

## 2014 ANNUAL SECURITY REPORT/ANNUAL FIRE SAFETY REPORT STERLING COLLEGE

*In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 (formerly the Crime Awareness and Campus Security Act of 1990)*

### **THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Annual Security Report is a guide to the policies and procedures that Sterling College implemented for the safety and security of the campus community. You will find a combined annual security report and annual fire safety report, as well as statistics.

The Office of Student Life prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding campus. It is the College policy that by October 1<sup>st</sup> of every year, each member of the campus community is sent a copy of this annual report by electronic mail along with a brief description of its contents as follows:

*SC Community,*

*A copy of Sterling College's Annual Security Report is now available:*

<http://sterling.edu/student-life/safety>

*This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes policies concerning campus security, such as policies concerning domestic violence, dating violence, sexual assault, or stalking and other matters.*

*If you have trouble accessing the report on the website, you can obtain a paper copy of this report by contacting the VP for Student Life, Tina Wohler at [twohler@sterling.edu](mailto:twohler@sterling.edu) or 620-278-4236.*

Paper copies of the report may also be obtained at the Office of Student Life or by calling 620-278-4236. All prospective students and employees may obtain a paper copy from Human Resources by calling 620-278-4211. The Annual Security Report/Annual Fire Safety Report is also posted on the Sterling College's website at <http://sterling.edu/student-life/safety>. Prospective students and potential employees can learn about the Annual Security Report through the Admissions and Human Resource links on the SC website.

### **SECURITY AT STERLING COLLEGE**

At Sterling College, safety is a top priority. Campus security is a team effort that involves the cooperation of all those concerned: students, faculty, and staff. The Office of Student Life and the Sterling Police Department take a lead role and are an integral part of this team. Our goal is to foster a stable environment in which security is balanced with freedom of movement on an open campus. Sterling College welcomes neighbors and visitors to enjoy the campus and to attend athletic and cultural events. The academic, athletic and administrative buildings are open to all students, faculty and staff. Access to residence halls is limited to students and guests as prescribed by student life policies enumerated in the *Student Handbook*.

### **CAMPUS WATCH CONCEPT**

Because Sterling College is a small community, each member plays an important role in the protection of campus residents and property. All members of the campus community are asked to report any suspicious person, activity or security concern directly and immediately to student life staff, residence life staff, or the Sterling Police Department. The campus safety page on the website

includes a “silent witness” link so any student or employee can email directly to the VP for Student Life something that they witnessed and are concerned about but don’t want to be identified. An investigation will then take place.

### **SECURITY STAFF**

As of August 4, 2014, an agreement for policing services between the City of Sterling and Sterling College was established. Sterling College and the City of Sterling agreed to have the Sterling Police provide police service and security coverage for the evening hours. Beginning at 9 pm and throughout the night, a police officer will secure non-residential buildings and walk the campus to ensure all non-residential buildings are secure. The police officer is also on duty for the City during the same time. It is expressly understood that City policing personnel shall endeavor to cooperate with College officials but they will be under the direct supervision and control of the Chief of Police, or his or her designee, and that assigned personnel shall be regular employees of the City, subject to all rights, priveleges, and duties of the police officers employed by the City.

During daytime hours, criminal incidents are referred to the local police, who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Student Life and the appropriate police agency. Prompt reporting will ensure timely warning notices on campus and timely disclosure of crime statistics. Because there is a resident director on duty 24/7, the residential life staff takes on a large responsibility for security on campus. After office hours, employees and students are trained to contact the RD on Duty for any non-emergency situation. All residential life staff is trained in CPR and first aid prior to the beginning of the academic year.

### **WORKING TOGETHER AND SHARING INFORMATION**

All incidents that are reported to residence life staff are documented in an email to the VP for Student Life. Reporting of crimes on a confidential basis is permitted. In addition, the date, location, type of incident and brief details of the incident are recorded.

The residential life staff maintain a close working relationship with the Sterling Police Department (SPD). Meetings are held between the leaders of these agencies on both a formal and informal basis. The SC staff and SPD communicate regularly on the scene of incidents that occur in and around the campus area. The SC staff work closely with the SPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

### **RESIDENCE HALL SECURITY**

Approximately 530 students live on campus in six residence halls. A residence director (RD) is responsible for each residence building and resident assistants live on each floor. Men and women live in separate halls. All residence halls have keyless entry and students’ I.D.s allow them access. The exterior doors are locked 24 hours a day.

### **EDUCATION AND PREVENTION**

In 2014-2015 a focus for the Emergency Preparedness Committee was on training and awareness.

Emergency procedures were established and added onto the safety and security webpage to inform employees, students, and community members of the basic procedures for many different topics (e.g. medical emergency, building evacuation, lockdown, tornado, fire, loss of power, suspicious/dangerous person on campus, etc. A one page flyer was developed with the emergency procedures and was placed in every classroom and in the public area of each building across campus.

Given Sterling College’s location in “tornado alley” another one page flyer was developed with tornado specific information. The campus also participated in an all-campus tornado drill following the State of Kansas’s Severe Weather Awareness week.

All employees attend an Emergency Preparedness Training before school begins. During this training employees are informed about SC emergency text message alerts, how to report an incident/crime, campus emergency procedures, sexual harassment, and alcohol and drug information. This year a part of the faculty/staff training included emergency scenarios. Two videos were shown, one on "Surviving an Active Shooter Event" and another video showing what destruction a tornado can produce. Following the videos instructions were given on what to do in these specific situations. These same two videos were shown during New Student Orientation as well.

Employees were also handed out an emergency preparedness planning guide to address the most common potential emergencies for the Sterling College campus.

Before they spend their first night in a campus residence hall, students meet with the resident directors and resident assistants to review important security information. During orientation in August students are informed of services offered by residential staff and Sterling Police Department. Periodically during the academic year, the student life staff presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), alcohol/drug abuse, as well as educational sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to formal programs, information is disseminated to students and employees through displays, alcohol & sexual assault posters, and educational emails/videos.

Sterling College uses many different types of programs to educate the campus community about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to formal programs, information is disseminated to students and employees through educational/prevention posters, fliers in bathroom stalls, and educational emails (some with YouTube videos).

Emergency procedures are covered concerning fire and tornado, as well as secure in place at the beginning of each school year in the residence halls and in the classroom. All security procedures are reviewed. Annually, all students receive notice of the availability of the annual crime statistics as posted on the College website. These statistics are important and are available to external community members and prospective students/families as well.

College policies concerning alcohol, drugs, sexual assault, harassment, and other student conduct, standards, and expectations are contained in the *Student Handbook*, published by Student Life. It is available to all students and others on the College website. The prompt reporting of crimes and suspicious activity to Student Life staff is encouraged. All students and employees receive two brochures annually: 1) Title IX Gender Discrimination & Sexual Harassment & 2) Sterling College Alcohol & Drug Policy.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through text message alerts, and mass emails.

### **ACCESS TO FACILITIES AND RESIDENCE HALLS**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The College encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, campus facilities are open during weekday business hours. During non-business hours access to all College facilities is by key, if issued, or by admittance via a faculty or staff member.

#### **Special procedures for residence hall access**

All residence halls are equipped with an automated card access control system. Unlimited access is available to students and authorized staff and faculty via the system. Guests and other visitors may visit residence halls as long as they have been authorized by a member of the community. The exterior doors to student residence halls remain locked 24 hours a day.

## HOLIDAYS AND BREAKS

Students are required to vacate the campus during holidays and breaks. Students who are unable to make alternative housing arrangements are supervised by live-in staff members and/or resident assistants and may be required to consolidate into two or three floors in a hall during low occupancy periods. Security coverage continues uninterrupted during these times.

## 9 TIPS FOR STAYING SAFE

1. Always walk with a friend.
2. Walk in lighted areas only.
3. Walk quickly and with confidence.
4. Keep doors locked at all times.
5. Refuse to give access to buildings to anyone who doesn't have a key or who has access by their student I.D. Don't allow any "tailgaters" into any building.
6. Call the RD on Duty (620-278-6218) immediately if you feel threatened or see a person acting suspiciously.
7. Show your I.D. card to campus authorities when asked.
8. Do not give your phone number or addresses to people you do not know well.
9. Remind others of these tips.

## REPORTING CRIME ON CAMPUS

### To report a crime:

Individuals who witness or become the victim of a crime on or near campus are expected to contact the RD on Duty immediately by calling 620-278-6218 (non-emergencies) and dial 9-1-1 (emergencies only). If it is a non-emergency, a RD will respond to begin an investigation and summon police if necessary. RDs file an email report on all crime incidents to the VP for Student Life for review and potential action. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the RD on Duty number. You may also submit an anonymous tip by clicking on the Silent Witness tab on the safety and security website at <http://sterling.edu/student-life/safety>. In addition you may report a crime to the following people:

Residential Life Staff	620-278-6232	Student Life Office
VP for Student Life	620-278-4236	Student Life Office
VP of Academic Affairs	620-278-4217	Kelsey Hall
Controller	620-278-4211	Kelsey Hall
Athletic Director	620-204-1390	Gleason Hall

All crimes should be reported to the VP for Student Life to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Sterling College employees and residential life staff do not provide law enforcement service to students living off-campus. Student Life and the Sterling Police Department maintain a close working relationship. This cooperative team approach addresses situations as they arise as well as future concerns.

## DAILY CRIME LOG

A daily crime log is electronically maintained in the Office of Student Life. The crime log has criminal incidents and alleged criminal incidents that are reported to the Office of Student Life. Employees and students are encouraged to report incidents/crimes to the Student Life Office. The information reported on the log is the date the crime was reported, date and time the crime occurred, nature of the crime, general location of the crime, and disposition of the complaint, if known. The VP for Student Life and the student life administrative assistant are trained on maintaining the daily crime log. Any individual may obtain a copy by coming to the Office of Student Life or calling 620-278-4232.

## **CONFIDENTIAL REPORTING PROCEDURES**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you will still want to consider making a confidential report. With your permission, the VP for Student Life can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, and work with law enforcement personnel to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics, according to federal guidelines.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, they will inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

The rulemaking committee defines counselors as:

### ***Pastoral Counselor***

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### ***Professional Counselor***

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## **Timely Warnings: SC Emergency Alert System**

In the event that a situation arises, either on or off campus, that, in the judgment of the VP for Student, or member from cabinet, and/or a member from the emergency preparedness committee, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through a text message or email to all campus community members. The text message will include the location, the problem, and what to do to stay safe. All Resident directors and many of the members on the emergency preparedness committee have access to send an emergency text message. The message will be brief and to the point. Additional information will be disseminated through an all-community e-mail as soon as it is available. The text messaging system will be used for EXTREME EMERGENCIES and school closings/delays, nothing else. All students and employees with cell phones are automatically registered into the emergency text program. Registration is free of charge. The provider for this instant text messaging system is e2Campus. General information about the service can be found at [www.e2campus.com](http://www.e2campus.com). If you have not been automatically registered and would like to, please contact the Office of Student Life at 620-278-4232

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Marketing and Communications may post a notice on the website, providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and at the front door of each classroom buildings. A website has been developed for all emergencies in order to keep the community updated. This is accessible at all times at [www.sterling.edu/emergency](http://www.sterling.edu/emergency)

## **Emergency Response**

The College's Emergency Preparedness Plan includes information about the Critical Incident Response Team, incident priorities and performance expectations, secure in place and evacuation guidelines, and local contingency and continuity planning requirements. The Emergency Preparedness Committee and Residential Life Staff have had multiple emergency scenario training sessions, some of which have included the local police department. College departments are responsible for developing contingency plans and continuity of operation plans for their staff and areas of responsibility. The College conducts fire drills in the residence halls once a semester and the campus conducts a tornado drill once a year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

All Sterling College employees have received training in emergency procedures and responding to critical incidents on Campus. In the evening hours, when a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the residential life staff. They typically respond and work together to manage the incident and alert the Sterling Police Department. Depending on the nature of the incident, other SC departments and other local, state, and federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for SC is published each year as part of the institution's Clery Act compliance efforts and information is available on the Safety & Security page on the college website.

All members of the SC community are notified on an annual basis that they are required to notify the Sterling Police Department, as well as student life staff of any situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The student life staff has the responsibility of responding and summoning the necessary resources, to investigate and document any situation that may cause a significant emergency or dangerous situation.

### **Notification to the SC community about an immediate threat**

In the event of a serious incident that poses an immediate threat to members of the SC community, the Emergency Preparedness Committee will prepare a message for the campus community. The College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the SC campus community. These methods of communication include emails and emergency text messages that can be sent to a phone or PDA. The Emergency Preparedness Committee 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 judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

An evacuation drill is coordinated by residential life each semester for all residential facilities. Thus, the emergency response and evacuation procedures are tested twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. On the back of each residence hall room door is a hall chart showing where the exits are in case of emergency and also stating where to go in case of tornado.

## **EMERGENCY ACTION PROCEDURES:**

### **Evacuation**

1. When the alarm sounds (fire or announcement from SC employee), leave the building immediately.
2. Calmly evacuate the building using the nearest exit.
3. Assist persons with disabilities or special needs.

- A. All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- B. If necessary or if directed to do so by an emergency official, activate the building alarm.
- C. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.
- D. DO NOT USE ELEVATORS during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.
- E. When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- F. DO NOT return to an evacuated building until advised by an emergency official.

### **PERSONS WITH DISABILITIES**

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.

### **IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE**

Stay calm and take steps to protect yourself. If there is a working telephone, call 8-911 (using an on-campus landline phone) or 911 (from cell phone) and tell the dispatcher where you are or where you will be moving. Contact the RD on Duty at 620-278-6218.

If you must move we recommend the following:

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the emergency personnel of your location.
3. As soon as is practical, move onto the stairway and await emergency personnel.

Secure in Place

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Secure all doors and windows as quickly as possible.
4. Seal off openings to your room if possible, if chemicals are in the air.
5. Barricade door with heavy objects if someone dangerous is outside the door.
6. Remain in place until you are told it is safe to leave.

A. What is Secure in Place?

Secure in place simply means to secure yourself in the room you are in. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air or possibly a gunman somewhere on campus.

B. How would I be notified?

You will receive an emergency text message telling you to SECURE IN PLACE.

C. Additional Actions:

1. Immediately stop all activity.
2. If possible, lock yourself in the room you are in.
3. Place yourself in a position of least visibility.
4. Turn off all lights or maintain minimal lighting.

5. Turn off all radios or other devices that emit sound. Silence your cell phone.
6. Make a list of the names of students and staff in the classroom.
7. If gunshots are heard, quickly barricade the door with furniture or anything you can push against it (e.g. tables, filing cabinets). Lay on the floor behind heavy objects for shelter.
8. Do not unlock door or attempt to leave until instructed to do so by the Police Department.

## CRIME STATISTICS

	On-Campus			Residence Halls			Public Property			Non-Campus Property		
	<u>11</u>	<u>12</u>	<u>13</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>11</u>	<u>12</u>	<u>13</u>
<b><u>Criminal Offenses</u></b>												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	5	3	6	4	2	5	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

## DISCIPLINARY ACTIONS– On-campus – Number of persons referred for Disciplinary Action

<b>Offense</b>	On-campus			Residence Halls		
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Illegal weapons possession	0	0	0	0	0	0
Drug abuse violations	4	3	0	4	3	0
Liquor law violations	10	12	10	10	2	10

### Hate Crimes

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crime Statistics Act (28 USC 534).

### POLICY ON ALCOHOLIC BEVERAGES

The possession, consumption and sale of alcoholic beverages are not permitted on the campus of Sterling College nor at any SC off-campus events. SC has adopted a policy that includes the expectation that students will comply with federal, state, and local laws, including those relating to alcohol beverages, narcotics, and other drugs. Intoxicated persons (behavior characterized by belligerence/noise, staggering, slurred speech, vomiting, unconsciousness, damage to self, others, property) will be confronted. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. Students, faculty, staff, and administration, as well as resident assistants and resident directors, may submit violations of the alcohol policy to the VP for Student Life.

### POLICY ON ILLEGAL DRUGS

Illegal drugs and drug paraphernalia (this includes hookah bongs) are not permitted on the Sterling College



campus. SC will cooperate with law enforcement agencies in upholding the laws pertaining to the sale, use and possession of illegal drugs. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Student Life staff. All students, faculty, staff and administration have a responsibility to inform law enforcement officials of illicit drug use. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

### **Kansas Legal Sanctions:**

- Purchasing/furnishing alcohol for a minor (Class B Misdemeanor): \$200 – 1,000 fine & 0 – 6 months in jail
- Purchase/consumption of alcohol by minor (Class C Misdemeanor): \$200 – 500 fine and 30 day suspension, with community service
- DUI 1<sup>st</sup> offense: 48 hours – 6 months jail, \$500 – 1,000 fine, loss of license, community service, Alcohol/Drug Education Program
- Possession of Marijuana (Class A Misdemeanor): maximum punishment is 1 year jail and \$2,500 fine

### **ALCOHOL AND SUBSTANCE ABUSE INFORMATION PREVENTION PROGRAMS**

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and College disciplinary actions. Counseling and referral services are available to Sterling College students and employees through the Office of Student Life. The campus counselor also provides GOD14 (Getting off Drugs in 14 weeks). This is a Bible based recovery program for students struggling with alcohol and other drug addiction through treating the body, soul and spirit.

Sterling's Office of Student Life provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: Health Services, Counseling Services, College Health Class, and Residential Life.
- Counseling Service: College Health Services and Residential Life.
- Referral Services: Residential Life, College Health Services, Counseling Services, and Academic Instructors.
- College Disciplinary Actions: Student Service Committee and VP for Student Life.

### **HARASSMENT/VERBAL ABUSE/ABUSIVE OR HOSTILE ENVIRONMENT**

In accordance with Title IX and the principles of human dignity and intrinsic value as found in Scripture, Sterling College affirms that its students, faculty, and staff have the right to be free from harassment by any member of the College community. Sterling College does not tolerate communications or actions of any kind which are intended to denigrate, threaten or harm others because of their race, sex, religion, age, disability or national origin. All such incidents of harassment will be subject to appropriate disciplinary action.

Sterling College stands fundamentally opposed to any form of sexual harassment (which includes gender discrimination, sexual violence, domestic violence, dating violence, sexual assault, or stalking) and will do all in its power to promote an environment that allows students, faculty, and staff to be free from the intimidation and coercion that accompanies such actions. Sexual harassment is defined as attempted sexual coercion, unwelcome sexual advances, and requests for sexual favors, physical conduct of a sexual nature, or verbal conduct of a sexual nature. Any words or behavior that produce an atmosphere of intimidation or hostility or are verbally abusive, are viewed as harassment. This also includes sexual harassment by use of e-mail, texting, chat transcripts, or network activity (including any social media or social networking sites). Gender discrimination is defined as unequal or disadvantageous treatment of an individual or group of individuals based on gender. Examples of

gender discrimination include treating an individual differently based upon his/her gender in academic or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

### **SEXUAL MISCONDUCT (ASSAULT)**

Sterling College is deeply concerned about any incidents of sexual assault. Anyone can be a victim of sexual assault or sexual misconduct — women, men and children. Perpetrators of sexual assault can be anyone: a stranger, someone you have known for a long time or someone you have just met. Statistics indicate that one in four women will be raped during their lifetime and that rape is often perpetrated by an acquaintance of the victim. The Office of Student Life will work to provide a safe place for the victim of a sexual assault to work through the range of emotions and questions that arise after the assault. The College counselor will maintain counseling support to victims of sexual assault and make available a list of off campus counseling and mental health agencies that provide services for victims of sexual assault.

### **EDUCATIONAL PROGRAMMING**

The College uses educational programs to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Awareness programs for all new students and employees include:

- A statement that Sterling College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- Definitions of domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction;
- Definition of consent, in reference to sexual activity;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

Ongoing prevention and awareness campaigns for students and faculty include:

- Possible sanctions or protective measures that Sterling College may impose following a final determination of a disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
- Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking occur.
- Bystander intervention programs that all athletes, residential life, and peer opinion leaders are required to attend. The program is also open for the entire campus community. The program presents safe and positive options for bystander intervention that may be carried out by an individual or group to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual. It also presents information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
- No More Sexual Assault Campaign, which brings awareness to the campus community about sexual assault and abuse.

The College educates the student community about sexual assaults and date rape through mandatory new student orientation each fall. The Police Department offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Office of Student Life. Every student and employee receives a Gender Discrimination and Sexual Harassment brochure stating definitions of sexual harassment, sexual violence, dating violence, and stalking terms and informing everyone who to report sexual harassment to. The student life staff provides educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

Faculty, staff, resident directors and resident assistants are trained how to report such activity and how to provide support to a student who has experienced a sexual offense.

## **SEXUAL MISCONDUCT DEFINITIONS**

**Sexual Assault (Category I)** is defined as engaging in sexual intercourse with any person without that person's consent. Sexual intercourse is the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a sexual body part or sexual object.

**Sexual Assault (Category II)** is defined as the act of making sexual contact with the intimate body part of another person without that person's consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female.

Students found responsible for having committed a sexual assault will be suspended for a minimum of one (1) semester and will be subject to the full range of disciplinary sanctions, up to and including expulsion from the College.

**Domestic Violence** includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

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

**Consent** is defined as unambiguous and willing participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures and/or body language. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

1. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to give consent for any of the following reasons:
  - The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or
  - The individual is unconscious, asleep, or suffering from shock; or
  - The individual is under the age of eighteen and therefore legally unable to give consent; or
  - The individual has a known mental disorder or developmental or physical disability, and is therefore legally unable to give consent.

- It is important to note that in the Sterling College disciplinary process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.
- 2. The individual has acted or spoken in a manner which expresses he or she refuses to give consent.
- 3. It is obtained through the use of force, or through the fear of or the threat of force.

## COLLEGE AND COMMUNITY RESOURCES

The following resources are available to students and other members of the Sterling College community for information and support concerning sexual assault:

### CAMPUS RESOURCES

Vice President for Student Life:	620-278-4232
Vice President for Academic Affairs:	620-278-4217
Controller:	620-278-4211
Campus Counselor:	620-278-4202
Campus Nurse:	620-278-4505
Resident Director on duty:	620-278-6218

### COMMUNITY RESOURCES

#### Sexual Assault/Domestic Violence Center, Inc. Offices:

##### LYONS

117 West Ave. South

Lyons, KS 67554

Phone: 620-257-3272

24 hour hotline: 1-800-701-3630

##### HUTCHINSON

335 N. Washington, Ste. 240

Hutchinson, KS 67501

Phone: 620-665-3630

24 hour hotline: 1-800-701-3630

#### Family Crisis Center

2008 11<sup>th</sup> St.

Great Bend, KS 67530

Crisis Line: 1-866-792-1885 or 620-793-9941

#### Legal Assistance

Randall Henry

113 S. Broadway

Sterling, KS 67579

620-278-2880

Bush, Bush & Shanelec

229 S. Broadway

Sterling, KS 67579

620-278-2331

**IF A SEX OFFENSE OCCURS**, including rape and acquaintance rape, the following procedures should be followed:

- Remain calm and alert.
- Go to a safe place: your home, campus residence or the residence of a trusted friend.
- Call someone to be with you: a friend or family member; someone with whom you are close.
- Contact someone from the College: contact a faculty member, coach, RA, RD, or anyone from the Office of Student Life. A SC staff member will be willing to help the student in any way.
- Because physical evidence is of utmost importance:
  - **DO NOT** change your clothing.
  - **DO NOT** shower, bathe, or douche.
  - **DO NOT** apply medication to any injuries you may have sustained, unless absolutely necessary.
  - **DO NOT** disturb anything in the area where the assault occurred, if in an area where you have control.
- Be sure to obtain **MEDICAL ATTENTION**, even if you need time before reporting the crime to police or College officials.
- Call the Sexual Assault/Domestic Violence Center Hotline at 1-800-701-3630.

- Write down as much as you remember about the circumstances of the rape and of the individual(s) involved.
- Be sure to seek counseling and emotional support from a counseling agency such as the Domestic Violence Center and the Office of Student Life.

## **FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS BILL OF RIGHTS**

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

## **Sexual Assault Policy**

Sterling College insists that all members of its community shall be able to pursue their interests free from sexual assault and other forms of sexual harassment. This policy pertains to incidents of sexual harassment or assault between students or where the alleged perpetrator is a student. To report a violation of this policy when the alleged perpetrator is a student, follow the procedures outlined below.

In some situations such as date rape, the victim may fear being blamed or disciplined for the rape/sexual misconduct if he or she has violated any student standards of conduct, for example he/she had been drinking. However, the Office of Student Life is committed to sensitive and fair handling of such situations with healing, safety of others, and justice as primary concerns. There will be accountability for sexual assault or misconduct, not the violation of student standards of conduct, such as alcohol, on the part of the victim. The seriousness of sexual misconduct is a major concern and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the report of sexual misconduct.

## **REPORTING AN INCIDENT OF SEXUAL MISCONDUCT**

### **Reporting an Incident of Sexual Misconduct**

#### ***To the College***

Any student victim of sexual misconduct may report the incident directly to a RA, RD, academic advisor, coach, staff member or directly to the Office of Student Life. Every employee except the campus counselor and chaplain are mandated to report sexual misconduct incidents to the Title IX Coordinator. Incidents of sexual misconduct may also be reported to the Campus Chaplain or the Campus Counselor; these individuals are not required to report any incident to any other department/person due to their position within this college.

After a student reports an alleged sexual assault or misconduct, the Title IX Coordinator with assistance from College officials will provide a student with safety planning which can include the following if reasonably available:

1. Change of an on-campus student's housing to a different on-campus location
2. Transferring class sections when available
3. Assistance in exploring alternative housing, incompletes or withdrawal

#### ***To the Police***

Individuals are strongly encouraged to report all incidents to the police; however, it is the individual's decision whether or not to file a police report. If the individual wishes, the College will provide assistance in contacting the police and accompanying her/him to the hospital and/or police station. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to the police. Individuals are strongly encouraged to have both a medical exam to ensure their well-being AND a rape kit collected in order to gather forensic evidence. When relevant, victims of sexual offenses have the right to seek an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court or enforce an

order already in existence. The College will enforce any order of protection by informing staff of the protection order and holding the alleged perpetrator accountable to comply with the order.

The College will assist the victim of such sexual offenses, when relevant, to seek an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court or enforce an order already in existence.

### **CONFIDENTIALITY OF INFORMATION**

Sterling College will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported, subject to the “due process” rights of an accused. The degree to which confidentiality can be protected, however, also depends upon SC’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts.

As required by law, all disclosures to any SC employee (except campus chaplain and campus counselor) of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information.

### **PROHIBITION AGAINST RETALIATION**

All persons are absolutely prohibited from taking any action against any other member of the College community, including but not limited to, the complainant, respondent, or witnesses to an alleged incident of sexual misconduct. Any person engaging in any retaliatory action(s) will be subject to a separate complaint and appropriate sanctions for determined violations up to and including dismissal from the College.

### **Sexual Misconduct Complaint Procedure**

#### **Step 1: Complaint is filed.**

Upon receiving a complaint, the Title IX Coordinator shall conduct an initial evaluation of the merits of the complaint and determine the appropriate investigatory action required.

- Within seven working days, the Title IX Coordinator will acknowledge complaint receipt with the Complainant
- The Title IX Coordinator has 15 working days to contact the Complainant to clarify their complaint allegations.

#### **Step 2: Notification of Investigation**

The Title IX Coordinator will make efforts, as appropriate and with written authorization from the Complainant, to achieve an informal resolution to the complaint. If an informal resolution is not achievable, the Title IX Coordinator, within 30 days, will inform the complainant in writing whether or not an investigation is warranted.

#### **Step 3: Investigation**

**The investigation will include the following steps:**

- **Contact with the Complainant** – The Title IX Coordinator will meet or speak with the complainant to gather the facts relating to the complaint and give the Complainant the opportunity to provide a statement.
- **Notice to Respondent and Opportunity to be Heard** – The respondent will be provided with a statement of the complaint in writing, and the complainant will be provided a copy of this notification. The respondent will be afforded the opportunity to meet with the Title IX Coordinator and respond to the complaint in writing, within 10 days of being notified.
- **Notice Regarding Retaliation** – All parties to a complaint (complainant, respondent, witnesses, and appropriate administrators or supervisors) will be informed during first contact with the investigator that retaliation by an individual or his/her associates against any person

who files a complaint or any person who participates in the investigation of a complaint is prohibited.

- **Representation** – In any meeting with the Title IX Coordinator, the parties to the complaint (complainant and the respondent) may bring a representative to the meeting.
- **Confidentiality** – All complaints will be handled discreetly, however the Title IX Coordinator cannot guarantee confidentiality or anonymity because the College has an obligation to investigate complaints, and to maintain a safe environment free from harassment and discrimination. Because of its obligations under the law, Sterling College will not be able to honor all requests for confidentiality or all requests that complaint not be investigated or pursued. There are instances where a complaint may be investigated on an anonymous basis.

#### **Step 4: Investigative Findings**

The Title IX Coordinator provides a written investigation summary and findings to complainant, respondent, and appropriate administrator within 60 working days after complaint is filed. The appropriate College official will use these investigative findings to determine what action, if any, should be taken according to College policy.

The proceedings shall:

- provide a prompt, fair, and impartial investigation and resolution
- be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability

After reviewing all relevant information, the Title IX Coordinator will make a judgment and communicate the decision in writing simultaneously to all involved parties. Information will include:

- the outcome of the institutional disciplinary proceeding
- the institution's procedures for the accused and the victim to appeal the results
- any change in the results that occurs prior to the time the results become final
- when the results become final
- any disclosure of results:
  - shall include only the name of the accused, the violation alleged, and whether any institutional rules or code sections were violated, essential findings supporting such result, and any sanction imposed by the college against the accused (including a description of any disciplinary action taken by the college, the date of the imposition of such action, and the duration of such action)
  - shall include a notice of whether an appeal will be permitted, notice of the grounds for appeal, and a clear statement that if an appeal is permitted, both the accuser and the accused shall be entitled to appeal
  - shall not include identifying information about the victim

The complainant and respondent shall have equal rights in all phases of the hearing and appeal processes.

#### **Disciplinary Sanction for Harassment and Sexual Assault Cases**

Sanctions that may be imposed upon a student found to have perpetrated a sexual offense will range from disciplinary probation with required counseling, to residential relocation or academic rescheduling, to suspension or dismissal from the College.

Sterling College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the

student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Sterling College will provide the results of the disciplinary hearing to the victim's next of kin, if requested.

### **STUDENT APPEAL PROCESS**

If the accused or accuser wants to appeal the decision, either party has five business days after the disciplinary sanctions have been given to submit a written statement to the VP of Student Life. The Student Life Committee will consider the merits of an appeal on the basis of the information provided in the student's written statement, all the material or testimony previously presented, or a written summary of the previous proceedings. The SLC may also meet with the student, any witnesses, and/or original hearing body prior to making a decision regarding the appeal. The SLC will review appeals to determine whether the original decision is supported by substantial evidence. The SLC will communicate their decision on the student's appeal in writing no later than three (3) days following receipt of the appeal. These results will become final after the SLC makes a decision.

### **Truthfulness**

One of the core values of the Sterling College community is integrity and truth-telling. As such, all individuals participating in the student discipline process are expected to tell the full and complete truth in all disciplinary matters. In order to ensure this is possible, individuals participating in student discipline hearings regarding an alleged violation of the Sexual Assault Policy should expect the student life committee to exercise discernment and discretion regarding how to appropriately respond to other violations of the Community Life Statement or College policy that may arise in the hearing process.

Independent of the decision made by the student to address the issue, the College retains the right to pursue an institutional investigation and/or disciplinary action in a case of alleged sexual offense. In any such College action, the accuser and the accused shall have the same opportunities at the judicial hearing to have others present and both will be informed of the outcome of the proceeding.

### **Sex Offender Registry and Access to Related Information**

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002.

The law requires institutions of higher education to issue a statement advising the campus community as to where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offenders, already registered in a state, provide notice to each institution of higher education in that state, as to where the person is employed, carries on a vocation, or is a student. The Kansas Bureau of Investigation (KBI) has established a website to facilitate public access to information about persons who have been convicted of certain sex, violence and drug offenses, as set forth in the Kansas Offender Registration Act (K.S.A. 22-4901 et seq.). Effective July 1, 2005, K.S.A. 22-4909 was amended to require the website to prominently identify whether an offender is or is not a sex offender. Information regarding registered sex offenders may be obtained from the following Web site. <http://www.kansas.gov/kbi/ro.shtml>.

### **MISSING STUDENT POLICY**

All commuters and residents are requested to let at least one other member of the community know where they are going and their anticipated time of return. Students are also encouraged to let parents and other family members know their whereabouts when they will be away from college for an extended time. This is so we can know that if they do not return at or close to the time they are expected to do so. This is encouraged so we can all be responsible for and accountable to each other.

### **REPORTING A MISSING STUDENT**

Any community member who becomes aware that a person is or is suspected to be missing should make a verbal or written report to a member of the residence life staff or directly to the VP for Student Life. The 24/7 RD on Duty cell phone number is 620-278-6218.



## **EMERGENCY CONTACTS AND CONFIDENTIAL EMERGENCY CONTACTS**

Each student living in College housing as well as commuting students should keep the emergency contact information that they report to the College up to date and accurate. This will be the contact for the College to try to locate the student.

## **MISSING PERSON NOTIFICATION**

Once the person has been missing for 24 hours or if there is a reason to suspect foul play, a report will be made to the local police. In all cases when the missing person is less than 18 years of age the emergency contact and the parent or guardian will be notified. For students over 18 years of age, the emergency contact given by the student will be notified. The parent or guardian will be notified if the over-18-year-old student remains missing for over 24 hours or earlier if notification of the parent or guardian is in the judgment of campus officials to be helpful to locating the student.

## **PROTOCOL FOLLOWING A MISSING PERSON REPORT**

Once a student is reported to be missing, a campus official will be designated by the VP for Student Life as the campus official to follow-up with the report and to try to locate the person. This person will work with other community members and external sources as needed. The next steps are likely to be, but are not limited to the following:

- All persons who might have information concerning the missing person will be contacted for an interview.
- The student's emergency contact and parents/guardians will be notified as deemed appropriate.
- All known methods of communication to the student will be used to try to contact the student.
- All methods to try to find information as to the possible whereabouts of the student will be investigated.
- If the student still cannot be found, a report will be made to the local police, either by the campus official or by the person who made the missing person report.
- Once a missing person report has been filed with the local police, the campus official will remain in touch with the local police and take direction from them until the case is resolved. The protocol may be revised by the campus official through consultation with the VP for Student Life depending on the specifics of the situation, the time of year (classes in session or not) and the facts as they emerge.

## 2013 ANNUAL FIRE SAFETY REPORT

### FIRE SAFETY SYSTEMS

Below are the fire safety systems in each residence hall.

- Campbell Hall – Nutone system with heat detectors in stairwells, hard wired smoke detectors with battery backup in each sleeping room and lobby, pull stations set off building wide alarm, installed 1985
- Douglas Men’s – Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2006
- Douglas Women’s - Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2006
- Evans – Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2000
- Kilbourn – Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2000
- McCreery - Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2004

Facility	Fire Alarm Monitoring Done On Site	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (fire) drills each calendar year
Campbell	X	X	X	X	2
Douglas Men’s	X	X	X	X	2
Douglas Women	X	X	X	X	2
Evans	X	X	X	X	2
Kilbourn	X	X	X	X	2
McCreery	X	X	X	X	2

### CAMPUS FIRE POLICIES

Students are asked to exercise every care to prevent fire, which could not only destroy valuable property and students’ personal belongings, but might put lives in jeopardy. A minimum of one fire drill will be held each semester in the residence halls. Students must exit immediately whenever the fire alarm sounds or when requested to do so by College personnel. Each residence hall is equipped with a smoke detection system that signals an alarm. In addition, each student’s room is equipped with a single station smoke detector.

For the safety and well-being of the College community, the possession of and/or use of fireworks, firearms, air-soft guns, blow darts, stun guns, or other weapons, or any explosive device on campus is prohibited. Flammable materials, such as gasoline, kerosene and Coleman fuel products, may not be kept in residence halls.

Fireworks: Under no circumstances are fireworks of any kind to be used or stored on campus.

Candles and Incense: For safety reasons, candles, incense, or anything else with an open flame may not be burned in the residence halls.

Christmas Decorations: The use of live Christmas trees and other flammable decorations are prohibited in residence hall rooms. Artificial trees and other nonflammable decorations may be used. Extreme caution should be exercised when using these items. The manufacturer's instructions for use must be followed in all situations.

Electrical Appliances and Cooking: The use of electrical appliances is limited because of sanitation, safety and electrical circuit issues. The residence hall rooms were not designed for cooking. Therefore, only small appliances with completely enclosed coils are permitted, (i.e., popcorn popper, coffee pots, hot pots, crock pots). Microwave ovens are not allowed in student rooms. They are available in certain areas of each hall for the residents. Under no circumstances will any toaster ovens or frying or broiling units be permitted. The use of space heaters is prohibited.

### Fire Alarms and Fire Safety Equipment

In order to provide the safest possible environment for the residents, each of the residence halls is equipped with a fire alarm system. The fire alarm system is to be used only in the case of an actual emergency caused by fire or for those fire alarm drills conducted at the discretion of the Vice President of Student Life. Tampering with the fire alarm system or any of the fire safety equipment (smoke detectors, fire extinguishers, exit signs, pull stations) will result in disciplinary action by the College. In addition, such tampering is a criminal offense and students may be prosecuted.

In the event of a fire alarm, residents are required by state law to exit quickly from the residence hall according to the instructions given them by their RA or residence director. Persons evacuating the building should meet in the Designated Meeting Area for each residence hall. Residents will not be permitted back in the building until all residents are evacuated and the signal is given to reenter.

Number of fire drills held in 2010: 1 in the fall semester and 1 in the spring semester

All fire drills are timed by the resident director and given to the Maintenance Department so the results can be given to the Fire Marshall.

### **IN CASE OF FIRE**

**When the fire alarm sounds, ALL residents must vacate the building immediately, until cleared to return.**

### Fire Safety Education & Training

Before they spend their first night in a campus residence hall, students meet with the resident directors and resident assistants to review important security information, which includes what to do in case of a fire.

An evacuation drill is coordinated by residential life each semester for all residential facilities. Thus, the emergency response and evacuation procedures are tested twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. On the back of each residence hall room door is a hall chart showing where the exits are in case of emergency and also stating where to go in case of fire or tornado.

The Sterling Fire Department has recommended the following procedures in case of fire:

Check the door of your room. If your door seems cool and there is no evidence of smoke in the hall:

- Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
- If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
- Go to the nearest exit and leave the building. Nearest exits are posted in each room. Meet quickly at your designated area so all persons can be accounted for. Designated areas will be

announced at the beginning of the year. If your door is hot, you are probably trapped. Do not open the door. Instead, follow this procedure:

- Seal up the cracks around the door using articles of clothing. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crawling position. Heat and smoke rise.

## **IMPORTANT TELEPHONE NUMBERS**

**RD on Duty 620-278-6218**

**Emergency 9-1-1**

### **Fire Log**

Sterling College maintains an electronic spreadsheet fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. Reported fires include fires that were already extinguished as well as those discovered while still burning. They include emergency situations involving fires that necessitated a call to 911 for fire department assistance, as well as minor fires, such as a small trash can fire that was easily extinguished without assistance. Fires can be reported by anyone, regardless of the individual's association with Sterling College.

The fire log includes the date the fire was reported, nature of fire, date/time of fire, and the location of the fire. All fires should be reported to the following people:

- Resident Assistant of the hall where the fire occurred
- Resident Director of the hall where the fire occurred
- Student Life Administrative Assistant
- VP for Student Life

Generally, the resident director will report the fire to the Office of Student Life. The VP for Student Life or student Life administrative assistant will make an entry to the fire log within 2 days of receiving the information.

### **Plans for Future Improvements in Fire Safety**

Further fire training for resident assistants and resident directors will be planned for Fall Training 2015. Training will be coordinated with the Sterling Fire Department so that residential life staff are trained on how to use a fire extinguisher and how to manage a fire.

### **Campus Fire Log 2013**

<b>Number</b>	<b>Cause of Fire</b>	<b>Location</b>	<b>Date/Time</b>
0	N/A	N/A	N/A