

*Security  
And  
Fire Report  
2011*

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## SECURITY REPORT INTRODUCTION

Briar Cliff University and the Sioux City community are relatively safe environments. Even so, we fully recognize the potential for crime and accidents. We are constantly taking proactive approaches to minimize the risk and enhance the security and safety of the entire campus community – students, faculty, staff, alumni and visitors.

However, the college staff cannot do this without help from everyone, including the students. People must take responsibility for their own safety and belongings and also the safety of their neighbors. Anyone who observes suspicious activity should report it immediately to Campus Security. People should be aware of the potential for loss or theft if personal items are left out in the open and not guarded.

At no time does Briar Cliff University assume any responsibility for theft, damage or loss of money, valuables or personal property. We strongly encourage students to check with their families concerning coverage under their homeowner/renter policy and to purchase insurance if necessary.

Briar Cliff University is a private institution. Campus facilities are for the use of BCU students, staff and faculty and their guests. Campus Security works closely with the university's residence life and administrative staffs to establish appropriate levels of security. Safety and security issues within the buildings should be reported to campus security as quickly as possible.

### CAMPUS SECURITY DEPARTMENT

Campus Security is the office at Briar Cliff University that is responsible for security. It includes three full time officers, a director, an assistant director, a night shift supervisor and a varying number of part time officers and students. The Director reports to the Vice President for Student Development. Campus Security officers are not deputized or sworn officers. They do not have arresting authority but have the right to detain individuals for questioning. The security officers have direct communication with local police and can call for assistance when needed via land line or cell phone.

All on-duty personnel wear a distinctive security uniform. They provide basic security services to the campus community and are on duty 24 hours a day 365 days a year.

Campus security has a close working relationship with the Sioux City Police Department. All major crimes (felonies) are reported to the Sioux City Police Department, which assumes responsibility for any investigation that may be necessary as soon as possible. In the case of emergencies, the Sioux City Police Department is notified immediately.

The campus security office is located in Heelan Hall, just inside the main front doors. The phone number for Campus Security is 712-898-1888. Security staff members are available either in the office or by calling the Security number, which will reach them at all times.

At all times, students, faculty, or staff can call Campus Security for an escort at night. Campus Security also encourages students to walk with others and not alone at night.

General services provided by Campus Security are walking and vehicle patrols, response to criminal and non-criminal activity, escorts, and jump-starts. Security officers make routine patrols of campus buildings and check exteriors of buildings. They also monitor the boiler room and report any potential problems to the appropriate maintenance personnel.

Campus Security makes keeps and maintains a monthly log of reported crimes written in a form that is easily understood. The log is available to the public for inspection in the Campus Security Office located in Heelan Hall room #001. The monthly log provides the nature, date, time and general location of each crime. Additionally, the disposition of the complaint is given, if known. Information, including updates, is added as the information becomes available. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withdrawn until the damage is no longer likely to occur from the release of such information. As a matter of policy, names are not included in the monthly log.

## **POLICIES AND PROCEDURES**

### **REPORTING CRIMINAL ACTIVITY AND EMERGENCIES**

Any emergency situation or knowledge of a crime should be reported immediately to Campus Security by calling 898-1888 or by going to the Security Office located in Heelan Hall room #001. You may also dial 9-911 from campus land lines, or 911 from cell phones to reach the Sioux City Police Department or Sioux City Fire Department. When calling either number, you should stay on the line until the appropriate authorities tell you to hang up. You should be able to provide the exact location, the status of the situation and who is involved in the incident.

Students and employees may also report criminal offenses to the Dean of the College, Vice-President for Student Development, Vice-President for Business and Finance, hall directors, RAs, coaches and faculty. All names are kept confidential and not included in daily logs in an effort to protect those who are reporting the crime from retaliation. Only certain personnel will have access to the names of the informants to provide them with protection.

Emergency Call Boxes are located in the following places: Upper Pit parking lot and North Noonan Hall Parking lot. These phones are routed directly to the security officer on duty and should be used in the event of an emergency.

### **CAMPUS LAW ENFORCEMENT**

Briar Cliff University Security officers have the authority to ask individuals for identification and to determine whether individuals have lawful business at Briar Cliff. BCU security officers have the authority to issue tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the Sioux City Police Department who has jurisdiction on the campus. The Campus Security Department

maintains a highly professional working relationship with the Sioux City Police Department and other law enforcement agencies in the area. All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Security and the Sioux City Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **ALCOHOL AND DRUGS**

Students who are of the legal drinking age of 21 may possess or consume alcoholic beverages only in their private living quarters. BCU allows consumption of alcoholic beverages in two (2) dorms on campus they are Noonan Hall and Baxter Hall. If a student has a roommate, they, along with anyone else in the room, must be 21 also to consume alcohol in the room. Alverno Hall and Toller Hall are considered “dry” dorms and any alcoholic beverage is prohibited.

Briar Cliff University complies with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Illegal drugs and paraphernalia are not permitted on campus. BCU works closely with the Sioux City Police Department and cooperates with all law enforcement agencies to ensure that all laws pertaining to illegal drugs are being enforced. Possession, use or distribution of any kind of illegal substance goes against BCU’s commitment to the Siouxland Community.

The student handbook contains a detailed list of all other campus disciplinary policies and procedures, including alcohol and drug policies. Provisions for counseling and treatment opportunities are also addressed. Briar Cliff University will make reasonable effort to enforce all federal, state and local laws.

You can find more on the rule and regulations in the Briar Cliff Student Hand book.

## **ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

**Alcohol and Drug Education:** Programs by Residence Life staff and Personal Counseling services address issues of concern throughout the year.

**Counseling Services:** BCU personal counselors will meet with students on alcohol and drug related issues.

**Referral Services:** if warranted, Residence Life and Counseling Services will have students seek off-campus counseling and referral services.

**College Disciplinary Action:** In most cases, disciplinary action will be taken including fines and in severe cases, removal of the student(s) from the university, including classes and the residence halls. The student does have the right and ability to appeal the action to the Judicial Officer and Judicial Committee.

## WEAPONS/FIREARMS

For the entire campus's safety, shotguns, rifles, handguns, air guns, bows and arrows, ammunition and all other types of weapons are not permitted. There is no on-campus storage allowed at any time, and no weapon may be stored in any vehicle located on campus. All types of explosives, including fireworks, are strictly prohibited on campus. Please refer to the Briar Cliff Student Handbook for additional prohibitions regarding residence halls.

## SEXUAL ABUSE - SEXUAL ASSAULT POLICY

Briar Cliff University is concerned about the safety and welfare of all campus members and guests. In an effort to promote the dignity and well-being of members of the campus community, the university is committed to addressing allegations of sexual abuse and/or sexual assault. The university has developed this policy, which is consistent with the Student Right-To-Know and Campus Security Act, Public Law 101-542, and the Iowa House File 2028. Sexual abuse and sexual assault also have certain criminal and civil law repercussions. When Briar Cliff University determines that a case of sexual abuse and/or sexual assault might have taken place, BCU college will fulfill its legal obligation to report the same to the appropriate law enforcement or other legal authority for appropriate disposition.

### Definitions:

Pursuant to Iowa law, the following is the statutory definition of sexual abuse:

#### 709.1. Sexual Abuse Defined.

Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats or violence toward any person, or if the act is done while the other is under the influence of a drug-inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. Such other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual abuse.
3. Such other participant is a child.

NOTE: The term sex act or sexual activity means any sexual contact between two or more persons, by penetration of the penis into the vagina or anus, by contact between the mouth and genitalia or anus of another person, or by the use of artificial sexual organs, or substitutes therefore in contact with the genitalia or anus.

NOTE: A child is 14 or younger.

#### 709.5. Resistance to Sexual Abuse.

Under the provisions of this chapter, it shall not be necessary to establish physical resistance by a participant in order to establish that an act of sexual abuse was committed by force or against the will of the participant. However, the circumstances surrounding the commission of the act may be considered in determining whether or not the act was done by force or against the will of the other.

#### 709.11. Assault with Intent to Commit Sexual Abuse.

Any person who commits an assault, as defined in Section 708.1, with the intent to commit sexual abuse is guilty of a Class “C” felony if the person thereby causes serious injury to any person and is guilty of a Class “B” felony if the person thereby causes any person a bodily injury other than a serious injury. The person is guilty of an aggravated misdemeanor if no injury results.

#### *Procedures to be followed by students and employees in the event of sexual abuse/sexual assault*

1. Sexual assault is a crime and should be reported. Contact a friend, resident assistant (RA), hall director, campus security officer, campus nurse, university staff or faculty member, or another person with whom you feel safe. Reporting sexual abuse/sexual assault does not commit you to filing charges. You can make that decision later. The information will be kept confidential to the fullest extent permitted by law. Incidents of sexual abuse/sexual assault may be reported either by the victim or by another person who shall serve as a liaison with the appropriate university personnel.

You may also call one of the following:

Briar Cliff Student Health Services (279-5436)  
Council on Sexual Assault and Domestic Violence (258-7233)

2. Call 911. Get medical attention. You should go to the hospital of your choice as soon as it is safe and possible.

Mercy Medical Center-Sioux City, 801 Fifth St., or  
St. Luke’s Health System, 2720 Stone Park Blvd.

Request a medical examination by the emergency room physician using the Sexual Assault Kit required for evidence in cases of sexual assault. Even if you decide not to press charges, you need to be examined and treated for possible pregnancy, sexually transmitted diseases and/or injuries related to the assault.

3. Preserve all evidence. Do not change your clothes, shower, bathe or douche. If possible, do not go to the toilet. Save all clothing, linens or other items that may have been touched by the assailant so they may be given to the police for evidence. All physical evidence, including seminal fluids, hair, blood types and scrapings of flesh from the victim’s fingernails is used in court.

4. Consider whether you want to file criminal charges with the police and/or file a formal complaint with campus authorities if the assailant is a student. If the alleged victim wishes to file charges against the alleged assailant, the university shall assist the student in initiating the process. Contact the Director of Campus Security for any additional questions.

5. Get help and support, such as counseling. The university recognizes that persons who are the victims of sexual abuse/sexual assault have an important personal need for advocacy and support. The campus and the community offer services to assist victims of sexual abuse/sexual assault, including transportation to the hospital, advocacy in the legal process, and work toward psychological recovery from the assault.

### **Disciplinary Action**

Violation of the sexual abuse-sexual assault policy will result in disciplinary action for any perpetrator who is found guilty of the offense under college disciplinary procedures. The disciplinary action may include counseling to understand the impact of this behavior on others and may result in action including suspension from school.

Additional information can be obtained in the Briar Cliff University Student Handbook.

### **SEXUAL HARASSMENT**

Briar Cliff University is committed to fostering a healthy learning and working environment and to upholding the dignity and integrity of its individual members and the institution. Sexual harassment and sexist behavior limit an individual's options, experiences and opportunities for full achievement and will not be tolerated at BCU. The university prohibits sexual harassment of or by members of the university community, guests or visitors to campus. Sexual harassment violates both university policy and, when a student is the victim, Title IX of the Educational Amendments of 1972; or when an employee is the victim, Title VII of the Civil Rights Act of 1964, as amended.

### **Definition**

Sexual harassment is defined as any unwelcome sexual advances; requests for sexual favors; or other verbal, visual, or physical conduct of a sexual nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive situation or environment.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.

Sexual harassment is understood to include a range of behaviors. In determining whether a specific conduct constitutes sexual harassment, the college will look at the totality of

circumstances, including the nature of the alleged incident, the effect on the individual to whom the behavior is directed and the context in which it occurred.

### **Advising/Consultation**

Members of the Briar Cliff community who feel there has been an incident of sexual harassment are encouraged to consult with the campus representative immediately. Any individual has the opportunity to consult with the campus representative in matters pertaining to sexual harassment. The incident or concern will be discussed for clarification and problem identification. The campus representative may provide information, suggest resources and assist in identifying reasonable options for resolution. The discussion will take place in confidence. Discussing a complaint does not preclude an individual from filing formal charges, nor is the advising phase required prior to the filing of a formal complaint. Formal complaint procedures are initiated when a member of the university community files a signed, written complaint. Individuals should be aware, however, that allegations involving a clear violation of the sexual harassment policy must be investigated, no matter whether a formal complaint is filed.

### **Resources**

Students, faculty, staff and administrators are encouraged to discuss concerns related to sexual harassment with on campus counselors or off campus resources listed below:

#### **Off-Campus Resources**

Council on Sexual Assault and Domestic Violence - 712-258-7233

Mercy Medical Center-Sioux City - 712-279-2010

St. Luke's Health System - 712-279-3500

Sioux City Police Department - 712-279-6960

### **SEX OFFENDER REGISTRATION**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Campus Security is providing a link to the Iowa Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. In the State of Iowa, sex offenders must register through the Iowa Sex Offenders Registry which is maintained by the Department of Public Safety.

The Iowa Sex Offenders Registry: <http://www.iowasexoffender.com/>

### **RESIDENCE AND CAMPUS FACILITIES**

The university has four buildings classified as residence halls. Hall Directors (HD) and Resident Assistants (RAs) are upper-class students who have been carefully selected and trained to assist individuals on the floor and help maintain a healthy educational environment in the buildings. Residence Hall Directors are professional members of the residence life team who live in the

residence hall setting. The residence life staff receives training in basic security and emergency situations.

Residents may obtain entry using the keys and Guard Cards; they were issued upon arriving at BCU. It is the responsibility of the student to ensure that his or her room is secure.

During Christmas Break, all students are required to vacate the halls except with permission from the Office of Residence Life. The halls are not fully staffed during this break, so keys and guard cards are normally collected from students to limit access to the halls. All other breaks, students will not be asked to turn in their keys but will be required to notify their RA that they will be on campus at such time.

Hall meetings at the beginning of each term provide the opportunity for residents to learn about building security, campus and residential policies, and enforcement procedures.

All guests in the residence halls must have a student host and are subject to university policies and regulations. The host is responsible for the actions of and any damages caused by the guest.

All buildings are regularly inspected by Campus Security and by Maintenance to ensure that all emergency lighting is working properly. They also ensure that all alarms, doors, and locks are working properly. Outside security concerns are addressed regularly.

### **FACILITY ACCESS POLICY**

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key/Guard Card if issued or by admittance via the Campus Security Department or the Residence Life staff. In the case of periods of extended closing, the University will admit only those with prior approval to all facilities.

Solicitation is strictly prohibited on campus unless prior approval is given.

### **GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

Community members, students, faculty, staff, and guests are encouraged to report crimes and public safety related incidents to the Campus Security Department in a timely manner.

To report a crime or an emergency, call Campus Security at 712-898-1888 or the Sioux City Police Department by dialing 911 (9-911 from on-campus phone).

You also may contact the following people in Security, Student Services, Student Health, Residence Life, or Academic Affairs.

Campus Security is available 24 hours a day to answer your call. Once your call is received, Campus Security will take the appropriate action needed at the time of the incident. They will ask the victim to file a report with the appropriate authorities at the time as well.

All Campus Security reports are forwarded to the appropriate people for further action. This may include Resident Life, Business Office, and in some cases, the Sioux City Police Department. Additional information collected during the investigation is always forwarded to the Sioux City Police Department unless the victim does not wish to pursue criminal charges.

If assistance is required from the Sioux City Police Department, Sioux City Fire Department, or the Siouxland Paramedics, Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff at the scene, including Campus Security will offer the victim a wide variety of services. Briar Cliff University has access to a variety of agencies that assist the victims in these situations such as the Council on Sexual Assault and Domestic Violence (CSADV). At any time, anyone can ask about these resources through the Director or Assistant Director of Campus Security, Dean's Office, Campus Chaplain, Nurse, or Counselor.

Crimes should be reported to the Campus Security Department or any of the aforementioned personnel to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate. A person may still report a crime and not want to pursue criminal charges or campus charges.

### **CONFIDENTIAL REPORTING PROCEDURES**

If you are a victim of a crime and do not want to pursue action within the Briar Cliff University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security or a designee of the Campus Security Department can file a report on the details of 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 University can keep an accurate record of the number of incidents involving students, 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. Records filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Campus Counselors as a result of the rulemaking process which followed the signing into law the 1998 amendments to 20 USC § 1092 (f), clarification was given to those considered to be campus security officials. Campus "pastoral counselors" and campus "professional counselors," when acting as such are not considered to be campus security authorities 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, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

### **CRIME REPORTING**

The Campus Security Department encourages anyone who is a victim or witness to any crime to promptly report the incident to Campus Security. Campus Security makes all attempts to keep information that would possibly jeopardize an investigation confidential until such time is

deemed that such information can be released. In most cases, in the daily crime log, names are left out for the privacy of such individuals. All Clery Act crimes are included in the Annual Security report.

### **TO REPORT A CRIME**

Contact Campus Security at 898-1888 or dial 911 for the Sioux City Police or Fire Departments. Any suspicious activity on or around campus should be reported to Campus Security or the Sioux City Police Department immediately.

Director of Security Dean Reynolds	712-279-5430
Assistant Director of Security, Dave Viers	712-279-5430

### **SECURITY AWARENESS**

At all times, Campus Security stresses during the year and during the various programs safety starts with the student, faculty and staff member.

When time is of an essence, information may be sent via text messages, campus email, or signs posted around campus.

### **SAFETY TIPS**

#### *Personal Security Recommendations*

- Never walk alone at night. Use sidewalks.
- Walk in well lit areas.
- Walk close to the curb, away from bushes and alleys.
- If you must walk alone, inform someone at your destination when to expect you so he or she will be waiting.
- Request a campus security escort if you are alone during hours of darkness.
- If you are attacked, **SCREAM!!!** Bite, kick and stomp the attacker's foot with your heel. Do anything to bring public attention to your situation.
- Keep items of value out of sight.
- Safeguard any documents that include personal information that others could use to commit identity theft.
- Lock your door whenever you leave your room.
- Report any suspicious activity immediately to campus security or the Sioux City Police Department.

#### Residence Hall Safety and Security Advice

- Lock your room door – even if you are just going to the restroom or into the room next door. Most crimes that occur on a residential campus are crimes of opportunity and happen when a door is left unlocked.

- Lock your door before you go to sleep.
- Do not prop open residence hall exterior doors.
- Do not lend your keys to anyone at any time.
- Inform your roommate or friends where you will be if you plan to remain away from your room overnight.
- Mark articles of value with an identifying number/mark. Photograph valuable property and keep a record of this information. Do not use your Social Security number or any other number that could have value to others.
- Notify campus security by calling 898-1888 if you need an escort from a parking lot, classroom building or residence hall.

#### Severe Weather Advice

- Move to the lowest part of the building or a central hallway without windows
- Stay as far away from windows, mirrors, or unsecured objects such as dressers, cabinets, or bookcases.
- **DO NOT USE ELEVATORS**
- Be ready to assist those with disabilities
- Remain the safe area until the warning has expired and you have been given the all-clear from Campus Security or Residence Life
- Listen to local TV or radio stations on AM/FM radio your weather radio
- Planning ahead and knowing where you are to go in severe weather situations will help save your life!

#### Active Shooter

- Remain calm
- Lock yourself in the nearest room
- Turn off all lights
- Close blinds
- Turn off computers if possible.
- Get away from all windows and doors by hiding under desks or tables
- If you are able to, call Campus Security at 898-1888 and the Sioux City Police Department at 911 with the location of the shooter and your location. Try to remain on the line even if you are not speaking to allow the dispatcher to hear what is going on.
- Try to stay as quiet as possible; any noise will alert the shooter to your location.
- Silence cell phones.
- If try to leave a secure area, have a plan in mind and leave any items behind as they will hinder you as you leave. When approached by the Police Dept. do not be alarmed and work with them and give them any information that will lead them to the shooter.
- If shooter enters your room, do not try to overtake him/her and work with them if possible.
- When calling Campus Security and the Sioux City Police Dept. give your location, the number of individuals in your location, any injuries, and the name of the shooter if possible, any descriptions of the shooter, what they are wearing and have with them. Any information will assist them in finding the shooter.

## **SECURITY ALERTS**

Briar Cliff University makes timely reports to the campus community regarding crimes reported to Campus Security and/or the Sioux City Police Department that are considered a threat to other students and employees. In the case of a major emergency and severe weather, alerts are posted to Hall directors and appropriate personnel, which alert all students, faculty and staff via a message to their cell phone and to their college email account. They may also be posted in the residence halls. In the case of a major emergency, updates will be posted to the university website and text messages. In the case of the campus being closed due to weather, a message will also be sent out using text and email or postings on campus and local television stations.

## **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that in the judgment of the Vice President for Student Development constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the Briar Cliff University texts, e-mails. If time permits, notifications may also be posted around campus or in the campus newspaper. Crime and Security alerts will be issued via an e-mail sent out to all students, faculty, and staff alerting them of crimes that may put the campus at risk for both short-and long-term periods of time. Security Alerts are advisories reminding the campus community of crime trends, not necessarily in response to a specific crime.

If the Emergency Notification System is used, it will include a short message that the campus is either in a lock down and that everyone should lock themselves in place. Further details will be sent out as warranted.

Depending on the particular circumstance of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus website that will provide the campus community with additional notice and information. In such instances, a copy of the notice will be posted in the residence halls, in the Stark Student Center, and the academic buildings. Anyone with information that would warrant a timely warning should report the information to the Campus Security Office by phone at 898-1888 or in the Security Office in Heelan Hall.

## **EMERGENCY PROCEDURES**

Briar Cliff University maintains an emergency response plan to guide it through a sensitive or dangerous situation. Examples are, but not limited to, fires, explosions, natural disasters, and violent crime events. When such an event is verified, the university community will be notified via text, E-mail and action will be taken immediately to isolate the affected area, remove those in the affected area, and stabilize the area pending arrival of emergency response organizations. An emergency will be declared and the University Security Office will be established to resolve the situation and support any non-campus organizations called in to resolve the situation. When the EOC has determined the emergency has ended and it is safe to return to campus or resume regular activities, notice will be sent out to the entire campus community. Depending on the duration of an emergency, information will be sent out to the campus alerting them of the status of the situation.

## MISSING STUDENT POLICY

If a member of Briar Cliff University has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through collaboration of Campus Security, the Department of Student Development, and the missing student's family and friends.

If not located within 24 hours, appropriate family members, associates, or a university official will make an official missing person report with the law enforcement agency with jurisdiction. Anyone who believes a student to be missing should report their concern to Student Development or Campus Security. Depending on the circumstances presented to college officials, the parents of or the designated confidential contact of the missing student will be notified. In the event that parental notification is necessary, a university official will place the call. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

### **General Procedure:**

1. The Briar Cliff official receiving the report will collect and document the following information at the time of the report:
  - a. The name and relationship of the person making the report.
  - b. The date, time, and location of the missing student were last seen.
  - c. The missing student's cell phone number (if known by the reporter)
2. The BCU official receiving the report will contact the Vice President of Student Development (or their designee) in order to inform him/her on the situation and to receive additional consultation.
3. Upon notification from an entity that a student may be missing, Briar Cliff may use any or all the following resources to assist in locating the student:
  - a. Call the student's room.
  - b. Go to the student's residence hall room.
  - c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - d. Secure a current student ID (from Campus Security) or other photo of the student from a friend.
  - e. Call and text the student's cell phone and all any other numbers on record.
  - f. Send the student an email.
  - g. Check all possible locations mentioned by the parties above including but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Campus Security Department and the Office of Residence Life may be asked to assist in order to expedite the search process.
  - h. Contact or call other on-campus or off-campus friends or contacts that are made known. This includes checking a student's social networking sites such as MySpace, Face book, or Twitter.
  - i. Ascertain the student's car make, model, and license plate number. A member of the Campus Security Department will also check BCU parking lots for the presence of the student's vehicle.

4. The Briar Cliff University technology staff may be asked to obtain email logs in order to determine the last log in and or access of the BCU network.
5. Once all information is collected and documented and the Vice President of Student Development (or their designee) is consulted, BCU staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.

## **BRIAR CLIFF UNIVERSITY CRIME STATISTICS**

### **Annual Disclosure of Crime Statistics**

Briar Cliff University Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act (Clery Act) (20 USC § 1092). The full text of this report can be located on our website at <http://www.briarcliff.edu/campus/security.aspx>. You will also be able to connect to our site via the Briar Cliff Homepage at [www.briarcliff.edu](http://www.briarcliff.edu) and clicking on the Campus tab then clicking Security on the left hand side and clicking Annual Security Report. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, the Department of Resident Life, the Judicial Officer, and Student Services. Each provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Campus Security Office, designated campus officials, (including but not limited to directors, deans, department heads, resident life staff, advisors to students/student organizations, and athletic coaches), and local law enforcement agencies. Student Services and counseling staff inform their clients of the procedures to report crime to Campus Security on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during a session.

Each year, an email notification is made to all enrolled students, faculty, and staff that provide access to this report. Copies of this report may also be obtained at the Campus Security Office located in Heelan Hall or by calling 712-279-5430. All prospective employees may obtain a copy from Human Resources located in the Business Office that is located on the ground floor of Noonan Hall or by calling 712-279-1633.

The following criminal occurrences were reported to Campus Security. The statistics are presented in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092). The definitions for these crimes are taken from the FBI's Uniform Crime Reporting Program, as modified by the Hate Crime Statistics Act. These statistics are drawn from campus security files, residence life records and campus security authorities (coaches, faculty, staff, etc.), as defined by the Clery Act.

**Yearly Totals  
Criminal Offenses**

**2009    2010    2011**

**On Campus**

Murder / Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	2	0	0
Burglary	4	6	5
Motor vehicle theft	0	0	0
Arson	0	0	1
Negligent manslaughter	0	0	0

**Residence Halls**

Murder / Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	2	0	0
Burglary	4	6	5
Motor vehicle theft	0	0	0
Arson	0	0	1
Negligent manslaughter	0	0	0

**Hate Offenses**

**On Campus**

Murder / Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
All forcible sex offenses, including forcible rape	0	0	0
Forcible rape	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Simple Assault	0	0	0
Intimidations	0	0	0

**Residence Halls**

Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
All forcible sex offenses, including forcible rape	0	0	0
Forcible rape	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Simple Assault	0	0	0
Intimidations	0	0	0

## Arrests/Referrals/Fines

### On Campus

#### Liquor law violations

Arrests	0	1	0
Referrals	127	133	134

#### Drug law violations

Arrests	0	4	0
Referrals	0	6	0

#### Illegal weapons possessions

Arrests	0	0	0
Referrals	0	0	0

### Residence Halls

#### Liquor law violations

Arrests	1	0	0
Referrals	127	133	134

#### Drug law violations

Arrests	0	4	0
Referrals	0	6	0

#### Illegal weapons possessions

Arrests	0	0	0
Referrals	0	0	0

### Definitions

- **Criminal Homicide:** The willful killing of one person by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Sex Offense:** (a) A forcible sex offense is any sexual act directed against another person forcibly and/or against that person's will or where the victim is incapable of giving consent. (b) Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse" and include incest and statutory rape.
- **Aggravated Assault:** An unlawful attack for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by a weapon or by means likely to produce great bodily harm.
- **Burglary:** Unlawful entry into a building with the intent to commit a felony or theft. Forced entry is not required if entry was unlawful, such as trespassing.
- **Robbery:** Taking or attempting to take anything of value from a person by force or threat of force.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful burning or attempt to burn the property of another.

Anyone may request to see the statistics at any time. A hard copy may be presented at a person's request. Prospective students and their parents may request to see or have a hard copy presented to them during their visits to campus. All students and employees have access to these records by stopping at the security office located in Heelan Hall.

*2011*  
*Fire Report*

## **FIRE REPORT INTRODUCTION**

Briar Cliff University takes precautions to prevent fires from occurring in all campus residence halls. The Residence Life Staff, Campus Security, and building maintenance and custodial staffs are all trained in how to use fire extinguishers, how to evacuate students and staff, and how to call Sioux City Fire Rescue yearly. All fire extinguishers are checked yearly by law and if one is noticed to be missing and/or used, it is immediately replaced or recharged for future use.

However, it takes precautions by everyone, including all students that are living in the residence halls to help prevent fires from happening at all. Students can take precautions such as not leaving laptop computers on beds or blankets, not using open flames (candles, matches, lighters) in the dorms and checking electrical cords to ensure that if they are torn, they are replaced.

### **ITEMS NOT PERMITTED IN THE DORMS**

The following are not permitted in the residence halls at any time:

- Open flames (candles, lighters, matches)
- Smoking
- Hot Plates in the room

### **EVACUATION PROCEDURES**

Once the fire alarm is set off, Residence Life staff, security or maintenance will evacuate all those in the dorm and move them to the safest place possible away from the building. Residence Life staff will go from room to room and enter the room and tell those in the room that they will need to evacuate immediately. Those students found not in compliance are fined for failure to evacuate. They will then proceed to the fire panel box to see where the alarm is located and go investigate the problem. Most the residence halls are on an automatic call from our alarm company, Midwest Alarm, to call Sioux City Fire Rescue. Residence Life staff will at no time put themselves in danger to put out a fire. If they are unable to extinguish the fire with an extinguisher, they will evacuate and let Sioux City Fire Rescue know of the location and extent of the fire if one is present. Once Sioux City Fire Rescue gives the “all-clear” to Campus Security and/or Residence Life, students will be allowed to re-enter the dorm and rooms. If there is an extended period of time that the students may be outside during inclement weather, they will be moved to another building until the situation is resolved. If there happens to be a fire and the building is not suitable for occupancy, temporary housing will be provided on campus in cooperation with college staff and the Siouxland Red Cross is warranted.

### **Reporting Fires**

If a fire does occur on campus, students, faculty, and staff are to call 911 and Campus Security to notify them of the situation. Security staff also notifies the Director of Security when there are alarms on campus and when Sioux City Fire Rescue is on scene. If there is a fire, the Director and/or the Assistant Director of Security will respond accordingly along with the Director of Facilities and Vice President for Student Development. When a fire occurs in the residence halls, the Director of Security and/or Assistant Director of Security will notify the Vice President of Business and Finance, Vice President of Student Services, and Marketing, Dean of Students, and Dean of the College, and the President.

<i>Sioux City Fire Rescue</i>	911
<i>Campus Security</i>	712-279-5430
<i>Director of Security</i>	712-898-1888
<i>Assistant Director of Security</i>	712-898-1888

## **FIRE SAFETY AND EDUCATION**

Every Campus Security Officer, Resident Assistant, and other staff members are trained in the use of fire extinguishers. They attend training at the beginning of the academic school year with the assistance of Sioux City Fire Rescue.

Each year, all students are informed of what to do during a fire alarm in the residence halls that they live in during mandatory hall meetings with the residence life staff. There are also fire drills done each semester to help educate students and residence life staff of what to do in the event of a fire.

Each residence hall dorm room also has evacuation plans posted in the room to notify them of the closest exit in the event of a fire. They are asked to look at them at the beginning of the year and become familiar with the exits and what to do in the event of a fire.

## **RESIDENCE HALL INFORMATION**

**Noonan Hall:** Co-ed residential dormitory that houses up to 131 students. Noonan Hall has a North and South hall way that intersects with and East and West hall. There are 5 levels; the ground floor is the residence for campus faculty and business offices, the first floor is business offices and the office of the University President. The second, third, and fourth floors are all co-ed dorms. It has a fire alarm system that is monitored by Midwest Alarm.

**Baxter Hall:** Co-ed residential dormitory that houses up to 96 students. There is a laundry room and a lounge on the ground floor. It has a fire alarm system that is monitored by Midwest Alarm.

**Alverno Hall:** Co-ed residential dormitory that houses up to 220 students. The ground floor houses Student Development offices, aerobic room, and a door connecting to Toller Hall and access to the Stark Student Center. It has a fire alarm system that is monitored by Midwest Alarm.

**Toller Hall:** Co-ed residential dormitory that houses up to 132 students. The ground floor houses the campus wrestling room and has a lounge on each floor. It has a fire alarm system that is monitored by Midwest Alarm.

2011

	Fire Monitoring Done by Midwest Alarm	Sprinkler System	Smoke Detection System	Fire Extinguishers	Evacuation Plans/Placards	Number of Fire Drills Each Year
Noonan Hall	X	N/A	X	X	X	4
Baxter Hall	X	N/A	X	X	X	4
Alverno Hall	X	N/A	X	X	X	4
Toller Hall	X	N/A	X	X	X	4

**Fire Log**

2011

	Total Fires in each building	Fire #	Date	Time	Cause	Number of Injuries requiring treatment	Number of deaths related to the fire	Value of Property damaged by fire
Noonan Hall	0	0	5-14	2:59 a.m.	Arson	0	0	\$10,000
Baxter Hall	0	0	0	0	0	0	0	0
Alverno Hall	0	0	0	0	0	0	0	0
Toller Hall	0	0	0	0	0	0	0	0

**2010**

	Total Fires in each building	Fire #	Date	Time	Cause	Number of Injuries requiring treatment	Number of deaths related to the fire	Value of Property damaged by fire
Noonan Hall	0	0				0	0	0
Baxter Hall	0	0				0	0	0
Alverno Hall	0	0				0	0	0
Toller Hall	0	0				0	0	0

**2009**

	Total Fires in each building	Fire #	Date	Time	Cause	Number of Injuries requiring treatment	Number of deaths related to the fire	Value of Property damaged by fire
Noonan Hall	0	0				0	0	0
Baxter Hall	0	0				0	0	0
Alverno Hall	0	0				0	0	0
Toller Hall	0	0				0	0	0