Safety and Security Department
Rockhurst University Community Center
5401 Troost Ave.
Kansas City, MO 64110-2561

Administrative Office
816-501-4659
Monday–Friday 8 a.m.-5 p.m.

24-hour per day security access by using red phone, code blue phone, or by dialing 4010 on any campus phone.

Security also recommends placing the security dispatch phone number in your cell phone speed dial 816-501-4010.

rockhurst.edu/about/campus-security
MISSION OF ROCKHURST UNIVERSITY

“Rockhurst University is a learning community, centered on excellence in undergraduate liberal education and graduate education. It is Catholic and Jesuit, involved in the life and growth of the city and region, and committed to the service of the contemporary world.”

HISTORY OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT

In 1990, the federal “Crime Awareness and Campus Security Act” was enacted requiring universities and colleges to:

- Publish and distribute an annual campus security report that contains the most recent calendar year and the two preceding calendar years of certain specified crime statistics, policy statements and program descriptions, and procedures to be followed in regards to sex offenses.
- Inform prospective students and employees about the report.
- Provide timely notice to the campus on crimes that are considered to be threats to safety and if the threat is of an immediate need a message will be crafted by the incident commander and other available members of the incident command system.
- If there are on-campus residential facilities, publish fire safety policies and fire statistics for the most recent calendar year and the two preceding calendar years.


The Clery Act requires institutions of higher education to collect and disseminate crime data to the campus community via the annual security report. This crime data is also submitted to the Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that it will assist them in making thoughtful decisions about the institution.
MESSAGE FROM THE DIRECTOR OF SECURITY

Rockhurst University is committed to providing the members of the campus community and visitors with the safest and most secure campus possible. It is an established fact that security efforts are a joint concern of all members of the campus community and the security department. I want to take this opportunity to invite everyone to participate in our crime prevention and security efforts at Rockhurst. Looking out for each other and reporting criminal and suspicious activity are essential parts of these efforts.

Every year, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Rockhurst University, through its Security Department, makes available the annual campus Security and Fire Safety Reports. The crime statistics are compiled from reports made to the Campus Security Department, other campus security authorities and collected from local law enforcement agencies. It is prepared by the director of campus security.

The Annual Security/Fire Safety Report can be found at rockhurst.edu/about/campus-security. Additional copies of the report can be obtained from the security administrative office by calling 816-501-4659 or by stopping by the security office at 5401 Troost in the Community Center. Copies are also available in the human resource office and the admissions office. The report is available to anyone wanting to view it.

A new annual security report is made available each year, in October, to all current students and employees and anyone wishing to see it. Hard copies of the annual security report are available in the human resources office for new employees and the admissions office for any persons applying for admission to Rockhurst University, or from the Campus Security Department located at the main entrance to campus at 5401 Troost.

As director of security, I, as well as the entire security staff, consider it a privilege to provide protective services to the Rockhurst University campus community. It is hoped that you will find our annual security report to be informative, but should you have any questions please feel free to contact me.

Sincerely,

Bill Evans
Director of Security
816-501-4659
bill.evans@rockhurst.edu
SAFETY AND SECURITY DEPARTMENT

Rockhurst University employs a full-time, proprietary security department. The department is made up of four sections: administration, operations, training and technology. Each section has specific functions assigned to it.

The administrative section is made up of the director of security’s office, the department secretary and the sergeants for operations, training and technology.

The operations section is made up of communications (dispatchers), patrol (field officers) and corporals (shift supervisors). Corporals supervise dispatchers and officers. They in turn are supervised by the operations sergeant. Field officers patrol the campus, take reports, respond to emergency and non-emergency calls for service. Dispatch handles all incoming security phone lines, operates the two way radio system and monitors alarms and closed circuit televisions. Parking control is administered through the operations section of the department. A sergeant manages this section.

The training section handles all aspects of departmental training and is managed by the training sergeant. This includes the initial basic training of new dispatchers and officers as well as the continuing training geared towards the development of all department personnel. Officers assigned as field trainers and dispatchers assigned as communications trainers are supervised and trained by the section sergeant. The training sergeant conducts training for both new personnel and for existing personnel on a continuous basis with the aid of those assigned as officer and dispatcher trainers.

The technology section is managed by a sergeant who is responsible for closed circuit television, access control, and radio communications. This sergeant also serves as the University’s telecommunications director. The sergeant maintains equipment, installs some new applications, works with security personnel to train them to use related computer and electronic security equipment.

The director of security oversees all departmental sections and their respective responsibilities.

THE HIRING PROCESS FOR THE SECURITY DEPARTMENT

Before being hired for the Rockhurst University Campus Security Department, all candidates are interviewed by department management staff, background checked for criminal history and prior employment information, and given a physical and drug test.

After being hired, candidates are given training on departmental operations and responsibilities, including arrest procedures, self-defense, force continuum, and information collection techniques and strong public relations methods. Both field officers and dispatchers carry a Class A Private Police License. Field officers who are armed are given firearms training at a contracted firearms site. This is all part of the process dictated by the Kansas City, Missouri, Police Department (see below) and demanded by the University of those officers carrying a weapon. Field Officers are armed, dispatchers are unarmed. After initial classroom training is complete, personnel are assigned a training officer in either dispatch or field operations. Training is focused on a proactive approach to preventing crime, initial investigation of reported crime and the reporting of both security and safety hazards.

All Security Department personnel are commissioned as private police officers in accordance with the authority vested in the Kansas City Board of Police Commissioners under section 84.720 RSMo., Title 17 CSR 10-2.010/020/030/040/050/055/060. All personnel have a Class A license and are designated as either a patrol agent or a private investigator. Selected personnel in administration and operations are qualified to carry firearms. All personnel, whether armed or unarmed, have the power of arrest as assigned by the administration of the security
department and the University. This authority is granted under Title 17 outlined above. The University security department patrols an area that includes the surrounding neighborhood for a radius of one block in all directions.

One of the major goals of the Rockhurst Campus Security Department is to promote and actively engage in making sure the department is an integral part of the University. Not only does the department protect the University's assets, but it participates in the educational endeavors of Rockhurst, by sponsoring, assisting in sponsoring or by actually presenting programs on security and crime prevention and other general safety concerns.

WORKING WITH OTHER SECURITY AND POLICE AGENCIES

The Rockhurst University Campus Security Department maintains a close working relationship with the Kansas City, Missouri, Police Department, the University of Missouri-Kansas City (UMKC) Police Department and with other security departments in the area. There are no MOU (Memorandum of Understanding) or MOAs (Memorandum of Agreement) existing between the University security department and any local law enforcement agency. The University does receive reports from the Kansas City, Missouri, Police Department in regards to off campus student organizations when instances of criminal activity occur involving them.

Rockhurst University security has membership in local area information sharing organizations ASAP (Association of Security and Police) and with the Kansas City Terrorist Early Warning Group through MARC (Mid-America Regional Council). The department is also a member of IACLEA, the International Association of Campus Law Enforcement Administrators, the IACP the International Association of Chiefs of Police (College/University Section). The security department maintains many informal connections with other proprietary security organizations in the city and around the country through the AJCU (Association of Jesuit Colleges and Universities) Facilities and Security Directors Association.

Rockhurst University security has direct access to REJIS (KC Regional Justice Information Service) that allows us access to selected information on active criminal records and selected state MVD records.

CONTACTING THE SECURITY DEPARTMENT

In order for the security department to be effective, the ability to contact them quickly and efficiently is of paramount importance. The department can be contacted utilizing the following methods:

1. RED PHONES - The red phone system is located in all campus buildings. Red phones are also mounted on the exteriors of all campus buildings. These are regular phone instruments without dial capability. All you need to do is pick up the receiver and the phone will automatically dial the security department dispatcher. Red phones are available for both emergency and non-emergency use. (See Map)

2. CODE BLUE PHONES - The code blue system is located strategically around campus in parking lots and along pedestrian walkways. These phone devices are mounted on a metal post with a blue light on top that provides extra visibility. They are activated by pressing a red button. Upon pressing the red button the code blue phone will automatically dial the Security Department Dispatch Office. After the connection is made it will not be broken until the dispatcher hangs up. Code Blue Phones are available for both emergency and non-emergency use. (See Map)
3. **GENERAL CAMPUS PHONES** - The Safety and Security Department can be contacted for either emergency or non-emergency purposes via the general campus phone system by simply dialing extension 4911 or 4010.

4. **CONTACTING FROM OFF CAMPUS** - If you are off campus and wish to contact the Safety and Security Department, you can do so by dialing 816-501-4010 or 816-333-1388 on any regular phone. If you are outside the 816 area code, remember to use the 816 area code prefix before dialing either number. Cell phone users should put the security department number on their cell phone speed dial 816-501-4010. These numbers are available for emergency and non-emergency calls.

5. **CONTACT SECURITY ADMINISTRATION** - If you are contacting the administrative section of the security department to speak with the director, use ext. 4659; operations sergeant, ext. 3524; training sergeant, ext. 3599; technical sergeant/telecom director, ext. 4401; or the department secretary, ext. 4659. Any of these personnel can be reached by going through the dispatcher at ext. 4010. All of these extensions can be reached from off campus by using the area code 816, the prefix 501 and the extension number.

---

USE A CAMPUS RED PHONE, CODE BLUE PHONE OR DIAL 4010 ON ANY CAMPUS PHONE TO REQUEST BOTH EMERGENCY AND NON-EMERGENCY SECURITY SERVICES.
MAP OF RED PHONE AND CODE BLUE PHONE LOCATIONS

For information on campus security, the University’s annual security report, crisis information and parking, visit rockhurst.edu/about/campus-security.
REPORTING CRIMES AT ROCKHURST UNIVERSITY

WHO TO REPORT CRIMES TO AT ROCKHURST UNIVERSITY

Should any member of the Rockhurst University community (students, faculty, staff or visitors) be victimized by crime, or should any member of the campus community suspect that a crime has been committed, they need to report this information to one of the following departments or individuals:

1. **The Rockhurst University Campus Security Department**
2. **The Kansas City, Missouri, Police Department**
3. **Any official of the University** who has significant responsibility for student and campus activity, and is required to report crimes as directed by 20 United States Code Section 1092(f) the “Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” All those identified as having this authority are issued a letter outlining their responsibilities at the start of each academic year. This letter outlines why they are considered campus security authorities and the process they follow should they receive information in regards to a reported crime. This list of officials includes, but is not limited to:

   - Director of Residence Life/Assistant Dean of Students – Mark Hetzler – 816-501-4843
   - Director of New Students/Access Coordinator/Assistant Dean of Students – Sandy Waddell – 816-501-4689
   - Assistant Director of Residence Life – Emily Kempf – 816-501-3571
   - Assistant Director of Residence Life – Phil Bennett – 816-501-4126
   - Student Activity Director/Greek Life – Angie Carr-Robinette – 816-501-4541
   - Resident Director Corcoran Hall – Chris Buerke – 816-501-1100
   - Resident Director Xavier-Loyola Hall – Sara Nanney – 816-501-2107
   - Resident Director McGee Hall – Annie Hart – 816-501-3150
   - Director of Athletics – Gary Burns – 816-501-4854
   - Assistant Athletic Director – Kathy Strecker – 816-501-4857
   - Assistant Athletic Director – Mike Koehler – 816-501-4331

Note: An individual of an institution who is a pastoral or professional counselor (Counseling Center professionals or Campus Ministry professionals) is not considered a campus security official and is not required to report crime statistics. No procedure exists that encourages pastoral and other professional counselors, if and when they deem it appropriate, to inform the person they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Also, there is no procedure for allowing voluntary confidential reports to the security department or other campus security authority. However, anonymous reports may be made, which will allow the department to collect accurate crime statistics for purposes of including them in the annual report of crime statistics.

The Clery Act mandates that colleges and universities must submit statistics for crimes reported to any of the above listed reporting authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals, students in particular, who are reluctant to report crimes to the police or security department, may be more inclined to report incidents to other campus affiliated individuals.
TIMELY WARNINGS AND IMMEDIATE EMERGENCY NOTIFICATIONS

In compliance with the Clery Act and in order to keep the campus community informed about all crimes defined as Clery Act Reportable in a “timely” manner, informational notices are sent by different methods to the campus community. These notices are triggered by crimes that have already occurred but represent a serious or continuing threat to the campus community. Rockhurst “will issue a timely warning for any CLERY CRIME committed on the institution’s Clery Act Geography.” These are crimes reported to campus security, or to others defined as campus security authorities, (as outlined under subsection REPORTING CRIMES AT ROCKHURST UNIVERSITY in the section above), or to the Kansas City, Missouri, Police Department. The notice will be issued as soon as information is available, and updated each time new information is received by the security department. TIMELY WARNINGS are issued by the Rockhurst University Campus Security Department. The timely warning is issued via Rockalerts, campus email, reverse 911 on all campus phones and by posted notices throughout the campus. The University has communicated with local police requesting their cooperation in informing the University about crimes reported to them that may warrant timely warnings.

The Clery Act also directs that, to help raise awareness of the risks of crime, every effort to communicate crime statistics and information on criminal activity needs to be carried out. The Rockhurst Campus Security Department does this by:

- Compiling the Daily Crime Log that can be reviewed by anyone requesting to do so.
- Maintaining availability to the current annual campus security report published on the University webpage.
- Having available the Annual Campus Security Report for distribution to current and prospective students and employees. Hard copies are also available to anyone upon request.
- Sending security notices by email to all students, faculty and staff who have an internet account. They are then posted to the doors and bulletin boards of the residence halls and other campus buildings.
- Use of the campus notification system, Rockalerts, to forward the timely warning notices to the campus community.
- Use of the campus phone system to deliver messages via the reverse 911 system. All phone extensions are contacted with an emergency message.
It is the desire of Rockhurst University to keep all members of the campus community informed, in either a timely manner or as immediately as possible, as dictated by the circumstances of an incident of crime or disaster. The Rockalerts system serves both as a means of forwarding timely notices of crime, and as immediate informational alerts due to major crisis and disasters.

The Rockalerts system was adopted by the University as an additional means to communicate information to students, faculty, and staff of emergencies or school closures. Once registered for this 24-hour service, students, faculty, staff and parents may receive emergency notices that will be sent to cell phones, pagers, PDA or email as quickly as appropriate information is received and then updated frequently with new information. This is a free service. To sign up, visit rockhurst.edu/rockalerts.

CRIMES REQUIRED TO BE REPORTED BY THE CLERY ACT

The primary category of crimes addressed by the Clery Act use the following:

FBI Uniform Crime Report Definitions

- **Criminal Homicide, Murder, and Non-negligent Manslaughter** – One person willfully killing another.
- **Negligent Manslaughter** – The killing of a person through gross negligence.
- **Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or a group of people by force, the threat of force/violence, of putting victim in fear.
- **Aggravated Assault** – The unlawful attack of one person on another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** – Unlawfully entering a structure with intent to commit a felony or theft.
- **Motor Vehicle Theft** – The theft or the attempted theft of a motor vehicle.
- **Arson** – Willful or malicious burning or the attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, air craft, or personal property of another.

**Sex Offenses**

**Non-forcible refers to:**

- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** – Sexual intercourse with a person who is under the statutory age of consent.

**Forcible refers to:**

- **Rape** – the carnal knowledge of a person, forcible and /or against the person’s will, or not forcibly or against the persons will where the victim is incapable of giving consent due to youth or temporary or permanent mental or physical incapacity.
- **Forcible Sodomy** – oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against that persons will where the victim is incapable of giving consent due to his/her youth, temporary or permanent mental or physical incapacity.
- **Forcible Fondling** – Touching of the private body parts of another person for the purpose of sexual gratification, either 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 due to his/her youth, temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object** – Use of an object or instrument to unlawfully penetrate the genital or anal opening of the body of another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable or giving consent due to his/her youth, or temporary or permanent mental or physical incapacity.

**A second category of crimes reportable under the Clery Act consists of arrests and referrals for disciplinary action for offenses related to:**

- Weapons possession
- Liquor law violations
- Drug violations

**A third category of crimes reportable under the Clery Act are:**

**HATE CRIMES**

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin. For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias. The Handbook for Campus Safety and Security Reporting places into two groups for clarity purposes. Group A include all basic offenses except, negligent manslaughter and weapons: carrying, possessing, etc., drug abuse violations and liquor law violations, none of which can be classified as a hate crime. The second group, Group B consists of offenses in addition to the main offenses required by Clery.

**Group A**

- Murder and non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

**Group B**

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

**A fourth category of offenses reportable under Clery include dating violence, domestic violence and stalking. For this purpose, the following definitions apply:**
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, where the existence of the relationship is determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts that meet the definition of “domestic violence.”

Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- “Course of conduct” means two or more 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.

CLERY ACT GEOGRAPHY DEFINITIONS

Locations where crime statistics must be gathered for inclusion in the Annual Security/Fire Safety Report:

On Campus

Any building or property owned or controlled by Rockhurst University within the same reasonably contiguous geographic area and used by Rockhurst University in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls (see next section).

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by Rockhurst University but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

On Campus (subset): On-Campus Student Housing Facilities

Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics:

- The total number of crimes that occurred on campus, including crimes that occurred in student housing facilities; and
- The number of crimes that occurred in on-campus student housing facilities as a subset of the total.
Non-Campus Buildings or Property

Any building or property owned or controlled by a student organization that is officially recognized by Rockhurst University; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably continuous geographic area of the institution.

Public Property

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Public property refers to property owned by a public entity, such as a city or state government.
The statistics in this report are presented in accordance with the directives of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The charts include all crimes that are required to be reported by the act, the total number of those reported, and where they occurred.

Crime reporting is done in a unique fashion directed by the Clery Act.

1. Crime statistics are compiled from Clery Act defined geographic areas that include both on campus and off campus locations.

2. As outlined in the section of this report (REPORTING CRIME AT ROCKHURST UNIVERSITY, page 6), there are also specifically defined departments and persons that a crime can be reported to, that include the University security department and the Kansas City, Missouri, Police Department. The University security department is then responsible for compiling crime statistics obtained from any of the responsible reporting entities and then publishing them in the annual security and fire report.

3. Because of these unique features of the act, duplicate reporting of the same crime could occur. The security department reviews all crime information reported from different responsible reporting sources for possible duplicate reporting.

4. **Information is presented on four categories of crimes:** The first chart details the Clery Act’s Primary Crimes and the Clery defined locations where those crimes were committed. Under this chart is a notation as to any HATE CRIMES that occurred during the calendar year. The second chart shows the third category of Clery Crimes: liquor law violations, drug law violations and weapons law violations. These three select areas also show the Clery Defined Locations where those crimes occurred and contain the added explanation that those committing the violations were either arrested and sent through the criminal justice system or were adjudicated via the University’s Disciplinary System. Finally, the third chart shows statistics relating to the fourth category of Clery Crimes (dating violence, domestic violence and stalking) and includes details as to the Clery Defined Locations where they occurred.

5. **The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such a crime or offense.** If the alleged victim is deceased as a result of that crime or offense, the next of kin of the victim shall be treated as the alleged victim for this purpose.
CLERY ACT CRIME STATISTICS CHARTS

Clery Act Crimes Chart 2011

<table>
<thead>
<tr>
<th>Clery Act Crimes</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crimes Reported for 2011</td>
<td>On Campus</td>
</tr>
<tr>
<td></td>
<td>Residential Buildings</td>
</tr>
<tr>
<td>Offense Type: (Includes Attempts)</td>
<td></td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offense</td>
<td>2</td>
</tr>
<tr>
<td>Non-Forcible Sex Offense</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: There were no Hate Related Crimes reported on the Rockhurst campus in 2011.

<table>
<thead>
<tr>
<th>Violations for Liquor, Drugs, Weapons</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense Type: (Includes Attempts)</td>
<td>On Campus</td>
</tr>
<tr>
<td></td>
<td>Residential Buildings</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>104</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>104</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>13</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>13</td>
</tr>
<tr>
<td>Weapons Law Violation</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>0</td>
</tr>
</tbody>
</table>

*Referral means the matter is referred to the internal discipline system of the University.
# Clery Act Crimes Chart 2012

<table>
<thead>
<tr>
<th>Clery Act Crimes</th>
<th>Location</th>
<th>On Campus</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Total Clery Reportable Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense Type:</td>
<td></td>
<td>Residential Buildings</td>
<td>Non-Residential Buildings</td>
<td>Total On-Campus</td>
<td></td>
</tr>
<tr>
<td>(Includes Attempts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offense</td>
<td></td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Non-Forcible Sex Offense</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td></td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: There were no Hate Related Crimes reported on the Rockhurst campus in 2012.

---

<table>
<thead>
<tr>
<th>Violations for Liquor, Drugs, Weapons</th>
<th>Location</th>
<th>On Campus</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Total 2013 Reportable Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense Type:</td>
<td></td>
<td>Residential Buildings</td>
<td>Non-Residential Buildings</td>
<td>Total On-Campus</td>
<td></td>
</tr>
<tr>
<td>(Includes Attempts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td></td>
<td>155</td>
<td>4</td>
<td>159</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td></td>
<td>155</td>
<td>4</td>
<td>159</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td></td>
<td>8</td>
<td>3</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td></td>
<td>8</td>
<td>3</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Law Violation</td>
<td></td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td></td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: There was not a requirement to report statistics for the offenses of dating violence, domestic violence and stalking in the years 2011 and 2012.
## Clery Act Crimes Chart 2013

<table>
<thead>
<tr>
<th>Clery Act Crimes</th>
<th>Location</th>
<th>Offense Type: Residential Buildings</th>
<th>Non-Residential Buildings</th>
<th>Total On-Campus</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Total Clery Reportable Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crimes Reported for 2013</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>(Includes Attempts)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1*</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offense</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Non-Forcible Sex Offense</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>8</td>
<td>8</td>
<td>12</td>
</tr>
</tbody>
</table>

Note: There were no Hate Related Crimes reported on the Rockhurst campus in 2013.

*The reported murder was an officer involved shooting that was adjudicated as justifiable by grand jury.

## Violations for Liquor, Drugs, Weapons

<table>
<thead>
<tr>
<th>Offense Type: (Includes Attempts)</th>
<th>Location</th>
<th>On Campus</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Total 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violation</td>
<td>149</td>
<td>20</td>
<td>169</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>149</td>
<td>20</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>23</td>
<td>6</td>
<td>29</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>23</td>
<td>6</td>
<td>29</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Law Violation</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Referral means the matter is referred to the internal discipline system of the University.
CRIME PREVENTION

Crime Prevention is defined as “the anticipation, recognition and appraisal of a crime risk and the initiation of some action to either remove or reduce that risk.”

All security efforts at Rockhurst have as their primary objective the implementation of the basics of crime prevention. The ultimate goal of security efforts is the elimination of victimization. Unfortunately, there will always be times when crimes are committed and the department must move from proaction to reaction and respond rapidly to deal with the results of victimization. The more effective the department is at prevention, the fewer reactive responses will have to be made.

COMMUNICATING CRIME PREVENTION, SECURITY PROCEDURES AND PRACTICES TO THE CAMPUS COMMUNITY

The security department provides two types of educational programs for the campus community. One of these programs is designed to inform students and employees about campus security procedures and practices and to encourage students to be responsible for their own safety. These programs are presented in person and they are accompanied by brochures with information related to the topic covered. They are presented at orientations at the start of each semester, in residence hall programs once per academic year, and on demand and cover such topics as:

1. How to contact the security department. Also includes security authority, training and issues related to security operations.
2. When to contact, which includes report criminal victimization, witness information, suspicious persons and activity, asking general questions to clarify security questions and concerns, statistical information.
3. Specific risk-reducing measures such as walking in pairs, not leaving property visible in cars, parking in well lighted areas.
4. Requested programs: self- defense, sexual assault prevention measures, police department programs on crime prevention and how to risk reduction. These programs can be requested and scheduled through student development or security.
HOW SECURITY WORKS TO PROVIDE PROTECTION

1. Identifying suspicious persons, activity and vehicles:
   a. Techniques for reporting descriptions of persons.
   b. Identifying what suspicious persons and activity means; actions of, not personal traits such as race, gender, nationality.

2. When and how to contact security on the Rockhurst campus or the Kansas City, Missouri, Police Department via 911.
   a. Witnessing a crime or incident such as auto accident or safety concerns.
   b. If you are the victim of any crime.
   c. Use of available communication devices; red phones, code blue phones, regular campus phones. Cell phone to call the police via 911.
   d. How and why the security department functions, its mission and methods of accomplishment.
   e. The security department’s role in crisis management and what the campus community does to participate in the many different crises that may arise; for example, active shooter, bomb threats, weather crisis, fires and so on.

The second category of educational programming is designed to inform students and employees about the prevention of crimes. These programs are conducted in person, brochures, and audio-visual media. This information is presented at orientation at the start of each semester, in the residence halls once per academic year and on demand:

1. Emphasis is on demonstrating how to implement the basic tenets of crime prevention for all members of the campus community.
2. Teaching the definition of crime prevention and then showing how the definition can be applied to reducing or elimination crime risk in our daily lives and activities on campus.
3. Crime prevention is shown to help reduce the risk of becoming a victim of any crime; property or personal crimes.
4. These crime prevention educational techniques are reiterated throughout the basic introductory campus orientation and then throughout the academic year in the residence halls.

TRAINING THE CAMPUS COMMUNITY ON HOW TO HELP PROTECT THEMSELVES AND OTHERS

1. Defining crime prevention and how it is used to reduce and remove crime risk.
   a. Protecting oneself by avoiding risk
   b. Protecting personal property by providing barriers to access to it
   c. Avoiding sexual victimization
   d. Assisting others with bystander-help techniques
   e. Avoiding crime on the street and how to raise the percentages of survival if victimized
   f. Avoiding identity theft
   g. Positive community relations with security, city police and our neighbors
SECURITY OF AND ACCESS TO RESIDENCE HALLS, TOWNHOUSES (THV) AND ON-CAMPUS HOUSES (OCH)

CORCORAN HALL
Corcoran Hall consists of two wings connected by a common lobby. The building houses both males and females and is staffed with a resident hall director (RD) and several assistants (RAs). It is equipped with a swipe card system for access control on all main entry doors, as well as each wing on each floor. Entry is gained by using a specially coded, individual identification card. If a card is lost for any reason, a new one can be issued, and the old card is cancelled.

The main lobby, as well as all hallways on each floor in each wing, is equipped with a closed circuit television (CCTV) camera and is monitored and recorded 24 hours per day, seven days per week.

The residence life department staffs the front desk, located on the lobby level, 24 hours per day, seven days per week. All non-residents of this hall must check in with the desk assistant and leave their ID card for pick up when they leave the building.

XAVIER-LOYOLA HALL (X-L)
X-L Hall consists of two buildings connected by a common lobby. The building houses both male and females and is staffed with residence hall director (RD) and several assistants (RAs). It is equipped with a swipe card system for access control on all main entry doors. Entry is gained by using a specially coded, individual identification card. If a card is lost for any reason, a new one can be issued and the old card is cancelled.

The main lobby, as well as all hallways on each floor in each wing, is equipped with CCTV cameras.

The residence life department staffs the front desk, located on the lobby level, 24 hours per day, seven days per week. All non-residents of this hall must check in with the desk assistant and leave their ID card for pick up when they leave the building.

McGEE HALL
McGee Hall is the women’s residence hall. It is a six-story building with 113 rooms. The hall is staffed with a resident director (RD) and several assistants (RAs). It is equipped with a swipe card system. Entry is gained into the building, as well as the elevators and two stairwells, by using this identification card system. If a card is lost, a new one can be issued and the old card canceled as soon as the loss is reported.

The main lobby, as well as each hallway, is equipped with CCTV cameras.

The residence life department staffs the front desk, located on the lobby level, 24 hours per day, seven days per week. All non-residents of this hall must check in with the desk assistant and leave their ID card for pick up when they leave the building.

TOWNHOUSE VILLAGE – THV
The Townhouse Village operates like any apartment/townhouse complex with all University rules and regulations in force, just as in all residential living facilities. Each unit has its own specific key which is carried by all of the occupants of that unit. Occupants are responsible for making sure their units are secure. Exterior lighting is present and the security staff patrols the parking lots and exteriors of the buildings regularly. The Townhouse Village Community Center is equipped with one closed-circuit television.
camera located in the main entryway, which is monitored and recorded 24 hours a day by the security department, as are all CCTV cameras on campus. The Townhouse Village is assigned an area coordinator who acts as the resident director (RD), as well as four resident assistants (RAs).

ON CAMPUS HOUSES – OCH
Several houses, both single family and duplexes, have been added to our campus housing availability. All University rules and regulations are in force, just as they are in all residential living facilities. An area coordinator is assigned as resident director (RD), and two resident assistants (RAs). The occupants are provided the phone numbers for the security dispatch office as outlined in this report for contacting the security department from off campus. Each OCH is equipped with an intrusion detection system, with a panic alarm feature. These systems are monitored 24 hours per day by an off campus monitoring station, and when activated will initiate an immediate response from the Campus Security Department. The student occupants in these OCH units are encouraged to act as responsible neighbors, including calling in suspicious persons and activity, not just at their house but at their neighbor’s as well.

SECURITY OF AND ACCESS TO NON-RESIDENTIAL CAMPUS BUILDINGS

COMMUNITY CENTER
The University Community Center houses both the community center and the University’s security department. It is located at 5401 Troost. This building is equipped with electronic access control. Both the exterior entry door and the interior access to the Community Center and the security department are controlled by this system. There is one interior and one exterior CCTV camera available. They are monitored and recorded as all CCTV cameras are on campus. All campus fire and security panic alarms, security phone answering (as well as campus phone answering after regular business hours), and two way radio communications is handled by the security communications office. The security dispatch office, just like security field operations, is manned 24 hours per day, 365 days per year.

CONWAY HALL
This classroom/office building houses classrooms, the Helzberg School of Management administrative offices, faculty offices and computer labs. The building is equipped with the electronic access control swipe card system for exterior doors and selected interior doors. The building is equipped with the security red phone system inside and out. Panic alarms are available in office locations.

FIELDHOUSE/CONVOCATION CENTER
The athletic complex, housed in the Mason-Halpin Fieldhouse/Convocation Center is used for scheduled athletic events, including campus intramural programs. It also includes athletic training facilities, locker areas, classrooms, weight room, the athletic department administrative offices and storage. The field house/Convocation Center is a combined structure; the two buildings can function together or as individual entities. The electronic access control installed on the Convocation Center side can be used to control access to both buildings. Panic alarms are installed at this location. The buildings are equipped with the security red phone system.

GREENLEASE ART GALLERY
The art gallery houses the permanent collection of art belonging to Rockhurst University and is the site of exhibitions of guest artist work throughout the year. There are offices and art storage areas. The gallery is equipped with electronic access control, panic alarm, and closed circuit television cameras. A security red phone is also available.
GREENLEASE LIBRARY
The library is equipped with the electronic access control system. When the building is open, it is continuously manned by library staff. The library is equipped with the security red phone system. Panic alarms are available in the office areas. Closed circuit television is also installed in the library and is monitored by the security dispatch office.

ST. IGNATIUS SCIENCE CENTER
This is a classroom/laboratory/office building. All exterior entry doors are equipped with electronic access control. The swipe card system also covers selected interior doors. Closed circuit television is installed in this building. There are selected offices equipped with the panic alarm system. Security red phones are installed on the exterior and interior of this building.

MASSMAN HALL
This building houses both University administrative offices and student activity spaces, including campus dining hall and other food outlets, meeting rooms, campus chapel, athletic weight room and shower area, and the campus bookstore. All exterior entry doors are equipped with the electronic access control swipe system. The electronic access control system covers selected interior doors as well. The building also contains the campus closed circuit television system. The security red phone system is equipped on the exterior and interior of the building. Panic alarms are available in selected office areas.

SEDGWICK HALL
This is the oldest building on campus. It includes classrooms, faculty/staff offices, Mabee Theater, and the theater shop spaces. The building is equipped with the electronic access control swipe card system on its exterior entry doors. The security red phone system is located on both the exterior and interior of the building. Panic alarms are located in selected office locations.

STUDENT ACTIVITIES BUILDING
This is a large open building utilized for a wide variety of student and campus related meetings and activities. It is equipped at the main entry point with the electronic access control swipe card system. This building is equipped with closed circuit television and has the security red phone system available at the main entry (southeast entry lobby to the building).

VAN ACKEREN HALL
This is a classroom/office building. It houses classrooms, labs, faculty offices, the campus Learning Center and certain administrative offices. It is equipped with the electronic access control swipe card system. Panic alarms are available in selected offices. The security red phone system is located on both the exterior and interior of this building.

MAINTENANCE OF SECURITY-RELATED CONSIDERATIONS
Every building at Rockhurst, both residential and non-residential, is inspected on a daily basis for problems related to lighting, locks, closed circuit television, access control (both traditional keys/locks and electronic applications). These inspections include checking the red phone system for proper operability. Any discrepancy is reported via the security report system to the physical plant or telecom office. A work order is generated and when work is complete, security is notified. Any security concern of an immediate nature such as a broken lock, broken or missing windows, red or blue phone problems or any problem deemed to need immediate attention is reported to the physical plant’s on-call staff or the security department technical sergeant. Repairs and replacement are then taken care of quickly.
ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

ALCOHOL

Drinking is as much a part of University life as it is part of life in our larger culture, and it inevitably brings the same problems here that it introduces elsewhere. Learning a mature attitude toward alcohol while in college prepares one to handle it in society after leaving college. We intend by this policy to make alcohol less obtrusive on campus, to help students learn to approach alcohol in a more mature and responsible manner, and promote a safer environment for the Rockhurst community.

The University is obligated to observe and abide by the laws of the state of Missouri regulating drinking and to safeguard those persons whose rights and safety are threatened by irresponsible drinking behavior on campus or at off-campus social events sponsored by the University.

By Missouri State Law, it is illegal for anyone under the age of 21 to drink alcohol. Therefore, the use of alcoholic beverages by students under the age of 21 is both illegal and unacceptable on campus. Underage students, regardless of their place of residence (Corcoran, McGee, Xavier-Loyola, On-Campus Houses or Town House Village) whether on campus or returning to campus, with alcohol on their breath or other signs of intoxication will be considered in violation of the law. Underage drinkers may be subject to disciplinary procedures outlined elsewhere in the Rockhurst University Student Handbook and Planner 2014-2015. Rockhurst University reserves the right to notify the parent(s) of underage students who violate the Alcohol policy (see Parental/Legal Guardian Notification of Alcohol and Other Drug Violations policy for more details) and/or refer violations of the law to civil authorities for prosecution.

In Missouri, a minor in possession of alcohol is a misdemeanor and may result in a court ordering community service and alcohol education classes as well as subjecting the minor to an “Abuse and Lose” law which can result in driver’s license suspension or revocation if the minor is in the possession or use of alcohol while operating a motor vehicle. The serving, purchasing, selling, or in any way providing alcoholic beverages to or for anyone who is under the age of 21 is a misdemeanor violation under Missouri State Law that may result in up to a year in prison or a fine of up to $1,000.

Persons of legal drinking age who choose to imbibe alcohol should do so responsibly, drinking moderately without becoming drunk. Alcohol use raises legal and social concerns, and students must recognize the potential for liability which alcohol consumption creates, including the potential for personal liability. Students must recognize that when alcoholic beverages are misused, problems will arise, and they must accept the responsibility for preventing and coping with these problems. They should become increasingly aware of the problems associated with alcohol abuse in our society. Individual differences are to be respected, and drinking must be seen as a matter of choice (provided the person is of legal drinking age). Choosing not to drink is socially acceptable, and even preferable on campus and at University sponsored events. Social activities should have clear purposes other than the consumption of alcoholic beverages. The University believes in the importance of on-going educational programs to help community members understand the advantages of a healthy lifestyle, the consequences of the use and abuse of alcohol, and the importance of personal and community responsibility. To this end, the University sponsors programs to educate students in the responsible use of alcohol.

Rockhurst University encourages students who believe that alcohol is having an unfavorable effect on their every-day life, who believe they have an alcohol or substance abuse problem, or who believe a fellow student has an alcohol or substance abuse problem, to seek assistance through such campus resources as the residence life staff and the Counseling Center. The University may refer students with problems beyond its means to outside rehabilitative or counseling services.
**ALCOHOL IN THE RESIDENTIAL BUILDINGS**

Students 21 years of age or older are permitted to have alcoholic beverages in the privacy of their rooms, **but only if all roommates are also 21 years of age or older**. This privilege is limited to private rooms and does not extend to communal areas of the building, hallways, or other areas on campus. Students should be respectful of the rights of others, particularly regarding excessive noise or matters of personal privacy.

Students under the legal drinking age may not be in the company of a student who is drinking or has an open alcoholic beverage container, whether the drinking student is of legal age or not. In such an association, both students are subject to disciplinary action.

This restriction applies to underage University guests as well. Guests of legal drinking age may not consume, provide, or possess alcoholic beverages in the presence of anyone under the legal drinking age, nor may they store, for their own consumption, alcohol in any student’s room, if that student is under the legal drinking age. Large quantities/common sources of alcohol are not allowed. A common source is defined as a quantity of alcohol that provides alcohol for more than one person. A common source includes, but is not limited to: kegs, party balls, pony kegs, liquor containers greater than one pint, or beer in excess of one six-pack. Therefore each room with individuals of legal drinking age is limited to having only one of the following in their residence: one six-pack of beer, or one four-pack of wine coolers or other similar beverage, or one pint of alcohol, or one bottle of wine.

Students not of legal drinking age are not permitted to have in their possession, or in on-campus spaces, containers originally used to hold alcoholic beverages. For example, a beer case of ‘empties’ may not be used as furniture nor may empty bottles be used as decorative items. Alcoholic beverages may not be stored in any student room if the residents are under the legal drinking age.

Any student or guest found in possession of, providing, or consuming alcohol in violation of the University alcohol policy will be required to immediately pour out all alcohol in the presence of a University staff member.

**ALCOHOL AND SOBRIETY ON-CAMPUS**

Students who are 21 years of age or older are permitted to have alcoholic beverages at a limited number of social events on the University campus. Students who are of legal drinking age and attending events on campus not specifically designated as student functions may also be served alcoholic beverages when these are available to other guests. Examples of such events are the receptions following Visiting Scholar Lectures and the Center for Arts and Letters cultural programs. However, students who appear to have been drinking excessively may be refused admission or asked to leave the event. Furthermore, this policy applies to all common areas on-campus. Students found in violation may be subject to disciplinary procedures outlined elsewhere in this handbook.

Alcoholic beverages ordinarily will not be served or present at on-campus functions sponsored by student clubs or organizations. Exceptions to this must be requested in writing at least one week in advance of the event, and will require the approval the dean of students or his/her designee. On those occasions when alcohol is served at events attended by students, signs reading “21 and over please” must be prominently displayed in close proximity to where the alcohol is served, and appropriate measures should be taken by those who serve to ensure that only individuals who are of age are served. Measures taken may include, but are not limited to, verifying identification, wristbands, limiting the number of alcohol-containing beverages consumed, etc.

Students are not to purchase alcoholic beverages for, or deliver them to, any underage student. Transportation
of alcoholic beverages must follow city and state laws, e.g. no alcoholic beverage containers may be open while in transit from one location to another. When transporting alcoholic beverages on campus, students are to carry the alcoholic beverages in covered packages. University employees are authorized to check suspicious covered packages/boxes in trash bags, bags showing tops of bottles, coolers, suitcases, duffle bags, etc.

ALCOHOL AT ATHLETIC EVENTS

Alcohol is prohibited at all athletic events, whether on or off campus.

ALCOHOL AT OFF-CAMPUS EVENTS SPONSORED BY STUDENT ORGANIZATIONS

A student organization sponsored event is defined as an event that is sponsored by a student club or organization, including fraternities and sororities, regardless of funding for the event. Alcohol at all off-campus events sponsored by University-recognized student clubs or organizations must be provided by a licensed third party vendor or be held at a licensed establishment (a venue that has a current liquor license).

Sponsors of social activities are expected to limit alcohol to moderate amounts and to keep the focus of the party or event on social interaction rather than alcohol consumption. Food and non-alcoholic beverages should be available in sufficient quantity for the number of persons attending the event, and must be displayed with prominence equal to the alcoholic beverages. Measures taken may include, but are not limited to, verifying identification, wristbands, limiting the number of alcohol-containing beverages consumed, presence of Rockhurst security officers, etc.

LEGAL LIABILITY FOR SERVING ALCOHOLIC DRINKS

Students are reminded that they may share legal responsibility for the safety and welfare of fellow students who become a danger to themselves or others. The law provides that individuals may be liable for damages or injury resulting from serving alcoholic beverages to persons of any age. Furthermore, any organization or its members responsible for sponsoring an event may be subject to legal prosecution if alcohol is served and minors are present.

ALCOHOL IN ADVERTISING OF EVENTS

Advertising that states or suggests that alcohol will be available at an event is prohibited for student organization sponsored events. The Office of Student Development must approve advertising before it is displayed.

ALCOHOL PURCHASES WITH STUDENT ACTIVITY FEE FUNDS

The University prohibits alcohol purchases with student activity fee funds.
ILLEGAL DRUGS

Any student or employee who uses, possesses, sells, distributes or transfers any unlawful or non-prescription drug, including marijuana, will be held responsible for his or her behavior. This applies on the Rockhurst University campus and at any University-sponsored or affiliated event held off campus. The transfer of prescription drugs from the person the drug is prescribed for to another individual is also prohibited. Rockhurst University enforces both state and federal drug laws.

SUBSTANCE ABUSE PROGRAMMING

Rockhurst University offers programming for students with regards to learning responsible alcohol use. The University also has a variety of programs that can be used in the event that an alcohol or drug abuse situation has presented itself. Visit rockhurst.edu/student-experience/health-services-insurance/alcohol-drug-education for information on counseling and other programs available to the student through the Counseling Center. That site also includes information on state and federal penalties for violating their drug and alcohol laws and also information on the physical effects of alcohol and drug abuse.

Access to EMPLOYEE ASSISTANCE is available by using the University’s Employee Handbook. Page 47 outlines the benefit titled Employee Assistance Program (EAP). This is resource that is available to employees who may be experiencing the problems of substance abuse.

EMPLOYEE DISCIPLINE

Those employees found violating the University’s policies prohibiting domestic violence, dating violence, sexual assault and stalking will be disciplined in accordance with the dictates of the University’s human resources manual. Violations of the law can be referred to the police and county prosecutor’s office.

STUDENT DISCIPLINE

In the case of students, discipline charges for domestic violence, dating violence, sexual assault and stalking may be filed under the University disciplinary system any time students are registered to attend or are attending the University. Students making a report of such an offense to the University security department or designated CAMPUS SECURITY AUTHORITY are initiating an investigation that could lead to a charge under the University disciplinary system. A charge may be filed any time students are attending the University.

Sex offense charges against students may be processed through the University disciplinary system. This system shall provide for a prompt, fair and impartial investigation and resolution of the charges and any extension of timeframes will only be for good cause with written notice provided to both the accused and the accuser of the delay and the reason for it. The system will also be administered by officials who receive annual training on the issues related to sexual assaults, dating violence, domestic violence and stalking, and on how to conduct investigations and hearings that protect the safety of victims and promote accountability. Under this system both parties shall have timely notice of meetings at which one or the other or both may be present, and the same opportunities to have others present, and both parties and appropriate officials shall have timely access to information that will be used after the fact-finding investigation but during any informal or formal disciplinary meeting or hearing. A preponderance-of-the-evidence standard will be used in resolving the charge: that is, whether it is more likely than not that the alleged offense occurred. Both parties will be informed simultaneously in writing of, the outcome of the disciplinary
proceeding, the procedures to appeal the results, any change in results prior to becoming final and when the results become final. The notification will include the rationale for the result and any sanctions imposed. Students adjudicated as having violated the sex offense policy will be disciplined, up to and including expulsion from the University. Sanctions will not be lessened because the offense was committed with an acquaintance or while on a date.

OTHER RIGHTS OF THE COMPLAINANT AND THE CHARGED STUDENT
(from the Rockhurst University Student Handbook and Planner, p. 163)

1. COMPLAINANT’S RIGHTS

The University will treat a complainant with fairness throughout the disciplinary proceedings. Specifically, complainants are entitled to:

a. An explanation of the University disciplinary system, including options for redress and available sanctions.

b. Freedom from harassment by the charged student (or their supporters).

c. Use of all available internal and external support services in dealing with the aftermath of the sex offense. The Rockhurst University Counseling Center is available for support 24 hours per day, seven days per week. The University also supports the work of the Metropolitan Organization to Counter Sexual Assault (MOCSA) and makes contact with them if a member of the campus community requests their assistance. A sexual assault victim is advised of both options.

d. Speak on their own behalf during the disciplinary proceedings, including making a statement to the hearing board or University disciplinary official.

e. The presence of an adviser or support person of their choice during any related meeting or proceeding.

f. Present witnesses who can speak to the charges, character witnesses excluded.

g. Attend the entire disciplinary hearing, except for the deliberation phase.

h. Freedom from having irrelevant sexual history discussed during disciplinary hearing.

2. THE RIGHTS OF THE CHARGED STUDENT

a. Be presumed innocent until disposition of the disciplinary hearing.

b. An explanation of the charge(s).

c. An explanation of the University discipline system, including available sanctions.

d. Freedom from harassment by the complainant (or supporters).
e. Speak on their own behalf during the disciplinary proceedings, including making a statement to the hearing board or University disciplinary official.

f. The presence of an adviser or support person of their choice during any related proceeding or hearing.

g. Present witnesses who can speak about the charges, character witnesses excluded.

h. Freedom from having irrelevant sexual history discussed during the disciplinary hearing.

i. Attend the entire disciplinary hearing except for the deliberation phase.

**POLICY ON SEXUAL HARASSMENT AND OTHER SEXUAL OFFENSES**

Rockhurst University uses the many available resources to increase the campus community’s awareness of the various kinds of sex offenses, including sexual assaults, dating violence, domestic violence and stalking.

In accordance with Rockhurst University policy, all of the above described offenses in the workplace or the academic environment are prohibited, and are subject to internal disciplinary procedures, up to and including separation from the institution.

**SEXUAL HARASSMENT DEFINED**

- Unwelcome sexual advances or requests for sexual activity by a University employee in a position of authority to a University employee or member of the student body.
- Other unwelcome verbal or physical conduct of a sexual nature by a University employee or member of the student body to an employee or member of the student body. Examples of this are:
  1. Verbal conduct such as the use of sexual epithets, derogatory comments, and demeaning slurs.
  2. Non-verbal conduct such as posters, drawings, cartoons or postings on social media containing inappropriate sexual depictions or remarks.
  3. Submission to or rejections of such conduct is used explicitly or implicitly as a condition for academic or employment decisions.
  4. The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed.
  5. The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile or offensive environment.

- Sexual violence is also a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence include rape, sexual assault, sexual battery and sexual coercion.
APPLICABLE PROVISIONS OF MISSOURI LAW

Consent: Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

a. It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

b. It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

c. It is induced by force, duress or deception.

See Section 556.061(5), RSMo.

Domestic Assault: The offense can be committed in degrees (first, second or third) depending on the seriousness of the injury inflicted or attempted to be inflicted. It occurs when a person attempts to cause or knowingly causes the injury to a family or household member, including any child who is a member of the family or household. “Family or household member” means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship or a romantic or intimate nature with the victim and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

See Sections 455.010(7), 565.072, 565.073, and 565.074, RSMo.

Stalking: Depending on the circumstances of the offense, stalking can be either a Class A Misdemeanor or a Class D Felony.

1. As used in this definition, the following terms shall mean:

   (1) “Course of conduct,” a pattern of conduct composed of two or more acts, which may include communication by any means over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included with the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;

   (2) “Credible threat,” a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property. The threat must be against the life, or a threat to cause physical injury to, or the kidnapping of, the person, the person’s family, or the person’s household members or domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property:

   (3) “Harasses,” to engage in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

2. A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.
3. A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct harasses or follows with the intent of harassing another person, and:

(1) Makes a credible threat; or

(2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or

(3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or releases on bond pending appeal; or

(4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or

(5) He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was a victim.

See Section 565.225, RSMo.

**Dating Violence:** The Missouri Criminal Code does not list this offense. Note, however, that the definition of “domestic assault,” set forth above, includes violence committed by a person against “any person who is or has been in a continuing social relationship of a romantic or intimate nature.” Also, in accordance with Federal Law the University does collect statistics for these offenses using the definition contained in the Violence Against Women Act. That definition was provided earlier in this report under the section entitled “Crimes Required to Be Reported by the Clery Act,” p. 10.

**Retaliation Defined**
Rockhurst University policy also prohibits any form of retaliation including intimidation, threats, coercion or any other form of discrimination, against any person who exercises his or her rights or responsibilities under the Clery Act.

However, the University may discipline an employee or student who has been determined through investigation to have brought an accusation of misconduct in bad faith.

**Restraining Orders**
Any student or employee who has a restraining order, order of protection, no contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the University) is highly encouraged to notify a campus security authority of the threat and to provide a copy of the restraining order so that it can be kept on file with the security department and can be enforced, if necessary.
REPORTING SEXUAL HARASSMENT OR OTHER SEX-RELATED OFFENSES

• Anyone who believes that one of the above described offenses has been committed is strongly encouraged to bring the information to the attention of the director of human resources, dean of students or any other campus security authority. In an immediate situation, you may contact the security department which will contact the appropriate persons. They can also assist you with any immediate needs you may have in regards to the occurrence of the offense.

• Victims of sex offenses, including domestic violence, dating violence, sexual assault and stalking, will be notified in writing of the procedures to follow when one of these offenses has occurred. This will include the importance of preserving evidence as may be necessary to prove the offense or to obtain a protective order and where a forensic medical exam may be obtained. It will also include information on to whom and how the alleged offense should be reported and will provide the victim the following options regarding notification to law enforcement. Option to notify either on-campus or local police; option to be assisted by a campus security authority in notifying law enforcement if the victim so chooses; or the option to decline to notify such authorities.

• The University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim’s identity in publicly available records, to the extent permitted by law.

REPORTING PROCEDURES FOR SEX-RELATED OFFENSES

• Rockhurst University strongly encourages those who have been victimized by sexual harassment, including sexual assault, or by domestic violence, dating violence or stalking, to report the incident immediately in order to seek all available assistance. The University seeks to help the victim with both the physical and emotional results of these offenses, including helping them file charges against the perpetrator that can be pursued through either the University’s disciplinary system or as criminal charges through the police department and prosecutor’s office, or both.

• A victim of any of these offenses should immediately contact their resident assistant (RA), resident director (RD) of their residence hall, and the security department or another campus security authority as outlined. A non-campus resident commuter student should also contact a campus security authority like the security department if they are victimized.

• When a student or employee reports being a victim of a sex-related offense, he or she will be provided a written explanation of his or her rights and options.

SEX OFFENSE PROGRAMMING FOR PREVENTION/RESPONSE PROCEDURES

All members of the campus community are encouraged to attend programs offered that deal with the prevention of sexual assault, how to defend oneself, and how to conduct oneself in the event that they are victimized. The University Counseling Center, the student development office, including the dean of students office, residence life, student activity office, and campus ministry is available for assisting students working with issues of sexual assault. Residence life personnel (RAs, RDs) have been given training in how to assist with prevention training as well as how to respond to a student who has been victimized. The human resource
department provides similar assistance to the faculty and staff and the security department is available to all members of the campus community for program information.

PROGRAMS PROVIDED FOR COMBATING SEXUAL ASSAULT

1. Offices in student development, residence life, and Counseling Center provide programming on these areas of concern:
   a. Resident assistants in all residential living facilities conduct sexual assault programming as part of the first semester programming model.
   b. For 2014, these included programs on sexual assault prevention, awareness and what will be done to support individuals.
   c. New students must take the “Think About It” online course that deals with drinking, drugs and sexual violence.

2. The Counseling Center, although not having an ongoing, systematic campaign plan, they do provide support and collaboration for the following related programs:
   a. Take Back the Night
   b. The Clothesline Project
   c. Denim Day

All of these programs are geared towards sexual assault awareness.

UNIVERSITY AWARENESS AND PREVENTION PROGRAMMING TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

The University provides primary prevention and awareness programs for new students and employees.

NEW STUDENTS

Student Life and Residence Life

a. Freshman and transfer students are given information on a wide variety of topics during their orientation phase. This includes training on sexual harassment (including sexual assault). This training is both prevention oriented and what to do if the student becomes the victim of sexual violence.
   b. Completion of the “Think About It” online course. This material focuses on minimizing the risks associated with alcohol, drugs and sexual violence. The approach of the course is to create a healthy campus culture where students can feel comfortable, thrive, grow and learn. This is a required online course.

Security Department

a. Freshman and transfer students are given information on a variety of security and crime prevention related topics:
1. Recognizing suspicious activity relevant to sexual assault and other crimes.
2. Reporting – how to, red phone, code blue phone, cell phone 816-501-4010.
3. Crime avoidance techniques with respect to the risks of sexual assault.
4. What to do if you become the victim of a sexual harassment; sexual assault, domestic violence, dating violence and stalking. This includes who you can report to, including campus security authorities.
5. Security services designed to deliver preventive efforts to the campus community; escorts, information on avoiding victimization.

NEW EMPLOYEES

New employees are given an orientation to the University by the human resources department. This includes information on sexual harassment, (including sexual assault) that is contained in the University’s human resources manual. The information is prevention oriented and instructive on how to report if one is victimized. Human resources also has new employees watch the Husch-Blackwell training video on Title IX.

INFORMATION ON RISK REDUCTION

The following information is intended to increase individual empowerment and promote individual safety:

WARNING SIGNS OF AN ABUSIVE PERSON

The following is a list of behaviors that are seen in people who abuse their partners. The first four behaviors (past abuse, threats of violence, breaking objects and any force during an argument) are almost always seen in an abusive person. If someone exhibits more than three of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

1. PAST ABUSE – An abuser may say, “I hit someone in the past, but she made me do it.” An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.

2. THREATS OF VIOLENCE OR ABUSE – Threats can involve anything that is meant to control the victim. For example, “I’ll tell your parents about your drug use if you don’t do what I want.” Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that “everybody talks like that.”

3. BREAKING OBJECTS – An abuser may break things, beat on tables or walls or throw objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

4. USE OF FORCE DURING AN ARGUMENT – An abuser may use force during arguments, including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, “You’re going to listen to me.”

5. JEALOUSY – An abuser will say that jealousy is a sign of love. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about whom they talk
to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim’s activities.

6. CONTROLLING BEHAVIOR – An abuser will claim that controlling behavior is out of concern for the victim’s welfare. They will be angry if the victim is late, will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim’s appearance and activities.

7. QUICK INVOLVEMENT – An abuser will often pressure someone to make a commitment after a very short amount of time. The abuser comes on quickly, claiming “love at first sight,” and will tell the victim flattering things such as “You’re the only person I could ever love.”

8. UNREALISTIC EXPECTATIONS – The abuser is dependent on the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, “You’re the only person I need in my life.”

9. ISOLATION – The abuser will attempt to diminish and destroy the victim’s support system. If a female victim has male friends, she is accused of being a “whore.” If she has female friends, she is accused of being a “lesbian.” If she is close to her family, she is accused of being “tied to the apron strings.” The abuser will accuse people who are close to the victim of “causing trouble.”

10. BLAMES OTHERS FOR PROBLEMS – Abusers will rarely admit to the part they play in causing a problem. He/she will blame the victim for almost anything that goes wrong.

11. BLAMES OTHERS FOR THEIR FEELINGS - An abuser will tell the victim, “I hurt you because you made me mad,” or “You’re hurting me when you don’t do what I ask.” Blaming the victim is a way of manipulating them and avoiding any responsibility.

12. HYPERSENSITIVITY – An abuser can be easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices, such as getting a traffic ticket or not doing well on an exam.

13. CRUELTY TO ANIMALS OR CHILDREN – An abuser may brutally punish animals or be insensitive to their pain and suffering. Pets can be used to control the victim or emotionally abuse them.

14. “PLAYFUL” USE OF FORCE DURING SEX – The abuser may like to hold the victim down during sex. They may want to act out sexual fantasies in which the victim is helpless. An abuser may show little concern about whether the victim wants to have sex and use sulking or anger to manipulate the victim into compliance. They may demand sex or start having sex with the victim when they are sleeping or very intoxicated.

15. RIGID SEX ROLES – Male abusers often expect women to service and obey them. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.

16. JEKYLL AND HYDE PERSONALITY – Explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.

PREVENTING SEXUAL ASSAULT

Individuals are encouraged to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other steps that can be taken include:

1. Always practice sound crime prevention techniques. See page 16 of this report for a definition of crime prevention and some suggested tips.
2. If you find yourself in a situation that makes you uncomfortable get away from it by seeking out another person you know for support. You might also excuse yourself and let the person who is bothering you know that you are expected elsewhere; others are waiting for you.
3. Drink responsibly. Don’t accept drinks from others; even if you know them unless you can be sure of the contents.
4. Learn all you can about someone. This is one of the ways you can build trust.
5. Trust your instincts; act on them to avoid possible problems.
6. Report situations or person(s) that you find unusual or suspicious.
7. If you see someone you know or you suspect may be in a situation that could lead to a problem try to intercede by offering them an alternative; telling them you need to talk to them.
8. Men should take care to always exhibit positive behavior in social situations. Treat others, whether male or female with respect.
9. Alcohol consumption and abuse is not a method of obtaining permission to sexually assault someone:
   a. Using your intoxication as consent for sexually assaulting someone is wrong and cannot be used as justification for such an act.
   b. Attempting to get another intoxicated to obtain their consent to sexually assault them is wrong and cannot be used as justification for such an act.

INFORMATION ON BYSTANDER INTERVENTION

Often crimes can be prevented if a bystander who notices something wrong takes a step to intervene. The following are safe and positive options for doing so.

1. Watch out for your friends and fellow community members-if you see someone who looks like they are in trouble, ask if they are okay. If you see a friend doing something shady, say something.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Call police/security when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
5. Interject yourself into a conversation where another person seems unsafe to cause a distraction.
6. Refuse to leave the area (or call the police/security) if a person is trying to get you to leave so they can take advantage of another.
7. Speak up if someone says something offensive, derogatory, or abusive, let them know that the behavior is wrong and you don’t want to be around it. Don’t laugh at racist, sexist, homophobic jokes. Challenge your peers to be respectful. Offer to drive an incapacitated friend home from a party.
8. Ensure that friends who are incapacitated do not leave the party or go to secluded places with others.
9. Believe someone who discloses a sexual assault, abusive relationship, or experience with stalking or cyber stalking.
10. Be respectful of yourself and others. Make sure any sexual act is OK with your partner if you initiate.
11. Refer people who need help to Rockhurst Counseling Center, campus ministry, residence life office, MOCSA (Metropolitan Organization to Counter Sexual Assault).

**AVAILABLE VICTIM SERVICES**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, financial aid assistance and other services available to them, both within the University and in the surrounding community. Those services include:

1. The Rockhurst University Counseling Center through the security department dispatcher at 816-501-4010 (you only need to give them your first name and a phone number to reach you). Or during regular hours at 816-501-4275. Remember a counselor is always available during the regular school year.
2. Metropolitan Organization to Counter Sexual Assault (MOCSA) is available 24 hours per day, seven days per week. Their HOTLINE IS 816-531-0233, and it is a free, confidential crisis counseling. They can also provide support groups, support during medical exams, advocacy and guidance in reporting the crime to the police, and in navigating the judicial process. Visit mocsa.org for more information.
3. Contact campus ministry at 816-501-4747 for pastoral counseling and support. You can also reach the office through the security department dispatch at 816-501-4010.
4. Residence life can provide support and coordination of services. Contact your RA, RD or the director of residence life at 816-501-4663. The office can also be reached through the security department dispatch at 816-501-4010.
5. Dean of students can also provide support and advocacy through the campus judicial process. He or she can be reached through the security department dispatch 816-501-4010 or 816-501-4127.

The University will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, and how request protective measures. To request such an accommodation the victim should contact the director of residence life at 816-501-4663 or 816-501-4843. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Moreover, the University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the University’s ability to provide them. If the University believes it is necessary to disclose personal information in order to provide an accommodation, it will attempt to advise the victim of that before making the disclosure.

**RECOMMENDED ACTIONS UPON BECOMING A VICTIM**

1. Get help immediately. Contact security via red phone, code blue phone or by dialing 816-501-4010 on your cell phone. If away from campus dial 911 on your cell phone for the city police department of the city you are in. Do as the dispatcher tells you. Let them know if you are hurt or if the assailant is nearby.
2. Don’t take a shower. It is understandable that you want to clean up but doing so will destroy important evidence.
3. Don’t destroy or wash the clothing you were wearing when the assault took place.
4. Try to relax and remain as calm as the situation will allow.
5. It does not matter if the city police are contacted or not, the fact that a sexual assault has occurred can and should be reported to a campus security authority. The safety of other members of the campus community may be an issue.
6. Save any text or cell phone messages as this can be useful evidence, particularly in cases of stalking.
CAMPUS SEX CRIMES PREVENTION ACT

Rockhurst University complies with the requirements found in the Campus Sex Crimes Prevention Act (sec. 601 of public law 106-386) enacted October 28, 2002. This act provides for the tracking of convicted, registered sex offenders enrolled as students, employed by or volunteering at an institution of higher learning. This act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act and adds to the existing mandatory requirement that:

1. Sex offenders register in the state in which they reside.
2. Offenders also notify the state of the following:
   a. The name of any institution of higher education they are attending as students
   b. The name of any institution of higher education at which they are employed
   c. The name of any institution of higher education at which the may be doing volunteer work

The Campus Sex Crimes Prevention Act also makes it mandatory that the state agency to which the offender reports this information makes it available to the law enforcement agency over the jurisdiction in which the institution of higher education is located. In Missouri, the Sex Offender Registry is maintained by the Missouri State Highway Patrol. The above information is then made available to the Kansas City, Missouri, Police Department and is accessible to the Rockhurst University security department. Information on any registered sex offender attending, working or volunteering at Rockhurst can be requested through the University security department at ext. 4659.

Anyone can access the sex offender information available through the Missouri State Highway Patrol by visiting mshp.dps.missouri.gov.

MISSING STUDENT POLICY

Rockhurst University follows the procedure outlined below whenever a student who resides in a campus residential facility is reported to be missing for 24 hours. If the circumstances of the disappearance are such that a student’s well being is possibly in jeopardy a missing persons investigation can be commenced quicker than 24 hours.

I – A student can be reported missing to any of the following campus officials:

1. Campus security department, red phone, code blue phone or dialing ext. 4010. A cell phone can be used to contact via 816-501-4659
2. Kansas City, Missouri, Police Department via 911
3. Vice President for Student Development and Dean of Students via ext. 4127
   a. Associate Dean of Students – Residence Life via ext. 4843
   b. Associate Dean of Students – Director of New Students/Retention via ext. 4869
4. Residence life staff, including:
   a. Assistant Director, Residence Life/Conference Services via ext. 4126
   b. Assistant Director, Residence Life/Multi Cultural Education Coordinator via ext. 3571
   c. Any residence hall, THV or OCH resident director
   d. Any residence hall, THV or OCH residence adviser
5. Director of Student Life and Greek Affairs via ext. 4571
6. Assistant Director of Student Life via ext. 4398
7. Counseling Center Staff via ext. 4275
8. Campus Ministry Staff via ext. 4063
9. Learning Center Staff via ext. 4052
10. Deans Office (College of Arts and Sciences) via ext. 4075
11. Deans Office (Helzberg School of Management) via ext. 4122
12. Deans Office (School of Graduate and Professional Studies) via ext. 4581

Note: Anyone can receive information on a missing student, including other students. Whoever receives information needs to report the information to the security department immediately. The listed members of the campus who can receive missing student information will be notified of this responsibility via mail.

II – Anyone who receives information on a missing student must immediately report that information to the Rockhurst Security Department at ext. 4010.

III - All students residing in campus residential facility (McGee, Corcoran, Xavier-Loyola, THV or any OCH) have the option of identifying a confidential contact person or persons whom Rockhurst will contact within 24 hours of the determination that a student is missing, if the student is determined missing by the Rockhurst security department or the Kansas City, Missouri, Police Department. This is different from the normal emergency contact that a student may list.

1. To protect confidentiality, confidential contact information will not be used to make a missing student notification. Although a student may use the same person for both purposes, the student must still specifically exercise the option of identifying a confidential contact person for notification in the event the student goes missing.
2. Contact information provided by students will be registered confidentially, and will be accessible only to authorized campus officials (Rockhurst security, Rockhurst administration). The information may not be disclosed, except to law enforcement personnel in the furtherance of the missing person’s investigation.
3. Students will be advised that if they are under 18 years of age and are not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
4. The institution will notify the Kansas City, Missouri, Police Department within 24 hours of determination that the student is missing, unless the Kansas City, Missouri, Police Department was the entity that made the determination that a student is missing.

MISSING STUDENT NOTIFICATION PROCEDURES

1. If someone reports that a student who resides on campus is missing, a missing persons report will be completed by security immediately.

2. If the security department determines that the student has been missing for 24 hours, or the circumstances indicated a student is in jeopardy even under that time frame, the following the following specific procedures will be followed:
   a. If a student has a designated contact person they will be notified within 24 hours.
   b. If a student is under 18 years old, their custodial parent or guardian will be notified within 24 hours.
c. Regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor, the Kansas City, Missouri, Police Department will be notified when it has been determined that a student has been missing for 24 hours.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**RESPONSE TO AN EMERGENCY SITUATION ON THE ROCKHURST CAMPUS**

The University has procedures for responding to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

If the report of the emergency does not come from an authoritative source (such as law enforcement, weather station or health agency), the Rockhurst University Campus Security Department will respond immediately to determine the type and extent of the emergency. That information will be directed to the security department dispatch center where it will then be forwarded to the director of security and other designated University officials in the Emergency Operations Plan. They will convene, initially by phone and ultimately in the Emergency Operations Center according to the Rockhurst University Emergency Operations Plan which conforms to the requirements contained in FEMA’s National Incident Management System (NIMS).

1. When an emergency happens, response is guided by the Emergency Operations Plan of the University.
   
   **a.** Response to campus emergencies is carried out by a **First Responder Department**. In most cases the first responder will be the University’s security department, who will evaluate the incident, make the determination that an emergency exists by evaluating the casualties, possible danger to others because of the situation (damaged buildings, active shooter, power failure, flood etc.). The first responders will then facilitate the contact of outside responders, carry out first aid and other immediate emergency response procedures, including the activation of the University’s Emergency Operations Plan. A message to the campus will be disseminated as rapidly as needed. The designated incident commander will as the alert authority, create either an emergency alert (action information) or an emergency notification (non-action communication for information only). The alert authority, after choosing which message to send, will then decide who the audience is that it will be sent to. An alert officer (four are available) is then contacted and directed to send the message to the audience. After the first 15 minutes, the Emergency Operations Staff convenes and begins working the situation. Additional updates will flow from the Emergency Operations Center under the guidance of the emergency operations coordinator, incident commander, liaison officer, public information team leader and the safety officer. Information will continue to be presented by the alert officers as directed by the public information officer.

   **b.** The University will, without delay, and taking into account the safety of the community, determine, the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to or to otherwise mitigate the emergency.

2. Formulating the content of the notification to be disseminated to the campus community on an ongoing basis after the first 15 minutes will be done using the following criteria:

   **a.** Description of events that have occurred: tornado, fire, explosion with a damage estimate including the extent of the crisis. Active shooter or hostage situation with instructions to shelter in place (S.T.A.Y.) or evacuate. Including casualty reports and damage estimates. Should also include other problems, such as gas main, water main or electrical problems that impact the situation. Information on damage to or casualties in the city or immediate area should be included.
b. Details of how members of the campus community should respond to the situation; for example in the event of a tornado warning, the campus will be notified via city wide siren activation, bell tower alert tone, textcaster messaging, campus email and reverse 911 messaging on the campus phone system. Fire alarms will sound in the event of a fire. All buildings are equipped with fire, tornado evacuation procedures and with S.T.A.Y. Instructions in the event of an armed intruder.

c. S.T.A.Y. in place – This is the recommended method of the Rockhurst security department for informing the campus on what measures to take in the event of an armed intruder. This wording replaces the terminology LOCKDOWN. **S.T.A.Y. means:**

   - **S** – Secure your area, lock doors and windows, closed blinds, prevent suspect from accessing victims.
   - **T** – Take cover, hide, stay out of sight.
   - **A** – Advise others so they can take steps to protect themselves.
   - **Y** – YOU must take measures to protect yourself and others.

### DISSEMINATING INFORMATION TO THE CAMPUS AND OUTSIDE CONSTITUENTS

The following methods are used to get information to the campus community initially and ongoing:

- **Text message:** The campus utilizes textcaster to send information to all members of the campus community who have signed up for the service. Textcaster accesses the cell phones of those who have signed up for this free service. Sign up at **rockhurst.edu/rockalerts**.

- **Campus email:** A message will be sent to all members of the campus community who have a campus email account.

- **Reverse 911:** The campus phone system has the capability of sending to all phones extensions on campus a recorded message.

- **Rockhurst University website:** An emergency message can be placed on the Rockhurst University website, rockhurst.edu.

- **Three main residence halls, McGee, Corcoran, Xavier-Loyola X-L are equipped with paging systems over which announcements will be made to alert the residents of an emergency.**

- **Campus bell tower:** Located in the center of the campus and projecting 90 feet up has public address system installed in it. When an emergency happens a tone is sent through the system alerting those who hear it to check their cell phone and campus email for information and to stand by for further updates.

- **Security department vehicles** have public address systems as part of their equipment. Officers can make public address announcement from their vehicles providing emergency information as they go through the campus.

- **The president’s office, public relations and marketing office, the academic deans office and the dean of students office will notify other campus constituents of the emergency and its ongoing**
requirement; these include but are not limited to: Board of Trustees, parents, other relevant organizations and institutions in the surrounding area.

TESTING AND TRAINING EMERGENCY PROCEDURES:

a. Emergency Operations Plan (EOP) annual review and update.

b. Delivery of emergency information to campus is tested at least once per semester; includes text messaging, bell tower, selected code blue towers and other P.A. Announcements, reverse 911, campus email. These are announced tests and a record describing how the test was conducted, the date and time of the test is on file in the security department. In connection with at least one test each year, the University will publicize to students and employees an explanation of the University’s emergency response and evacuation procedures.

c. Table top exercise of a selected emergency- This is an announced exercise with an invited participant list. A record of the exercise including what was involved and an evaluation of its effectiveness along with the date and time of the exercise are kept on file in the security department.

d. Fire drills in all campus buildings once each fall, with tornado drills in all campus buildings once each Spring. Residence hall fire drills once per semester. Drill records on file in security department. Fire drills are announced by date and day. The time of the drill is never announced. The location, date, day and time of the drill are recorded as well as information on the drill itself (how long did evacuation take). It is then kept on file in the security office.

e. Members of the emergency response teams including all members of the Incident Command System as outlined in the EOP (Emergency Operations Plan) receive annual training on the EOP. Record on file in the security department crisis management office of what the training consisted of, the date, day and time of the training and an evaluation of it are kept on file in the security department.
The charts below provide campus fire and campus fire safety information for academic and residential living facilities for the calendar year 2013.

<table>
<thead>
<tr>
<th>Residential Living Location 2011, 2012, 2013</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries Requiring Treatment at Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by a Fire</th>
<th>Report Number</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>Residential Living Locations 2011, 2012, 2013</th>
<th>Fire Alarm Monitoring Done On Site (by UPD)</th>
<th>Partial* Sprinkler System</th>
<th>Full** Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans/Placards</th>
<th>Number of evacuation (fire) drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corcoran Hall</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>2</td>
</tr>
<tr>
<td>McGee Hall</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>2</td>
</tr>
<tr>
<td>Xavier Loyola Hall</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>2</td>
</tr>
<tr>
<td>THV Com. Center</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>THV 100</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>THV 200</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>THV 300</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>THV 400</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Jesuit Res A+</td>
<td>audible</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Jesuit Res B+</td>
<td>audible</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>1300 Rockhurst Rd.</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>1302 Rockhurst Rd.</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5104 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5106 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5107 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5110 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5111 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5112 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5118 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Residential Living Locations 2011, 2012, 2013</td>
<td>Fire Alarm Monitoring Done On Site (by UPD)</td>
<td>Partial* Sprinkler System</td>
<td>Full** Sprinkler System</td>
<td>Smoke Detection</td>
<td>Fire Extinguisher Devices</td>
<td>Evacuation Plans/ Placards</td>
<td>Number of evacuation (fire) drills</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------------------------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>5119 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5125 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5126 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5129 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5414 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5424 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5426 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5427 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5428 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5430 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5433 Forest</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5434 Forest A Dupx</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5434 Forest B Dupx</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5400 Tracy</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5416 Tracy</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5423 Tracy</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5410 Virginia</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5413 Virginia</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>5419 Virginia</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

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

** Full Sprinkler System is defined as having sprinklers in both common areas and individual rooms

*** Bell Tower is an unoccupied Space.

+ Jesuit Residences A and B have audible sounding alarms at the buildings.

**ON CAMPUS STUDENT HOUSING FACILITY FIRE REGULATIONS**

1. Restricted Appliances P. 138 Student Planner: University fire, safety and sanitation regulations prohibit the use of certain items and appliances in the residence rooms. Items not allowed are: Exposed heating coils (i.e. hot plates and toaster ovens), extension cords, air conditioners, waterbeds, ceiling fans, Christmas lights, and halogen lamps.

2. Residence Hall Rooms are not designed for cooking. Only small appliances with completely enclosed coils are permitted (i.e. hot pots, coffee pots and foreman grills). You are encouraged to plug your appliances into an outlet strip with a breaker that is U.L. Approved. The University is not responsible for damage to appliances due to power outages or surges. We recommend the purchase of a surge protect for computer and stereo equipment.

3. Residents/guests are not allowed to tamper with or disarm any smoke detector or fire safety device in any residence hall room, THV Unit, OCH Unit including any common area. P. 139 Student Planner.
4. Smoke/Tobacco Free Facilities P. 139 Student Planner: All residential facilities are considered smoke and tobacco free. No smoking is allowed in any facility. This includes the individual rooms, apartments, bathroom/shower facility, and public areas. Violation will result in a minimum of a monetary fine. All buildings have posted signage notifying residents and guests of appropriate distances smoking is allowed from on campus buildings.

5. Open Flames P. 137 Student Planner: No open flames of any type are permitted. Candles (or decorative candles) are not allowed for any reason. The burning of incense and the possession of combustible chemicals are strictly prohibited. Grills provided by the University may only be used in the Townhouse Village with the exception of grills used by the occupants of an On-Campus House-OCH. Portable grills are allowed at the On-Campus Houses, but must be kept outside and not used under any porch, balcony or roof overhang and must be at minimum five (5) feet from the sides of any house. Fire pits are not permitted on campus property.

6. Procedures for Student Housing Evacuation: All traditional residence halls, McGee, Xavier-Loyola and Corcoran have evacuation maps posted in each building and on each resident’s door. Written evacuation instructions are located at every elevator landing or stairwell on each floor. Townhouse Village and On Campus Housing residents are instructed upon move-in to familiarize themselves with all evacuation points on their individual THV Unit and every OCH House. All THV Units, OCH Houses are equipped with smoke detectors and fire extinguishers.

7. All on campus residential students are given introductory fire safety information as a part of their orientation and education when they move in. Additional instructions are given during fire drills.

8. **Fires should be reported by:**

   a. Immediately pulling a fire alarm pull station or by phone (red phone, code blue phone or by dialing 4010 on any campus phone or by cell phone by dialing 816-501-4010). This will initiate an immediate security department response.

   b. Building or area resident director and/or floor/wing resident assistant (always pull fire alarm or contact security by phone first).

   c. Even if a fire is immediately put out without the need to pull an alarm, any such fire or evidence of one, should be reported to the director of security either via security report or by phone at 816-501-4659 so that appropriate information may be recorded and the fire be included in the annual report of fire statistics that the University is required to provide.

9. Each year when fire drills are conducted, fire safety is evaluated; recommendations are made and acted upon in accordance with the safety priority level given the problem. Additional equipment might be added if the need is seen; i.e. more fire extinguishers, smoke detectors etc. Currently there are no plans for future improvements in fire safety. Training in evacuation and fire extinguisher use is provided at the start of each academic year for all residence hall staff members.