



SOUTHWESTERN
ADVENTIST UNIVERSITY

Annual Security and Fire Safety Report
2021-2022

Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It provides students and employees of Southwestern Adventist University with information on the university's security arrangements, policies, and procedures; programs that provide education on topics such as drug and alcohol abuse awareness, various kinds of sex offenses, and the prevention of crime generally; and procedures to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Crime Stats Report

This report is prepared by the Director of the Campus Safety Department in cooperation with local law enforcement authorities. This report includes information provided by local authorities and by the University's campus security authorities and various other elements of the University. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the availability of the report. Hard copies of the report may also be obtained at no cost by contacting the Campus Safety Department, in person 100 W. Hillcrest Keene TX, 76059, Phone (817) 202 - 6345 or by email security@swau.edu.

The University is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and employees. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent the best practices in the field and are consistently tested and re-evaluated for effectiveness.

General Safety and Security Policies

Campus Safety personnel & Relationship with local law Enforcement

The Campus Safety Department is responsible for campus safety and security at the University.

Members of the Campus Safety Department are not commissioned law enforcement officers or certified security officers. They do not have the authority to make an arrest or carry firearms. The department's jurisdiction covers only University's property.

While the University does not have any written agreement with local law enforcement agencies, it does maintain a close working relationship with local police.

Campus Security Authorities (CSA)

The University has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They, in turn, will ensure that the crimes are reported for collection as part of SWAU's annual report of crime statistics. The CSA's to whom the University would prefer that crimes be reported are listed below.

- Associate Director of Security (817) 202-6415 or matthewagee@swau.edu
- Title IX Coordinator (817) 202-6217 or epage@swau.edu
- Dean of Men (817) 774-1684 or wiverson@swau.edu
- Dean of Women (817) 300-0267 or Janellew@swau.edu
- Vice President of Student Services (817) 690-2256 or jthe@swau.edu

Reporting a Crime or Emergency

The University encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the University, or on nearby public property to the appropriate authorities. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- All crimes occurring on or near the University's property should be reported immediately to the Campus Safety Department. The number to contact campus safety is (817) 202-6345.
- If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 911.
- Students, employees, and guests should also report situations to one of the CSA's identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a University employee will assist in making the report to the police.
- Anonymous incident reports can also be made at swau.edu/campus_safety

Confidential Reporting

The University will protect the confidentiality of victims. Only those who need to know the identity to investigate the crime, assist the victim, or discipline the perpetrator will know the victim's identity.

Pursuant to the University's sexual misconduct policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the university disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a CSA. Upon the victim's request, a report of the incident's details can be filed with the university without revealing the victim's identity. Such a confidential report complies with the victim's wishes but still helps the University keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing, and alert the

community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the University.

The University encourages its pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

Security of and Access to Campus Facilities

All-academic buildings are secured during the evenings and weekends. Access to the facilities is only allowed for employees and students with permission. The residence halls are locked 24/7 and are ID card access only. The University Safety Team locks campus facilities and performs walkthroughs from 6:00 pm to 1:00 am.

Students and employees are asked to be alert and not to circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or access cards to anyone, and do not leave them unattended.
- Do not give access codes to anyone unless you are authorized to do so.

Keys to the offices, laboratories and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring their area is secured and locked.

Employee and student identification cards may be used to verify the identity of the person suspected to be in campus facilities without permission. All students are required to show their identification cards to campus safety personnel.

Security Considerations in the Maintenance of Facilities

The Campus Safety Department works with the Plant Maintenance Department to identify maintenance issues on campus that may be safety hazards. Safety checks are completed to identify street or safety lights that are not functioning correctly or determine if shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

Education Programs Related to Security Awareness and Prevention of Criminal Activity

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others, and to inform them about prevention of crimes. These programs are discussed below.

The University provides information at the beginning of each academic term for students and employees regarding the University's security procedures and practices. This information is sent out by email and alert messages from the emergency alert system. Among other things, it advises students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others, and practices regarding timely warnings and emergency notifications.

Crime prevention programs are also presented each semester by Student Services, including the Resident Halls. In addition, email blasts are periodically sent out to students and employees with crime prevention and other safety tips, and pamphlets and videos on crime prevention are available on the campus safety web page.

Monitoring Off-campus Locations of Recognized Student Organizations

The University monitors and records, through local police agencies, any criminal activity in which students have engaged at an off-campus location of student organizations officially recognized by the University, including student organizations with off-campus housing facilities.

Disclosure of the Outcome of a Crime of Violence or Non-forcible Sex Offense

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

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act, both the accused and the accuser in these cases are given the results without the need to make a written request.

Drug and Alcohol Policy

The University is committed to creating and maintaining an environment that is free of alcohol abuse. The University prohibits the possession, use, and sale of alcoholic beverages on campus or as part of university activities, and the University also enforces the State's underage drinking laws.

The University also enforces federal and state drug laws. The possession, sale, manufacture, or distribution of illegal drugs is prohibited on campus or as any part of the university's activities. Violators of the University's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possible criminal prosecution.

Drug and Alcohol Abuse Prevention Program

In compliance with the Drug-Free School and Communities Act (DFSCA), SWAU has a drug and alcohol abuse and prevention program, which includes an annual notification to students and employees regarding certain drug/alcohol-related information (such as legal sanctions for violations of applicable laws, health risks, etc.) and a biennial review of this program to evaluate its effectiveness and assess whether sanctions are being consistently enforced. For more information, see below.

- Student alcohol/drug policy can be found at www.swau.edu/student-services/sa
- Employee alcohol/drug policy can be found in the employee handbook
- Annual notifications are sent out by email

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the University prohibits dating violence, domestic violence, sexual assault, and stalking. The University's policy used to address complaints of this nature, as well as the procedures for filing, investigating, and resolving complaints, may be found at:

- Sexual Misconduct policy can be found in the student handbook at www.swau.edu/student-services/sa
- Sexual Misconduct procedures can be found in the student handbook at www.swau.edu/student-services/sa

The following section of this report discusses the University educational programs to promote the awareness of dating violence, domestic violence, sexual assault, and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses; and advises students and employees of disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program

SWAU conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the University prohibits offenses of dating violence, domestic violence, sexual assault, and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime definitions

Definitions for dating violence, domestic violence, sexual assault, stalking, and consent (as it relates to sexual activity) in the jurisdiction where this campus is located can be found in Appendix A.

The University Definition of Consent

The University uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Policy for consent

Consent – the act of giving permission, agreeing, or saying “yes” to sexual activity. Consent must be informed, voluntary and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent of sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; that includes impairment or incapacitation due to alcohol or drug consumption or being asleep or unconscious.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly!
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.

- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or other sexual crimes:

- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately!
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also essential to be aware of the warning signs of an abusive person. Some examples include past abuse, threats of violence or abuse, breaking objects, using force during an argument, jealousy, controlling behavior, quick involvement, unrealistic expectations, isolation, blames others for problems, hypersensitivity, cruelty to animals or children, “playful” use of force during sex, Jekyll-and-hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.

- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

Other information covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred; an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged; the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is outlined in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign

The University also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP. Still, it is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault, and stalking.

PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in various ways, using a range of strategies, and as appropriate, targeting specific audiences throughout the University. Methods include but are not limited to presentation, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- New students receive education on preventing dating violence, domestic violence, sexual assault, and stalking through a presentation by the Office of Student Services and the Campus Safety Department during orientation. All new employees are required to complete an online training module on this topic upon being hired and are required to retake the online training each year.
- As part of its ongoing campaign, the University uses various strategies, such as in-person presentations by sexual assault organizations, emails blasts with pertinent information, etc. While programming occurs throughout the year, SWAU also offers educational sessions and literature in coordination with nationally recognized observances such as sexual assault awareness month and domestic violence awareness month.

Procedures to follow if you are a victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Safety Department at 817-202-6345. You may also contact SWAU's Title IX Coordinator at 817-202-6217.

Victims will be notified in writing of the procedures to follow, including:

- To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in the report).
- The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
- The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
- Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of evidence & Forensic Examinations

Victims of physical assault do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash or otherwise clean the environment in which the assault occurred. Victims can obtain a forensic examination at (local hospital)

Completing a forensic examination does not require a victim to file a police report, but having a forensic examination will help preserve evidence in case the victim decides at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.) This is evidence in all situations and may be the only type of evidence available in instances of stalking.

Security/law enforcement & how to make a police report

- Campus Safety 817-202-6345
- Keene Police Department Phone 817-641-7831 Address 203 W. Hillcrest Keene TX 76059

- To make a police report, a victim should contact the local police agency listed above either by phone or in person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about legal protection orders

In Texas, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Orders of Protection may be found at: <https://www.johnsoncountytexas.org/government/county-attorney/protective-orders>

A protection order may be obtained by filing a petition with the court. Courts can issue two types of orders: (1) Ex Parte Orders, which act as a temporary emergency order to protect a victim, for up to 15 days, until a court hearing, and (2) Full Orders of protection, which may be issued for up to one year. Additional information about the orders may be found at: <https://www.johnsoncountytexas.org/government/county-attorney/protective-orders>

A protective order can be filed in the county where the applicant resides or in the county where the offender resides. An applicant can apply for a protective order through the county attorney or a private attorney.

- Information about obtaining an Order of Protection in Johnson County can be found here: <https://www.johnsoncountytexas.org/government/county-attorney/protective-orders>

Victims may contact local law enforcement for assistance in obtaining a protection order.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

SWAU will also enforce any temporary restraining order or no-contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no-contact order should notify the title IX Coordinator and the Director of Campus Safety and provide them a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary.

The University does not issue legal orders of protection. However, as a matter of institutional policy, the University may impose a no-contact order between individuals in appropriate circumstances. The University may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a “No Trespass Warning” may be arrested and criminally charged.

Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and

other services available to them, both within the university and surrounding community. Those services include:

University Resources

- <https://swau.edu/student-services/health>
- <https://www.swau.edu/student-services/coc/ctc/counseling>
- Students Financial Aid- Sometimes, a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, they should understand there may be financial aid implications in taking such a leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can facilitate this conversation if desired. the University's Financial aid website can be found at: <https://www.swau.edu/finance/students>

State/Local Resources

- <https://www.hhs.texas.gov/services/safety/family-violence-program>

National Resource

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): www.rainn.org
- US Dept. of Justice Office on Violence Against Women: www.justice.gov/ovw
- National Coalition Against Domestic Violence: www.ncadv.org
- National Sexual Violence Resource Center: www.nsvrc.org
- U.S. Citizenship and Immigration Services: www.immigrationadvocates.org
- Immigration Advocates Network: www.immigrationadvocates.org

Accommodation and Protective Measures

The University will provide written notification to victims about options for and available assistance, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available, the university is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Request for accommodations or protective measures should be made to the Title IX Coordinator at 817-202-6217 or epage@swau.edu, and the Title IX Coordinator is responsible for deciding what, if any, accommodations will be implemented.

When determining the reasonableness of such a request, the University may consider, among other factors, the following:

- The specific need expressed by the complainant
- The age of the students involved
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders)

The University will maintain confidentiality for any accommodations or protective measures provided to a victim to the extent maintaining confidentiality would not impair the University's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measures. Such decisions will be made by the university in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim, the victim will be notified of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared, and why.

Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the University's Title IX policy and related complaint resolution procedures. The procedures are utilized whenever or wherever a complainant is made, regardless of the complainant's status and the respondent.

The complaint resolution procedures are invoked once a report is made to following individual:

Title IX Coordinator

Elizabeth Page
Title IX Coordinator
817-202-6217
100 W. Hillcrest
epage@swau.edu

An electronic form available at <https://www.swau.edu/finance/security/ix> can be used to file a report.

Upon receipt of a report, the Title IX Coordinator or their designee will conduct a preliminary assessment to determine whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of this policy, and/or could not constitute Sexual Harassment, even if investigated, the Title IX Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act (“FERPA”). The Title IX Coordinator may refer the report to other University offices, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of this Policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the complainant. If necessary, the Title IX Coordinator may take investigative steps to determine the identity of the complainant, if such identity is not apparent from the report.

The Title IX Coordinator will assign a formal complaint to the Title IX investigation team. Investigators will gather all incident reports, statements, text messages, emails, pictures, etc. directly related to the allegations raised and interview all parties involved. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the University and not with the parties. Although the length of each investigation may vary depending on the totality of the circumstances, the University strives to complete each investigation within *45 days* of the transmittal of the written notice of Formal Complaint.

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

1. A procedural irregularity affected the outcome;
2. There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
3. The Title IX Coordinator, investigator, hearing officer, or administrative officer had a conflict of interest or bias for or against complainants or respondents generally, or against the individual complainant or respondent, that affected the outcome.
4. The sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation and evidence available at the time of the investigation, and pertinent documentation regarding the grounds for appeal.

Rights of the Parties in an Intuitional Proceeding

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair, and impartial process from the initial investigation to the final result.
 - A prompt, fair, and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for a good cause, with the written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both may be present; and
 - Provides timely access to the accuser, the accused, and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.
3. The same opportunities to have others present during any institutional disciplinary, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The Institution may not limit the choice of advisor. Still, it may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the University May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offense

Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a

sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include warning, reprimand, probation, restitution, fine, loss of privileges, housing probation, suspension or expulsion/termination, restriction on eligibility to represent the University at any official function or in any intercollegiate competition. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students (student) or the Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the University can make available to the victim a range of protective measures. These measures include: forbidding the accused from entering the victim's residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

Publicly Available Recordkeeping

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, or stalking who make reports of such to the university to the extent permitted by law.

Victims to Receive Written Notification of Rights

When a student or employee reports to SWAU that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the University will provide the student or employee a written explanation of their rights and options as described in the paragraphs above.

Sex Offender Registration Program

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the State concerning registered sex offenders. It also requires sex offenders to notify the State of each institution of higher education in the State at which they are employed or enrolled or carrying on a vocation. The State is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Director of Campus Safety at 817-202-6415 or matthewagee@swau.edu. State registry of sex offender information may be accessed at the following link:

<https://publicsite.dps.texas.gov/SexOffenderRegistry>

Timely Warnings and Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Director of Security/campus safety, President or Vice Presidents constitutes a serious or continuing threat to a member of the campus community, a campus-wide “Alert” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Director of Campus Safety 817-202-6415 or 817-202-6345

The University has communicated with local law enforcement asking them to notify the University if it receives reports or information warranting a timely warning.

Emergency Response

The University has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The University has communicated with local police requesting their cooperation in informing the University about situations reported to them that may warrant an emergency response.

Students, employees, and visitors are encouraged to notify the Director of Campus Safety at 817-202-6415 or 817-202-6345 of any emergency or potentially dangerous situation.

The Director of Campus Safety will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution response and for marshaling the appropriate local response authorities for assistance. Depending on the nature of the emergency, other University departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the Director of Campus Safety will consult with other appropriate University officials to determine the appropriate segment(s) of the university community to be notified.

The Director of Campus Safety, in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Director of Campus Safety will direct the issuance of emergency notifications, which will be accomplished using one or more of the methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

If deemed necessary, the University's Director of Campus Safety will notify local law enforcement of the emergency if they are not already aware of it. Local media outlets will be notified by the university when appropriate, so the larger community outside the campus will be aware of the emergency.

Methods for issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when SWAU issues a timely warning or emergency notification to the campus community.

- Text messaging system
- University email account
- Phone messages

These messages are sent via the University's emergency system. Students are automatically enrolled in the system when they register for classes. Students may also check their information by contacting:

- Campus Safety at 817-202-6345 or campussecurity@swau.edu

Testing & Documentation

The University tests its emergency response and evacuation procedures at least once a year. The test may be announced or unannounced. Also, at various times the Emergency Management Team will meet to train, test, and evaluate the University's emergency response plan.

The Safety Coordinator maintains a record of these tests and training exercises, including a description of them, the dates and time they were held, and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to its students and employees information to remind them of the university's emergency response and evacuation procedures.

Missing Student Policy

How to report a missing Student

Any member of the University or a guest may report a missing student. A missing student may be reported to a Residence Hall Assistant (RA), Dean of Men, Dean of Women, Vice President for Student Services, the Director of Campus Safety, or the Safety Officer on duty.

Dean of Men	817-774-1684
Dean of Women	817-300-0267
Vice President for Student Services.....	817-690-2256
Director of Campus Safety.....	817-202-6415
Office of Student Services	817-202-6219
Campus Safety	817-202-6345

When a student has been reported missing in the resident halls, the RA will report the possible missing student to the Dean of Women or the Dean of Men. The Dean, or RA at the Dean's request, will perform a room check and try to contact the student via the contact phone number as listed. If the student is not found within four hours, the Dean will notify the Vice President of Student Services and the Director of Campus Safety.

The Vice President for Student Services or the Director of Campus Safety will attempt to locate the student through contact with friends, family, employers, faculty, staff, etc. If the student is not located or communication is not made with the student within 24 hours, the University will notify the local Police.

If the student is located after they are determined to be missing for any amount of time, a health assessment will be performed by Health Services.

Crime Statics

Criminal Offenses on Campus			
	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	1	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	1	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0
Arson	0	0	0

Criminal Offenses on Campus Student Housing			
	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	1	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0
Arson	0	0	0

Criminal Offenses Public Property			
	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0
Arson	0	0	0

Hate Crimes on Campus

Criminal offense	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus

Criminal offense	2019 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus

Criminal offense	2018 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus Student Housing

Criminal offense	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus Student Housing

Criminal offense	2019 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus Student Housing

Criminal offense	2018 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes Non-Campus

Criminal offense	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes Non-Campus

Criminal offense	2019 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0		0

Hate Crimes Non-Campus

Criminal offense	2018 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes Public Property

Criminal offense	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes Public Property

Criminal offense	2019 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes Public Property

Criminal offense	2018 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (not theft out of a vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses on Campus			
Crime	2019	2020	2021
Domestic Violence	0	2	1
Dating Violence	0	0	1
Stalking	0	2	0

VAWA Offenses on Campus Student Housing			
Crime	2019	2020	2021
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	1	0	0

VAWA Offenses Non-Campus			
Crime	2019	2020	2021
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses Public Property			
Crime	2019	2020	2021
Domestic Violence	0	1	1
Dating Violence	0	0	0
Stalking	0	0	0

Arrests on Campus			
Crime	2019	2020	2021
Weapons; Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests on Campus Student Housing			
Crime	2019	2020	2021
Weapons; Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests on Public Property			
Crime	2019	2020	2020
Weapons; Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	2	2	0
Liquor Law Violations	0	0	0

Disciplinary Action's on Campus			
Crime	2019	2020	2021
Weapons; Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Action's on Campus Student Housing			
Crime	2019	2020	2021
Weapons; Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Action's Non-Campus			
Crime	2018	2019	2020
Weapons; Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Action's Public Property			
Crime	2018	2019	2020
Weapons; Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes			
	2018	2019	2020
Total Unfounded Crimes	0	0	0

Data from law enforcement agencies:

- The data above reflects statistics provided by law enforcement agencies related to crimes that occurred on the University ‘s Clery Geography.
- The University was provided with some crime data from law enforcement agencies for which it cannot be determined whether any of the statistics apply to or include the university’s Clery Geography.

Annual Fire Safety Report

Housing Facilities and Fire Safety Systems

The University maintains on-campus student housing. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Fires on Campus Student Housing				
Name of housing facilities	Street address	2020		
		Number of fires	Status	Drills
Hadley Hall	108 E magnolia st Keene Tx	0	n/a	2
Harmon Hall	103 E magnolia st Keene Tx	0	n/a	2
Lakeview Apt		0	n/a	0
Meier Hall	106 E magnolia st Keene Tx	0	n/a	2
Miller Hall	109 W Hillcrest st Keene Tx	0	n/a	2

Fire Summary									
Name of Facility	2019			2020			2021		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Hadley Hall	0	0	0	0	0	0	0	0	0
Harmon Hall	0	0	0	0	0	0	0	0	0
Lakeview Apt	0	0	0	0	0	0	0	0	0
Meier Hall	0	0	0	0	0	0	0	0	0
Miller Hall	0	0	0	0	0	0	0	0	0

Policies on Portable Appliances, Smoking, and Open Flames

The use of open flames, such as candles, and the burning of such things as incense and smoking are prohibited in campus housing. Only surge-protected extension cords are permitted.

Microwaves are the only portable cooking appliances permitted to be used in campus housing outside of the designated kitchens. Also, tampering with fire safety systems is prohibited, and any such tampering may lead to appropriate disciplinary action.

The University reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

Fire Evacuation Procedures

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing the door and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire, and inform them of the University's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory, and any student with a disability is given the option of having a buddy assigned to assist him or her.

Reporting Fire

The University is required to disclose statistical data on all fires that occurred in on-campus student housing each year. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety, and then please call 911.

There may also be instances when a fire is extinguished quickly, and an alarm is not pulled, or a response by the fire department was not necessary. It is important that these incidents are recorded as well. Therefore, if you are aware of such a fire, see evidence of one, or hear about one, you should contact the Director of Campus Safety at 817-202-6415. When providing notification of a fire, give as much information as possible about the location, date, time, and cause of the fire.

The University periodically reviews its fire safety protections and procedures.