing important information about situations that affect the safety of our university community.

Spartan Alert (MU Alert) messages may be sent to campus e-mail addresses, external e-mail addresses, and text-enabled devices. If you have any concerns about the validity of a MU Alert message, call University Safety, 5999 from any campus phone, or (260) 982-5999 from any other phone.

This contact information, students' faculty/staff mobile phone numbers and contact information for their emergency contacts, will be collected by going to ChetNet via the University Website>Spartan Alert Signup for messages. University Safety will direct students how to sign up during Welcome Week and will direct faculty/staff at new employee orientation.

\*Due to the evacuation of the Manchester University Campus as a result of the COVID-19 pandemic on March 13, 2021 for the remainder of the Spring 2020 term and then going to remote learning via hybrid/high flex university wide for the Fall of 2020 the University Emergency Management and Safety Committee could not conduct the test of the emergency response and evacuation procedures, including a test of the mass emergency notification system as would have been conducted on an annual basis. Under non-pandemic circumstances the test may involve all portions of the campus or a segment thereof. The intent of the drill is to assess and evaluate the effectiveness of the University's emergency plans and capabilities. Some drills will be announced and well-publicized to the campus community prior to the event, while others may be unannounced.

#### 1. Emergency Notification (using InformaCast alert system)

##### Scope:

An emergency notification will be issued in the event of a significant emergency or dangerous situation currently occurring on campus which poses an immediate threat to the health or safety of students or employees. The University will immediately notify the campus community.

##### Examples may possibly include:

- Outbreak of infectious disease such as meningitis, norovirus or other serious illness
- Tornado Warning, or other extreme weather conditions
- Earthquake
- Significant gas leak or chemical spill
- Terrorist incident
- Armed intruder/Active shooter
- Bomb threat
- Civil unrest, rioting or campus protest
- Explosion or campus wide/residential fire
- Homicide/Rape/Sexual Assault/Assault-when perpetrator is not apprehended

##### When:

Emergency notification is issued without delay and immediately upon confirmation by University Safety, local police, local fire, or other first responder agency that a dangerous situation or emergency exists or threatens.

##### How:

- InformaCast emergency alert system – use of message templates which are populated with incident specific information. Email, and text messages are automatically generated
- Website Updates – information will be posted to the University's website

##### Who:

The President or their designee or University Safety is responsible for determining the deployment of the InformaCast alert system for use in disseminating emergency notification/information.



# SECURITY AND FIRE SAFETY REPORT

## 2. Timely Warning

### **Scope:**

A timely warning is triggered when certain crimes have occurred and represent an ongoing threat. The timely warning is issued in an effort to aid in the prevention of similar crimes. As the timely warning is meant to increase awareness of criminal activity, the names of victims will not be disclosed in a timely warning message, but a known perpetrator's name may be used.

The Clery Act specifies that "an institution that issues an emergency notification is NOT required to issue a timely warning based on the same circumstance; however, the institution must provide adequate follow-up information to the campus community as needed."

### **Examples:**

- Clery Act defined crime such as rape, sexual assault, burglary, homicide, and other violent crimes that impact people or assets (buildings, cars, personal possessions) where the perpetrator no longer remains at large and for which an immediate dangerous condition no longer exists for students or employees. (For example, the University notifies the community about a rash of motor vehicle thefts which occurred in the Red lot on the previous day.

### **When:**

A timely warning will be issued as soon as the pertinent information is available.

### **How:**

Text messages and email, using InformaCast with information template as required by the Clery Act.

### **Who:**

The Director of University Safety (in consultation with local law enforcement), are responsible for determining if a timely warning is to be issued.

### **Tracking the Communication Process**

The incident will be tracked, from initial reporting to full conclusion, inclusive of time-stamped phone calls and electronic communications in order to assess the timeliness of decision-making and communication for post-event evaluation.

### **Closing the Communication Loop**

In both the Emergency Alert and Timely Warning scenarios outlined above, the University will issue a "wrap-up" communication, which will serve to close the communication loop for each incident. The campus community deserves the reassurance that law enforcement, university safety and/or residence life have investigated and concluded the incident.

## **CRISIS COMMUNICATION PLAN**

When conditions are present that meet the definition of an emergency, the Director of University Safety and the Chief Business Officer and Vice President for Finance shall place into immediate effect appropriate procedures necessary and possible to meet the emergency, safeguard persons and property, and maintain educational facilities. The Director of University Safety and Chief Business Officer and Vice President for Finance shall immediately consult with the President, the Vice President for Student Life or a designated alternate regarding the emergency and follow directions as set forth in this response plan.

When a declaration of a campus State of Emergency is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment, including first responders) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other ID) showing their legitimate business on campus will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable Indiana codes.



# SECURITY AND FIRE SAFETY REPORT

In addition, only those faculty and staff members who have been assigned emergency operations team duties or issued an emergency pass by the Chief Business Officer and Vice President for Finance and the Director of University Safety will be allowed to enter the immediate disaster site.

Declaration of a campus State of Emergency rests solely with the President or their designee in consultation with the Vice President for Student Life, local law enforcement and the Executive Director of Wabash County Emergency Management. The Wabash County official can provide Manchester University with assistance in obtaining outside resources required to mitigate the human and financial impact of disasters and emergencies.

## Definition and Assignment of Emergency Status

Definition: The President, the Vice President for Student Life or their designee shall direct all emergency operations during any major emergency or disaster. The following definitions are provided as guidelines to assist the Emergency Operations Team in determining the appropriate response:

- A. Normal Conditions - No Emergency: Conditions are normal, campus-wide notification is not required.
- B. Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Campus-wide notification may be carried out. Emergency Operations Team members may not meet as a group but will be apprised of conditions. Field Emergency Command Post (FECP) may be established.
- C. Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from available campus services. A major emergency on campus may require establishing a General Emergency Command Post (GECP).

Major policy considerations and decisions will usually be considered by the University Administration during times of crisis. Campus-wide notification will be carried out. The Emergency Operations Team and Emergency Operations Support Team members will report as directed by the President, Vice President for Student Life or their designees. General Emergency Command Post may be in the University Safety Office with North Manchester Police Department as backup or both depending on the nature of the event and/or accessibility to campus. Virtual attendance is also possible via the Teams meeting platform. Field Emergency Command Post (FECP) may be established in conjunction with the Incident Command Post established by civil authorities.

- D. Disaster: Any event or occurrence that has seriously impaired or halted operations of the campus. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, a General Emergency Command Post will be activated, and the appropriate support and operational plans will be executed. Campus-wide notification per Section 700 of the emergency operations manual will be carried out. All Emergency Operations Team members will report to General Emergency Command Post in the University Safety Office with North Manchester Police Department as backup, or both depending on the nature of the event and/or accessibility to campus. Virtual attendance is also possible via the Teams meeting platform. All Emergency Operations Support Team members shall report as requested and bring the following items with them:
  - Their Manchester University-issued keys
  - Cellular phones
  - Laptop PCs or tablets as issued
  - Two-way radio, if issued
- E. Weather Emergency: Any weather-related event which has the capacity to seriously impair or halt operations of the campus. In addition, the event has the capacity to cause serious property damage or injury, and may limit safe travel. A coordinated effort of all campus-wide resources is required. Outside services or resources may be essential. A weather-related emergency may require establishment of a General Emergency Command Post.



# SECURITY AND FIRE SAFETY REPORT

- F. **Campus Emergency:** Any on or off-campus event, accident or situation that involves a member of the Manchester University community that results or may result in injury, death, or serious property damage, or presents an imminent threat to the safety and well-being of the University community. An immediate and appropriate response will be required. Further, a coordinated effort of University officials may be necessary in an effort to answer questions, assist in contacting and informing family members, and to assist with any official investigation. Campus-wide notification per Section 700 of the emergency operations manual will be carried out. All Emergency Operations Team members will report to the General Emergency Command Post in the University Safety Office with North Manchester Police Department as backup, or both depending on the event and/or accessibility to campus. Virtual attendance is also possible via the Teams meeting platform. Emergency Operations Support Team members shall report as requested and bring the following items with them:

- Their Manchester University issued keys
- Cellular phones
- Laptop PCs or tablets as issued
- Two-way radio, if issued

## **Incident Preparedness Drills and Tabletop Exercises**

Training sufficient to ensure preparedness of the campus community in dealing with emergency situations shall be coordinated by the University Emergency Management and Safety Committee, and training for emergency communications procedures will be coordinated by the Vice President for Enrollment and Marketing.

In conjunction with this plan, students and employees can access the Manchester University Campus Emergency Guidelines, which is located in each building on campus, as flip charts on the wall of common areas. The guide is also available for viewing online at [www.manchester.edu/OHR/documents/emergencyguidelines.pdf](http://www.manchester.edu/OHR/documents/emergencyguidelines.pdf)

The guide consists of the following:

- Crisis Communication
- Blood Borne Pathogens
- Weather Emergencies
- Fire
- Medical Emergencies
- Utilities
- Violent or Criminal Behavior
- Lock Down Shelter in Place
- Bomb Threat
- Chemical Spill or Radiation Release
- Earthquake
- Suspicious Package/Mail

## **ALCOHOL AND DRUG POLICY**

While the decision to use or not use alcohol and other drugs is a matter of personal choice, the position of an institution to prohibit such possession and use and to enforce that decision is a right of the institution. Manchester University believes that use of alcohol and other drugs is detrimental to the educational environment and objectives of the University, and is prohibited.

Manchester University is committed to providing a drug-free environment. It is widely recognized by health professionals that alcoholic beverages, tobacco and other drugs have a profound effect on the health and behavior, both social and personal, of users. On a college campus, alcohol and other drugs invariably interfere with the student's academic work. In addition, a student's behavior while under the influence can lead to interpersonal conflicts, violations of civil laws, and actions endangering health, life, safety and property.

NOTE: If a student's health, academic performance, or continuation at the University appears to be jeopardized by use/abuse of alcohol or other drugs, the University may require an assessment, with the results being made a matter of confidential record. Continued abuse of alcohol or other drugs could result in the University requiring treatment as a condition of enrollment.



# SECURITY AND FIRE SAFETY REPORT

## Education

The University takes seriously its responsibility to educate students regarding the effects, uses, and abuses of alcohol or other drugs. The University offers programs and services intended to help students make healthy decisions.

### Alcoholic Beverages

Clarification: The University reserves the right to use a breathalyzer to determine if alcohol has been consumed.

Clarification: Consumption of alcoholic beverages off campus that influences behavior on campus is subject to disciplinary action under this policy.

**Policy 14a. Known Presence:** If a student is present when others violate an alcohol policy, it is a violation of this policy, unless the student avoids involvement by following the procedures outlined in *The Source*.

**Policy 14b. Possession/Consumption:** Possession, consumption, sale, or transfer of alcoholic beverages, their containers, or alcohol paraphernalia (including but not limited to cartons, bottle caps, labels, etc.) on University property or in University-owned vehicles.

Note: While involved in any University-related activity away from campus, students are expected to exhibit behavior related to alcohol use that is legally, socially and culturally responsible.

Clarification: Possession, consumption or distribution of beverages labeled “nonalcoholic” (such as, but not limited to, O’Douls and Sharps) will be viewed as a violation of this policy.

**Policy 14c. Minor in Possession/Consumption:** It is a violation of Indiana State law and this policy for a person under the age of 21 to consume and/or be in possession of alcohol or alcohol paraphernalia (including but not limited to cartons, bottle caps, labels, etc.) on University property or in University-owned vehicles. For more information, and for the full text of Indiana code, check the following website: [www.in.gov/legislative/ic/code/title7.1/ar5/ch7.html](http://www.in.gov/legislative/ic/code/title7.1/ar5/ch7.html)

**Policy 14d. Distribution to Minors:** It is illegal to provide alcohol to a person under the age of 21, and/or to induce the minor to consume/possess alcohol.

**Policy 14e. Public Intoxication:** It is a violation of State of Indiana law for a person to be in a public place or a place of public resort in a state of intoxication caused by the person’s use of alcohol or a controlled substance.

Clarifications: “Intoxicated” means under the influence of alcohol or other drugs so that there is an impaired condition of thought and action and the loss of normal control of a person’s faculties. In the absence of detection devices, such as breathalyzer, etc., observation of behavior by those bringing the charges will be considered grounds for charges.

## DRUGS

**Policy 15a. Known Presence:** If a student is present when others violate a drug policy, it is a violation of this policy, unless the student avoids involvement by following the procedures outlined in *The Source*.

**Policy 15b. Drugs:** The use or possession of any drug paraphernalia, except as permitted by law.

Clarification: Bongs, hookahs, and other similar devices are not permitted.

**Policy 15c. Drug Paraphernalia:** The use or possession of any drug paraphernalia, except as permitted by law.

Clarification: Bongs, hookahs, and other similar devices are not permitted.

**Policy 15d. Dealing Drugs:** The manufacture, sale, delivery, or transfer of any narcotic, hallucinogen, or other drug, or financing the above, except as permitted by law.



# SECURITY AND FIRE SAFETY REPORT

**Policy 15e. Dealing Drug Paraphernalia:** The manufacture, sale, delivery or transfer of any drug paraphernalia, or financing the above, except as permitted by law.

Clarification: Because of the wide range of differing opinions regarding the accuracy or reliability of drug tests, they are not taken into consideration at conduct hearings.

**Policy 15f. Public Intoxication:** It is a violation of State of Indiana law for a person to be in a public place or a place of public resort in a state of intoxication caused by the person's use of alcohol or a controlled substance.

## Education

### Regulation Statement

"The Drug-Free Schools and Campuses Regulation" require an Institution of Higher Education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding." –[The U.S. Department of Education High Education Center for Alcohol and Other Drug Abuse and Violence Prevention.](#)

### Report Created and Reviewed by the following:

This review is completed by Alcohol and Drug Prevention Coordinator at Manchester University and reviewed with the help of the VP of Student Life, University Safety, Residential Life, Counseling Services, and Health Services.

### Alcohol and Drug Prevention efforts

Manchester University communicates expectations regarding drug and alcohol use through our MU Source for students, education for staff and students, and programming throughout the academic year.

The "Alcohol and Drug Prevention Committee" was formed in 2006 after first applying for and not receiving the NCAA CHOICES grant. The University sought to have a common message on the campus regarding drug and alcohol use and prevention of abuse. In addition, the goal was to assure that the efforts for the prevention were broader than one particular department. The committee currently has representation from Student Life. The following specific areas are represented: Counseling Services, Student Success, Student Career leadership, Student Conduct staff, University Safety, and an athletic liaison. The chair of this committee is the Alcohol and Drug Prevention Coordinator.

The committee meets monthly during the academic year and discusses drug and alcohol issues such as current trends, specific concerns at Manchester University, and effective intervention to assure the safety and success of Manchester University students.

### Counseling/Intervention Services:

It is the goal of the University to offer pathways to repair harm when found in violation of the University's drug and alcohol policies. These pathways typically involve education, awareness, and an opportunity to explore their choices through Motivational Interviewing. The University recognizes our limitations in terms of services and/or the ability to inspire a student to acknowledge drug or alcohol abuse or addiction problems; however, we do seek to make students aware and assist those who desire additional services.

A student referred through our Restorative Justice program meets one to one with a member of the counseling staff for a structured interview. A contract is signed which explains expectations and consequences if expectations are not fulfilled. The student also talks about the situation which generated the referral and is instructed how to access and complete the on-line course. This course is purchased through 3rd Millennium Classrooms and was created for college students and recommended through NASPA. After completion of the on-line course and Personal Reflection questions, the student meets again with the staff person to process reactions to the course and responses to the questions.



# SECURITY AND FIRE SAFETY REPORT

Students at any time may self-refer to counseling services to receive counseling and/or a referral to community counseling services to address drug and/or alcohol services. Information is available to students, faculty and staff regarding local AA meetings and Al-Anon meetings

## Medical Amnesty

Individuals seeking medical attention for themselves or those students who assist in obtaining medical attention for another person due to their own level of intoxication that reasonably appears to create serious and immediate risk to the individual will not have disciplinary charges pursued against them for violations of the Alcohol Policy of the Code of Conduct.

Appropriate procedures must be followed in order to qualify for this exemption. For more details on the policy and procedure, please visit: [www.manchester.edu/osd/medical\\_amnesty](http://www.manchester.edu/osd/medical_amnesty).

Indiana Lifeline Law-IC 7.1-5-1-6.5

Sec. 6.5. (a) A law enforcement officer may not take a person into custody based solely on the commission of an offense involving alcohol described in subsection (b) if the law enforcement officer, after making a reasonable determination and considering the facts and surrounding circumstances, reasonably believes that all of the following apply:

- (1) The law enforcement officer has contact with the person because the person:
  - a. Either:
    - i. Requested emergency medical assistance; or
    - ii. Acted in concert with another person who requested emergency medical assistance; for an individual who reasonably appeared to be in need of medical assistance;
  - b. Is the victim of a reported sex offense (as defined in IC 11-8-8-5.2); or
  - c. Witnessed and reported what the person reasonably believed to be a crime.
- (2) The person described in subdivision (1)(A), (1)(B), or (1)(C):
  - a. Provided:
    - i. The person's full name; and
    - ii. Any other relevant information requested by the law enforcement officer; and
  - b. In the case of a person described in subdivision (1)(A):
    - i. Remained at the scene with the individual who reasonably appeared to be in need of medical assistance until emergency medical assistance arrived; and
    - ii. Cooperated with emergency medical assistance personnel and law enforcement officers at the scene.
- (3) A person who meets the criteria of subsection (a)(1) and (a)(2) is immune from criminal prosecution for an offense under:
  - a. Section 3 of this chapter if the offense involved a state of intoxication caused by the person's use of alcohol;
  - b. Section 6 of this chapter if the offense involved the person being, or becoming, intoxicated as a result of the person's use of alcohol; and
  - c. IC 7.1-5-7-7.
- (4) A person may not initiate or maintain an action against a law enforcement officer based on the officer's compliance or failure to comply with this section.

*As added by P.L.93-2012, SEC.4. Amended by P.L.156-2014, SEC.2.*

**MU STANDARD** Manchester University expects students to show, such respect for order, morality, personal integrity and the rights of others as is identified of good citizens both within and outside the University. Failure to do this may be sufficient cause for removal from the University.

**WHAT IS THE MU STANDARD?** The MU Standard is an aspirational statement of Manchester's ideal of moral and civic community. Manchester translates the core values into aspirational learning goals for all Spartans: Integrity, Faith, Learning, Diversity, Community, and Service. Students will respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity and expression, or socioeconomic status. Students will uphold the integrity of the university as a community of scholars in which free speech is available to all and



# SECURITY AND FIRE SAFETY REPORT

intellectual honesty is demanded of all. Students will comply with University policies, state, and federal law. For the purposes of clarity, students should be aware and are subject to restorative justice at Manchester University for acts of misconduct including but not limited to:

- Violation of University policy
- Violation of a specific University directive
- Violation of an applicable state or federal law
- Physical assault
- Theft of property or services
- Vandalism/Destruction of property
- Threats (verbal or online)
- Hazing
- Hate crimes
- Alcohol- and drug-related violations, including driving under the influence
- Intentional or reckless property damage
- Seeking a University benefit to which a student is not entitled
- Falsifying a document
- Impersonating another
- Computer violations
- Knowingly or recklessly exposing others to significant danger
- Upholding the University values and mission

**OUTCOMES FOR VIOLATING THE MU STANDARD** Manchester University assess the violation of each standard in order to develop outcomes with each student to help repair harm for the individual in the community. Outcomes range from formal warning, counseling, and community service to expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense and precedent in similar cases when considering upon outcomes and repairing harm.

## RESTORATIVE JUSTICE PROCESS

Manchester University believes in the infinite worth of each individual and the improvement of the human condition. Restorative Justice (“RJ”) allows for fair process with engagement, explanation, and expectation of clarity, which allows growth in mindset, and maturity of a student while provided with opportunity to learn from mistakes. It will encourage students to take responsibility by holding them accountable for their actions including repairing harm. Finally, it will enable the restoration of an individual in the community. The restorative justice approach supports each member(s) of the community while they repair harm. At times, it becomes necessary for the University to intervene. In the event that an individual or group of community members chooses to violate University standards, values, or behavioral expectations, they can expect to participate in a restorative justice process. This process may include one of the following possibilities: 1:1 In minor behavior violation situations, Restorative Justice Coordinator or Student Life designee(s) may meet with the individual(s) involved and attempt to resolve the situation. This may result in an agreement, a mediation, referral for counseling, or creative sanction.

## The University Hearing Panel

University Hearing Panel is composed of three (3) full-time members of University Staff and Faculty. The University Hearing Panel will hear cases when the content of the behavior is such that it is prudent for faculty/staff to hear the complaint. Panels are appointed to hear specific cases by Restorative Justice Coordinator or Student Life designee(s).

## PATHWAYS TO REPAIRING HARM

Upon the determination of a violation, each student participates in the development of a Memorandum of Understanding (MOU) with steps to repair harm for the individual in the community. Pathways may include but not limited to assessment, counseling, community service, mediation, education development, and suspension/expulsion. Pathways are developed with each hearing body. Each pathway is developed to ensure a understanding of the impact of violating the MU Standard and the willingness of an individual to accept responsibility for actions. Each MOU is monitored by the Restorative Justice Coordinator for compliance, non-compliance will result in student account holds. \*\*\*\*\*Should the behavior of a student be deemed counter to the education process, and/or harmful or dangerous to other students/ faculty/staff, University reserves the right to remove that student from particular settings related University (i.e. the institution, a class, a team, or a residence or social participation) pending the outcome of the disciplinary process.\*\*\*\*\*



# SECURITY AND FIRE SAFETY REPORT

## **Substance Abuse Policy from the Manchester University Employee Handbook**

The University has a duty to provide a safe working environment for its employees. Each employee has a corresponding duty to his/her co-workers and to Manchester University students to deliver services in a safe and conscientious manner. To help ensure that these responsibilities are fulfilled, employees must work free from the effects of performance-impairing substances (including illicit drugs, hallucinogens, herein called “Controlled Substances” and their metabolites, and alcohol).

Any employee of Manchester University who uses Controlled Substances or improperly consumes alcohol while working or while conducting business on behalf of the University, or who attempts to work while under the influence of same, potentially endangers themselves as well as co-workers. For purposes of this policy, “under the influence” means the employee tested positive for Controlled Substances and/or has a blood-alcohol level at/or above 0.05. Possession, manufacture, distribution, dispensation or sale, use, consumption or being under the influence of Controlled Substances while on the University campus (including parking lots) or while on University business is strictly prohibited. Working while under the influence of alcohol is likewise prohibited.

All employees are required to notify the director of human resources of any drug- or alcohol-related conviction(s) no later than five days after such a conviction.

Prescription drugs also may affect performance and behavior. Accordingly, they must be used only in the manner, combinations and quantities in which they are prescribed, and only by the individual for whom they are prescribed. Any employee using prescription drugs that may affect his/her job performance or behavior must discuss his/her job requirements with the prescribing physician, and, if advised by the physician, discuss the matter with his/her supervisor.

Violation of this policy will result in corrective action, up to and including discharge, and may result in legal prosecution.

## **Testing for Controlled Substances and/or Alcohol**

### **Reasonable Suspicion**

The University reserves the right to require an employee to undergo an immediate alcohol and/or drug test when/where reasonable suspicion exists that the employee is under the influence of alcohol or Controlled Substances when reporting to work or when acting within the scope and course of employment. Reasonable Suspicion includes, but is not limited to, the following:

- Observation by a supervisor, manager or other leader of an on-duty employee behaving in a manner that suggests the employee might be under the influence of alcohol or Controlled Substances;
- Violations of safety rules or procedures that could potentially jeopardize the wellbeing of employees, students, or the public, or result in an accident;
- Information from other observers regarding use or possession; or
- Any work-related accident that requires first aid from a professional provider or results in property damage.

### **Random Testing**

The University also reserves the right to require random testing for a reasonable length of time as part of a last-chance agreement.

Any employee who refuses a University request to submit, or fails to submit, to such testing will be subject to corrective action up to and including discharge. Testing will be conducted and test results will be maintained with concern for the personal privacy of the employee.

## **Searches**

When there is Reasonable Suspicion that an employee is in violation of the Substance Abuse Policy, the University, at its discretion, may request the employee to empty his or her pockets, and may conduct a search of the employee’s onsite property. Such property includes, but is not limited to, University-owned vehicles, desks, containers, files or lockers. Also subject to search are any vehicles, packages, purses, briefcases, lunch boxes or other containers brought onto the campus (including parking lots) by employees. Discovery of controlled substances, violations of this policy, or a refusal to allow a search, will subject the employee to corrective action up to and including discharge.



# SECURITY AND FIRE SAFETY REPORT

## Employee Assistance for Substance Abuse

### Voluntary Referral

The University recognizes alcohol and drug dependency as major health and behavior problems and is prepared to offer assistance if requested. Any employee who suspects he or she has developed an addiction to, dependence upon, or a problem with alcohol or drugs (legal or illegal) is encouraged to seek assistance through his or her immediate supervisor, the Office of Human Resources or the Employee Assistance Plan. In-patient and outpatient programs are available, with insurance benefits in many instances. Requests for assistance will be treated confidentially.

### Mandatory Referrals

Any member of the leadership team who recognizes or suspects that an employee may need professional help for substance abuse may confidentially refer the employee to the Office of Human Resources or the Employee Assistance Plan.

### Terms of Assistance

Mandatory referrals to substance abuse treatment will not jeopardize an employee's position as long as the University's expectations are met. Any employee who is abusing drugs or alcohol may request outpatient treatment or, upon request, be granted a personal leave of absence to undertake inpatient rehabilitation treatment. The employee will be permitted to return to work from in-patient treatment only after completion of the rehabilitation program is certified.

The University reserves the right to require random drug and/or alcohol testing for an appropriate length of time following return to work. It is the employee's responsibility to comply and cooperate with the prescribed treatment. Refusal to accept diagnosis or treatment, or leaving a rehabilitation program before being released will be handled as any other situation that adversely affects job performance. Employees returning to work from mandatory referral will return only under the terms of a Last Chance Agreement satisfactory to the University.

## BIAS-RELATED INCIDENT POLICY

A bias-related incident is any deliberate act or attempt to injure, harm or harass an individual or group because of the person or group's gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, or any other legally protected status or because the alleged perpetrator perceives that the other person or group has one or more of these characteristics. Such behavior includes acts or attempts that may pose physical or psychological harm or threat to individuals or groups.

The United States Congress has defined a hate crime as a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin or sexual orientation." Hate itself is not a crime—and the federal government is mindful of protecting freedom of speech and other civil liberties.

Bias related incidents and hate crimes both involve behavior that is motivated by bias. However, it is important to note the distinction between the two. Hate crimes include a definable crime, such as: threats of violence, property damage, personal injury and other illegal conduct. A hate crime is an infraction of the law and will be addressed accordingly.

A bias-related incident can be a violation of this policy but may not rise to the level of a hate crime, but all hate crimes are bias related-incidents. All incidents should be reported in order to determine the level and type of offense, to support the affected person(s) or group, to mitigate subsequent incidents by raising awareness of the offense, to develop an educational response and to activate appropriate campus review and judicial processes when necessary to address individual or group behavior.

### **How to report a bias incident**

If you have observed or experienced a bias incident, you are encouraged to contact a faculty or staff member with whom you are comfortable, report it at the Report It! Page, or call one of the following offices:

- University Safety (260) 982-5999
- Counseling Center (260) 982-5888
- Human Resources (260) 982-5288



# SECURITY AND FIRE SAFETY REPORT

- Multicultural Affairs (260) 982-5423
- Residential Life (260) 982-5250
- Student Life (260) 982-5132

## **What happens if you report a bias incident?**

Once a report has been received, the Bias Incident Response Team will communicate and review the facts promptly with the reporter and will offer services related to safety, counseling or other supports that may be appropriate.

The Bias Incident Response Team will promptly document the report of the incident (i.e. who, what, when, where). Additionally, those directly concerned with the incident should take steps to retain any physical evidence.

The reporter will be assured that their physical and emotional needs are important and appropriate actions will be taken (i.e. possible relocation, academic accommodations, counseling, etc.) by appropriate Manchester staff.

The Bias Incident Response Team (Human Resources, Student Life, Conduct) will review Bi-weekly reports of reported incidents. This team will meet regularly to review information available regarding report-biased incidents and implement strategies to educate and/or engage the campus community as appropriate. The Bias Incident Response Team does not take the place of frontline staff that may be dealing with student concerns. The work of the Team is both preventative and responsive. In addition, counseling services are available to anyone that would like the support. Human Resources may be included when the reporter is a faculty or staff member. When appropriate, enhanced safety measures (patrols, surveillance etc.) will be promptly initiated and directed by University Safety.

## **HARASSMENT**

### **Application**

Manchester University seeks to provide an environment free of any behavior constituting harassment as defined below as well as by civil or criminal law applicable to Manchester University. Manchester University invites students, faculty and staff to join in fostering an environment of mutual respect.

### **Definition**

Manchester University defines Harassment as the systematic or continued unwelcome actions of one party or a group, including threats and demands, interpersonal conduct or comments—written, spoken or transmitted electronically—which would be offensive to a reasonable person, for reasons including but not limited to their race, color, national origin, ancestry, sex, sexual orientation, gender identity, or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other legally protected category. Similarly, any form of intentional behavior that a reasonable person would find threatening or intimidating because they are in a protected category constitutes harassment. (Sexual harassment is specifically addressed below.) Such acts can create a hostile or intimidating work or educational environment that not only damage the process of teaching and learning, but also violate the integrity of the university. Manchester University affirms that it values both freedom of speech and appreciation of diversity. MU understands the fundamental importance of the open and free exchange of ideas and opinions and does not wish to limit or abridge those exchanges. It recognizes that conflicts may arise between freedom of speech and the right of individuals to be free from harassment and statements or dissemination of opinion will be made with a proper regard for the protection of individual rights, religious and moral convictions and academic freedom and advocacy.

## **SEXUAL HARASSMENT**

### **What is sexual Harassment?**

Sexual harassment is a form of sex discrimination involving inappropriate introduction of sexual activities, stereotypes, or comments into the learning, living or working environment. Often, sexual harassment involves individuals in relationships of unequal power that contain elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting academic, social or work benefits.

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also may involve individuals making



# SECURITY AND FIRE SAFETY REPORT

inappropriate sexual advances or repeated verbal remarks or suggestions having a harmful effect on a person's ability to study, work or otherwise function in the campus setting.

Any of the following constitute sexual harassment:

1. Explicit or implicit promises of rewards for cooperation through misuse of institutional authority, for example, to affect a subordinate's admission or employment, academic or professional advancement, financial aid or salary, grades or performance ratings, graduation or tenure
2. Explicit or implicit threats of punishment for noncooperation through misuse of institutional authority, for example, to affect a subordinate's admission or employment, academic or professional advancement, financial aid or salary, grades or performance ratings, graduation or tenure
3. Intimidation through sexual harassment that creates a hostile or offensive environment, interferes with an individual's scholastic or work performance, prevents an individual's full enjoyment of educational, professional, social opportunities, or induces stress, anxiety, fear or sickness on the part of the harassed person
4. Activities such as comments repeatedly emphasizing the sexuality or sexual identity of individual, persistent requests for social-sexual encounters or favors, or unwanted physical contacts

## What happens if I report sexual harassment?

University Safety Office will contact you to fill out a statement. All staff are trained to advise you about your options regarding immediate counseling and/or pursuing police and University Conduct System. Filing a statement does not necessitate pursuing police or University Conduct System involvement.

## TITLE IX SEXUAL HARASSMENT POLICY

### INTRODUCTION

Members of the Manchester University Community have the right to be free from all forms of Sexual Harassment which impede the realization of the University's mission respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition. All members of the University Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, Manchester University does not discriminate based on sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination based on sex — including pregnancy discrimination and Sexual Harassment — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Sexual Harassment is defined broadly under this Sexual Harassment Policy (Policy). Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

Manchester University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of Students, employees, and other members of the University Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed equally

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES & THORNBURG  
Updated: 8/4/2020



# SECURITY AND FIRE SAFETY REPORT

serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the Complainant and the Respondent.

## DEFINITIONS

The following terms and definitions apply to this Policy.

### Actual Knowledge

Notice of Sexual Harassment or allegations of Sexual Harassment to a University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the University with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a Student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator.

Examples of an Employee with authority to institute corrective measures on behalf of the University include the following identified members of the Manchester University Community: President, Vice Presidents, and Vice President for facilities and auxiliary services, Dean for Pharmacy, Director of Athletics, Director of Human Resources and Title IX Coordinator.

### Appointee

An individual deemed to have an affiliation with the university in a non-compensatory capacity as designated in the applicable Human Resources Information System.

### Child Molesting

A person at least 18 years of age who, with a child under 14 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for sexually gratifying either person.

### Complainant

Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the university, and regardless of whether that person is a member of the University Community.

### Consent

Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity.
- B. Consent may be withdrawn at any time.
- C. Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes "blanket" Consent (i.e., permission in advance for any/all actions at a later time/place).
- D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.).
  - i. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES& THORNBURG  
Updated: 8/4/2020



# SECURITY AND FIRE SAFETY REPORT

- ii. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.
  - iii. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- E. It is the obligation of the person initiating the sexual activity to obtain Consent.
  - F. An individual cannot Consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or whom a supervisory or disciplinary authority coerces.
    - i. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person.
    - ii. Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.
  - G. A person who does not want to Consent to sex is not required to resist or verbally object.
  - H. Withdrawal of Consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e. crying, pulling away, and pushing away, not actively participating, laying there, uncomfortable or upset facial expression).
  - I. An individual who has not reached the legal age of Consent under applicable law may not give consent.

## 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:
  - i. The length of the relationship
  - ii. The type of relationship
  - iii. The frequency of interaction between the persons involved in the relationship

## Decision Maker

The administrator(s) who oversee(s) any hearing or appeal, which takes place as part of the formal resolution process.

## Domestic Violence

Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the Complainant's current or former spouse or intimate partner, a person with whom the Complainant shares a child in common, a person who is or has cohabitated with the Complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for Domestic Violence pursuant to this policy.

## Formal Complaint

A complaint filed by the Complainant or the University that triggers the University's full investigation and hearing process under Title IX.

## Investigator

An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

## Mandated Reporter

Mandated Reporter identifies any Manchester University employee who has a mandate to report incidents of Sexual Harassment to the Title IX Coordinator. Examples of Mandated Reporters include deans, associate deans, vice presidents,

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES & THORNBURG  
Updated: 8/4/2020



# SECURITY AND FIRE SAFETY REPORT

coaches, Title IX coordinator and deputy coordinators, hall directors, resident assistants, human resources staff, campus safety officers, staff, faculty members, and administrators.

## Respondent

Any member of the University Community who is reported to have engaged in conduct prohibited by this policy.

## Retaliation

Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.

## Sexual Harassment

- A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

All such acts constitute of Sexual Harassment under this policy.

## Sexual Violence

Sexual acts perpetrated without Consent.

## Sexual Assault

Non-Consensual Sexual Contact and Non-Consensual Sexual Penetration

### Non-Consensual Sexual Contact

Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without Consent and/or by force or coercion.

Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts or object, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

### Non-Consensual Sexual penetration

Any sexual penetration, however slight, with any body part or object, by any individual upon another that is without Consent and/or by force or coercion.

Sexual penetration includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.

### Sexual Exploitation(s)

Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited. Examples of Sexual Exploitation include, but are not limited to:

- A. Engaging in voyeurism;
- B. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES& THORNBURG  
Updated: 8/4/2020



# SECURITY AND FIRE SAFETY REPORT

- C. Going beyond the boundaries of Consent (e.g., letting others hide in a closet to watch you having consensual sex);
- D. Invasion of sexual privacy;
- E. Knowingly transmitting a sexually transmitted infection (STI) to another;
- F. Non-consensual pictures, video-, or audio-recording of sexual activity, or the nonconsensual distribution of such material;
- G. Possession, use, and/or distribution of alcohol or other drug (e.g., Xanax, Ambien, Benadryl, Rohypnol (“Roofies”), Ketamine, GHB, etc.) for the purpose of engaging in or facilitating any activity prohibited under this policy;
- H. Prostituting another.

## **Sexual Misconduct with a Minor**

A person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

## **Stalking**

A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the Complainant to fear for their own or others’ safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant’s property.

## **Student**

An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the university to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the university; “Student” also includes registered Student organizations. A Student organization remains a “Student” for purposes of this policy for one calendar year following the expiration of the organization’s most recent registration.

- i. The university reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.

## **Title IX Coordinator**

The designated university official with primary responsibility for coordinating the university’s compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the university responds appropriately, effectively, and equitably to all Title IX issues.

## **University Community**

Manchester University faculty, staff, Students, student employees, graduate associates, Appointees, volunteers, suppliers/contractors, and visitors.

## **POLICY**

- I. SCOPE
  - A. Medium
    - i. This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES& THORNBURG  
Updated: 8/4/2020



# SECURITY AND FIRE SAFETY REPORT

- B. Jurisdiction
  - i. Manchester University has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The University must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.
  - ii. The University's disciplinary response may be limited if the Respondent is a visitor or other third party or is not subject to the University's jurisdiction.
- C. Location
  - i. This policy applies to alleged Sexual Harassment that takes place in a University's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the University exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.
  - ii. This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a Student organization that is officially recognized by the University.
  - iii. This policy applies to alleged Sexual Harassment that occurs during off-campus, Study Abroad, Study-away, May or January term travel programing outside of the United States.
  - iv. In situations not covered above, but where the Sexual Harassment undermines the security of the University Community or the integrity of the educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.
- D. This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of Manchester University who exercise their legitimate First Amendment rights.
- E. Policy Maintenance
  - i. Manchester University and the Title IX Coordinator manage this policy.
  - ii. This policy and the associated procedures will be revised by Manchester University.

## II. RECEIVING SUPPORTIVE MEASURES

- A. Members of the Manchester University Community impacted by Sexual Harassment are encouraged request supportive measures. Upon submission of a report to the Title IX Coordinator, supported measures will be utilized.

## III. EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

- A. Manchester University designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the University.
- B. The following employees have been designated by the University as having the authority to initiate corrective measure on its behalf: :
  - i. Title IX Coordinator  
Ali Goetcheus
  - ii. President of University  
Dave McFadden



# SECURITY AND FIRE SAFETY REPORT

- iii. Vice Presidents
    - Dr. Celia Cook-Huffman, Vice President for Academic Affairs
    - Melanie Harmon, Vice President for Advancement
    - Dr. Lea Jonson, Vice President for Health Science Initiatives
    - Ryon Kaopuki, Vice President for Enrollment and Marketing
    - Dr. Abby Van Velerah, Vice President for Student Life
    - Clair W. Knapp, Chief Business Officer and Vice President for Finance
  - iv. Assistant Vice President for Facilities and Auxiliary Services
    - Alexis Young, Assistant Vice President for Facilities and Auxiliary Services
  - v. Dean of Pharmacy Program
    - W. Thomas Smith, Pharm.D., J.D. Dean of Pharmacy Programs and Professor of Pharmaceutical Sciences
  - vi. Director of Human Resources
    - Brandee Estes
  - vii. Director of Athletics
    - Rick Espeset
- C. When one of the above employees learns of alleged sexual harassment, that employee should contact the Title IX Coordinator in the student life division as soon as possible. Submission can be made through the Report IT button located on the bottom of Manchester University Webpages.

Ali Goetcheus  
Title IX Coordinator  
Director of Conduct  
Chinworth Center  
aigoetches@manchester.edu  
260-982-5721

- D. Employees may have additional reporting obligations provided by law and/or other University policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

## IV. EMPLOYEE DUTY TO REPORT

*All University employees have reporting responsibilities to ensure the University can take appropriate action.*

- A. All University employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a disclosure of Sexual Assault or becomes aware of information that would lead a reasonable person to believe that a Sexual Assault may have occurred involving anyone covered under this policy, must report all known information immediately.
- B. In addition to the requirement of reporting incidents of Sexual Assault, the following members of the University Community have an additional obligation to report all other incidents of Sexual Harassment, when they receive a disclosure of Sexual Harassment or become aware of information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy. These individuals must report the incident within five workdays of becoming aware of such information:
  - i. Executive officers;
  - ii. Deans, directors, department heads/chairs (including those serving in assistant or associate roles);



# SECURITY AND FIRE SAFETY REPORT

- iii. Graduate and undergraduate chairs;
  - iv. Supervisors who have hiring or firing power over at least three employees who are not Student or post-doc employees;
  - v. Faculty and staff who serve as advisors to or coaches of University-recognized Student groups;
  - vi. Any individual, whether an employee or not, who serves as a coach of a club sports team;
  - vii. All individuals, including Student-employees (such as Resident Advisors) working in Student Life, the Division of Public Safety and Security, Intercollegiate Athletics, and Office of Equity, except those who serve in non-supervisory positions in dining services, clerical, or custodial/maintenance capacities;
  - viii. Campus Security Authorities designed by the University under the Celery Act not otherwise specified in this provision; and
  - ix. Individuals serving in any of the positions described above on an acting or interim basis.
- C. Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the University:
- i. At public survivor support events including, but not limited to: “Take Back the Night,” candlelight vigils, protests, and survivor speak-outs;
  - ii. To Student-employees when they are operating outside of their official work capacity; or
  - iii. During an individuals’ participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.
- D. Employees with a duty to report should refer to the chart in Reporting Allegations of Sexual Harassment. Contacting the Title IX Coordinator in the Student Life Division to share all known information will satisfy the employee duty to report.
- E. Employees may have additional reporting obligations provided by law and/or other University policies.
- F. The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the University as a confidential reporter:
- i. Professional and pastoral counselors
    - a) A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the University Community and who is functioning within the scope of that license or certification and their university employment.
      - 1. This definition applies even to professional counselors who are not employees of the university but are under contract to provide counseling at the university.
      - 2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the university).
    - b) A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the university.
      - 1. In this context, a pastor or priest who is functioning as an athletic director or as a Student advocate would not be exempt from the reporting obligations.
  - ii. Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their university employment.
    - a) For example, a physician with a dual appointment as a clinician and professor would be required to report instances of Sexual Harassment of which they become aware in the scope of their employment as a professor, but must keep such information confidential and privileged if learned in the scope of their duties as a physician unless there is a mandatory reporting requirement under state law.



# SECURITY AND FIRE SAFETY REPORT

- G. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

## V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

- A. Any person may report sexual harassment. By way example, this includes:
  - i. Students
  - ii. Employees
  - iii. Parents
  - iv. Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- B. Reports can be made to the Title IX Coordinator in the following ways:
  - i. In-Person: Chinworth Building, Student Life Office
  - ii. Virtually: Manchester University Microsoft Teams/Manchester University Zoom
  - iii. ReportIT: <http://forms.manchester.edu/title9>
  - iv. Phone: 260-982-5721
  - v. Email: [aigoetcheus@manchester.edu](mailto:aigoetcheus@manchester.edu)
- C. Making a report to Manchester University and to law enforcement are mutually exclusive events. Making a report to the University does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the University. However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.

Agency	Contact Information
<b>University Safety North Manchester Campus</b>	Ext. 5999 260-982-5999 Address: Clark Computer Center
<b>North Manchester Police Department</b>	911 Address: 709 W Main St, North Manchester, IN 46962 Non-Emergency-Phone: (260) 982-855
<b>Fort Wayne Campus/Parkview Security</b>	260-266-1800
<b>Fort Wayne Police Department</b>	911 Address: 1 E Main St 108, Fort Wayne, IN 46803 Non-Emergency-Phone: (260) 427-1222

## VI. CONFIDENTIALITY AND PRIVACY

- A. Manchester University recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions, or when the University is required to provide information under the law.
- B. If an incident is disclosed or reported to the University and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the University prohibits Retaliation and explain the steps the University will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the University can honor the request while still providing a safe and nondiscriminatory environment.



# SECURITY AND FIRE SAFETY REPORT

- C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the University proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.
- D. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

## VII. RETALIATION

- A. University policy and law prohibit retaliation. Manchester University will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.
- B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a Student, independent of the merits of the underlying allegation.
- C. Allegations of Retaliation should be reported to the Title IX Coordinator.

## VIII. INVESTIGATION AND RESOLUTION OPTIONS

- A. Initial Assessment
  - i. The Student Life Division reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.
  - ii. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.
- B. Informal Resolution
  - i. Informal resolution may be utilized in some circumstances if the University deems appropriate and both parties agree to it.
- C. Investigative Resolution

The Student Life Division, Title IX Team may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

## IX. REMEDIES

- A. When the University makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.
- B. Corrective Actions/Sanctions
  - i. When the Respondent is a Student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
  - ii. When the Respondent is an employee, corrective actions may be taken pursuant to the [Corrective Action/Termination Policy], [Student Employment Policy], and/or [Faculty Rules]. Disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.



# SECURITY AND FIRE SAFETY REPORT

- iii. Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a Student employee who is dismissed from the university may also be subject to termination or other corrective actions.
- C. Any corrective actions or sanctions will not take effect until any appeals have been completed.
- D. Interim Supportive Measures
  - i. Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the University's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:
    - a. No contact directives;
    - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
    - c. Referral to campus safety for increased safety measures, safety escorts, timely warnings;
    - d. Academic support including extensions of time and other course-related adjustments;
    - e. Modification of work or class schedules;
    - f. Change in work or housing locations;
    - g. Change in reporting relationship;
    - h. Consideration of leave requests;
    - i. Assistance with academic petitions; and
    - j. Any other measure deemed appropriate by Title IX Coordinator
  - ii. During the period of any investigation, a Respondent can be put on administrative leave if they are an employee of the University. If the Respondent is a Student of the University, they may be removed from educational activities following an individualized safety and risk analysis determines that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.
  - iii. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other University employees with a need to know.
  - iv. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.
- E. Other Remedial Measures
  - i. When the university is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the university may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.
  - ii. Remedial measures may include and are not limited to:
    - a. Providing training on Sexual Harassment;
    - b. Increasing security in a designated space;
    - c. Changing policy or procedure; and
    - d. Conducting climate checks.



# SECURITY AND FIRE SAFETY REPORT

## X. FALSE ALLEGATIONS

- A. It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.
- B. The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

## XI. PROCESS ABUSE

- A. No member of Manchester University Community may:
  - i. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
  - ii. Make, in bad faith, materially false statements in or related to a process covered by this policy;
  - iii. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
  - iv. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

## XII. TRAINING

- A. All faculty, staff, Student employees, graduate associates, and Students are required to take annual Sexual Harassment training as directed by the university. Manchester University monitors compliance, and records completion.
- B. Non-Compliance for Employees in Sexual Harassment training may result in corrective action.
- C. Non-compliance for Students in Sexual Harassment training will be submitted to the restorative justice team for conduct intervention.

## PROCEDURE

### I. INITIAL ASSESSMENT

- A. Upon receiving a report, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.
- B. The Student Life Division, Title IX team reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.
- C. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.
- D. If the Complainant or the University elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten days including:
  - i. The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
  - ii. That there is a presumption of innocence in their favor;
  - iii. That all parties are entitled to an advisor of their choice;
  - iv. That all parties can inspect and review evidence; and,
  - v. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

### II. DISMISSAL OF A COMPLAINT

- A. In the event that prior to, or in the course of, an investigation, the University determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the University's educational program or activity, the investigation and Formal Complaint will be dismissed.

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES& THORNBURG  
Updated: 8/4/2020



# SECURITY AND FIRE SAFETY REPORT

Formal Complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct.

- B. The University reserves the right to dismiss the Formal Complaint and stop the investigation if:
  - i. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;
  - ii. The Respondent is no longer enrolled in or employed by the University; or
  - iii. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).
- C. If the University dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

### III. INFORMAL RESOLUTION

- A. Informal resolution may be utilized in some circumstances if a Formal Complaint is filed.
- B. The usage of an informal resolution process is limited in a number of ways:
  - i. Informal resolution is unavailable if the Respondent is an employee of the school.
  - ii. Informal resolution may only be used if any and all parties of an investigation agree to it.
- C. In all cases, the University will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the Complainant of options, including the option to begin the investigative resolution process.
- D. The University will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received special training in order to facilitate resolution of the Formal Complaint. Training records can be found on the Title IX webpage, Title IX Team.
- E. Informal resolution can take any form that the parties agree upon. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:
  - i. **Facilitated Dialogue:** A structured and facilitated conversation between two or more individuals, including, but not limited to the Complainant and the Respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.
  - ii. **Shuttle Mediation:** An indirect version of the facilitated dialogue with the Complaint and Respondent develop options or consider alternatives and endeavors to reach an agreement.
  - iii. **Circle of Accountability:** A facilitated interaction between the Respondent and University faculty and/or staff designed to provide accountability, structured support, and the creation of an educational plan.
- F. Depending on the form chosen, it may be possible for a Complainant to maintain anonymity throughout the informal resolution process.
- G. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate university individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

### IV. FORMAL RESOLUTION & HEARINGS

- A. The Student Life Division, Title IX Team may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when any party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.



# SECURITY AND FIRE SAFETY REPORT

## B. Investigation

- i. Following the filing of a Formal Complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case. A dedicated member of Title IX Team does all investigations.
- ii. Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.
- iii. Formal Complaints of sexual harassment may be consolidated where the allegations arise out of the same facts or circumstances.
- iv. During the investigation process, parties have an equitable right to:
  - a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
  - b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
  - c. Present relevant information to the Investigator, including evidence and witnesses;
  - d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
  - e. Have an advisor of their choosing, or through appointment by the University, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
  - f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- v. The University must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- vi. The University will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- vii. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- viii. Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The University must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.

## C. Hearings

- i. A Decision Maker(s) oversees all hearings. All Decision Maker(s) have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker(s).



# SECURITY AND FIRE SAFETY REPORT

- ii. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.
  - iii. The Decision Maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.
  - iv. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
  - v. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the University will provide an advisor for them.
  - vi. Questioning & Cross-Examinations
    - a. The Decision Maker(s) may question individual parties and witnesses.
    - b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party with a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker(s) are not required to be answered.
    - c. If a party or witness is, absent from the live hearing or refuses to answer cross-examination or other questions, the Decision Maker(s) may not rely on any statement of that person in reaching a determination of responsibility. The Decision Maker(s) may not draw an inference about the determination regarding responsibility based solely on a party or witness' absence from the live hearing or refusal to answer cross-examination or other questions.
  - vii. If, at any point during the hearing, the Decision Maker(s) determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
  - viii. Hearings may be conducted virtually with technology at the University's discretion. However, if either the Complainant or Respondent asks to be in separate rooms, the University must grant this request and provide appropriate technology to allow for simultaneous participation.
  - ix. All hearings will be memorialized through an audiovisual record and transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.
- D. Resolution
- i. The Decision Maker(s) will communicate his or her decision to both parties, concurrently. The Decision Maker(s) will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Decision Maker(s) will send the parties an outcome letter within ten days of the conclusion of the hearing.
  - ii. The Decision Maker(s) bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the preponderance of the evidence standard: If the evidence indicates that it is more likely than not that Respondent committed the alleged act(s), then the Respondent will be found responsible for violating this policy.
  - iii. The Decision Maker(s)'s written decision must include the following information:
    - a. Identification of the allegations potentially constituting Sexual Harassment;
    - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
    - c. Findings of fact supporting the determination;
    - d. Conclusions regarding the application of the University's code of conduct to the fact;



# SECURITY AND FIRE SAFETY REPORT

- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctioned imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided; and
- f. The procedures and permissible bases for either party to appeal.
- iv. If the Respondent is found responsible for violating this policy, the Decision Maker will consult with any appropriate university officials', depending if the respondent is a student or faculty/staff member. The in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Decision Maker(s)'s written decision.

## V. APPEALS PROCESS

- A. If either party disagrees with the outcome of the Decision Maker(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten days of receiving the Decision Maker(s)'s written decision.
- B. Appeals may be filed due to:
  - i. A procedural irregularity that affected the outcome.
  - ii. New evidence being discovered that was not reasonably available at the time of the determination or dismissal.
  - iii. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).
- C. The Assigned Appeal Decision Maker will examine all evidence in order to determine if the appeal has merit. The Assigned Appeal Decision Maker will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

## VI. RECORDKEEPING

- A. The University shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

### RESOURCES:

Campus Resources	Contact Information	Privacy Level
CARE Initiative	TBD	Confidential
	JYSC 202F	
	TBD	
	260-982-5027	
Victim Advocate	Heidi Vandermark	Confidential
	Success Center 202J	
	hvjvandermark@manchester.edu	
	260-982-5415	
University Pastor	Rebekah Houff	Confidential
	Petersime Chapel	
	rlhouff@manchester.edu	
	260-982-5243	



# SECURITY AND FIRE SAFETY REPORT

University Counseling	April White JYSC 202G adwhite@manchester.edu 260-982-5888	Confidential
North Manchester Campus Safety Fort Wayne Campus Security	260-982-5999 Clark Computer Center 260-266-1800	Non-Confidential Non-Confidential
Off Campus Resources Sexual Assault Treatment Center	Scope/Purpose Open 24 hours 1420 Kerrway Ct. Fort Wayne, IN 46805 260-423-2222	Privacy Level Confidential
Parkview Hospital ER	Wabash: Emergency Room (Open 24 Hours) 911 10 John Kissinger Dr. Wabash, IN 46992 260-563-3131	Circumstantial
	Fort Wayne: Emergency Room (Open 24 Hours) 911 11109 Parkview Plaza Dr. Fort Wayne, IN 46845	Circumstantial
North Manchester Police Dept.	911 Address: 709 W Main St North Manchester, IN 46962 Non-Emergency-Phone: (260) 982-855	Circumstantial
Fort Wayne Police Dept.	911 Address: 1 E Main St 108 Fort Wayne, IN 46803 Non-Emergency-Phone: (260) 427-1222	Circumstantial

Updated 7/30/2020

## TITLE IX TEAM

Manchester University receives annual training for all Title IX roles, which can be found on the University Title IX Webpage. The University reserves the right to interchange trained members of the Title IX team to meet the needs of each investigation. Manchester University reserves the right to contract with outside providers for roles as need is presented. The Title IX Coordinator will assign team members roles at the start of each investigation and provide written notice to all parties. Please reference the primary role of each member and contact information below:

Roles	Contact Information
Title IX Coordinator	Ali Goetcheus Student Life 260-982-5721 Aigoetcheus@manchester.edu

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES& THORNBURG  
Updated: 8/4/2020



# SECURITY AND FIRE SAFETY REPORT

Deputy Coordinator-North Manchester Campus	Tami Hoagland Athletics PERC 214 260-982-5390 TLHoagland@manchester.edu
Deputy Coordinator- Fort Wayne Campus	Tayshia Williams Human Resources Fort Wayne Campus 260-470-2702 TSWilliams@manchester.edu
Investigator	Brandee Estes Human Resources CU HR Suite 260-982-5288 bjestes@manchester.edu
Investigator	Jessica Montalvo Student Life 127E 260-470-2655 jmmontalvo@manchester.edu
Investigator	Barb Burdge Academics ACEN 214 260-982-5365 bjburdge@manchester.edu
Decision Maker/Hearing Officer	Abigail Van Vlerah Student Life Chinworth Center 260-470-5132 ALVanVlerah@manchester.edu
Appeals	Julie Knuth Administration Funderburg Library 260-982-5214 JJKnuth@manchester.edu

Updated 7/30/2020

Manchester University reserves the right to track documented changes throughout the academic year with written notice to institution parties and publication dates on the policy.

USE AND ADAPTATION OF THIS MODEL TO BARNES & THORNBURG IS PERMITTED THROUGH A LIMITED LICENSE TO MANCHESTER UNIVERSITY ALL OTHER RIGHTS RESERVED. ©2019. BARNES& THORNBURG  
Updated: 8/4/2020

## Student Education on Non-Violence Policy and Procedures

Sexual assault prevention and education at Manchester University are provided within several University programs. Through incorporating information on personal security, sexual assault, and prevention of sexual assault into a variety of existing programs, it is intended that students will be exposed to such information throughout their University careers. The primary means used to convey information regarding personal security and sexual assaults are as follows

### 1. Week of Welcome

New students and parents are provided with access to written information regarding safety and security issues on campus. Speak Culture: A prevention of sexual assault session is presented to new students who attend orientation. Information is provided to Student Orientation Leaders (SOLs) concerning sexual assault prevention and reporting, and that information is conveyed to new students via SOL group meetings and/or residence hall meetings/programs.



# SECURITY AND FIRE SAFETY REPORT

## 2. Campus Programs

Throughout the academic year, Student Life staff members offer programs and educational opportunities in response to student needs.

## 3. Resident Hall Staff Training

Because the undergraduate and professional residence hall staff is in close daily contact with the majority of students, it is likely they will receive reports of sexual assault. Information on dealing with victims, reporting options, preserving evidences and counseling resources is included in their training.

## VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The 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 (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by-

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 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.”

“Dating violence” means “violence committed by a person-

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - o The length of the relationship
  - o The type of relationship; and
  - o The frequency of interaction between the persons involved in the relationship.”

Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

## OFF CAMPUS PROTECTIVE ORDERS

### What is a protective Order?

It is an order issued by a judge that prohibits or restricts another person from engaging in certain conduct. Protective orders can prohibit another person from:

- Threatening to commit or committing an act of violence against you;
- Abusing, harassing or contacting you or a member of your household;
- Entering your property or workplace;
- Damaging your property.

The protective order can also offer other forms of economic relief including child support, maintenance, attorney fees and other costs. The judge determines the specific relief offered.

To get a protective order, you must file a petition with the court. The County Clerk’s office must provide you with the forms and clerical assistance. You do not need an attorney and no fee is required. More information is available on the Indiana Supreme Court website at [in.gov/judiciary/self-service](http://in.gov/judiciary/self-service).



# SECURITY AND FIRE SAFETY REPORT

If you are in immediate danger, a judge can grant you an emergency ex parte protection order that gives you immediate protection while the order is being processed. In some cases, a hearing will be ordered within 30 days, when the judge may approve the protective order with terms necessary to stop the violence or threats of violence.

## Frequently asked questions

- Do I need an attorney to obtain a protective order?
  - o No.
- Is there a fee to get a protective order?
  - o No.
- Can I get a protective order from any court in Indiana?
  - o In all except small claims court. The petition must be filed in the county in which you live, the abuser lives or in which the abuse occurred.
- What should I do with the order when I get it?
  - o Make copies. Keep one with you at all times. Keep a copy in your car, home, at work and at a friend's house. Follow up with the court to make sure the abuser is served (Indiana law requires that the abuser receive a copy of it).
- What should I do if the abuser violates the order?
  - o That is a crime in Indiana and the abuser can be arrested for violating it. If you don't feel safe call 911. When police arrive, show them the order; they should enforce it. Additionally, the violation of an order may also be considered civil contempt and you can request its enforcement by a judge.
- Why should I never invite the abuser to my home or initiate contact while the protective order is in effect?
  - o It is not against the law but it could expose you to danger. It can also be used against you in the court of law.
- What should I do if I move to or visit another county or state?
  - o Your Indiana protective order is valid and enforceable in every other county and state. Be sure to carry a copy with you at all times.
- Can I keep my new address secret?
  - o If you move within Indiana, you can participate in the Address Confidentiality Program. It allows you to use a post office box registered to the State Attorney General as your permanent address. For more information call 800-321-1907.
- You have the right to have a victim advocate with you in court to offer emotional support.

## NOVEMBER 2016 CARE GRANT/AND CONTINUATION GRANT CYCLE EFFECTIVE OCTOBER 2019

In November of 2016, Manchester University received a \$300,000 grant to support efforts to raise awareness about sexual assault, domestic violence, dating violence and stalking, and enhanced victim support. The three-year award allows Manchester to implement its CARE Initiative – Creating a Respectful Environment – for the North Manchester and Fort Wayne campuses. The plan dovetails with MU Title IX policies and procedures. Manchester applied for and received a continuation of the grant effective October 2019 through September 2020.

**Sexual Violence/Domestic Violence/ Stalking Programming and Training:** The CARE Initiative is an office dedicated towards intimate partner violence prevention as well prevention pertaining to violence against our community including sexual assault, dating/domestic violence and stalking. Trainings were provided to incoming students, peer educators and safety officers. Work related to supporting the LGBTQ+ community, initiatives involving the YMCA, victim assistance programming were also a part of the CARE Initiative. Sexual Assault Awareness month and Domestic Violence Awareness Campaigns were incorporated on campus as well.

## RESOURCES

Indiana Coalition Against Domestic Violence  
Toll free hotline 800-332-7385  
[www.icadvinc.org](http://www.icadvinc.org)



# SECURITY AND FIRE SAFETY REPORT

Connect2Help  
(in most areas of Indiana)  
211

National Domestic Violence Hotline  
800-799-SAFE  
www.ndvh.org

National Sexual Assault Hotline  
800-656-HOPE  
www.rainn.org

Indiana Attorney General  
317-232-6201  
www.in.gov/attorneygeneral

Center for Victim and Human Rights  
(legal assistance to file a protective order) 3  
17-610-3427  
www.cvhr.org

Hands of Hope  
A division of Family Service Society, INC  
24-hour domestic violence and sexual assault helpline  
765-664-0701 or 800-434-8973

## WEAPONS POLICY

Possession and/or the use of firearms, ammunition, or other weapons, including any dangerous article or substance with the potential to injure or discomfit a person, are prohibited. The possession on campus of any instrument that could be perceived as a dangerous and/or deadly weapon, including but not limited to knives (dagger, dirk, poniard, stiletto, switchblade, butterfly, or gravity knife), guns, airsoft, bb and pellet guns, bows and arrows, martial arts weapons, etc., is not permitted. This prohibition extends to any vehicle parked on University property and to any decor items which, though intended for display only, could be considered potentially dangerous. (University Safety must approve any exception to the above policy in advance.) For further information, refer to the policy section of *The Source*.

- Clarification A: This policy is not intended to prohibit the possession of small folding pocketknives, with a blade length of 3 inches or less, or kitchen utensils; however, if such items are used in a threatening or dangerous manner, such behavior will constitute a violation of this policy.
- Clarification B: Hunting equipment brought to the campus must be registered with and stored in the safety office.

## MISSING STUDENTS WHO RESIDE IN ON-CAMPUS HOUSING

The University has adopted a missing student notification policy for students residing in on-campus residential facilities. In addition to registering a general emergency contact, all students residing in on-campus student housing facilities have the option to annually register confidential contact information for a person to be notified by the University in the event the student is officially reported as missing. The University will ensure that all students are able to update their contact information whenever needed. These procedures and registration process are communicated to students when registering each academic year. The contact information will be confidential, accessible campus officials and law enforcement, and may not be disclosed outside a missing person investigation. If a student has identified such an individual, University Safety or Residential Life officials will notify that individual no later than 24 hours after the student is determined to be missing.

After investigating the Missing Person report, if University Safety determines that the student is missing and has been missing for more than 24 hours (regardless of whether the student has identified a contact person, is above the age of 18, or is



# SECURITY AND FIRE SAFETY REPORT

an emancipated minor), University Safety or a representative from Residential Life will notify the North Manchester Police Department or law enforcement authority with jurisdiction and the student's emergency contact no later than 24 hours after the student is determined to be missing.

If the missing person is under the age of 18 and is not an emancipated individual, University Safety or a representative from Residential Life will notify the student's custodial parent or legal guardian, the missing person contact, and the North Manchester Police Department or local law enforcement with jurisdiction immediately after University Safety has determined that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student.

In addition to the above notifications, the University will notify and involve the student's RAs, check with emergency health care providers and take all other investigative and safety actions as are appropriate under the circumstances.

The University will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

If a member of the University community has reason to believe that a student who resides in on-campus student housing is missing, they must immediately notify University Safety at (260)-982-5999 if after normal business hours. University Safety will generate a Missing Person report and initiate an investigation.

## CRIME PREVENTION EFFORTS

The Department of University Safety, in cooperation with other University departments, works to educate the campus community on sound safety practices. Safety and security-related topics are a part of programs planned for residents and hall staff throughout the year. The Department of University Safety sponsors annual crime prevention programs to student groups and resident students, including presentations on how to avoid becoming a crime victim, and self-defense programs presented by University Safety staff and other personnel. Programs and videos are also available upon request for all campus groups.

Programs that University Safety or participates in are as follows:

- Programs to encourage students to sign up to receive emergency text messages
- Q&A sessions with parents of new students, Information Fairs for new students and their parents
- Met with all new students during Fall Orientation
- Attended Activities Fairs with Q&A opportunities for students.

## STUDENT/EMPLOYEE RESPONSIBILITY

The cooperation, involvement and personal support of students and employees is crucial to University Safety. At Manchester University, we sincerely believe that "you are the key to security." Students and employees can assist with their own personal safety and the security of their belongings by taking some simple precautions:

- Do not prop open exterior doors to buildings, including residence halls.
- Lock room doors, even when leaving for short periods.
- Ask visitors to identify themselves before admitting them to your residence hall or room.
- Carry room keys at all times and never loan them to others.
- Walk in pairs, especially when going out at night.
- Park your vehicle in well-lighted areas and keep it locked at all times; valuables should be concealed.
- Secure your personal information (Social Security number, date of birth, ID number, PINs, passwords, etc.).
- Report suspicious circumstances and unusual incidents to University Safety, 260-982-5999.

## SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The following excerpt is taken from the Indiana Sheriffs' Sex Offender Registry website ([http://www.state.in.us/serv/cji\\_sor](http://www.state.in.us/serv/cji_sor)):

"Effective January 1, 2003, Zachary's Law requires sheriff departments to jointly establish and maintain the Indiana Sheriffs' Sex Offender Registry to provide detailed information about individuals who register as sex or violent offenders at Indiana sheriff departments (or, in Marion County, the Indianapolis Metropolitan Police Department). The purpose of the



# SECURITY AND FIRE SAFETY REPORT

registry is to inform the general public about the identity, location, and appearance of sex offenders and violent offenders who live, work, or study in Indiana.”

## CRIME STATISTICS

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the campus community obtained from both law enforcement and non-law enforcement sources: Local law enforcement agencies, including the North Manchester Police Department, the Wabash County Sheriff’s Department, the Kosciusko County Sheriff’s Department, the Indiana State Police, and the Indiana State Excise Police, provide University Safety with information pertaining to criminal acts and arrests that occur on or adjacent to University property. Crime statistics/reports are also obtained from the Vice President for Student Life, conduct review system coordinator, residential life staff members, athletic staff, and other members of the University community. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. All of the statistics are gathered, compiled, and reported to the University community via this publication, which is prepared by the Department of University Safety. These statistics reflect all reported allegations of criminal activity, regardless of the outcome of any conduct/criminal proceeding. As cautioned by the U.S. Department of Education, these crime statistics “...represent alleged criminal offenses reported to campus security authorities and/or local law enforcement agencies. Therefore, the data collected do not necessarily reflect prosecutions or convictions for crimes. Because some statistics are provided by non-police authorities, the data are not directly comparable to data from the FBI’s Uniform Crime Reporting System, which only collects statistics from police authorities.”



# SECURITY AND FIRE SAFETY REPORT

Criminal Offenses Reporting Table					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	3	2	0	0
	2019	2	2	0	0
	2020	1	1	0	1
FONDLING	2018	0	0	0	0
	2019	0	0	1	0
	2020	0	0	0	0
INCEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	1	1	0	0
	2019	0	0	0	0
	2020	0	0	0	0
AGGRAVATED ASSAULT	2018	1	1	0	0
	2019	0	0	0	0
	2020	0	0	0	0
BURGLARY	2018	3	3	0	0
	2019	0	0	0	0
	2020	2	2	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	1
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



# SECURITY AND FIRE SAFETY REPORT

VAWA Offenses Reporting Table					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	2	2	0	0
	2019	4	4	0	0
	2020	2	2	0	0
STALKING	2018	2	2	0	0
	2019	3	3	0	0
	2020	2	1	0	0

Arrests and Disciplinary Referrals Reporting Table					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	3	3	0	0
	2019	1	1	0	0
	2020	1	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	7	7	0	15
	2019	0	0	0	8
	2020	0	0	0	24
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	15	14	0	0
	2019	11	11	0	0
	2020	12	12	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	1	0	0	4
	2019	0	0	0	2
	2020	0	0	0	1
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	36	36	0	0
	2019	73	55	0	0
	2020	46	37	0	0



# SECURITY AND FIRE SAFETY REPORT

## HATE CRIMES

2018: No Hate Crimes Reported

2019: One on-campus Vandalism of Property incident characterized by racial bias.

2020: No Hate Crimes Reported

## UNFOUNDED CRIMES

2018: No Unfounded Crimes

2019: One Unfounded Crime

2020: No Unfounded Crimes

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations the statistics indicate the number of people referred to the University Conduct Process for possible disciplinary action for violations of those specific laws. Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime.

## GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

**On-Campus-Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building Or Property-Defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property-Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Manchester University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent



# **FIRE SAFETY**

Manchester University strives to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The Department of University Safety believes in preventative measures and a well executed action plan when needed. If you witness a fire or a dangerous situation that may result in a fire, please contact Campus Safety immediately at 260-982-5999.



# SECURITY AND FIRE SAFETY REPORT

## FIRE SAFETY GUIDELINES AND PRACTICES

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States institutions of higher education to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related statistics for on-campus student housing facilities. The following public disclosure report details all information required by this law as it relates to Manchester University.

It is the policy of Manchester University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The Department of University Safety strives to identify hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) working with the Physical Plant in conducting periodic inspections of the fire safety equipment in all buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic drills and by providing fire safety training for key personnel. All new hall directors, resident assistants, custodians, officers, and student patrol receive basic fire safety training at the beginning of the academic year, and emergency and evacuation procedures are reviewed regularly with these staff members. At the beginning of each academic year, hall staff members review evacuation procedures with new incoming resident students. Fire drills are conducted at a minimum of once per year in all residence halls, in coordination with the North Manchester Fire Department, the Office of Residential Life, and the Department of University Safety. Additional training is provided periodically, as coordinated by the Department of University Safety, in conjunction with the North Manchester Fire Department, as requested by individual departments.

## 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 rated and approved.
- Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.
- Extinguish all smoking materials properly and thoroughly.
- Never store flammable substances in your room or apartment.

## FIRE SAFETY POLICIES

**Electrical Appliances** - As a fire prevention and damage control measure, these regulations apply to the use of electrical appliances in residence halls:

- Small appliances such as radios, stereos, TVs, clocks, etc. are allowed.
- Radio and television antennas (including extension wires) may be placed in student rooms but may not extend outside the student room in any manner.
- Hair dryers, electric blankets and other small appliances may be used, provided circuits are not overloaded.
- Because of greater electrical capacity in the buildings, microwaves may be used in residents' rooms in Helman and Oakwood Halls.
- Microwaves may not be used in residents' rooms in Schwalm Halls.
- Generally, the electric appliance combined load for any one room should not exceed 600 watts.
- Areas for ironing have been provided in common use areas in the residence halls.
- Make sure the appliance is unplugged when it is not in use.
- If an extension cord is required, it MUST be a fused power strip.
- Halogen lighting systems are not permitted in any of the residence halls.
- Disregard of any part of the electrical appliance policy may lead to the confiscation of the appliance or equipment and disciplinary action. (University policy 9f and g – Electrical appliance)

**Cooking** - Preparing food is limited in student rooms, based on the residence hall. Students are allowed to use refrigerators (5 cubic feet or less), popcorn poppers, percolators and hot pots without open coils in their rooms.

When cooking, please adhere to the following safety precautions:

- Know the location of the nearest fire extinguisher.
- While using the stove, do not leave the area.
- Keep range top clear of hot pads and other combustibles.
- After using the stove, shut off all burners and oven.



# SECURITY AND FIRE SAFETY REPORT

- Keep stove and area clean.
- Do NOT put water on grease fires.
- Fire extinguishers may be used, providing that it is safe to do so.
- Before using a fire extinguisher, activate the nearest fire alarm pull station.
- Do not remain in a smoke-filled area. Smoke inhalation may be fatal.
- In case of fire, call 911 and 260-982-5999 (University Safety) immediately, even if the fire was extinguished.

**Open Flames/Fires** - Any open flames or open flame devices, or the igniting of materials, including incense and candles, constitute potential fire hazards and may not be lit in campus buildings.

- Note: Candles with a previously burnt wick are not permitted in residence halls.
- Note: Exceptions to the open flame policy may be made for religious observances, recreational fires (bonfires, cooking fires, etc.), other special events and in hall directors' apartments. Such permission must be obtained in advance from University Safety.

**Holiday Decorations** - If any decorations are deemed a hazard, they must be removed immediately. No cut evergreens may be used in campus buildings.

**Tobacco-Free Campus Policy: Manchester University is dedicated to providing and promoting a healthy and productive environment for its students, faculty, staff, and guests. This Tobacco-Free Campus Policy is consistent with that goal..**

- The use of tobacco products is prohibited on all Manchester University campuses at all times. Tobacco use includes any lighted tobacco products and/or any oral tobacco products. The prohibited areas within each of the campuses include all buildings, facilities, indoor and outdoor spaces, and grounds owned or leased by the University. This policy also applies to parking lots, sports venues, University vehicles and private vehicles parked on University property. Persistent violators of this policy will be addressed as a conduct issue for students.

**Fireworks/Incendiary Devices** - Possession and/or use of fireworks, incendiary devices, and other types of explosives is prohibited.

**Door Blocking/Propping** - The blocking or propping of fire doors or outside doors, or otherwise interfering with the closing or locking devices on doors or windows necessary for the security of University buildings, is not permitted.

**Disregarding Alarms** - Disregard or refusal to obey tornado warnings and/or fire alarms/drills and procedures is a violation of University policy.

**Tampering With Fire Safety Equipment** - Tampering with fire and safety equipment (including smoke detectors and pull stations) is a violation of State law and University policy.

**False Reporting** - Knowingly initiating or circulating a false report or warning of an impending bombing, fire alarm, activating campus emergency phones, placing false 911 calls, or other such calamity is a violation of both State law and University policy.

## FIRE EMERGENCY PLAN

In Case of Fire or Smoke -

- DO NOT PANIC. Remain calm.
- If the room is smoky, get on hands and knees (or stomach) and crawl to the door.
- Feel the door and doorknob, if either the door or knob is HOT, do NOT open. Take towels, preferably wet, and place them against the door opening. If the door and knob are cool, open door slowly.
- Close the room door as you leave.
- If the alarm has not sounded, activate nearest pull station as you exit.
- Do NOT use any elevators.
- Do NOT prop open the door to the exit staircase.
- Hang onto the handrail and walk DOWN the exit staircase.
- As you exit, move away from the building, and go directly to the pre-designated safe area.



# SECURITY AND FIRE SAFETY REPORT

- Hang onto the handrail and walk DOWN the exit staircase.
- As you exit, move away from the building, and go directly to the pre-designated safe area.

## Disabled or Trapped

- If you are unable to exit the building, move to a room with an outside window. The room should be as close to a stairwell as possible.
- Tell others to notify the fire department of your location.
- Close the door, leave the light on, and open the window to flag outside help.
- If flames are observed in a vehicle or building, or if smoke is filling an area, call 911 and 260-982-5999 immediately.
- Fire extinguishers may be used, providing that it is safe to do so without jeopardizing the safety of staff or others. Before using a fire extinguisher, sound the fire alarm by activating the nearest pull station.
- Do not remain in a smoke-filled area. Smoke inhalation may be fatal.
- In buildings that do not have automatic fire detection systems, the person observing smoke or fire should activate the alarm by pulling one of the pull stations prior to exiting the building.
- Re-entry of the building shall not be permitted until the University Safety officers or firefighters give the all clear, even though the fire alarm may be terminated.

## FIRE DRILLS IN RESIDENCE HALLS

Fire drills in residence halls are held at least twice per year, at times selected by University Safety and the residential life staff. During drills, the hall is completely evacuated. Persons are to remain outside the building until the official conducting the drill gives permission to return to the hall. Refusal to leave the building during a drill is a violation of University policy. (University policy 9b – Disregarding Alarms.)

## PUBLIC FIRE LOG

In accordance with the provisions of the Higher Education Opportunity Act, the Department of University Safety maintains a public fire log containing the following information for fires reported in each on-campus student housing facility: nature, date, time and general location of each fire. As per the federal requirement, this information will be made available within two (2) business days from the date of occurrence/report. The fire log contains information related to fires reported during the most recent 60-day period. Any portion of the log older than 60 days will be made available within two (2) business days of a request for public inspection. To review the fire log, stop by the University Safety office located in the Clark Computer Center, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

## FIRE STATISTICS

The procedures for preparing the annual disclosure of fire statistics include reporting statistics to the campus community obtained from both Residential Life and University Safety sources relating to fires in on-campus student housing facilities: Students and employees should report all fires to University Safety, 260-982-5999, even if the fire was extinguished. The statistical report will contain the following: the number of fires and the cause of each fire, number of injuries related to a fire that result in treatment at a medical facility, number of deaths related to a fire, and the value of property damage caused by a fire. For statistical purposes, fire statistics reported to the above sources are recorded in the calendar year the fire was reported. All of the statistics are gathered, compiled, and reported to the University community via this publication, which is prepared by the Department of University Safety. As cautioned by the U.S. Department of Education, “the fire statistics are reported only by institutions with an on-campus student housing facility or facilities, and the fire statistics are for those facilities only.”



# SECURITY AND FIRE SAFETY REPORT

## 2020 Residential Facilities Fire Safety Statistics

Residential Facility	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
East Hall	1	1/22/20	1536	Burning Candle	0	0	300.00	CR202-0017
East St. Apts.	0							
Garver Hall	0							
Helman Hall	1	5/1/20	2208	a (likely) non-micro safe Plate	0	0	100.00	CR2020-0088
Oakwood Hall	0							
Schwalm Hall	0							

## 2019 Residential Facilities Fire Safety Statistics

Residential Facility	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
East Hall	0							
East St. Apts.	0							
Garver Hall	0							
Helman Hall	0							
Oakwood Hall	0							
Schwalm Hall	0							



# SECURITY AND FIRE SAFETY REPORT

## 2018 Residential Facilities Fire Safety Statistics

Residential Facility	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
East Hall	0							
East St. Apts.	0							
Garver Hall	0							
Helman Hall	0							
Oakwood Hall	0							
Schwalm Hall	0							

## Residential Facilities Fire Safety Systems

Residential Facility	Fire Alarm Monitoring Done On Site By Campus Safety	Partial Sprinkler System <sup>4</sup>	Full Sprinkler System <sup>5</sup>	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (Fire) drills each academic year
East Hall	x	x		x	x	x	*1
East St. Apts.	x			x	x	x	*1
Garver Hall	x	x		x	x	x	*1
Helman Hall	x		x	x	x	x	*1
Oakwood Hall	x		x	x	x	x	*1
Schwalm Hall	x	x		x	x	x	*1

\*Only one fire drill completed this AY due to COVID related shut down of campus.

<sup>4</sup>Partial Sprinkler System is defined as having sprinklers in the common areas only.

<sup>5</sup>Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.



# SECURITY AND FIRE SAFETY REPORT



# SECURITY AND FIRE SAFETY REPORT





THIS BOOKLET IS PROVIDED IN COMPLIANCE WITH THE FEDERAL JEANNE CLERY DISCLOSURE OF UNIVERSITY SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT OF 1998 (FORMERLY THE CRIME AWARENESS AND CAM-PUS SECURITY ACT OF 1990) AND THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008 (PUBLIC LAW 110-315).

**NORTH MANCHESTER CAMPUS  
EMERGENCIES DIAL 260-982-5999**