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
Mission of Rockhurst University

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

History of the Annual Security and Fire 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 campus 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.


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 a well 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 Safety and Crime Report. This report is compiled to inform students, faculty, staff and visitors of the university’s crime and fire statistics, policies and procedures for its security operation and the overall safety of the university.

The Annual Security/Fire Report can be found at www.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 located 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 Department for any student applying for admission to Rockhurst University.

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 three sections: Administration, Operations and Parking Control. Each section has specific functions assigned to it, and some sections share responsibilities.

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 both 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.

The Training Section is managed by a Sergeant who supervises the training functions of field officers and dispatchers who are assigned training responsibilities on a period basis. The training sergeant personally conducts training for both new personnel and for existing personnel on a continuous basis.

The Technical Section is managed by a Sergeant who is responsible for Closed Circuit Television, Access Control, radio communications and has the collateral duty of University Telecom Director. The sergeant maintains equipment, installs some of the new applications, works with other security personnel to train them in how to use all the related security equipment.

The Parking Control Section is made up of contracted parking control officer personnel who are supervised by the Guardsmark Lead Officer and the Departments Operations Sergeant.

The Director of Security oversees all departmental sections and their respective responsibilities.

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

After being hired, candidates are given instructions on departmental operations and responsibilities, including arrest procedures, self defense and initial investigative techniques and strong public service requirements. Field officers are also given firearms training at a contracted firearms site. 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 and safety hazards from happening.

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 on Rockhurst Property or as assigned by the university through the Director of Security as granted by Title 17.

One of the major goals of the Rockhurst 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 Security Department maintains a close working relationship with the Kansas City, Mo. Police Department, the University of Missouri at Kansas City Police Department and with other security departments in the area. There are no MOU (Memorandum of Understanding or MOA’s (Memorandum of Agreement) existing between the university security department and any local law enforcement agency. The university does receive reports from the Kansas City, Mo., Police Department in regards to off campus student organizations when instances of criminal activity occur on 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 Administrative, the IACP, and 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 through the AJCU (Association of Jesuit Colleges and University’s) Facilities and Security Directors throughout the country.

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 501-4010 or 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 at ext. 3599, and the Technical Sgt./Telecom Director at ext. 4401, and the Department Secretary at ext. 4659. Any of these personnel can be reached by going through the dispatcher at (ext. 4010) as well. All of these extensions can also be reached from off campus by using, the area code 816, the prefix 501 and the extension number.
Map of Red Phone and Code Blue Phone Locations

Use a Campus Red Phone, Code Blue Phone or Dial 4010 on any Campus Phone to Request Both Emergency and Non-Emergency Security Services.
Who to Report Crimes to at Rockhurst University

Should any member of the Rockhurst University Community (students, faculty, staff or visitors) become the victim of a crime, they need to report this information to one of the following departments or individuals:

1. The Rockhurst University Security Department
2. The Kansas City, Mo., Police Department
3. Any official of the university who has significant responsibility for student and campus activity 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.

4. This list of officials includes, but is not limited to: Student housing personnel (Residence Life Personnel: i.e. Resident Directors, Assistant Resident Directors, Desk Attendants), Student activity directors, Greek Affairs Advisors, faculty advisors (not acting as professional counselors). 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 procedures exist that encourage 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.

*The Clery Act mandates that colleges and university’s 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 departments, 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 an ongoing threat. 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, Mo., 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.

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 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 Web Page.
- Have available the Annual Campus Security Report for distribution to current and prospective students and employees. Hard copies are also available to anyone upon request.
- Security Notices are sent by e-mail to all students, faculty and staff with 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.

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, or 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 e-mail as quickly as appropriate information is received and then updated frequently with new information. This is a free service. To sign up, go to: www.rockhurst.edu/rockalerts.
Hate Crimes

A hate crime is a criminal offense committed against a person or property which 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 or ethnicity/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 2 groups for clarity purposes. Group A includes 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
Clery Act Geography Definitions

Locations where crime statistics must be gathered for inclusion in the annual security/fire 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 Building or Property

An 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.

Crime Statistics

The statistics in this report are presented in accordance with the directives of the “Jean 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 as 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 a specifically defined departments and persons that a crime can be reported to, that include the university security department and the KCMO 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 to review for possible duplicate reporting.

4. Two charts are presented. The first chart details the crime committed (Clery Act Defined) and the location where it was committed (Clery Act Location). The second chart shows the crimes grouped under, liquor law violations, drug violations and weapons law violations. Those violations contained in this chart have the added explanation of whether those committing them were arrested and sent for criminal prosecution or were referred to the internal university disciplinary system.
## Clery Act Crime Statistics Charts

### Clery Act Crimes Chart 2009

<table>
<thead>
<tr>
<th>Offense Type (Includes Attempts)</th>
<th>ON CAMPUS</th>
<th>Location</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>TOTAL (Clery Reportable Crimes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Buildings</td>
<td>Non-Residential Buildings</td>
<td>Total On-Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</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>1</td>
<td>1</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</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>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: There were no Hate Related Crimes reported on the Rockhurst campus in 2009, 2010, or 2011.

### Violations for Liquor, Drugs, Weapons

<table>
<thead>
<tr>
<th>Offense Type (including attempts)</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>71</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>71</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>2</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>2</td>
</tr>
<tr>
<td>Weapons Law Violations</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 that the matter is referred to the internal discipline system of the University.
Clery Act Crime Statistics Charts (continued)

Clery Act Crimes Chart 2010

<table>
<thead>
<tr>
<th>Offense Type: (Includes Attempts)</th>
<th>ON CAMPUS</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crimes Reported for 2010</td>
<td>Residential Buildings</td>
<td>Non-Residential Buildings</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: There were no Hate Related Crimes reported on the Rockhurst campus in 2009, 2010, or 2011.

<table>
<thead>
<tr>
<th>Offense Type (including attempts)</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>163</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>163</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>14</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>14</td>
</tr>
<tr>
<td>Weapons Law Violations</td>
<td>2</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>2</td>
</tr>
</tbody>
</table>

*Referral means that the matter is referred to the internal discipline system of the University.
## Clery Act Crime Statistics Charts (continued)

### Clery Act Crimes Chart 2011

<table>
<thead>
<tr>
<th>Clery Act Crimes</th>
<th>Location</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Crimes Reported for 2011</strong></td>
<td><strong>ON CAMPUS</strong></td>
<td><strong>Non-Campus Buildings or Property</strong></td>
<td><strong>Public Property</strong></td>
<td><strong>TOTALS (Clery Reportable Crimes)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offense Type: (Includes Attempts)</td>
<td>Residential Buildings</td>
<td>Non-Residential Buildings</td>
<td>Total On-Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</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>4</td>
<td>4</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Burglary</td>
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<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Arson</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

*Note: There were no Hate Related Crimes reported on the Rockhurst campus in 2009, 2010, or 2011*

### Violations for Liquor, Drugs, Weapons 2011

<table>
<thead>
<tr>
<th>Offense Type (include attempts)</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>113</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Referral*</td>
<td>113</td>
</tr>
<tr>
<td>Drug Law Violations</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 Violations</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 that 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 to the Campus Community

The security department provides several different kinds of educational programs for the campus community. Working with different student departments programs are presented in residence halls, community rooms, senate forums, faculty workshops and other student, faculty and staff meetings. Programs are presented upon request, but some are periodically scheduled throughout the year to make security and crisis response information available. Contact the Security Department at ext. 4659 to get more information on these programs.

Assessing Security 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 male and female and is staffed with a resident hall director (RD) and several assistants (RA). It is equipped with a Swipe Card Access 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 camera and is monitored and recorded 24 hours per day, 7 days per week.

The Residence Life Department staffs the front desk located on the lobby level 24 hours per day, 7 days per week. All non residents of that hall must check in with the desk assistant and leave their i.d. 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 (RA). It is equipped with a Swipe Card Access System for access control on all main entry doors as well as each wing. 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 camera monitored and recorded 24 hours per day, 7 days per week.

The Residence Life Department staffs the front desk located on the lobby level 24 hours per day, 7 days per week. All non residents of that hall must check in with the desk assistant and leave their ID card for pick up when they leave the building.

(continued next page)
**McGee Hall**

McGee Hall is the women’s residence hall. It is a 5 story building with 113 rooms. The hall is staffed with a resident director (RD) and several assistants (RA). 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 closed-circuit television cameras that are 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, 7 days per week. All non residents of that hall must check in with the desk assistant and leave their i.d. 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’s on campus. The Townhouse Village is assigned an area coordinator who acts as the Resident Director RD and four resident assistants RA’s.

**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 in all residential living facilities. An area coordinator is assigned as resident director, RD and two resident assistants, RA’s. 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 (ON CAMPUS HOUSE) is equipped with an intrusion detection system with panic alarm. These systems are monitored 24 hours per day 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 neighbors as well.

**Assessing Security in Non-Residential Campus Buildings**

**Community Center**

The university community center houses both the community center and the university’s security department. This building is equipped with electronic access control swipe card system for both the exterior entry door and the interior access to both the community center and the security department. Access control is time specific (meaning access control is “off” during certain days/hours and “on” certain days/hours), on both the entry door to the building and the door to the community center. The security department is under 24 hour electronic access control. There is one interior and one exterior closed circuit television 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), two way radio communications and cctv monitoring for all campus cctv cameras. The security dispatch office, just like security field operations, is manned 24 hours per day, 365 days per year.

**Conway Hall**

Is a classroom/office building that houses, classrooms, 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. Access control is time specific (meaning access control is “off” during certain days/hours and “on” during certain days/hours). The building is equipped with the security red phone system inside and out. Panic alarms are available in selected office locations.

**Fieldhouse/Convocation Center**

The athletic complex referred to as the fieldhouse/convocation center is used for scheduled athletic events, including campus intramural program, there are athletic training facilities, locker areas, classrooms, weight room, the Athletic Department Administrative Offices and storage. The fieldhouse and convocation center are connected structures; 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. This access control swipe card application is time spe-
cific (meaning access is “off” during certain days/hours and “on” certain days/hours). Two 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 artists work throughout the year. There are offices and art storage areas. The gallery is equipped with the electronic access control swipe card system, panic alarm, and numerous closed circuit television cameras. The security red phone is also available.

**Greenlease Library**
The library is equipped with a traditional steel key/lock system for both exterior and interior doors. When the building is open it is continuously manned by library staff. The library is equipped with the security red phone system. Panic alarms available in the office areas. Closed circuit television is also installed in the library.

**St. Ignatius Science Center**
The St. Ignatius Science Center is a classroom/laboratory/office building. All exterior doors are equipped with the electronic access control swipe card system. The swipe card system covers selected interior doors as well. Closed circuit television is also in this building. There are selected offices equipped with panic alarms. The security red phone system is installed on the exterior and interior of the 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 weightroom and shower area, and the campus bookstore. All exterior doors are equipped with the electronic access control swipe card system. The swipe card system also covers certain interior doors as well. The building also contains the campus closed circuit television system. The building contains the security red phone system both on the exterior and interior locations. Panic alarms are available in selected office areas.

**Sedgwick Hall**
Sedgwick Hall is a classroom/office building that includes classrooms, faculty offices, the Mabee Theater, theater workshops. The building is equipped with the electronic access control swipe card system on its exterior doors. Access control is time specific (meaning access control is “off” during certain days/hours and “on” during certain days/hours). 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. Access control is time specific (meaning access control is “off” during certain days/hours and “on” during certain days/hours). 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**
Van Ackeren Hall is a classroom/office building housing classrooms, labs, faculty offices, the campus Learning Center and certain administrative offices. It is equipped with the electronic access control swipe card system. Access control is time specific (meaning access control is “off” during certain days/hours and “on” during certain days and hours). Panic alarms are available in selected offices. The security red phone system is located on both the exterior and interior of this building.

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**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 check the red phone system for proper operability. Any discrepancy is reported via the security report system to the physical plant. 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 or any problem deemed to need immediate attention is reported to the physical plants on call staff. Repairs and replacement are then taken care quickly.
Alcoholic Beverages and Illegal Drugs

Alcohol
Rockhurst University observes all laws of the State of Missouri regarding the consumption of alcoholic beverages. It does so as a law-abiding citizen and to safeguard those persons whose rights are threatened by irresponsible drinking on campus or at social events.

Students who are 21 years of age or older may drink alcoholic beverages on campus – but only as guided and regulated by the Student Handbook. NO ONE under the age of 21 can possess or consume alcoholic beverages on campus. Those found doing so are subject to confiscation of the alcoholic beverage and to the University’s disciplinary policy or criminal statutes pertaining to illegal activity.

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 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.

Employee Discipline
Those employees found violating the University’s policies and procedures 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 under the University Disciplinary System may be filed any time students are attending the University. Students making a report of a sex offense to the University Security Department or any university security authority are initiating an investigation that could lead to a charge under the University Disciplinary System.

Sex offense charges against students may be processed through the University Disciplinary System. The standard is, whether it is more likely than not that the charged student has violated the sex offense policy. 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.
The Rights of the Complainant and the Charged Student

(from the Rockhurst University Student Handbook and Planner p.169)

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, 7 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 these 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 advisor or support person from the university committee during the disciplinary hearing;
   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;
   I. Receive written notification of the outcome of the disciplinary hearing; and
   J. Appeal the outcome of the 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 advisor or support person from the university community during the disciplinary 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;
   J. Receive written notification of the outcome of the disciplinary hearing; and
   K. Appeal the outcome of the hearing.
Sexual Harassment Policy

Rockhurst University uses the many available resources to increase the campus community’s awareness of the problem of sexual harassment.

Rockhurst University employs a policy that says that sexual harassment in the workplace or the academic environment is unacceptable conduct. Sexual harassment is 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. 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.

Retaliation Defined

Rockhurst University Policy also prohibits any form of retaliation against any person who brings an accusation of sexual harassment or who in some way assists with the investigation and resolution of the sexual harassment.

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

Reporting Sexual Harassment

• Anyone that has a concern of sexual harassment is strongly encouraged to bring the information to the attention of the Director of Human Resources, Dean of Students or Vice president of Academic Affairs. In an immediate situation you may also contact the security department who will contact the appropriate persons. They can also assist you with any immediate needs you may have in regards to the occurrence of harassment.

• Upon receiving an accusation of sexual harassment against any member of the campus community, student, faculty or staff, the university will investigate the information. If the information is found to be true the university will initiate appropriate disciplinary procedures.

• Any person who makes an accusation of sexual harassment will be informed at the end of the investigation, whether or not disciplinary action will be initiated, and at the end of the disciplinary process they WILL BE advised of the discipline given.
Sexual Assault Reporting Procedure

- Rockhurst University strongly encourages those who have been victimized by a sexual assault 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 a sexual assault: 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 prosecutors office, or both.

- A victim of sexual assault should immediately contact their resident assistant RA, the 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.

Recommended Actions Following a Sexual Assault

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. Regardless of whether the city police are contacted, 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.

Sex Offence 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 residence life, student activity office, campus ministry is available for assisting students working with issues of sexual assault. Residence Life Personnel (RA’s, RD’s) 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.

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

   (continued next page)
The Campus Sex Crimes Prevention Act also makes it mandatory that the state agency to which the offender reports this information make 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 Mo. State Highway Patrol. The above information is then made available to the Kansas City Mo. 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 Mo. State Highway Patrol by going to: www.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 hrs.

**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 816-501-4010 or 816-501-4675.

2. Kansas City Mo. Police Department. 911

3. Vice President for Student Development and Dean of Students ext. 4127
   a. Assistant Dean of Students – Residence Life ext. 4843
   b. Assistant Dean of Students- Director of New Students/Retention ext. 4869

4. Residence Life Staff, including
   a. Assistant Director, Residence Life/Conference Services ext. 4126
   b. Assistant Director, Residence Life/Multi Cultural Education Coordinator ext. 3571
   c. Any residence hall, THV or OCH Resident Director
   d. Any residence hall, THV or OCH Assistant Resident Director

5. Director of Student Life and Greek Affairs ext. 4571
   a. Assistant Director of Student Life ext. 4398

6. Counseling Center Staff ext. 4275

7. Campus Ministry Staff ext. 4063

8. Learning Center Staff ext. 4052

9. Deans Office (Arts & Science) ext. 4075

10. Deans Office (H.S.O.M) ext. 4122

11. Deans Office (G.P.S.) 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 (Mc Gee, Corcoran, Xavier-Loyola, THV or any OCH) has the option of identifying a 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, Mo. Police Department.

1. To protect confidentiality, general emergency 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 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 persons 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. Students will be advised that, the institution will notify the Kansas City, Mo. Police Department within 24 hours of determination that the student is missing, unless the Kansas City, Mo. Police Department was the entity that made the determination that a student is missing.

IV- 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 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, Mo. Police department will be notified when it has been determined that a student has been missing for 24 hours.

Emergency Response and Evacuation Procedures

I- Response to an Emergency Situation on the Rockhurst Campus: In the event of an emergency the university will respond immediately and commence the process of notification of all members of the campus community.

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 first responder departments. In most cases the first responder will be the University’s Security Department, who will evaluate the incident, carrying out first aid and other immediate emergency response procedures and will activate the Emergency Operations Plan to address the ongoing requirements of the emergency; including notification of external emergency assistance. If the threat is immediate, security personnel will forward information to the director of security and/or another member of the incident command system. A campus alert officer(s) will then forward a crafted message issuing an alert that will inform the campus community of the situation as thoroughly as possible. Information as to what has happened will be continuously funneled from the staff (IC-incident commander) at the scene of the incident, to the security department central dispatch who will in turn advise the other members of the ICS (Incident Command System) at the command post, of the details of the situation.
   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 judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

(continued next page)
c. After an immediate message is sent, updates will be delivered as quickly as information is formulated. Crisis Management Team members will be instructed to be en route to the Incident Command Post:

d. These team members are:

- Vice President for Finance and Administration
- Director of Public Relations
- Vice President for Student Development
- Associate Vice President for Facilities and I.T.

These individuals have departmental subordinates who are designated as alternates who will be activated as needed. The University President will always be among the first notified of the situation.

2. Formulating the information to be disseminated to the campus community will be done using the following criteria:

a. Description of events that have occurred: tornado strike, fire, explosion with a damage estimate including the extent of the crisis. Active shooter or hostage situation with instructions to shelter in place, or evacuate. City or area problem with information on effects of the event on the campus. Including casualty reports and damage estimates including additional problems such as gas main, water main or electrical problems that impact the situation.

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 posted with both tornado and fire evacuation procedures.

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

S - secure your area, lock doors & windows, close 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 and await more information.
Y- YOU must take measures to protect your safety and help others as you can.

3. Disseminating Information On Campus and to Outside Constituents

a. The following methods are used to get information to the campus community both 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 for the free Textcaster by going to: www.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 phone extensions on campus a recorded emergency message.

- Rockhurst University Website: An emergency message can be posted on the university web site.

- Three main residence halls McGee, Xavier-Loyola and Corcoran 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 Rockhurst Campus and projecting 90 feet up has public address system in place. When an emergency occurs a tone is sent out through the system alerting those hearing it to check their cell phone for a message, their campus email and to standby for additional information.
- Security department vehicles are equipped with public address equipment which allows officers to make announcements and give directions to the campus community. Bullhorns are available for use and are maintained at security.

- The Presidents Office, the Office of Public Relations and Marketing, Academic Deans Office and the Dean of Students Office will notify other campus constituents of the emergency and its ongoing requirements; these include, but are not limited to: Board of Trustees, Regents, Parents, other relevant organizations and institutions.

4. Testing and Training Emergency Procedures:

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

b. Delivery of emergency information to campus is tested once per semester; includes text messaging, bell tower 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.

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 in the fall. Tornado drills in all campus buildings once in the Spring. Residence hall fire drills run once per semester. Drill records on file in Security Department.

e. 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.

f. 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.

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**Annual Fire Safety Report 2010**

CHART - Provides Campus Fire and Campus Fire Safety information for Academic and Residential living facilities for the calendar year 2011

<table>
<thead>
<tr>
<th>Residential Living Locations 2009-2011</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>
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<td>No fires reported in any residential living structures in 2009, 2010 and 2011</td>
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## Fire Safety Systems in Rockhurst Residential Facilities

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<tr>
<th>Residential Living Locations 2009-2011</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 each calendar year</th>
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* 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.
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 condi-
   tioners, 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 appli-
   cences due to power outages or surges. We recommend
   the purchase of a surge protector for computer and
   stereo equipment.

3. Residents/guests are not allowed to tamper with or dis-
   arm any smoke detector or fire safety device in any resi-
   dence 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 tobac-
   co 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 post-
   ed 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.

6. Procedures for Student Housing Evacuation: All tra-
   ditional residence halls, McGee, Xavier-Loyola and
   Corcoran have evacuation maps posted in each building
   and on each resident’s door. Written evacuation instruc-
   tions are located at every elevator landing 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 introduc-
   tory fire safety information as a part of their orientation
   and education when they move in. Additional instruc-
   tions are given during fire drills.

8. Fires should be reported immediately by:
   a. 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 Assistant Resident Director (always pull fire
      alarm or contact security by phone first).

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 detec-
   tors etc. Training in evacuation and fire extinguisher is
   provided at the start of each academic year for all resi-
   dence hall staff members.