2014

ANNUAL CAMPUS SECURITY REPORT & ANNUAL FIRE SAFETY REPORT

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NOTRE DAME COLLEGE

2014 Campus Security and Fire Report

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To the Norte Dame Community,

On behalf of the dedicated men and women of the Notre Dame College Police Department, I welcome you to our campus community. We are committed to providing a safe living and learning environment for all members of our community. We work hard to prevent and deter crime, illegal activity and ensure the safety of the campus, but nothing we do is as important as what you do – and, in some cases, don't do.

The success of campus safety is a partnership between law enforcement and citizens coming together to help achieve the common goal – this starts with good communication and community involvement. All students, staff, faculty and even visitors or guests, play a vital role in helping law enforcement do their job. Be alert and understand the basics about safety and be willing to take preventative measures to ensure your safety and the safety of others too. Being alert to your surroundings, walking in groups, securing your room and valuables at all times and avoiding excessive alcohol consumption are just a few ways you can protect yourself. Knowing how to report and where to report a crime is important. Become familiar with the many avenues available to report crime as it happens or is about to happen. "See something…Say something."

The following campus safety report outlines additional information and safety resources as well as summarizes policies this college has adopted to keep us all safe. The report is prepared in compliance with the requirements of the Federal Crime Awareness and Campus Security Act of 1990 (The Jeanne Clery Act); codified federal law [20 USC 1092(f)].

I hope you will take time to read this report and educate yourself about what you can do personally to make our campus a safe place to learn and have fun. I encourage you to contact our police department immediately, if you see something, witness suspicious activity or have a security concern. We are here to serve you and address effectively the safety needs of this campus.

Jeffrey K. Scott

Jeffrey Scott, MBA, CLEE
Chief of Police

About Us

The Notre Dame College Police Department is a full sanctioned, fully commissioned, Ohio authorized, full-service Police Department. Our mission is simple, but vital to the safety and security of our campus. Upholding our Core Values in all we do, we seek opportunities to partner with our community through community policing efforts, communication and effective response to the challenges we face. Partnering with other agencies, the City of South Euclid and, most importantly, the campus community enhances our crime prevention efforts and enables us to best support the mission of the institution. We strive to develop positive relationships with students so that we can effectively serve, mentor and educate.

The department and its officers are dedicated to continuous improvement through ongoing training and law enforcement continuing education in order to ensure our readiness and appropriate response to calls for service. Efforts are ongoing to enhance the department's response capabilities (equipment, outreach and educational programming, new bike patrol, new records management system, new policy management system [LEXIPOL], emergency planning, and contingencies that meet or exceed the law enforcement industry best practices. These efforts are a top priority for this agency in service to our campus community.

Structure

The Notre Dame College Police Department consists of a full-time Police Chief, 7 full-time police officers, one full-time support specialist, 9 part-time police officers and up to 20 commissioned auxiliary police officers. The department has a dedicated Training Officer who serves to ensure officer readiness, continuing education and recertification for a variety of topic areas. In addition, the department employs four Notre Dame College students who fulfill a variety of duties within the agency as support specialists.

All Notre Dame College Police Officers (full-time, part-time and auxiliary) are sworn commissioned officers who have the power of arrest and bear arms on-duty. Their authority, responsibility and commissioning are the same as required of any police officer in the State of Ohio. The Notre Dame College Police receives field training and ongoing advanced training including mandatory recertification in a variety of topic areas, including firearms proficiency.

Officers are responsible for the enforcement of rules and regulations of the college, enforcement of the laws of the State of Ohio and South Euclid Municipal Codified Ordinances; they conduct criminal investigations, provide citizen assists (locked vehicles, escorts, vehicle jumps) and are active in general foot and bike patrols throughout the entire campus and surrounding areas.

POLICE MISSION, VISION, CORE VALUES

MISSION

We are dedicated to excellence in law enforcement service to protect, provide and preserve a safe and secure campus that will improve the quality of life for our students, staff, faculty and visitors.

VISION

The Notre Dame College Police Department will be a premier law enforcement agency, dedicated to the purpose, identity and mission of the College, setting the standard for excellence. We will be a committed and community-oriented police department; devoted to excellence in service, collaborative in problem solving, continually seeking professional growth, and dedicated to live by core values that reflect a genuine desire to improve the quality of life, safety and well-being of our college campus, students, staff, faculty, visitors, and community.

CORE VALUES

Professionalism

Respect

Integrity

Discipline

Service Oriented

Continuous Improvement

Mission of Notre Dame College

MISSION

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

STATEMENT OF PURPOSE

Notre Dame College engages students, staff and the wider community in the educational experience. Those who choose a Notre Dame education are encouraged to develop these values and skills:

- Thinking logically, analytically and creatively
- Communicating effectively in speech and in writing
- Demonstrating mastery of an academic discipline
- Choosing wisely for health and well-being
- Appreciating the fine arts
- Integrating Judeo-Christian values into their lives
- Pursuing their personal spiritual development
- Sharing talents and gifts in the spirit of friendship and compassion
- Engaging in the lifelong search for truth, beauty, and justice

As a Catholic college, Notre Dame College was founded upon and continues to teach in light of our rich Catholic tradition and Catholic principles.

Jurisdiction and Police Authority

Under the authority of the State of Ohio, section 1713.50 of the Ohio Revised Code (ORC), the Notre Dame College Board of Trustees established its own police agency with primary jurisdiction within the College property. In order to secure services from and to continue a mutually beneficial relationship with the South Euclid Police Department, the college and the City of South Euclid Police established a Memorandum of Understanding agreement (see Memorandum of Understanding section).

Notre Dame College police officers are empowered to make arrests, also issue traffic citations that will ultimately be adjudicated through the student or employee disciplinary process, or the South Euclid Municipal Court. Notre Dame College police officers are empowered to issue parking tickets that are adjudicated through the student or employee disciplinary process. All law enforcement authority for the Notre Dame College Police Department is limited to the Notre Dame College Campus.

The prosecution of all misdemeanor crimes committed on the campus of Notre Dame College takes place in South Euclid Municipal Court. All felony cases are prosecuted in Cuyahoga County Common Pleas Court.

The Notre Dame College Police Department is the primary investigating agency for all crimes on campus (other than those identified in the Memorandum of Understanding) and maintains an excellent working relationship with the South Euclid Police Department such that joint investigations may, on occasion, be conducted and joint assistance rendered upon request. This cooperative spirit

plays an important role in dealing with sex offense investigations in order to ensure swift justice and the victim is provided the immediate and necessary resources once police have been notified.

Use of the City of South Euclid Detention Facility is governed by a separate Memorandum of Understanding providing for the housing of prisoners arrested and detained on behalf of the Notre Dame College Campus Police Department. The City of South Euclid also assists the Notre Dame College Police Department with non-terminal computer criminal record check resources through use of the Ohio Highway Patrol's Law Enforcement Assistance Data Base (LEADS) system.

The Notre Dame College Police Department and the South Euclid Police Department collaborate regularly to share information on local crimes with the objective of protecting the greater local community as well as the Notre Dame College community; through coordination with South Euclid Police and other surrounding law enforcement agencies criminal activity engaged in by students at off-campus locations is monitored and reported to the Dean of Students for any action or follow-up that may be required through the Student Judicial Process.

Memorandum of Understanding

Though the Notre Dame College Police Department is empowered to enforce all laws of the State of Ohio and the City of South Euclid, the college has entered into a Memorandum of Understanding (MOU) with the South Euclid Police Department to handle certain crime types, as they have vastly greater resources to handle these more egregious crimes that take considerable manpower, resources and case management. Notre Dame College, under the terms of this M.O.U., the South Euclid Police Department shall be called upon to investigate the following crimes:

*All deaths that occur on the Notre Dame College campus;

*All sexual offenses that occur on the Notre Dame College campus;

*All arson crimes that occur on the Notre Dame College campus;

*All crimes involving serious physical harm to a person as defined in the Ohio Revised Code.

The Notre Dame College Police Department will provide assistance and support in investigating the above mentioned crimes, with the responding South Euclid police officers.

The Notre Dame College Police department shall provide copies of all crime reports to the South Euclid Police Department. The South Euclid Police Department shall alert the Notre Dame Police Department within 36 hours when one of the crimes below occurs contiguous to the campus:

A. Murder and Non-negligent Manslaughter

B. Negligent manslaughter

C. Forcible Sexual Offenses

D. Non-forcible Sex Offenses

E. Robbery

F. Aggravated Assault

G. Burglary

H. Motor Vehicle Theft

I. Arson

J. Hate Crimes, including the above listed crimes and any other crimes if motivated by hate (that fall into one of the eight types of bias categories: Race, Gender, Religion, Sexual Orientation, Ethnicity and Disability, including two new added in 2013: Sexual Orientation and National Origin) such as: any crime with bodily injury, larceny-theft, simple assault, criminal damaging, vandalism, and intimidation.

Reporting Crimes & Emergencies

In the event of a crime or emergency on the Notre Dame College campus, the Notre Dame College Police can be alerted by calling (216)-373-5212, 24-hours a day, 7-days a week. A police officer will be immediately dispatched to your location or to the call for service.

Each member of our campus community shares in the responsibility of helping to preserve a safe and civil community and is expected to cooperate with the Police and its law enforcement efforts. The cooperation and involvement of all students and employees is necessary if Notre Dame is going to maintain a secure and safe living and working environment.

The police department investigates all crimes and calls for service. The college will not tolerate any retaliatory, threatening, intimidating, coercing or discriminatory action against any individual who reports criminal violations or any act of misconduct that they believe is in violation of law or college policy.

Anonymous reports of crimes or incidents may also be made on-line. Access is via the Notre Dame College website by following these steps: from the home page, select the 'Resources and Services' page; select 'Campus Police and Safety Services'; from the left hand column, select 'Tip us Off' and complete the form at the bottom of the page.

You may also go directly to the link by entering the following in your browser: http://www.notredamecollege.edu/resources-and-services/campus-safety-and-security/tip-us-off

This form should not be used if the event or crisis is an emergency. Please either call the Notre Dame Police at (216)-373-5212 or dial 9-1-1 from your phone for immediate police response.

Anyone who believes he or she has been a victim of a criminal offense may also elect to make a compliant outside the college by initiating civil and/or criminal charges against the offending party or parties. You should be aware that the Ohio criminal and civil justice system and the Notre Dame College process for investigation, adjudication and discipline are separate and distinct in ways in which to seek redress. If any party initiates any civil, criminal or agency proceeding, the college reserves the right to initiate, to suspend, to terminate or to continue the internal proceeding.

Timely Warning Notices of CLERY Crimes Policy

Communication is the key ingredient to ensure all are informed of situations that may affect them in and around our campus. Pertinent information to the safety of the campus, should a situation arise, is vital for student, staff, faculty or guests to be aware and on-guard to avoid being a victim or victim of the circumstance.

In the event a situation arises, either on or off campus, and in the judgment of the Chief of Police, Dean of Students, Director of Residence Life, or their designee's, [and] there is an ongoing or continuing threat, a campus wide 'security alert' or 'notice of timely notification alert' will be issued through the college e-mail system or by other means available including: door postings on every major entrance to all buildings, door-to-door alerts or text messaging via the City of South Euclid's City-Watch mass notification system, and website postings at: http://www.NotreDameCollege.edu

In all cases of Timely Warnings, the victim, whether student, staff or faculty, victim(s) name(s) will never be part of the Timely Warning notice. Strict confidentiality of personal identification information will be maintained when issuing these warning notifications on campus or in any publically transmitted document.

Crime Statistics Preparation Policy Statement

The Notre Dame College Police Department is tasked with preparing the Annual Security Report (ASR) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found on the Campus Police and Safety Crime Statistics webpage, located at: http://www.notredamecollege.edu/resources-and-services/campus-safety-and-security/crime-statistics

The Annual Security Report (ASR) is prepared in cooperation with the South Euclid Police Department, all police and law enforcement agencies where crime statistics are required for this report (all off-campus locations), the Office of Residence Life, the Notre Dame College Counseling Center, the Office of Campus Ministry, Athletics, and the Dean of Student Affairs. All areas provide statistical information as well as information on programming that takes place in compliance with Federal regulations, CLERY, Campus SaVE and VAWA Acts.

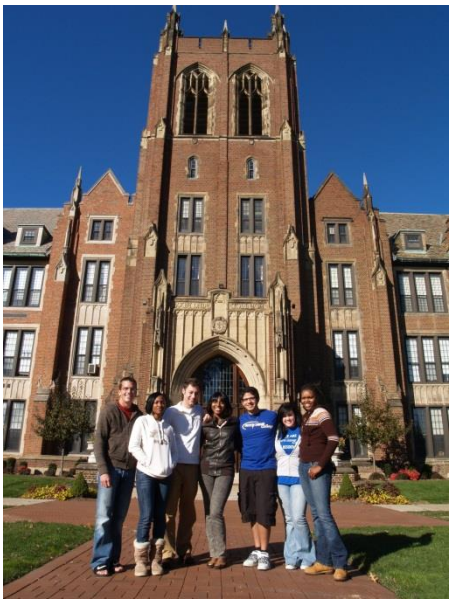
Campus crime, arrests, and referral statistics are included in the Annual Security Report as presented and reported by designated Campus Security Authorities (CSA's) and other designated campus officials (including, but not limited to deans, directors, department heads, faculty advisors to students, student organizations, athletic coaches). The Notre Dame Counseling Center and the Office of Campus Ministry staff inform their clients of the procedures to report crime(s) to the Notre Dame College Police Department on a voluntary or confidential basis, should they feel it is in the best interest of their client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

By October 1 of each year, an email is sent to every enrolled student, staff, and faculty member, providing them a 'link' to the Annual Security Report. Copies of each year's report are also made available at the Police Department information board, Police Department dispatch/office, located on the ground floor or the college Administration Building.

Copies of the Annual Security Report may also be obtained by emailing the Chief of Police, Jeffrey Scott at: jscott@ndc.edu or by calling: (216)-373-5407. All prospective employees may obtain a copy of this report from the Office of Human Resources Director, Susan Anderson or by calling her at: (216)-373-6396. Prospective students may also obtain a copy by contacting the Dean of Admissions, Beth Ford or by calling her at: (216)-373-5351. Prospective employees and students are provided directions on how to view the ASR at the time of application.

Daily Crime Log

The police department maintains a daily crime log, available for viewing. This log records the nature, date, time, general location and disposition of each call or complaint, if known.



Student Discipline

Notre Dame College views the administration of student discipline as a part of the total educational process that not only protects the academic community but also assists the student in personal development.

The goal of the Notre Dame College disciplinary process is to promote the student's learning by examining how a pattern of certain conduct is a detriment to the educational process.

Unless a specific college policy dictates adjudication by a particular person or board, the Dean of Students will determine how incidents will be adjudicated. The *Student Handbook* outlines the college's policies related to student discipline and includes a guide that indicates what type of disciplinary action is appropriate, given the nature of the offense.

It should be emphasized that actual decisions always take into account the attitude and situation of the accused student. The *Student Handbook* can be accessed via the Web at: http://www.notredamecollege.edu/sites/default/fileuploads/Student-Handbook-Updated-final.pdf

Safety & Security Services and Programs

Bike Patrol

The deployment of bike patrol on a college campus is an integral part of proactive crime response and reduction. The Notre Dame College police have a cadre of eight officers who are 'certified' Police Mountain Bike Patrol Officers. Additional staff will be added to this patrol service type and the future will include all police officers to be trained and certified in this valuable service to the community.

Bike patrol on the Notre Dame College campus is a proactive patrol measure and ensures we are reaching the campus community in all their safety needs.

Response to Illness or Injury

When an emergency strikes (illness or injury), trained officers respond to provide initial stabilization of the situation or emergency until the local South Euclid Fire Department EMS team arrives. Officers have training in CPR and AED use, as well as a few NDC police officers

CRIME STATISTIC DEFINITIONS

Crime is reported in the following categories:

On-Campus – Crimes reported and investigated by Notre Dame Police on College property (including all grounds and buildings).

Residential Facilities - Crimes occurring in Notre Dame College Residential Halls.

Non-Campus – Crimes reported to and investigated by the City of South Euclid Police (or other jurisdiction) that occur on private property, outside of the college campus/grounds, that are owned/operated by the college or recognized campus group.

Public Property – Public streets and sidewalks that are directly adjacent to Notre Dame College property.

For more information, go to the U.S. Department of Education, Office of Postsecondary Education Campus Security Statistics at: http://ope.ed.gov/security

are trained, certified EMT's and/or Paramedic.

Missing Student Notification

Anyone who believes a student is missing should immediately contact the Notre Dame College Police Department. Notre Dame College Police will immediately give priority to any report of a missing student and begin investigating the report to determine if the student is missing.

Because most missing person reports in the college environment result from a student changing his or her routine without informing roommates, friends, or parents of the change, the Notre Dame College Police, in cooperation with Residence Life staff, will first initiate a campus wide search.

These efforts may include checking the student resident's room, checking the students class schedule, contacting friends and fellow classmates, roommates or others they may have or do associate with, as well as reviewing the student's ID card access, locating the resident's vehicle and calling the students cell phone number.

If a search has been conducted with negative results and the Notre Dame College has determined that the student is indeed missing, Notre Dame College Police will notify the emergency contact person designated by the student, parents or guardians, the South Euclid Police and the Dean of Students Office.

In no circumstance will the notifications be made later than the maximum 24-hour requirement after the time that the student is determined missing that is mandated by Federal Law.

At the beginning of each academic year, residential students are asked to provide, on a voluntary basis, emergency contact information in the event that the student is reported missing while enrolled at Notre Dame College. This emergency contact person designated by the student will become the primary contact during the investigation.

College ID Badges and Access to Buildings

The Notre Dame College Police Department is responsible for the management and oversight of the college ID badging system. Students, staff, faculty and guests are required to have and display their ID on the exterior of their outermost clothing. The college ID has been redesigned and color coded in order to better identify Staff, Faculty, Students, Contractors, and Guests. All ID's are now protected by a security holograph to reduce fraudulent ID's and provide another layer of protection for the campus.

All ID cards are equipped with a micro-chip and security access privileges are granted to each student, staff and faculty, based on their level of need to access areas of the college.

All buildings are equipped with access control points that require an active ID in order to gain access outside normal business hours. All dormitories however, require a valid ID and can only be accessed by those cards with permission for the respective building. There are other areas on campus that access is restricted and only those ID badges with access privileges will be granted access.

Escort Services

The Notre Dame College Police provides 24/7 escorts to student, faculty, staff and guests, no matter the time of day. No matter where you are on campus, police will provide escorts from building to building, building to vehicle, building to residence halls, or any destination on campus to ensure your safety. Simply call: (216)-373-5212 and an officer will respond.

Lost and Found

Lost and found items are managed by the college mail room staff. To check on lost items or personal property, or to turn in a found item, please see the mail room staff,

during normal business hours, on the ground level of the Administration Building.

Vehicle Lock-outs / Jump Starts

The Notre Dame College Police will reasonably assist students, staff, faculty or guests with motor vehicle lockouts and will offer jump starts to individuals with weak or dead batteries on campus. A Liability Release Form must be completed prior to the officer giving assistance.

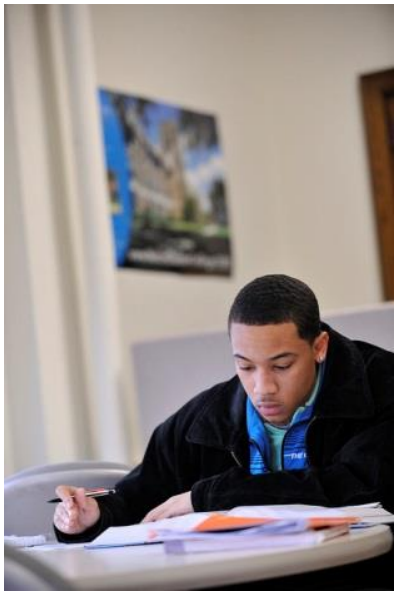
Maintenance of Campus Facilities

As part of the college's overall security programs, the Police Department monitors and reports on the physical condition of all campus buildings, to ensure all locks, fire alarm boxes, security cameras and other security measures are in good working order.

Officers evaluate and report on the overall security of the campus on a routine basis, and, upon request or upon observation of a hazard or repair needed, submit work repair orders to the college maintenance department or in some instances, private contractors for emergency repairs to specific types of equipment (e.g. fire alarms systems, camera systems, door access systems, etc.). Notre Dame College Maintenance department is available during normal business hours, but also responds immediately to all emergency work orders during non-business hours, holidays and weekends.

Firearms / Weapons Policy

The possession or use of firearms, dangerous weapons, certain knives and other materials that endanger the campus community are strictly prohibited. This prohibition applies to all university staff, faculty, students, vendors, guests, visitors, including those who are licensed under Ohio law to carry concealed weapons.



This prohibition includes weapons carried about the person and maintenance or storage of any weapon in any property owned, leased or controlled by Notre Dame College or within any parked vehicle on college property. Weapons discovered on college property in violation of this policy may be subject to criminal prosecution.

Any weapon being used for an educational demonstration must have the direct and written authorization to do so by the Chief of Police. All weapons being used for educational purposes must be kept with the College Police Department until such use for the class or demonstration. After the class or demonstration, the weapons must be removed from the property without delay. All members of the campus community are encouraged to report any violation of this policy to the College Police Department.

Prevention and Awareness Programs

Educating the campus community about personal safety and security practices is a very important part of ensuring personal protection against crime. Keeping safety and security in the forefront of our minds is a good, daily habit to pursue.

The majority of crimes that occur on a college campus are crimes of opportunity. Many of these crimes can be prevented when you are prepared and aware. Following some basic safety tips will help ensure your own safety and the safety of others.

Tips for Staying Safe

- Report all suspicious activity immediately to Police by calling: (216)-373-5212 or 911
- Walk, jog, or bike with friends
- Use the escort service by calling (216)-373-5212
- Lock your door when you are not in your room. Never alter the door locks or prop your door open when you are not present. Most thefts from dorms occur while doors are

propped open and the student leaves even for 1 minute.

- Park in well-lighted, designated parking areas. Lock your car and stow any valuables in the truck or hide them from view.
- Use a high-security shackle lock to secure your bike. Secure lock through the bike frame.
- Mark all your books with your name in two or more specific places. Do not leave your books unattended.
- DO NOT drink and drive.
- Obey all traffic laws and parking regulations.
- DO NOT Text and Dial while driving your vehicle.
- Avoid isolated, dark areas.
- Know your limits with alcohol and do not accept drinks from others.
- Tell a friend where you are going and when you will return. Go in groups as much as possible when you are out and about.
- Body language counts! Walk with confidence. Always be aware of your surroundings and be in control.
- Before driving, lock your doors and make sure you put on your seatbelt.
- Report the loss or theft of your college ID and/or keys immediately to the College Police Department.

As part of this program, informational updates and advisories are circulated to the community on security items of importance. Personal safety tips are included on the college police departments webpage including information on bicycle theft, break-ins and burglary prevention,

telecommunication harassment, vehicle protection tips, preventing and how to report incidents of: sexual violence, domestic violence, dating violence, stalking, hate crimes, and other general safety information important to college campus safety.

Resident Hall Safety

Although the residence halls are generally safe environments, they are not always free of those who seek to victimize. The majority of crimes in residence halls involve crimes of opportunity, including theft of personal property. Few of these thefts involve forced entry, and most offenses fall into the category of “crimes of opportunity.”

Here are some helpful safety tips to consider, helping you avoid being a victim of college dorm crimes:

- Do not prop open locked residence hall doors. You are placing everyone at risk.
- Do not allow other people to ‘tag’ in behind you when entering ID required access doors. Make the other person use their ID to gain access.
- Do not open secured doors to people you do not know personally. Criminals will knock on doors hoping the unsuspecting student will just let them in. If they claim they are visiting a friend, instruct them to call the friend on the phone.
- Lock your door when sleeping.
- Lock your door ANY TIME you leave your room, even for 1 minute.
- Keep small items of value hidden away and out of sight.

- Do not leave notes on your door announcing no one is there. This only invites theft.
- Do not take in overnight guests whom you do not know personally.
- Do not allow door-to-door salespeople to enter your room. College policy prohibits soliciting and the alleged salesperson may be 'casing' your room for later.
- Report ALL thefts or suspicious activity immediately to campus Police.
- Report to the residence life staff all doors, locks and windows that are in need of repair.

Access to Residence Halls

The residence halls are locked 24 hours a day, and a visitation policy is in effect year round. Please ensure you have read and understand the student code handbook by visiting the Web at: http://www.notredamecollege.edu/sites/default/fileuploads/Student-Handbook-Updated-final.pdf

The Police and Residence Life staff are responsible for ensuring that all policies are maintained and enforced.

Substance Abuse Prohibitions

The college recognizes drug and alcohol dependency as an illness and a major health concern. The college also recognizes drug abuse as a potential health, safety and security problem for the greater good of the campus. Students needing help in dealing with dependency, use or abuse, are encouraged to contact one of many alcohol and drug resources available on campus or in the greater South Euclid / Cleveland / Cuyahoga County area.

Illegal use of alcohol or drugs, including underage consumption will not be tolerated and if found, could result in arrest by College Police as well as disciplinary action through the Student Judicial process, up to and including dismissal.

Students will be held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol.

Similarly, illegal and/or irresponsible use of alcohol or drugs may subject employees to dismissal, termination from employment, and referral for prosecution.

Substance Abuse Education and Prevention

Believing that we have the responsibility to provide education about alcohol and illicit drug use and intervene in situations where individuals misuse and abuse these chemical(s), the college has developed opportunities and programming to help address abuse by our students. The program provides services related to drug and/or alcohol use and abuse, including dissemination of informational materials, educational programming, counseling services, referrals and college disciplinary actions.

Notre Dame College's Residence Life Office and Counseling Center provides overall coordination of the Drug-Free School program.

Other programs regarding substance abuse education and prevention include quarterly bulletin board displays that include information regarding alcohol, healthy relationships, sexual assault and other relevant topics on current trends for safety, abuse and prevention.

Additionally, each Residence Floor is required to attend mandatory (annual) drug and alcohol awareness training. Campus-wide events also include 'Take Back the Night' and 'Clothesline Project' events.

The Student Handbook contains the college's full policy and related procedures governing alcohol and drug-related offenses, and also describes and reproduces federal and state law on drug-related offenses.

In addition, the college publishes a wide variety of educational materials covering legal, health and other risk implications of drug and alcohol use. Printed materials are available to the campus community in many campus buildings, including the Student Services Office, Human Resources, the residence halls, Police Department and the Counseling Center Offices. Trained counselors are available to talk to any student upon request.

Policies Regarding Sexual Misconduct, Domestic and Dating Violence, Stalking and Hate Crimes

New Mandates and Policy Updates

On March 7, 2013, a new law was enacted, The Violence Against Women Reauthorization Act (VAWA). New obligations on colleges and universities are now in place under provisions of Section 304, Campus Sexual Violence Act (SaVE). Notre Dame has worked diligently to ensure compliance with all regulations set forth in this new policy as well as providing as many opportunities as possible to ensure our community is well informed of available resources and reporting options.

These new obligations set-forth positive standards for colleges to educate, ensure standards for investigation and discipline, as well as provide for new reporting requirements for the addition of incidents involving "Domestic Violence," "Dating Violence," and "Stalking."

VAWA, under the CLERY reportable offenses, now includes those incidents of hate crimes to include 'national origin' and 'gender identity.' The VAWA also requires that all CLERY Timely Notifications withhold any names of victims (see Timely Notifications above).

Sexual Harassment and Title IX Policy

Sexual harassment undermines the mission of the college and threatens the careers, educational experience and well-being of students, faculty, staff and guests to the campus. Therefore, it is the policy and goal of Notre Dame College that all students, faculty, staff and guests be free from sexual harassment and sexual misconduct.

Although founded on and guided by the laws of the United States of America and of the State of Ohio, the college policy against sexual harassment and misconduct is not limited by these laws. The policy is an expression of the academic, residential and professional standards of the Notre Dame College community. The college reserves the right to investigate circumstances that may involve harassment in situations where no complaint, formal or informal, has been filed.

This policy applies to all faculty, staff, students and guests alike. All community members are expected to abide by this policy, whether on campus or away from campus, when engaged in activities sponsored by the college or which otherwise relate to the college or its business. This policy also applies to activities of recognized student organizations. Those who contract to use Notre Dame College's campus for any reason, conduct business on campus, or visit the college, are expected to adhere to the principles and spirit established by this policy.

Students who do not understand the policy should contact the Dean of Students or visit his office.

Notre Dame strives to provide an environment that promotes and supports positive, effective resolutions for any kind of complaint or concern. A person wishing to make a complaint about sexual harassment or sexual misconduct may choose to resolve the compliant formally or informally.

Filing a Complaint:

Anyone who wishes to file a formal or informal complaint can find additional resources and information at the college website: http://notredamecollege.edu/student-life/student-life-resources/Title-IX

or, by contacting any of the following college staff and Title IX Team members, who are trained to serve as intake officers for complaints:

Susan Anderson, Director of Human Resources, Sr. Title IX Chair
Notre Dame College, 4545 College Rd., South Euclid, OH 44121
Office Location: Human Resources
First floor of Administration Building
Phone: 216.373.6396
E-mail: Andersons@ndc.edu

Karl Rishe, Dean of Student Affairs, Sr. Title IX Coordinator
Notre Dame College, 4545 College Rd., South Euclid, OH 44121
Office Location: Student Affairs –
First floor of Administration Building
Phone: 216-373-5177
E-mail: KRishe@ndc.edu

Tera Johnson, Director of Residence Life & Student Conduct, Title IX Coordinator
Notre Dame College, 4545 College Rd., South Euclid, OH 44121
Office Location: Residence Life - Second floor of South Hall
Phone: 216-373-5181
E-mail: **tjohnson@ndc.edu**

Jeffrey Scott, Chief of Police, Title IX Coordinator
Notre Dame College, 4545 College Rd., South Euclid, OH 44121
Office Location: Administration Offices – First floor of Administration Building
Phone: 216-373-5407
E-mail: **jscott@ndc.edu**

The specific Title IX policy and procedures are located at the following Web address: http://notredamecollege.edu/sites/default/fileuploads/Title-IX-Policy-Oct-2013.pdf

Anyone who believes he or she has been sexually harassed or assaulted may also elect to make a complaint outside the college by initiating civil and/or criminal charges against the offending party or parties. Upon request, the college will assist a student in reporting an assault and filing criminal charges.

The Ohio criminal and civil justice systems and the College process for investigation, adjudication and discipline are separate and distinct ways in which to seek redress. If any party initiates any civil, criminal or agency proceeding, the college reserves the right to initiate, to suspend, to terminate or to continue the internal proceeding.

Student victims have the option to change their academic and/or on-campus living situations after an alleged violation, if such changes are reasonably available. Further information on the College's policy can be found on-line at: http://www.notredamecollege.edu/student-life/student-life-resources/Title-IX

Educational programs for students are offered by Human Resources, Dean of Students Office, Athletics, Residence Life and Notre Dame's Counseling Center, as a way of preventing the occurrence of sexual offenses, and to make the campus more aware of the college's policies and procedures.

There are informational gatherings, discussion groups, and informational flyers on all issues of personal safety, sexual assault, and acquaintance, date rape, domestic violence, dating violence and stalking. Brochures and guidelines are distributed among the student body and are made available to students and staff in many locations throughout campus.

First-time, incoming students are provided multiple opportunities to hear the message about the zero tolerance of sexual misconduct and how to access services (for reporting) are routinely emphasized and stated throughout.

Additionally, campus Police address incoming freshman (Arch I course) about sexual misconduct and discuss available resources and contact to report a crime or situation of sexual misconduct or harassment.

The college prohibits retaliation in any form by its officers, staff, faculty, students or guests against any person who exercises his or her rights and responsibilities under any policy in this document, Student Handbook, Employee Manual, or any provision of the Campus SaVE Act.

Sexual Assault Response Policy

In the case of a sexual assault, a victim is encouraged to notify the Notre Dame College Police as soon as possible, or dial 911. Officers from Notre Dame College will respond immediately to ensure the safety of the victim and to ensure preservation of the incident scene. South Euclid Police Department will be contacted immediately to respond and assume the investigation (as part of our Memorandum of Understanding) given their expertise in handling these types of incidents and the

availability of the needed resources to manage the incident.

Notre Dame College will work cooperatively to assist South Euclid Police Department in the investigation and provide necessary support to ensure proper case management, including an investigation by Notre Dame College independent of the criminal investigation.

The importance of having a physical examination to collect and preserve evidence of a criminal assault, whether or not a student wishes to legally proceed at the time of the event, is emphasized.

Assaults may also be reported to a College official in Residence Life, to the Dean of Students' Office or to a police officer, however, the victim can decline to notify police or campus authorities. Filing a police report with a campus Police officer will not obligate the victim to prosecute, nor will the victim be subject to scrutiny or judgmental opinions from others because of their choice.

Counseling and other important resources to victims of sexual offenses are available from the Notre Dame Counseling Center. For additional phone numbers and addresses of these organizations can be obtained from the Web page:

http://notredamecollege.edu/resources-and-services/campus-safety-and-security/sexual-assault

or:

http://notredamecollege.edu/student-life/student-life-resources/Title-IX

When a sexual assault victim contacts a College official outside of the Counseling Center or Campus Ministry, the Campus official is obligated to report the incident and take further action, including notification to campus Police. All investigations of sexual crimes that occur on-campus property will be conducted by the South Euclid Police Department and assisted by Notre Dame College Police. The victim of a sexual assault may choose for the investigation to be pursued through the Ohio criminal justice system and the College's Title IX process.

A representative of the College's Title IX team or Police Department will guide the victim in his/her decision. Counseling options are available from the College through the Counseling Center. Counseling and support services out the College system can be obtained through the Cleveland Rape Crisis Center.

No matter the location of the incident (on or off-campus) victims will be immediately provided with a pamphlet (written notification) explaining their rights under this policy, as well as information on their options,

If a sexual offense should occur within the College campus, the victim should take the following actions:

- Go to a safe place.
- Call Notre Dame Police at (216)-373-5212.
- Do not shower, bathe or douche.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's dorm, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
- Write down all details remembered as soon as you can or use your cell phone to record any details you can

including: information on counseling, health, mental health, victim advocacy, legal assistance, and other services available to the student or staff member on and off campus.

Additionally, the victim will be provided a pamphlet that will explain, in detail, their rights and responsibilities, including information on how to obtain a criminal and civil protection order under Ohio Revised Code, as well as information on the colleges 'no-contact order' process.

Policy on Disciplinary Procedures for Sexual Assault

The internal disciplinary process, when dealing with allegations of sexual assault, includes a prompt, fair and impartial investigation in order to seek a timely resolution. The standard of evidence that will apply during an internal conduct proceeding related to sexual assault or other forms of sexual misconduct is based upon a: '*preponderance of the evidence*.'

College Conduct proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct*, found on-line at: http://www.notredamecollege.edu/student-life/student-life-resources/Title-IX

The policy provides, in part, that the accused and the accuser are entitled to the same opportunity to have others present during an internal disciplinary proceeding, including the opportunity to be

What is CONSENT?

Sexual activity ***requires consent***, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

Communicating consent:

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement between the participants. There shall be equal approval to engage in sexual contact – given freely, willingly, and knowingly.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.

Alcohol and drugs:

- A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
- The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given

accompanied to any related proceeding or meeting by an advisor of their choosing.

Both the victim and accused will be informed and receive simultaneously, written notice of: the outcome of the disciplinary hearing; the institutions appeal procedures; any change to the results before the results are final; and when the results become final.

A student found responsible for violating the College's sexual misconduct policy could be criminally prosecuted and may be suspended or dismissed from the College for the first offense. The hearing board will consider all possible solutions and remedies in order to ensure the safety of the victim and impose any possible measures within its control to protect the victim during and after a final determination is made.

To the greatest extent permissible by law, the college will protect victim confidentiality, including redaction of any personal identification information for all publically held records when disclosure is required.

All proceedings and procedures of the disciplinary process will be conducted by officials who receive annual training on issues related to sexual assault, as well as how to conduct a hearing process that protects the victim, ensures their safety at all times and promotes accountability.

Dating Violence, Domestic Violence, Stalking, and Hate Crimes Response Policy

In the case of Domestic Violence, Dating Violence, Stalking, and Hate Crimes, a victim is encouraged to notify the Notre Dame College Police as soon as possible, or dial 911. Officers from Notre Dame College will respond immediately to ensure the safety of the victim and to ensure preservation of the incident scene.

The preservation of evidence of a criminal assault (determined to be Domestic Violence, Dating Violence, Stalking or Hate Crime), whether or not a student wishes to legally proceed at the time of the event, is emphasized. This is important in order for the victim to seek and obtain a protection order.

The victim will be provided a pamphlet that will explain, in detail, their rights and responsibilities, including information on how to obtain a criminal and civil protection order, as provided by the Ohio Revised Code, Section 2919.26, 2919.27 and 3113.31.

In Ohio, there are four different kinds of protection orders. Municipal (Criminal) court may issue a Domestic Violence Temporary Protection Order (DVTPO) or a Criminal Protection Order (CRPO) depending on the type of charge and your relationship to the defendant. Civil (Domestic) Court issues Civil Protection Orders (CPO) if you are a family or household member of the defendant. If you are being stalked, Common Pleas Court may issue a Civil Stalking or Sexually Orientated Offense Protection Order (SSOOPO).

Assaults may also be reported to a College official in Residence Life, Dean of Student's Office or to a police officer, however, the victim can decline to notify police or campus authorities. Filing a police report with a campus Police officer will not obligate the victim to prosecute, nor will the victim be subject to scrutiny or judgmental opinions from others because of their choice.

Counseling and other important resources to victims of sexual offenses are available from the Notre Dame Counseling Center. For additional phone numbers and addresses of these organizations can be obtained from the Web page:

http://notredamecollege.edu/resources-and-services/campus-safety-and-security/sexual-assault

or:

http://notredamecollege.edu/student-life/student-life-resources/Title-IX

When a victim contacts a College official outside of the Counseling Center or Campus Ministry, the Campus official is obligated to report the incident and take further action, including notification to campus Police.

The victim of a domestic violence, dating violence, stalking, and hate crimes case may choose for the investigation to be pursued through

the Ohio criminal justice system and the College's Title IX process.

A representative of the College Police Department will guide the victim in his/her decision. Counseling options are available from the College through the Counseling Center. Counseling and support services outside the College system can be obtained through the local Domestic Violence Shelter: http://www.jfsa-cleveland.org/services-3/families-at-risk-2/know-abuse-family-violence-services/

No matter the location of the incident (on or off-campus) victims will be immediately provided with a pamphlet explaining their rights under this policy, as well as information on their options and available resources to them.

Whether or not the Ohio Criminal Justice process is followed, an internal investigation and Conduct Hearing will be completed. The policy provides, in part, that the accused and the victim will each be allowed to choose a person to assist them through the process. Both the victim and accused will be informed of the outcome of the hearing.

A student found responsible for violating the College's policy against Domestic Violence, Dating Violence, Stalking or Hate crime, could be criminally prosecuted and may be suspended or dismissed from the College for the first offense.

Policy on Disciplinary Procedures for Dating Violence, Domestic Violence, Stalking and Hate Crimes

The internal disciplinary process, when dealing with allegations of Dating Violence, Domestic Violence, Stalking and Hate Crimes, include a prompt, fair and impartial investigation in order to seek a timely resolution.

College Conduct proceedings, as well as special guidelines for cases involving Dating Violence, Domestic Violence, Stalking and Hate Crimes are detailed in the *Title IX Policy:* found on-line at: http://www.notredamecollege.edu/student-life/student-life-resources/Title-IX

The policy provides, in part, that the accused and the accuser are entitled to the same opportunity to have others present during an internal disciplinary proceeding, including the opportunity to be accompanied to any related proceeding or meeting by an advisor of their choosing.

Both the victim and accused will be informed and receive simultaneously, written notice of: the outcome of the disciplinary hearing; the institutions appeal procedures; any change to the results before the results are final; and when the results become final.

A student found responsible for violating the College's misconduct policy could be criminally prosecuted and may be suspended or dismissed from the College for the first offense. The hearing board will consider all possible solutions and remedies in order to ensure the safety of the victim and impose any possible measures within its control to protect the victim during and after a final determination is made.

To the greatest extent permissible by law, the college will protect victim confidentiality, including redaction of any personal identification information for all publically held records when disclosure is required.

All proceedings and procedures of the disciplinary process will be conducted by officials who receive annual training on issues related to Dating Violence, Domestic Violence,

Stalking and Hate Crimes, as well as how to conduct a hearing process that protects the victim, ensures their safety at all times and promotes accountability.

Retaliation Policy

The college prohibits retaliation in any form by its officers, staff, faculty, students or guests against any person who exercises his or her rights and responsibilities under any policy in this document, Student Handbook, Employee Manual, or any provision of the Campus SaVE Act.

Relocation Policy

In all cases of Sexual Assault, Dating Violence, Domestic Violence, Stalking, Hate Crimes and Title IX, the victim will be provided with written notification on options for and assistance in changing academic, living, transportation, and working situations, if requested by the victim, and reasonably available, regardless whether the victim reports the offense to campus police or not.

Sexual Assault, Dating Violence, Domestic Violence, Stalking and Hate Crime Prevention and Education Policy

Notre Dame College provides primary prevention programs and awareness campaigns for incoming students and new employees, as well as the greater student community, staff and faculty.

These programs, including ongoing prevention and educational programs/campaigns, provide education and information about issues of sexual misconduct, sexual assaults (including rape, date rape, and acquaintance rape), domestic violence, dating violence, hate crimes and stalking throughout the year.

These initial and on-going educational sessions and campaigns emphasize the college's positions of zero tolerance (prohibitions) against crimes involving sexual misconduct, sexual assaults (including rape, date rape, and acquaintance rape), domestic violence, dating violence, hate crimes and stalking. Additionally, all training programs and campaign and materials provide information defining rape (including: date rape, and acquaintance rape), domestic violence, dating violence, hate crimes and stalking, as stated in the Criminal Code (Ohio Revised Code) and the College policies.

All educational programs provided include such information for safe and positive options for bystander reaction, witness response and reporting of these crimes. Further, all programs continually emphasize risk reduction strategies and how to recognize the warning signs of abusive behavior and avoiding potential attacks and victimization.

Some of these programs include a program for first year students at orientation each fall as well as through residence hall and athletic department programs during and throughout the school year. The College also has a helpful website addressing prevention and response on-line at:

http://www.notredamecollege.edu/student-life/student-life-resources/Title-IX

Campus Police offer sexual assault education and information programs to Notre Dame Students and employees upon request and at events throughout the year, including ARCH 1 class (for all incoming freshman). Literature on education, risk reduction, and the College's response is available through the Residence Life Office, the Counseling Center, the Dean of Students office and the college Police Department.

New online training and awareness programs are being currently developed for students, staff, faculty and others to freely participate and gain awareness and knowledge, especially victims' rights and response to these types of crimes. As these new programs become available, notification will be sent to all students, staff and faculty, as well as new students and employees upon hire.

While the definitions of Domestic Violence, Dating Violence, Stalking and Sexual Assault (noted in the matrix provided 'Key Definitions') may not necessarily be identical to wording as found in the Ohio Revised Code. Training mandates under the Campus SaVE act require

training programs to incorporate the local (Ohio) definitions of these terms in all training developed.

All training material produced in compliance to all requirements set forth in the CLERY, Title IX and, VAWA and Campus SaVE Act will include the specific terms as noted in the Ohio Revised Code to each of these and other CLERY reportable crime sections.

Clery Crime Definitions

***Murder/Non-Negligent Manslaughter*:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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

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

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

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

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

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

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

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

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

NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook

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Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

***Rape*:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.

***Fondling*:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against

that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

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

NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language.

HATE CRIMES

Notre Dame College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

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

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related 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 his bias against the victim's race, sexual orientation, etc… the assault is then also classified as a hate/bias crime.

Other Offenses

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(2) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed

(1) By a current or former spouse or intimate partner of the victim.

(2) By a person with whom the victim shares a child in common.

(3) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate

partner.

(4) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(5) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

(1) Fear for the person's safety or the safety of others; or

(2) Suffer substantial emotional distress.

(3) For the purpose of this definition, Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(4) Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.

(5) Report any additional behaviors that meet the above definition of Stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited to, an institutional disciplinary action or the issuance of a no contact order, restraining order or any warning by the institution or a court.

NOTE: Additions from 2014 VAWA Negotiated Rulemaking Final Consensus Language

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Ohio Revised Code Additions to Specified Reference Sections to Local Jurisdictional Definitions of Crimes

Domestic Violence: Ohio Revised Code 2919.25:

(A) No person shall knowingly cause or attempt to cause physical harm to a family or household member.

(B) No person shall recklessly cause serious physical harm to a family or household member.

(C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

Menacing by Stalking: Ohio Revised Code: 2903.211 [Effective 9/17/2014] Menacing by stalking:

(A)(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

(2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A)(1) of this section.

(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

Sexual Offenses; General Definitions: Ohio Revised Code 2907.01: As used in sections 2907.01 to 2907.38 of the Revised Code:

(A) "Sexual conduct" means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons

regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

(B) "Sexual contact" means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

(C) "Sexual activity" means sexual conduct or sexual contact, or both.

(D) "Prostitute" means a male or female who promiscuously engages in sexual activity for hire, regardless of whether the hire is paid to the prostitute or to another.

(E) "Harmful to juveniles" means that quality of any material or performance describing or representing nudity, sexual conduct, sexual excitement, or sado-masochistic abuse in any form to which all of the following apply:

(1) The material or performance, when considered as a whole, appeals to the prurient interest of juveniles in sex.

(2) The material or performance is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for juveniles.

(3) The material or performance, when considered as a whole, lacks serious literary, artistic, political, and scientific value for juveniles.

(F) When considered as a whole, and judged with reference to ordinary adults or, if it is designed for sexual deviates or other specially susceptible group, judged with reference to that group, any material or performance is "obscene" if any of the following apply:

(1) Its dominant appeal is to prurient interest;

(2) Its dominant tendency is to arouse lust by displaying or depicting sexual activity, masturbation, sexual excitement, or nudity in a way that tends to represent human beings as mere objects of sexual appetite;

(3) Its dominant tendency is to arouse lust by displaying or depicting bestiality or extreme or bizarre violence, cruelty, or brutality;

(4) Its dominant tendency is to appeal to scatological interest by displaying or depicting human bodily functions of elimination in a way that inspires disgust or revulsion in persons with ordinary sensibilities, without serving any genuine scientific, educational, sociological, moral, or artistic purpose;

(5) It contains a series of displays or descriptions of sexual activity, masturbation, sexual excitement, nudity, bestiality, extreme or bizarre violence, cruelty, or brutality, or human bodily functions of elimination, the cumulative effect of which is a dominant tendency to appeal to prurient or scatological interest, when the appeal to such an interest is primarily for its own sake or for commercial exploitation, rather than primarily for a genuine scientific, educational, sociological, moral, or artistic purpose.

(G) "Sexual excitement" means the condition of human male or female genitals when in a state of sexual stimulation or arousal.

(H) "Nudity" means the showing, representation, or depiction of human male or female genitals, pubic area, or buttocks with less than a full, opaque covering, or of a female breast with less than a full, opaque covering of any portion thereof below the top of the nipple, or of covered male genitals in a discernibly turgid state.

(I) "Juvenile" means an unmarried person under the age of eighteen.

(J) "Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image, description, motion picture film, phonographic record, or tape, or other tangible thing capable of arousing interest through sight, sound, or touch and includes an image or text appearing on a computer monitor, television screen, liquid crystal display, or similar display device or an image or text recorded on a computer hard disk, computer floppy disk, compact disk, magnetic tape, or similar data storage device.

(K) "Performance" means any motion picture, preview, trailer, play, show, skit, dance, or other

exhibition performed before an audience.

(L) "Spouse" means a person married to an offender at the time of an alleged offense, except that such person shall not be considered the spouse when any of the following apply:

(1) When the parties have entered into a written separation agreement authorized by section 3103.06 of the Revised Code;

(2) During the pendency of an action between the parties for annulment, divorce, dissolution of marriage, or legal separation;

(3) In the case of an action for legal separation, after the effective date of the judgment for legal separation.

(M) "Minor" means a person under the age of eighteen.

(N) "Mental health client or patient" has the same meaning as in section 2305.51 of the Revised Code.

(O) "Mental health professional" has the same meaning as in section 2305.115 of the Revised Code.

(P) "Sado-masochistic abuse" means flagellation or torture by or upon a person or the condition of being fettered, bound, or otherwise physically restrained.

Rape: Ohio Revised Code Section 2907.02:

(A)(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

(a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

(b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.

(c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

Sexual Battery: Ohio Revised Code Section 2907.03

(A) No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply:

(1) The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution.

(2) The offender knows that the other person's ability to appraise the nature of or control the other person's own conduct is substantially impaired.

(3) The offender knows that the other person submits because the other person is unaware that the act is being committed.

(4) The offender knows that the other person submits because the other person mistakenly identifies the offender as the other person's spouse.

(5) The offender is the other person's natural or adoptive parent, or a stepparent, or guardian, custodian, or person in loco parentis of the other person.

(6) The other person is in custody of law or a patient in a hospital or other institution, and the offender has supervisory or disciplinary authority over the other person.

(7) The offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, the other person is enrolled in or attends that school, and the offender is not enrolled in and does not attend that school.

(8) The other person is a minor, the offender is a teacher, administrator, coach, or other person in authority employed by or

serving in an institution of higher education, and the other person is enrolled in or attends that institution.

(9) The other person is a minor, and the offender is the other person's athletic or other type of coach, is the other person's instructor, is the leader of a scouting troop of which the other person is a member, or is a person with temporary or occasional disciplinary control over the other person.

(10) The offender is a mental health professional, the other person is a mental health client or patient of the offender, and the offender induces the other person to submit by falsely representing to the other person that the sexual conduct is necessary for mental health treatment purposes.

(11) The other person is confined in a detention facility, and the offender is an employee of that detention facility.

(12) The other person is a minor, the offender is a cleric, and the other person is a member of, or attends, the church or congregation served by the cleric.

(13) The other person is a minor, the offender is a peace officer, and the offender is more than two years older than the other person.

Unlawful Sexual Conduct with minor: Ohio Revised Code Section 2907.04:

(A) No person who is eighteen years of age or older shall engage in sexual conduct with another, who is not the spouse of the offender, when the offender knows the other person is thirteen years of age or older but less than sixteen years of age, or the offender is reckless in that regard.

(B) Whoever violates this section is guilty of unlawful sexual conduct with a minor.

(1) Except as otherwise provided in divisions (B)(2), (3), and (4) of this section, unlawful sexual conduct with a minor is a felony of the fourth degree.

(2) Except as otherwise provided in division (B)(4) of this section, if the offender is less than four years older than the other person, unlawful sexual conduct with a minor is a misdemeanor of the first degree.

(3) Except as otherwise provided in division (B)(4) of this section, if the offender is ten or more years older than the other person, unlawful sexual conduct with a minor is a felony of the third degree.

(4) If the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02 , 2907.03 , or 2907.04 of the Revised Code or a violation of former section 2907.12 of the Revised Code, unlawful sexual conduct with a minor is a felony of the second degree.

Gross Sexual Imposition: Ohio Revised Code Section 2907.05:

(A) No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:

(1) The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force.

(2) For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

(3) The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery.

(4) The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person.

(5) The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or

physical condition or because of advanced age.

(B) No person shall knowingly touch the genitalia of another, when the touching is not through clothing, the other person is less than twelve years of age, whether or not the offender knows the age of that person, and the touching is done with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual Imposition: Ohio Revised Code Section 2907.06:

(A) No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:

(1) The offender knows that the sexual contact is offensive to the other person, or one of the other persons, or is reckless in that regard.

(2) The offender knows that the other person's, or one of the other person's, ability to appraise the nature of or control the offender's or touching person's conduct is substantially impaired.

(3) The offender knows that the other person, or one of the other persons, submits because of being unaware of the sexual contact.

(4) The other person, or one of the other persons, is thirteen years of age or older but less than sixteen years of age, whether or not the offender knows the age of such person, and the offender is at least eighteen years of age and four or more years older than such other person.

(5) The offender is a mental health professional, the other person or one of the other persons is a mental health client or patient of the offender, and the offender induces the other person who is the client or patient to submit by falsely representing to the other person who is the client or patient that the sexual contact is necessary for mental health treatment purposes.

(B) No person shall be convicted of a violation of this section solely upon the victim's testimony unsupported by other evidence.

CRIME STATISTICS CHART

Crimes Reported	Year	Campus (not including residence facility) Crime Reported	Campus (residence facility only)	*CAMPUS TOTAL*	Public Property	Non-Campus
Aggravted Assualt	2013	0	0	0	0	
	2012	0	0	0	0	0
	2011	0	**1**	**1**	0	0
Arson	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	**1**	**1**	0	0
Burglary	2013	**5**	**4**	**9**	0	0
	2012	**3**	**4**	**7**	0	0
	2011	**6**	**8**	**14**	0	0
Manslughter-Negligent	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Murder and Non-Murder Manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	**1**	0	**1**	0	0
Robbery	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offense Forcible	2013	0	**1**	**1**	0	0
	2012	0	**3**	**3**	0	0
	2011	**1**	0	**1**	0	0
Sex Offense Non-Forcible	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Domestic Violence	2013	0	0	0	0	0
	2012	**Changes to the VAWA and SaVE Act did not take effect until 2013 statistics*				
	2011					
Dating Violence	2013	**2**	0	**2**	0	0
	2012	**Changes to the VAWA and SaVE Act did not take effect until 2013 statistics*				
	2011					
Stalking	2013	**1**	0	**1**	0	0
	2012	**Changes to the VAWA and SaVE Act did not take effect until 2013 statistics*				
	2011					

Hate Crimes:

2013: There were 2 reportable hate crimes

Destruction/Damage/Vandalism of Property Characterized by Ethnicity/National Origin – On Campus – Non-Resident Hall
Intimidation Characterized by Sexual Orientation – On Campus – Resident Hall

2012: There were no reportable hate crimes

2011: There were no reportable hate crimes

ARRESTS AND DISCIPLINARY REFERRALS

Crimes Reported	Year	Campus (not including residence facility) Crime Reported	Campus (residence facility only)	*CAMPUS TOTAL*	Public Property	Non-Campus
ARRESTS						
Alcohol Law Violations	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Drug Law Violations	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Weapon Law Violations	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
DISCIPLINARY REFERRALS						
Alcohol Law Violations	2013	0	**92**	**92**	0	0
	2012	0	**123**	**123**	0	0
	2011	0	**79**	**79**	0	0
Drug Law Violations	2013	0	**27**	**27**	0	0
	2012	0	**17**	**17**	0	0
	2011	0	**20**	**20**	0	0
Weapon Law Violations	2013	0	**1**	**1**	0	0
	2012	0	**1**	**1**	0	0
	2011	0	0	0	0	0

2014

ANNUAL FIRE SAFETY REPORT

NotreDameCollege.edu

NOTRE DAME COLLEGE

Fire Safety

Fire prevention on the Notre Dame campus is led in part by the College Police and Maintenance Departments, in coordination and cooperation with the South Euclid Fire Department Fire Safety Inspection Office.

This report provides information and data pertaining to fire safety on the Notre Dame College campus. The data and information contained in this document are reported annually in compliance with legal requirements set forth by the Higher Education Opportunity Act. Information in this report, as well as The Notre Dame College Annual Campus Security Report, aim to provide the information and data required by Federal law, as well as the situational awareness required to further develop and enhance the culture of safety and preparedness on our campus.

CONTACT INFORMATION

Police Department

The Notre Dame College Police Department provides primary response to all emergencies on campus. They can be contacted 24 hours-a-day, 7 days-a-week by calling: (216)-373-5212.

Emergency Management

Within the Police Department, Emergency Management provides planning, exercises, drills and training, building inspections, plan review, and develops policies relating to emergency management and fire safety on campus. This division works with many offices and areas of the college to implement planning and capabilities related to emergency response and fire safety on campus. To contact this office, call: (216)-373-5212.

Residence Life

Residence Life provides advice and ongoing support to our students, especially in residence halls and dormitory living. This would include support and advice for services related to personal safety, enhanced security, safety training, alarms, emergency planning, keys/access, risk reduction and fire prevention. For more information, call: (216)-373-5274.

Facilities Operations and Maintenance

Facilities Operations and Maintenance provides repair, inspection, and installation of fire safety systems and equipment within each building on campus. These systems include sprinkler systems, fire detection devices, smoke detection devices, extinguishers, fire doors, alarms, and other devices. For more information about these services, please contact this officer at (216)-373-5206.

Division of State Fire Marshal

The Division of State Fire Marshal provides services across the State of Ohio. The Division consists of eight bureaus, including Administration, Bureau of Underground Storage Tank Regulation, Code Enforcement, Fire Prevention, Forensic Laboratory, Investigations Bureau, Ohio Fire Academy, and Testing and Regulations. The

State of Ohio Fire Marshal's Office also provides fire investigation, inspection and fire prevention services. The Division of State Fire Marshal may be contacted at (614)-752-8200 or com.ohio.gov/fire.

South Euclid Fire Department

The South Euclid Fire Department provides fire response, fire investigation, inspection, fire prevention, emergency medical response, training, and many other services to the Notre Dame College community. The South Euclid Fire Department may be contacted at (216)-381-1234 or by visiting: http://www.cityofsoutheuclid.com/fire/index.html

HIGHER EDUCATION OPPORTUNITY ACT

DEFINITIONS

Cause of Fire – The factor or factors that give rise to a fire. The causual factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act or nature (34 C.F.R. 668.49(a)).

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

Fire drill - A supervised practice of a mandatory evacuation of a building for a fire (34 C.F.R. 668.49(a)).

FIRE LOG

(1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.

(2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under § 668.46(a), of the receipt of the information.

IF A FIRE OCCURS IN YOUR BUILDLING:

- Assist individuals who are in immediate danger. This may include persons who are injured or with special needs who need assistance in evacuating from smoke or fire. If providing assistance places yourself in further danger, or if you feel uncomfortable providing assistance, inform first responders of the situation and assist them with finding the individual by providing them with information about their location, situation, and the conditions (fire and smoke) observed in that location at the time of evacuation.
- As you begin to evacuate a location on campus because of fire or smoke, pull the nearest fire alarm as soon as possible to allow other inhabitants of that location the chance to evacuate immediately. No matter how small or insignificant a fire may seem at the time, recognize that fire can quickly become 'out of control' and put individuals at significant risk within a matter of minutes. Pulling a fire alarm in the early stages of a fire can save lives.
- After you have made the decision to evacuate an area, ensure that doors within your area are closed, to included stairwell doors and doors that separate hallways and buildings. To find the quickest exit, follow the lit exit signs to the nearest exit or stairway.

(3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

(4) An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section. (34 C.F.R. 668.49(d)).

Fire-related death - Any instance in which a person—

(1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or

(2) Dies within one year of injuries sustained as a result of the fire. (34 C.F.R. 668.49(a)).

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

Fire safety system - Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire. (34 C.F.R. 668.49(a)).

Fire statistics

(1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning—

(i) The number of fires and the cause of each fire;

(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;

(iii) The number of deaths related to a fire; and

(iv) The value of property damage caused by a fire.

(2) An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis (34 C.F.R. 668.49(c)).

Value of property damage - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

FIRE PREVENTION

The Notre Dame College strives to promote safety on campus and works to implement programs aimed at preventing fires and the devastating impacts they may have on our campus community. All members of the campus community, including students, faculty, staff and visitors can contribute to fire prevention and safety; working together, we can make this a safer campus for all to enjoy. This report provides information to the college community that describes activities, and policies that promote the health and welfare of our campus community and to help prevent or mitigate the impact of fires on campus.

BUILDLING INSPECTIONS

The Notre Dame College, in cooperation with the South Euclid Fire Department Fire Safety Office, takes an active role in fire prevention. This is accomplished in many ways and requires a collaborative effort of individuals and departments on campus.

Of all activities undertaken to prevent fire, building inspections and plan review provide the best

opportunity to ensure our community is adequately mitigated and protected in the event of a fire.

Building inspections allow Notre Dame to monitor and maintain buildings for compliance with the Ohio Fire Code, local ordinances, Notre Dame Policies and national standards promulgated by the National Fire Protection Association (NFPA). The inspection frequency is determined by the occupancy and use of the building.

Residence Halls and high rise buildings are inspected annually. Other building types or use groups on campus are inspected on varying schedules. Certain facilities may be inspected more frequently throughout the year.

During inspections, compliance is promoted by noting deficiencies, assigning correction actions, highlighting positive efforts, and developing and enhancing relationships with building tenants. During the inspection process, follow-up inspections and communications ensure that issues are addressed in a timely and collaborative manner.

The building inspection process also allows college staff to become familiar with building systems and locations of fire safety equipment. This knowledge assists local first responders when responding to alarms, fires, and other incidents on campus.

FIRE SAFETY SYSTEMS AND FIRE DRILLS

Fire safety systems and fire drills work together to promote the safety and wellness of our students, faculty, staff, and guests on-campus.

Fire safety systems provide detection capabilities, fire suppression, and the opportunity to evacuate a building early in the onset of a fire. On campus all buildings are equipped with central alarm monitoring capabilities and all residence halls are equipped with fire safety systems.

Some components of fire safety systems in buildings or residence halls on campus may include:

- Smoke detectors, heat detectors, duct detectors placed in hallways, stairwells, elevator shafts, ventilation ducts, and mechanical spaces.
- Automatic alarms such as bells, tones, klaxons and strobes.
- Suppression systems such as wet, dry, pre-action, and deluge sprinkler systems.
- Alarm panels and annunciators.
- Fire resistant building design, wall/floor assemblies, and materials.
- Automatic fire doors, standpipes, etc…

Fire drills conducted throughout the year in the residence halls by Residence Life staff, educate and empower our students with the familiarization required to evacuate in the event of an actual fire on campus.

Fire drills in other areas and buildings throughout campus, conducted on an annual basis, provide this same empowerment and education, as well as familiarization for faculty, staff and guests.

These drills highlight exit locations, stairwell access, protective actions and safe areas of refuge away from the impacted building. Each year, hall directors and residence life staff are required to attend annual training that includes information about their duties and responsibilities during fire alarms and fire drills.

FIRE SAFETY EDUCATION AND TRAINING

Education and training events help institutionalize the culture of preparedness and fire safety on campus. Education and training programs assist students, faculty and staff in developing the confidence and knowledge required to safely act during the event of a fire or other emergency.

The combination of fire prevention programs and fire drills specifically focused and targeted towards evacuation provide the best opportunity to

preserve life and avoid injury in the event of a fire incident on campus.

Education and training events are a collaborative effort between the Notre Dame Emergency Management Office, Student Life, Facilities and Maintenance Office, Ohio Fire Marshals or South Euclid Fire Department Fire Prevention Bureau.

Student in our residence halls are provided required training regarding fire drills and fire safety procedures at the beginning of the fall semester with Residence Life staff.

In addition, policies and procedures for evacuating residence halls are taught to students during these meetings. Topics of instructor include mandatory evacuations under alarm conditions and the college consequences for not evacuating, roles and responsibilities of Resident Life staff, 9-1-1 dialing procedures, investigation and confirmation of alarms, building fire safety systems, and safe fire prevention practices.

Evacuations are mandatory for all students in residence halls when a fire alarm is activated. Failure to evacuate is violation of the Student Code of Conduct and may result in sanctions for any violation.

FUTURE IMPROVEMENTS IN FIRE SAFETY

The Notre Dame College strives to continuously improve its fire prevention and safety efforts. Future fire prevention efforts at the college will continue to aim at the sustainment of fire prevention activities and assessment and adoption of new fire safety practices and education opportunities in the future.

Feedback and comments on current and future fire prevention activities is a proactive way to become involved in the fire prevention efforts of the college. If you would like to officer

FIRE SAFETY 101

IF YOU DISCOVER FIRE OR SMOKE… 'RACE'

- ***RESCUE*** - rescue any person in immediate danger
- ***ALARM*** – pull the fire alarm to alert everyone
- ***CONFINE*** – confine the fire by closing all doors where possible. Turn off electric and gas equipment in your area as you evacuate, if safe to do so.
- ***EVACUATE*** – evacuate using the nearest stair exit. Follow the exit signs.
- Report the incident by calling 9-1-1 from a safe location
- Report any discharged fire extinguishers and any first-hand information that you may have.

IF YOU HEAR OR SEE A FIRE ALARM SIGNAL OR ANNOUNCEMENT…

- Follow emergency procedures for your building location or area.
- Follow the exit signs. Use stairs. Do not use elevators. Walk at a normal pace.
- Wait outside at least 50-feet or more away from the building.
- Re-enter the building only after the "All Clear" is announced by first responders.

FIRE EXTINGUISHER USE… 'PASS'

- **P**ULL the pin
- **A**IM at the base of the fire
- **S**QUEEZE the handle
- **S**WEEP side to side

feedback, or would like to suggest new ideas for fire prevention programs, please contact Police Chief Jeffrey Scott at: (216)-373-5407 or by email: jscott@ndc.edu.

FIRE POLICIES

In order to ensure that fire safety issues are adequately addressed and to ensure that fires in housing areas are included in the statistical report provided in this document, students, faculty and staff should report any incidence of fire to the Notre Dame College Police Department immediately, by dialing (216)-373-5212.

These policies apply in all college buildings, including on-campus student housing facilities.

Smoking

- Smoking in prohibited with ALL college buildings and student housing facilities.

Open Flames

- Open flames, candles, candle warmers, or incense are prohibited in residence halls, academic and administrative buildings.

Cooking Appliances

- There are no cooking appliances allowed in residence halls (toaster ovens, hot plates, open coil burners, etc.).

Grilling

- Charcoal grilling is prohibited on campus. Outdoor propane is authorized if handheld fire protection is available and at safe distances from buildings is observed.

Electrical Safety

- Ensure electrical circuits are not overloaded.
- Ensure all electrical appliances are UL rated, and do not overload circuits.
- Ensure extension cords are UL rated and do not extend in to other rooms through doors, windows, over ceiling tiles or stairwells.
- Ensure festive lighting is UL rated.

Fire Safety Systems

- Do not tamper with fire protection systems. Ensure they are not obstructed from view or access. All alarm systems must be kept free of storage materials and remain readily accessible.
- It is a criminal violation and a violation of campus policy to tamper with, destroy, alter, cover or disable a fire alarm, detection device, smoke detector, sprinkler head, pull station, fire extinguisher, fire hose, standpipe system, or any other device associated with life safety.
- Fire and smoke barrier doors must be closed at all times.
- Storage of items may not be within 24 inches of ceilings, block exits, stairwells, extinguishers, or fire alarm pull stations in any building on campus.

Flammable Liquids

- Flammable liquids storage is prohibited in all residence halls and office buildings on campus unless stored in an [approved] flammable liquid cabinet.

Space Heaters

- UL rated and approved space heaters must be UL certified and have tip over protection in order to be used. Space heaters must be kept at least 36” away from any flammable surface, object or furniture. Kerosene heaters are prohibited in all residence halls and office buildings.

Holiday Decorations

- Holiday decorations must not impede, alter or hang from any fire safety device, such as: exit signs, sprinkler system, smoke alarms, strobe lights, or any other life safety device.

Fireworks Policy

- The possession or use of firecrackers, fireworks or

other explosive devices are strictly prohibited in college buildings and on college property and is sufficient cause for immediate disciplinary action.

False Fire Alarms

- False fire alarms are serious violations of the law and create life-threatening safety concerns. The Notre Dame College Police will arrest those responsible who cause false fire alarms. In additional to criminal charges, disciplinary action will be taken through the Dean of Student's Office.

STUDENT HOUSING EVACUATIONS

In addition to adhering to fire policies, students, faculty and staff must also understand and practice policies regarding activities during the course of a fire at Notre Dame College.

If a student discovers smoke or fire, immediately pull the fire alarm nearest them and evacuate the building. Upon or while exiting (via any phone device), dial 9-1-1 to report the incident.

Residence hall occupants should become familiar with posted evacuation routes and procedures for their buildings as well as the location of all fire alarm pull stations and portable fire extinguisher locations in their building.

Students residing in or present in a college residence hall must evacuate the building when a fire alarm sounds using stairwells and exits. All students should know and memorize two exits from the building, and understand an evacuation may require you to evacuate a smoke filled area. In the case of smoke, stay low and check all doors before proceeding to an exit.

Windows may also be an exit option in some buildings. Should you need to exit from a window, verbally summon the assistance of a first responder before attempting to exit a building from a window above the first floor.

Upon exiting the residence hall, student must move to a location away from the building and fire equipment until notified that the building is clear and safe to be re-occupied by first responders.

After evacuating, if you know of a resident that may still be in the impacted building, provide that information to first responders immediately by giving the name and location of the individual so they may assist and locate them.

FIRE STATISTICS & FIRE LOG

The Notre Dame College Police Dispatch maintains a Fire Log that records required incident information concerning fires that in on-campus student housing facilities.

In addition to the Fire Log, the college is required to provide an annual report to the campus community on the fires recorded in the Fire Log. The Fire Statistics section is intended to satisfy this requirement and contains information about all fire(s) recorded in the Fire Log.

The Fire Log provides the date reported, nature of the incident, date the incident occurred, time, and the general location of fire, as well as the resolution or actions taken. The college is required to update the Fire Log within two business days of receiving the information about a fire at an on-campus housing facility.

The Fire Log will be open to public inspection for the most recent 60-day period during normal business hours. Any portion of the Fire Log older than 60 days will be available within two business days of a request for public inspection.

The Fire Log is available for public inspection through the Notre Dame College Police Department, on the ground floor of the Administration Building, 4545 College Road, South Euclid, Ohio, 44121.

To report that a fire has occurred on campus (non-emergency) so that it may be included in the Fire Log, please contact Police Chief Jeffrey Scott at: (216)-373-5407 or by email: jscott@ndc.edu.

2013 Fire Statistics

Date Reported	Date Occurred	Time	Incident #	Nature	Category	Cause	Fire Related Injuries	Fire Related Deaths	Property Damage	Location	Student Housing
NO FIRE INCIDENTS TO REPORT for 2013											

2012 Fire Statistics

Date Reported	Date Occurred	Time	Incident #	Nature	Category	Cause	Fire Related Injuries	Fire Related Deaths	Property Damage	Location	Student Housing
NO FIRE INCIDENTS TO REPORT for 2012											

2011 Fire Statistics

Date Reported	Date Occurred	Time	Incident #	Nature	Category	Cause	Fire Related Injuries	Fire Related Deaths	Property Damage	Location	Student Housing
9/26/2011	9/26/2011	1140	11-0188-09	Paper Fire	Intentional	Small piece of toliet paper set on fire	0	0	Less than $100	South Hall 4th floor hall	Y
11/4/2011	11/4/2011	1920	11-0230-11	Microwave Fire	Unintentional	Paper put in microwave	0	0	Less than $100	Providence Hall basement	Y