



EDGEWOOD COLLEGE

2013 Security & Fire Safety Report

Edgewood College is committed to providing a safe and secure environment for its students, employees and visitors. Each of us however has a personal responsibility for our own safety. Working together can make this one of the safest campuses in the nation.

This guide is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)). All students and employees are notified by October 1 each year a statement of the reports availability, the exact electronic address at which the report is posted, a brief description of the reports contents and a statement that the institution will provide a paper copy of the report upon request to the College.

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A. Description of Security Department

The campus security department consists of a Security Director and a staff of 13 full or part time officers. The staff has well over 300 years of combined law enforcement experience. The department is also augmented by students that assist with parking enforcement, office responsibilities, Campus Assistance Center, and Traffic Control. The college security staff has the authority to enforce campus policies and regulations. Security does not have the authority to enforce local, state or federal laws. The campus security department is on duty 24/7, 365 days a year.

Edgewood College Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Edgewood College. Edgewood College security offices have the authority to issue parking tickets, which are billed to financial accounts of students, faculty and staff. The Edgewood Security Department has a highly professional working relationship with the Madison Police Department. All crime victims and witnesses are strongly encouraged to immediately report crime to the Security Office and appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.



Mike Metcalf
Director of Security

B. Law Enforcement Response

Should a violation occur on campus that would require a law enforcement response, the college is located within the jurisdiction of the South Precinct of the Madison Police Department. The South Precinct is located at 825 Hughes Place. The non-emergency telephone number for the South Precinct is 266-5938. Emergency service response can be activated by dialing 911. The 911 Center will usually dispatch the Madison Police Department in an emergency, but other agencies may respond depending on availability. The nearest law enforcement agency to the Campus is the University of Wisconsin Police Department located on Monroe Street.

All responding police agencies can and do enforce state and local laws. The local responding law enforcement agency will contact the appropriate Federal Law Enforcement agency should they be required.

C. How to Report a Crime

To Report an incident, call the Security Office at 663-3285 (office) or 663-4321 (cell). You may also call the Campus Assistance Center at 663-4444 or using a campus phone at 4444. The security office is located in Weber Hall. For emergencies you may also dial 911 for local law enforcement, fire department or fire rescue. After you call 911, please call security to notify them so we may provide the responding units with assistance.

When campus security is notified, they will respond to your location, provide the appropriate response, investigate the situation, file an incident report (if applicable) and assist you with any other needs you may have as a result. All reports will be forwarded to the appropriate campus authorities for follow up when applicable. All reports that meet the requirements of the CLERY Act will be reported on the campus crime log. All victims involved in criminal incident will be encouraged to contact local law enforcement.

In addition you may report the crime to the following areas:

Dean of Students Office - 663-2313 or 663-2212
Associate Dean for Student Life – 663-3205
Personal Counseling Center – 663-2344
Center for Diversity – 663-3274
Campus Health Center 663-3262

In addition you may report the crime to the Madison Police Department. Edgewood College has a working agreement with the Madison Police Department.

All Edgewood College incident reports are forwarded to the Dean of Students office for review and potential action by the Director of Residence Life/Judicial Affairs Officer.

D. Confidential Reporting Process

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or his designee of Edgewood College 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 safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regards to a particular location, method, or assailant, and alert the campus community to potential danger. Reports disclosed in this manner are counted and disclosed in the annual crimes statistics for the institution.

If an individual does not wish to file a security or police report, victims or others can report crimes informally and confidentially (no names or criminal investigation) to Personal Counseling (Dericci 206; 663-2281) or Health Services (Predolin 208; 663-8337) to be included in the annual report.

Edgewood College expects licensed counselors (including Sexual Assault Victim Advocates) and pastoral (religious) counselors to inform those they counsel, of these procedures for reporting crimes on a voluntary, confidential basis for inclusion in crime statistics when appropriate.

Counselors and Confidential Crime Reporting: 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, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Counselors are defined 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 included providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

E. Reporting Hate Crimes

Wisconsin law prohibits threats or acts of violence against individuals or groups and their property because of personal characteristics or associations. State laws similarly prohibit defacing, damaging, or destroying another’s property to intimidate or interfere with his/her rights. Crimes routinely classified as misdemeanors can be felonies if committed because of bigotry. If you are the victim or witness a hate crime, report it as soon as possible to the appropriate police agency or the campus security department.

F. Campus Crime Log

The Edgewood College Security Office maintains a daily log listing of all crimes reported to the department. This log includes the nature, date, time and general location of each crime and disposition of the complaint, if known. The information is available for public inspection within two (2) business days of the initial report, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

Emergency Incident Levels

Level 1 – A major disaster or threat involving the entire campus or surrounding community (Immediate Notification Mandatory).

Level 2 – A major incident or potential threat that disrupts the campus community (Timeliness of notification determined by the incident commander (IC) and/or Edgewood College Leadership (PLT)).

Level 3 – A minor, localized department of building incident that is quickly resolved with existing College resources or limited outside help. (Warning notification as time permits – types determined by IC and/or PLT).

G. Campus Safety and Security Notification Plan – Emergency Notification

The Campus Security Department to include the Campus Assistance Center that is part of the Security Department will confirm that a timely Warning is required. In the event that a serious incident occurs that poses an immediate threat to the members of the Edgewood College community, the college has various systems in place for communicating Emergency Information in a timely manner. The various components that make up the emergency Notification System may be activated in total or in portion dependent upon the situation. That Edgewood Campus Emergency Notification System consists of Text messages, Mass E-mails, Phone calls (cell phone and land lines), Public Address Systems, sirens, audible fire alarms, posting of notices, phone tree, Campus Emergency Responders. The college will post updates during critical incidents on the campus website at www.edgewood.edu.

The decision to activate the Emergency Notification System will take into account the safety of the campus community, we will make a determination of what information to release about the situation and begin the notification process. In the case that notification could do the following, a decision will be made not to immediately activate the system, if the notification of a conformed emergency would compromise the efforts would compromise efforts to Assist the victim, contain the emergency, respond to the emergency otherwise mitigate the emergency. An example of not compromising efforts would be agreeing to the request of local law enforcement of fire officials.

A determination will be made by the senior security staff member on duty to what segment of the Edgewood College Community the timely warning will be activated. In the case of a gas leak for example, the area affected by the leak maybe notified. If the situation involves a large segment of the college community the campus wide system will be activated. In the event that a portion of the campus is notified, the situation would be continuously monitored to determine if further or more extensive notification would be required.

All members of the Edgewood community are required to notify the security department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Security Department has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. Depending on the particular circumstances, a timely warning will be initiated by the Campus Security Department.

H. Eagle Emergency Alert System

The Edgewood Emergency Notification System enables the College to quickly notify the Edgewood Community and the surrounding neighborhood of critical information during a major emergency. Edgewood Emergency Notification system encompasses electronic, physical, landline, and cellular emergency message communications. Specifically these policies require authorized College officials to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. Emergency Notification mediums through which messages will be sent may include text messages, e-mail messages, office phones, outdoor warning systems, internal public address systems, and messages on the college web site. Any or all of the Emergency notification systems (listed below) may be used depending upon the situation. The college has both scripted and unscripted message capability. When time permits the Director of Communication or Director of Security will direct the content of the message. If time does not permit the CAC Full time staff member will send out a scripted message that will include the specific warning, location, and directions for recipients to follow.

Exterior Warning System – The PA system operates within all facilities on campus as well as in the immediate area of building. Directions on what to do in an emergency will be provided through the system.

Emergency Notification System – Notification on this system will include text messages and telephone calls. You must sign up to be part of this system (the Security Department, Human Resources or the Edgewood Technology Department can assist you with signing up for the notifications. All telephone numbers included when you sign up, will receive a text message and a telephone message to inform recipients of the emergency communication.

College E-mail – Written notification of an emergency and what to do will be sent out to all faculty, staff and students through the campus e-mail system.

Telephone – During an emergency the College Phone Tree system will be activated to provide information.

Fire Alarms – this system may be utilized should we require evacuation from a facility to be desired for the safety of the community. Anyone being evacuated should immediately proceed to the designated area for the facility. Directions for evacuation locations are posted in numerous places throughout the various campus facilities. In the case that the previously designated evacuation area is not safe, you will be directed by the campus public address system, telephone calls, and text messages where to go, if those methods are chosen depending upon the situation.

In most situations but not limited to this order depending upon the situation, the following the Emergency Notification System will be activated in the following order:

- Text Messages – mass e-mails
- Public Address Systems/ Fire Alarms
- College E-mail system
- Telephone Calls
- College Emergency Responders
- Telephone tree
- Facility Posting
- College Web Site

College Emergency Web Site – Go to www.edgewood.edu. There will be information provided there as soon as practical.

I. Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Security, constitutes an ongoing or continuing threat, a campus wide “timely warning will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending upon the particular circumstances of the crime, especially in all situations that could pose an immediate

threat to the community and individuals, the Campus Security Department will post a warning notice in each college building. Each facility on campus has an Emergency Notification board posted in a prominent location. Security will use those boards to place the notification. Additional notification maybe placed around campus depending upon the situation. Anyone with information warranting a timely warning should report the circumstances to the Edgewood Security Department, by phone 663-3285 or in person at the Security Department located in Weber Hall on the main campus.

J. Emergency Response and Evacuation Drills

Edgewood College utilizes the Incident Command System (ICS) for emergencies on the campus. The Incident Commander is the senior Security Officer on duty.

K. Security of and Access to Campus Facilities

- 1. Access to the Residence Halls** – All doors leading to the living area of the residence halls are locked 24 hours a day. Residents are given access to their residence hall on their student ID card. Residents are responsible for their room key/student ID card and for keeping their room door locked. Residents must escort their guests at all times. Maintaining residence hall security is a shared responsibility of all residents. It is a violation of policy if residents are found to be loaning their student ID card or room key to anyone or propping open a security door. Residents are encouraged to contact Campus Security immediately at x4321 if they observe anyone in their living area who is unescorted or appears suspicious.
- 2. Access to Non Residential Campus Facilities** – Non-residential campus facilities remain unlocked during the day and into the evening. Most buildings are locked by 10pm. Predolin Hall is accessible until 2am every day. However, hours do vary depending on the use of the building. For questions regarding building accessibility, contact the Campus Security Department or the Campus Assistance Center.

Doors on campus are not to be propped open. Anyone propping any exterior door or computer room door open without the permission of the campus security department may be subjected to campus discipline.

L. Campus Security and Safety Programs

Blue Phones – To support personal safety, the College has installed external “Campus Safety” telephones called “Blue Phones” at various campus locations. The phones provide callers with the ability to summon help in an emergency. In an emergency the caller would activate the phone which will dial campus security. Security will respond to the location. The caller should inform the responding officer what the problem is. Security will contact Police, Fire or rescue as needed.

Blue Phone Locations:

- Between Mazzuchelli and the rear entrance to Regina Hall
- Library – front entrance area to the west
- West end of Dominican Hall loading dock area
- Walkway to Dominican Hall/Marshall Hall
- Marshall Parking Lot

Student safe ride/safe walk escorts – Should a student become concerned about their safety on campus, they may call security for an escort between facilities.

Safe Ride Shuttle – The campus has a shuttle that operates on Thursday, Friday and Saturday evenings between 9pm and 3am. The shuttle has prescribed stops between the college and lower State Street. The shuttle makes runs continuously every thirty minutes. Information on the shuttle can be obtained at the Security and Transportation office in Weber Hall.

Campus Video System – Edgewood has over 160 video cameras located in strategic points around campus to help provide a safer campus. The cameras have continuous recording capability and can store several weeks' worth of activity.

Card Access System – The campus has a card access system that controls entry into our facilities. The residential halls are locked 24/7 and can only be entered by the use of an access card (swipe card). All other facilities are controlled for access during the periods that classes are scheduled. Access cards will only work on those areas that the user is authorized.

Public Address System (PA) – The campus utilizes a public address system that allows the Campus Assistance Center or Security Department the ability to make audible messages during an emergency. The messages will be broadcast within all campus facilities as well as within the vicinity of the exterior of facilities. Use of the PA system is for emergencies only.

Siren System – The system will be activated primarily for severe weather related events. Upon hearing the siren, go to the evacuation area located in the facility that you are in. Each building has at least one location to gather. Those locations are posted in each facility.

Eagle Alert System – The Eagle Alert system is our emergency notification system -- it's designed to provide vital information to the campus community in case of an emergency situation in the area. Edgewood College has the ability to message you (email and text) very quickly in an emergency situation, and provide instructions on how to keep safe.

The system consists of Text messages, Telephone calls to both cell phones and land lines and e-mail notification. You must register to receive Eagle Alert via text, E-mail, and on your mobile phone.

In certain cases -- for certain crimes, in certain areas - we are required by federal law (through the Jeanne Clery Act) to notify campus about a particular crime. For those cases, the Edgewood College Security Department will issue a Timely Warning/Crime Warning via email. We will provide as much information as required by law, which doesn't impede the police investigation. In most cases, Crime Warnings are issued regarding cases that are being investigated by Edgewood College Security and the Madison Police Department.

Note: in previous years, you may remember the term "Timely Warning" for these alerts. The Department of Education calls them timely warnings, but to eliminate any confusion, Edgewood Security will brand these alerts as "Timely Warning/Crime Warnings."

Security Notification Boards - They are located in each building primarily on the first floor level. The boards are outlined in orange. When campus security is alerted to potential threats on and off campus (within several miles to the campus and including the University of Madison Campus and the State Street/downtown area, the "Security Notices will be posted".

All Campus Security Systems are tested as part of a regular program. All testing is documented in a log book located in the security office located in Weber Hall.

M. Safety Tips

Pedestrian Safety – the Edgewood Educational community also consists of a high school and a campus school located on the grounds. During periods of the day there are a great number of vehicles bringing students to school, picking them up from the various schools in addition to our college students coming and going. Please be careful as you navigate around the campus. Students are asked to follow the safety tips listed below.

Anti-theft tips –

- Keep your residence hall door locked at all times
- Lock your office when it is not occupied
- Do not prop doors open
- Anchor valuable equipment

- Maintain on file a list of serial numbers of equipment
- Copy all important papers and cards that are in your purse or wallet.
- Do not give out any personal or financial information over the internet, e-mail account or by telephone without first identifying with the firm requesting the information that the request is genuine
- If your ID card is stolen, notify security immediately

Personal Safety in Your Car –

- Always keep your car doors locked
- Check the back seat before entering
- Keep your vehicle properly maintained and at least a quarter tank of gas
- Put valuables in the trunk
- Always have a spare tire and jack
- If you feel that you are being followed, drive toward a well – lit public area preferably a police station

Personal Safety –

- Walk, exercise and park in well-lit areas
- Carry your keys in hand as you approach your car – swipe in hand as you approach home or residence hall
- Be aware of your surrounding and the people around you
- Don't wear excessive amounts of jewelry (it will draw attention to yourself)
- Avoid ATM's in dark locations
- Walk in a group particularly at night
- Have a cell phone readily available
- Tell people where you are going and when you plan on returning
- Be aware of date rape drugs – always pour your own drinks – do not set drinks down unattended- do not accept an open drink from anyone

N. Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a social security number, bank account and credit card numbers, and other valuable identifying data.

With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim. These measures can be taken by remembering the word “**SCAM**”.

- **S – Be STINGY** about giving out your personal information to others unless you have a reason to trust them. Limit the information on personal checks; don't have your Social Security, Driver's License and telephone numbers printed on them. If someone telephones or sends an email with “unbelievable” credit card offer or notification of an alleged “prize” being won, do not offer any personal data, but rather ask that they mail an application or written notification of some type. If one is received from a company, the Better Business Bureau can be contacted in an effort to determine whether or not the company is legitimate.
- **C – CHECK** financial information regularly and examine records for any unrecognized/unauthorized transactions. If such transactions are noted, the banking institutions and credit card companies should be contacted immediately.
- **A – ASK** periodically for a copy of your credit report. The three principal credit reporting companies are Equifax, Experian, and TransUnion. These three companies, as well as the United Federal Trade Commission, are accessible on line
- **M – MAINTAIN** careful banking and financial records as well as –personal computer security. Computer security can be fortified by installing any number of spyware programs and by installing firewalls. Changing passwords frequently and reducing file sharing also can aid in the security of private computers. Report any suspected identity theft or identity fraud to the police.

O. How to Respond to a Shooter on Campus

Quickly determine the most reasonable way to protect your own life. Students are likely to follow the lead of faculty and staff during an active shooter situation.

1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide Out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors.

3. Take action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

Call 911 when it is safe to do so.

1. How you should react when law enforcement arrives:

- Remain calm, and follow officers' instructions.
- Avoid pointing, screaming and/or yelling.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times officers are entering the premises.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

2. Information you should provide to law enforcement or 911 operator:

- Location of the active shooter
- Number and type of weapons held
- Number of shooters, if more than one by the shooter/s
- Physical description of shooter/s
- Number of potential victims at the location

A. Missing Person Policy

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Residence Life Handbook.

Each resident, upon checking into his/her assigned room, is required via the Personal Data Card to identify the name and contact number of the individual(s), both primary and secondary, to be contacted in case of an emergency or in the event that the resident is reported missing. If a member of the College community has reason to believe that a student is missing, Security should be notified. Security is located in Weber Hall or may be contacted by phone at 663-3285(0) 663-4321 (C). Upon receiving notification, Security, Residence Life and other applicable college personnel will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling his/her reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident. Emergency Contact Information will be accessible only to authorized campus officials and, may not be disclosed except to law enforcement in furtherance of a missing person investigation.

If the student is under 18 years of age, the college will immediately contact the custodial parent or legal guardian of such student. If the student has neither provided emergency contact information, nor is under 18 years of age, the college will immediately inform the appropriate law enforcement agency.

If upon investigation by Security and Residence Life Staff, the resident has been determined to be missing for at least 24 hours, the following will occur. A college representative will contact the resident’s designated emergency contact and Security will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Residence Life Handbook.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

B. Edgewood Firearms Policy

The personal possession of firearms in all campus buildings and on all campus property is strictly prohibited. This prohibition applies to all students, faculty and employees, independent contractor and visitors, including those who have a valid permit to carry a concealed weapon. This prohibition does not apply to authorized law enforcement personnel.

Except under circumstances noted above, students and employees are prohibited from using, storing or possessing weapons, fireworks, or explosives on property owned or controlled by the college and/or in the course of any college program or employment. Weapons may include, but are not limited to: firearms, pellet guns, air rifles or BB guns, paintball guns, bows and arrows, sling shots, water balloon launchers, martial arts equipment, swords, switchblade and large knives, tasers and clubs.

C. Title IX

Policy Statement – Edgewood College policy specifically prohibits all forms of sexual misconduct and relationship violence including, but not limited to, sexual harassment, sexual assault, dating violence, domestic violence, and stalking between or against members of its community. This policy shall apply regardless of whether a criminal proceeding has been initiated, the conduct occurred on campus, or involved a College sponsored activity. Retaliation for filing a report or complaint, participating in a related investigation, or disciplinary proceeding is also a violation of this policy. The College will take remedial measures to address violations of this policy in a manner that is reasonably calculated to prevent such conduct from recurring and to eliminate the effects on victims and the Edgewood College community.

Title IX Coordinator Position – The Title IX Coordinator position has been established to oversee all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the College. The Title IX Coordinator is responsible for conducting an annual report and reviewing all complaints to ensure compliance with Title IX, make improvements, and identify any patterns or systemic problems within the community. The Title IX Coordinator serves as a neutral administrator and resource to students and employees to answer questions, to coordinate reporting and handling of complaints, to review internal disciplinary proceedings and remedies, to provide education, training, and guidance to public safety, student development, human resources and other personnel involved with investigations and disciplinary proceedings.

Title IX Deputy Coordinator(s) – The College has also designated Deputy Title IX Coordinators who assist the Title IX Coordinator. A Title IX Deputy Coordinator is responsible for assisting the Title IX Coordinator to conduct training, climate assessments, and facilitate communications on behalf of the College with the student who reports a violation, the accused, and other administrators responsible for administering this policy.

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Edgewood College prohibits discrimination in employment and in all College programs and activities on a wide variety of bases, including prohibitions against sex discrimination and sexual harassment. These prohibitions are included in College policies and procedures, s. 36.12, Wisconsin Statutes, Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended.

Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct and sexual violence. In accordance with these requirements, Edgewood College is responsible for taking immediate and effective steps to respond to sexual misconduct and violence. Sexual violence may include physical sexual acts performed against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Edgewood College and community resources are available to address questions concerning sex discrimination, sexual harassment, sexual misconduct, and sexual violence.

Individuals with questions or concerns about sex discrimination including sexual harassment may contact the College's Title IX Coordinator:

Pamela LaValliere
Director of Human Relations
214 Dericci Hall
1000 Edgewood College Drive

Madison WI 53711
PLaValliere@edgewood.edu
608-663-4304

A complaint procedure for individuals who believe that they have been discriminated against on the bases covered by the College, including sex discrimination and sexual harassment is available online.

If you wish to file a complaint or have any questions about the complaint procedures please contact Human Services Director and Title IX Coordinator LaValliere.

Allegations of discrimination made by students against other students, including sex discrimination and sexual harassment, should be directed to the Director of Student Life, who at their discretion may refer the matter to HR or handle it within the student judicial process. The Director of Student Life can be contacted at:

Ryan Bouchard
Director of Student Life
218 Predolin Hall
1000 Edgewood College Drive
Madison, WI 53711
RBouchard@edgewood.edu
608-663-3205

Campus Information also available at:

Dean of Students Office – 219 Predolin
College Health Services provides - 209 Predolin

College Health Services also provides information for faculty, staff, and teaching assistants regarding sexual assault, dating violence and stalking.

There are also Federal and state offices where employees, students, and visitors to the campus can direct their concerns about sex discrimination including sexual harassment.

To file a complaint of sex discrimination including sexual harassment involving employment at the University, you may contact the:

U.S. Equal Employment Opportunity Commission
Milwaukee District Office
Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
Phone: 414-297-1111 or 1-800-669-4000
Fax: 414-297-4133
TTY: 414-297-1115 or 1-800-669-6820
Office Hours: Monday - Friday from 8:00 a.m. to 4:30 pm.
<http://www.eeoc.gov/milwaukee/>

Information concerning EEOC's procedures and coverage can be found online.

The Equal Rights Division (ERD) of the Wisconsin Department of Workforce Development enforces laws that prohibit sex discrimination in employment, including sexual harassment, within the State of Wisconsin. The ERD can be reached at:

Equal Rights Division
Madison Office
201 E. Washington Avenue, Room A300
P.O. Box 8928

Madison, WI 53708-8928
608-266-6860
TTD 608-264-8752

Information concerning ERD's procedures and coverage can be found online.

The U.S. Department of Education's Office for Civil Rights enforces Title IX, which forbids discrimination in access to federally assisted educational programs. Generally this covers students, employees, and visitors to the campus involved in University sponsored educational programs or activities.

OCR can be reached at:

Office for Civil Rights
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL 60606-7204
Telephone: 312-886-8434
FAX: 312-353-4888;
TDD: 312-353-2540
Email: OCR_Chicago@ed.gov

Information concerning OCR's procedures and coverage can be found online.

In addition to the Department of Education, allegations of sex discrimination including sexual harassment in University's federally assisted educational programs can be filed with the Federal agency that provides the assistance to the program where the alleged discrimination occurred. HR will help you determine which agency or agencies might be involved.

D. Sexual Misconduct and Relationship Violence Policy

Sexual harassment is a form of sex discrimination that is illegal under Title IX of the Higher Education Amendment of 1972. Sexual assault is an act of sexual violence which involves any form of sexual contact or conduct without a person's consent. Often sexual assault and related acts of violence are committed by persons with whom the victim knows from a current or former relationship. Title IX and the Campus Sexual Violence Elimination Act of 2013 ensure that colleges implement policies and programs to prevent sexual harassment, sexual assault, stalking, and relationship based violence.

Consistent with law, Edgewood College intends to provide a safe and welcoming campus environment. In order to attain this goal, the College seeks to provide safety, privacy, and support to victims of sexual misconduct. Edgewood College offers educational programming to promote the awareness of rape, acquaintance rape, and other sexual misconduct, forcible and non-forcible. Edgewood College will offer educational programs aimed at prevention of sexual offenses. Awareness and prevention training is offered in Orientation and other programs for new students and employees. Additional information is routinely posted on upcoming programs and will be shared on Wingra Weekly, which is sent to all students twice a week and is accessible on Edgewood Express. In accordance with Edgewood College's mission and values, as well as Federal guidelines, training about policy and procedures regarding sexual assault and relationship violence is required for all students, faculty, and staff.

Reports of sexual misconduct (Dating Violence, Domestic Violence, Sexual Assault, and Stalking) will be taken seriously and incidents will be responded to in a prompt and equitable manner. Upon receiving a report, the College will take appropriate steps to prevent the recurrence of the discrimination or harassment and address its effects. There is a fundamental difference between criminal law and the College's disciplinary actions. A person, who commits a sexual assault, as defined by criminal law, may be subject to prosecution by the State of Wisconsin. If that person is a student, faculty or staff member, and the College concludes that the conduct adversely impacts the Edgewood College Community, that person may also be subject to disciplinary procedures by the College, regardless of whether or not the incident occurred on the College's premises or the accused has been convicted of any crime.

Laws and the Sexual Misconduct and Relationship Violence policy apply to all relationships within the College community between and among students, faculty, and staff regardless of their gender. Some examples would include but not be limited to the following:

- Student relationships with other students.
- Faculty and staff conduct toward students.
- Student conduct toward faculty and staff.
- Supervisory conduct toward employees.
- Employee relationships with other employees.
- Conduct between members of different sexes.
- Conduct between members of the same sex.
- Conduct toward persons outside the Edgewood community may be considered a violation of this policy if the College concludes there is a sufficient connection between the conduct and the College to warrant the College taking action.
- Conduct by campus visitors towards students and employees will not be tolerated and should be reported to the Director of Security.

E. Definitions

Coercion – Coercion is unreasonable pressure for sexual activity. When someone’s words or actions do not clearly manifest consent, or the person indicates that they do not want sex or want to stop, or that they do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point is coercive. A person who is coerced does not consent to sexual contact. Continued sexual contact under such circumstances is a sexual assault.

Consent – Consent is informed, knowing, and voluntary participation in any desired sexual activity. It is the responsibility of the person initiating sexual contact to obtain consent. It can be withdrawn by a participant at any time. Silence alone cannot be interpreted as consent. Consent can be given by words or actions, as long as those words and actions create a clear and mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. A person who is incapacitated cannot give consent to engage in sexual activity. Incapacitation can result from alcohol or other drug use, unconsciousness, blackout, mental disability, sleep, involuntary physical restraint, or from being drugged. An accused cannot avoid a violation of this policy by claiming that he or she was impaired from alcohol or drug use and unable to tell whether the complaining party was incapacitated. The issue is whether a reasonable unimpaired person would know that the other person was incapacitated. The concept of consent applies to all persons regardless of age, gender, sex, sexual orientation, relationship status, and/or whether they are or are not currently involved in a sexual relationship.

Dating Violence – Dating violence involves violence by a person; who is or has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type, and frequency of interaction.

Domestic Violence – Domestic violence refers to violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, of anyone else protected under domestic or family violence law.

Relationship Violence – Relationship violence refers to violent conduct where the parties involved know each other or had a prior relationship and includes acquaintance rape, dating violence, and domestic violence.

Sexual Assault – Sexual assault is defined very broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Criminal sexual contact can be as limited as a single instance of touching a woman’s breast, buttocks, or genital area, or touching a man’s buttocks or genital area, without that person’s consent, even if the person touched is fully clothed. Other examples of sexual assault include rape, acquaintance rape, forcible fondling, sodomy (oral or anal intercourse), and sexual penetration with an object. Sexual assault is also a severe form of sexual harassment. A single instance of sexual assault may be sufficient to create a hostile environment.

Sexual Harassment – Sexual harassment can occur regardless of the relationship, position or respective of the sexual identity of the parties. Same sex harassment violates this policy as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor. Harassment because of one's sexual orientation also constitutes a violation of this policy.

Sexual harassment includes:

- Unwelcome sexual advances or requests for sexual favors;
- Unwelcome verbal or physical conduct of a sexual nature;
- Making submission to such conduct an explicit or implicit term or condition of an individual's employment;
- Making submission to, or rejection of, such conduct a factor in academic or employment decisions affecting the student or employee;
- Conduct that unreasonably interferes with an individual's academic performance, work performance, or participation in any program or activity and related benefits.

Examples of sexual harassment can range from the obvious – such as conditioning a grade or a job on granting sexual favors, to unwelcome things which may not be obvious, but which if repeated will be deemed prohibited, such as showing or telling dirty jokes, or leering. Voyeurism, such as a peeping Tom, is prohibited by this policy.

The College may conclude that an instance of sexual contact was sexual harassment, even if that conduct would not meet the standard of a criminal sexual assault. Furthermore, the College may even conclude that an instance of sexual contact was sexual harassment because it was without another person's consent, even if that conduct would not meet the standard of a criminal sexual assault. For example, it is possible the College would conclude under some circumstances that a person who was intoxicated on alcohol could not and therefore did not give consent to sexual contact, even though the criminal courts might not reach the same conclusion.

Sexual harassment can also include exploiting consensual sex, such as by recording consensual sex where the person did not consent to the recording. Sexual harassment can include using the telephone, e-mail, or other electronic media to transmit sexually inappropriate material.

Stalking – Stalking involves harassment, intimidation, surveillance or a similar course of repeated conduct that is intended to cause a reasonable person to fear for his or her safety or suffer substantial emotional distress, serious physical injury, or death. Stalking includes conduct directed at the victim's immediate family, a spouse, or intimate partner. Here are some examples: unwelcome communication, (such as face-to-face communication, social media/ electronic communication, written letters, or gifts), threatening or obscene gestures.

F. Conduct Prohibited

The following conduct is prohibited by this policy:

1. A person who is convicted of a sexual assault which is a crime or misdemeanor under applicable Federal, Wisconsin, or City of Madison laws may be found to have violated this policy if the College concludes the conviction is substantially related to the Edgewood community.
2. Sexual harassment
3. Stalking, whether or not it is based on sex
4. Violence and the threat of violence, to persons and property are prohibited by this policy. Whether or not based on sex.

G. Statistics

1.4K

About Victims

- 44% of victims are under age 18
- 80% are under age 30

Sexual Assault Numbers

- Every 2 minutes, someone in the U.S. is sexually assaulted
- There is an average of 207,754 victims (age 12 or older) of sexual assault each year

Reporting to Police

- 54% of sexual assaults are not reported to the police
- 97% of rapists will never spend a day in jail

About Rapists

- Approximately 2/3 of assaults are committed by someone known to the victim
- 38% of rapists are a friend or acquaintance

A. Prevention and Response to Sex Offenses

The College educates the student community about sexual assaults and date rape through mandatory freshman orientation each fall. The College 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 Residence Life Office.

If you are a victim of a sexual assault at this institution, your first priority should be to get yourself to a place of safety. You should then obtain necessary medical treatment. The College Security Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College Security officer and/or to a Housing and Residential Education representative. Filing a Police report with the Madison Police Department or other jurisdictional law enforcement agency will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental option from the officer. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatments and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College Judicial System, or only the latter. A College representative from the Security Department or the Office of Residence Life will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the College through the Student Health Center, College Ministries, Employee Assistance, the Personal Counseling Center and support services outside the College System can be obtained through the Dane County Rape Crisis Center, the local hospitals, and the Madison Police Department.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. The handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or campus living situations after an alleged sexual assault, if such a change is reasonably available.

B. Definition of Sexual Assault

The Edgewood Community, particularly less experienced students should have a good understanding of the criminal laws dealing with sexual assault. Sexual assault is defined broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Criminal sexual contact can be as limited as a single instance of touching a woman's breast, buttocks, or genital area, or touching a man's buttocks or genital area, without that person's consent, even if the person touched is fully clothed.

In some instances a person can be convicted of the crime of sexual assault because the person with whom there was sexual assault is presumed by the law to be incapable of giving consent. This includes situations where a person is intoxicated because of drug use, and also includes some form of sexual contact with a minor.

Every student and employee of Edgewood College should know the laws of sexual assault. A copy of the current version of the State of Wisconsin Sexual Assault law, 940.225, Wis Stats., is an appendix to this handbook.

Edgewood College does not enforce the criminal laws. However, conduct which would constitute a sex crime usually also is sexual harassment as defined by this policy.

C. Procedures for Handling Sexual Assault Cases

Sexual assault remains an under-reported crime. At Edgewood College we actively encourage the victims of sexual assault to report incidents so that they may receive assistance and accurate information about formal and informal complaint options.

Seeking Medical Attention/Preserving Evidence – An individual who has been sexually assaulted should seek immediate medical attention whether or not they have reported the incident to the police, even if they do not feel they have been seriously injured. A medical examination is important to check for sexually transmitted diseases or other infection/injuries, and for pregnancy.

1. Physical evidence should be collected within 72 hours of the assault, and only at a certified medical facility. To preserve evidence, an individual should not change clothes, bath or shower, brush their teeth or use mouthwash, comb their hair, or take other actions to clean up before going to the hospital. If the individual thinks drugs may have been administered to facilitate an assault, it is best to wait to urinate until you reach the hospital and a urine sample can be collected. A staff person from Edgewood or an advocate from the Rape Crisis Center can accompany the person to the exam.
2. In addition to the Personal Counseling Office and the Health Services Office, located on campus, an individual may also contact the Rape Crisis Center for support (251-7273). The RCC staff is available 24 hours a day, seven days a week. Edgewood or the Rape Crisis staff can provide individual crisis counseling, and will accompany you as desired and available during medical treatment, interviews by law enforcement, student judicial proceedings, court hearings and other meetings as needed.
3. In addition, staff can serve in an advocacy role for your interests and needs, and will discuss options and procedures regarding academic assistance, housing, safety, medical and counseling needs. Edgewood or RCC staff can refer you as necessary to other resources, including support groups, individual psychological counseling, and other outside agencies.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses – Edgewood 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, Edgewood College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

D. How to Report a Sexual Assault Crime

It is the victim's decision if they wish to report a sexual assault. Victims may report to any campus authority. However the Security Department, Personal Counseling Services, Campus Health Center, Dean of Students Office, and the Professional Life Staff are trained to provide the victim with a number of resources and further identify additional resources to help the victim during this difficult period. Reporting to the Campus Counseling Center and the Health Center provide the ability to keep the incident confidential if the victim wishes. Having Campus Security or the local Police Department contacted is completely up to the victim. However if the assault is determined to be a potential danger to the college community and Madison community as a whole, a description of the type of incident and the location, time of incident as well as a description of the suspect or suspects maybe issued to insure that the public takes precautions and future attacks may be prevented. Should the need to warn the community be required, the victim's personal information such as name, physical description, where they live, etc. will not be used in the warning. The college is mandated by Federal Law to issue a warning in this type of incident. This typically happens when the victim is attacked by an unknown assailant.

The college will provide assistance with Visa or Immigration issues should the victim require assistance.

Consequences of Non-Compliance – Employees or students who engage in any of the prohibited conduct above are subject to disciplinary action which depending on the type and seriousness of the violation, may include: verbal or written warnings, probation, revocation of privileges, community service time, financial restitution, suspension, termination, or referral to legal authorities for prosecution.

A. Sexual Assault

Wis. Stat. 940.225: Sexual Assault

First Degree Sexual Assault

- Whoever does any of the following is guilty of a Class B felony: A person who commits first degree sexual assault can be imprisoned for up to 40 years.
- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or greater bodily harm to that person.
- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used to or fashioned in a manner to lead the victim to reasonably believe it to be a dangerous weapon.
- Is aided and abetted by one or more other persons and has sexual contact or sexual intercourse with another person by use of threat of force or violence.

Second Degree Sexual Assault

- Whoever does any of the following is guilty of a class C felony: The penalty for second degree sexual assault is a fine up to \$10,000 and/or imprisonment for up to 20 years.
- Has sexual contact or sexual intercourse with another person without the consent of that person by use of threat of force or violence.
- Has sexual contact or sexual intercourse with another person without the consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- Has sexual contact or sexual intercourse with another person who suffers from mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the persons conduct and the defendant knows of such condition.
- Has sexual contact or sexual intercourse with another person who the defendant knows is unconscious.
- Is aided or abetted by one or more other persons and has sexual contact or sexual contact or sexual intercourse with another person without the consent of that person.

Third Degree Sexual Assault

- Whoever has sexual intercourse with a person without consent of that person is guilty of a Class D felony. A person who commits forth degree sexual assault can be fined not more than \$10,000 and/or imprisoned not more than 5 years.

Fourth Degree Sexual Assault

- Whoever has sexual contact with a person the consent of that person is guilty of a Class A misdemeanor. A person who commits fourth degree sexual assault can be fined up to \$10,000 and/or imprisoned for up to 9 months in the county jail.

B. Stalking

Wis. Stat. 940.32: Stalking

Stalking has been prohibited by Wisconsin law since 1993. Stalking is engaging in a course of conduct (at least two occurrences that show a continuity of purpose), against a specific person that would make a reasonable person in that position fear bodily injury or death to himself or herself, a family member, or a member of his or her household. The act greatly expands the definition of “course of conduct” which includes acts such as being near, approaching, or contacting the victim; appearing at places the victim is likely to be; sending material or an object to the victim either directly or indirectly through a friend or contact of the victim; contacting the victim by telephone or engaging in nuisance telephoning; or entering the victim’s property. This list is not exhaustive, and a court may consider other acts as evidence of stalking, so long as there are at least two occurrences and the other elements of the crime are met. The act increases the penalty for stalking by changing its classification from a Class A misdemeanor to a Class E felony, with enhancements for special circumstances. For example, stalking a minor or stalking after conviction for harassment, prior stalking, a violent crime, or any crime against the current victim within the last seven years, is a Class D felony. Stalking that involves gaining access to an electronic record with identifying information regarding the victim or that involves unlawful wiretapping or tracing of a phone call is also a Class D felony. A stalking offense where the victim, a family member, or a member of his or her household suffers bodily harm that involves a dangerous weapon, or that is committed within seven years of a conviction for a prior violent crime, stalking, or harassment against the same victim, is a Class C felony.

(a) “Course of conduct” means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following: Those acts include:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim’s workplace or contacting the victim’s employer or co-workers.
4. Appearing at the victim’s home or contacting the victim’s neighbors.
5. Entering property owned, leased, or occupied by the victim.
6. Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
7. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
8. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim’s family or household or an employer, coworker, or friend of the victim.
9. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
10. Delivering an object to a member of the victim’s family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.

Restraining Orders – Restraining orders are issued under Wisconsin domestic violence laws to protect victims of abuse. Obtaining a restraining order is a two-part process. First, a victim must submit a petition for a restraining order in their local county courthouse. The judge can issue a temporary restraining order until a formal hearing is heard on the matter. At the hearing, the abused requests a final restraining order while the abuser potentially argues why no order should be issued. A final restraining order, once issued, lasts up to four years and can be renewed. A domestic violence restraining order in Wisconsin can order the abuser to maintain a certain distance from the victim’s residence, school or work, require the victim be contacted by the abuser only through an attorney or law enforcement officer, and require the abuser to surrender any firearms in their possession.

C. Domestic Violence

Wis. Stat. 813.12: Domestic Abuse Restraining Orders and Injunctions

Wis. Stat. 813.122: Child Abuse Restraining Orders and Injunctions

Wis. Stat. 968.075: Domestic Abuse Incidents

Wis. Stat. 995.67: Domestic Abuse Services; Prohibited Disclosures

Under Wisconsin law, domestic violence has two elements. The first, relating to its domestic nature, involves the relationship between the abuser and the victim. Relationships qualifying as domestic under the law are adult family and household members, adult caregivers, spouses, former spouses, any adult dating relationship and people with a child in common. The second element, violence, is any intentional infliction of physical pain, injury or illness, impairment of physical condition, sexual assault, damage to property or the threat of any of these acts.

Mandatory Arrest – A police officer has the legal obligation to arrest and take into custody any person reasonably suspected to be committing or to have committed criminal domestic abuse if there is evidence of physical injury or if domestic abuse against the victim is likely to continue. If domestic abuse is reported more than 28 days after the incident of abuse, officers are not required to arrest the abuser unless additional evidence is present. If two persons in a domestic relationship are participating in mutual abuse, the police need only arrest the primary physical aggressor. After an arrest for domestic violence, the arrested person must avoid the residence of the victim for 72 hours.

Domestic Abuse Resources

Agencies / Organizations / Services

- National Domestic Violence Hotline
- U.S. Dept. of Justice Office on Violence Against Women
- WI Coalition Against Domestic Violence
- WI Dept. of Justice Office of Crime Victim Services
- WomensLaw.org – “Nationwide online resource for women and girls living with or escaping domestic violence” which provides specific information to their state. Learn how to get a restraining order. Locate domestic violence resources, legal assistance programs & lawyer referral services.

Children

- Child Abuse, Neglect & Abandonment (*WI State Law Library*) – Annotated list of links related to child abuse, etc.

Directories

- Finding Help: Legal Resources in Dane County (*Domestic Abuse Intervention Services*)
- WI Victim Resource Directory (*WI Dept. of Justice*)

Reporting

- Adult Abuse Reporting Requirements for All WI Professionals (*WI Coalition Against Domestic Violence*)
- Reporting of Domestic Violence by Health Care Providers (*WI Coalition Against Domestic Violence*)

Surrender of Firearms

- Firearms Surrender Laws (*WI Coalition Against Domestic Violence*)
- WI Prosecutor’s Domestic Abuse Reference Book (*WI Dept. of Justice*)

Arrest and Prosecution in Domestic Abuse Incidents (WI Legislative Council)

Consumer Rights Screening Tool for Domestic Violence Advocates and Lawyers (Nat’l Consumer Law Center)

Family Violence Publications (Nat’l Council of Juvenile & Family Court Judges)

Managing your Divorce: A Guide for Battered Women (Nat’l Council of Juvenile & Family Court Judges).

WI Prosecutor’s Domestic Abuse Reference Book (WI Dept. of Justice)

D. Registered Sex Offenders

In 1997 the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information to police, victims and the general public. Information about registered sex offenders can be found at <http://offender.doc.state.wi.us/public>

Information about Sexual Predators – Wisconsin Department of Justice

www.vinelink.com – Information about offenders custody or release & receive notices

www.WIVictimsVOICE.org – Crime victims can enroll to receive important information about offenders who committed a crime against them.

www.widocoffenders.org – Provides public access to certain information about sex offenders. The public can search by offender name, an address or sex offenders within a zip code area. Only sex offenders convicted and registered with the Wisconsin Department of Corrections authority are listed here.

You can search for specific individuals using the Dru Sjodin National Sex Offender Public Website which is located within United States Department of Justice Web-site. This website will allow for the searching all the sexual predators throughout the United States.

F. More Information

Relevant sections of the Wisconsin Statutes may be downloaded at: www.legis.state.wi.us/rsb/stats.html. Key sections include: 813.12, Domestic abuse restraining orders and injunctions, and 940.32, Stalking.

For information regarding stalking, domestic abuse, or restraining orders and injunctions, contact the Wisconsin Department of Health and Family Services, Domestic Abuse Division at (608) 266-9305 or the office of your County District Attorney.

G. Available Options

Step 1: Seek Support

There are people on campus that victims can talk to. Victims can call or approach any of the following professional staff confidentially and off the record and inform them on what happened. They will listen and explain options. Talking to either of these people does not constitute reporting the incident to the College.

Confidential Support Contacts

- Director of Personal Counseling: Dr. Megan Cobb, 663-2281
- Director of Health Services: Nurse Practitioner Mary Clark, 663-8334

Non-Confidential Support/Reporting Contacts

- Dean of Students: Maggie Balistreri-Clarke, 663-2212
- Director of Human Resources; Pamela LaValliere, 663-4304
- Interim Title IX Coordinator: Pamela LaValliere, 663-4304, plavalliere@edgewood.edu
- Deputy Title IX Coordinator: Ryan Bouchard 663-3205, rbouchard@edgewood.edu
- Deputy Title IX Coordinator: Kelly Grorud 663-2200, kgrorud@edgewood.edu
- Director of Spiritual Life: Mary Klink, 663-3451
- Assistant Director of Center for Diversity and inclusion: Glenna Scholle Malone, 663-2256
- Security Director: Michael Metcalf 663-3285

All non-confidential employees who are aware of sex-based harassment, including sexual assault and relationship violence, are required to report the information to a designated support/reporting contact. Upon receipt of a report of sexual misconduct or relationship violence, the support contact will assist the student in getting to a safe place and may seek the assistance of Campus Security. Additionally, the support contact will encourage the student to seek

prompt medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the student agrees to such medical treatment. The support contact will notify the Title IX Coordinator and other responsible College officials of the report consistent with the student's desire for confidentiality. Unless the student requests confidentiality, the Title IX Coordinator will inform Campus Security and provide the name of the reporting party. Campus Security will contact the City of Madison Police Department. The student will have the option to file a criminal report. Campus Security will offer to provide assistance if the student elects to contact the police. Declining to speak with Campus Security or the police at the time of the initial report does not preclude the student from filing a criminal report at a later date. The support contact or Title IX Coordinator will offer and coordinate counseling and other support services for the student. The student shall also receive information regarding the College student judicial process (see step 3).

Please visit the Edgewood College website for additional support, training information, College and local resources, and campus programming opportunities: www.edgewood.edu

Step 2: Filing a complaint with the City of Madison Police Department or other law enforcement agency is highly encouraged.

The person with the complaint may request that an Edgewood College representative assist them in reporting to the Police Department, and thereafter during the process. Law enforcement may always be contacted, regardless of any other actions the person chooses to take under this policy. It is important to preserve evidence as may be necessary to the proof of criminal sexual assault.

Step 3: Filing a Complaint/Grievance Procedure with the College

If the student desires to initiate a complaint, the support contact shall immediately notify the Dean of Students' Office. The Dean of Students' Office will seek a meeting with the student to discuss the complaint process, internal and external support services, and other support such as options regarding academic or living arrangement or a no-contact order. These options will be made available to the student regardless of whether the student proceeds with a formal complaint/grievance under College policy or a criminal report or complaint with the police.

In cases of reported sexual violence, the College will continue its internal investigation regardless of whether or not the complainant files a criminal complaint and/or wants the school to take action. Moreover, if the college knows about a possible sexual harassment or sexual violence incident, it will promptly investigate the allegations to determine what occurred and to decide if further action is necessary.

In instances where a student insists on confidentiality, it may limit the College's ability to respond. Depending upon the circumstances, the College may not be able to ensure confidentiality because of its obligation to provide a safe and non-discriminatory environment for all students. Factors that may impact the request include the seriousness of the alleged conduct, whether there have been other complaints about the same individual, and the alleged harasser's rights to receive information maintained in education records covered by the Family Educational Rights and Privacy Act. Confidential resource persons available to consult with students are listed in this policy. However, all other College personnel have an independent obligation to report and investigate information regarding sexual misconduct incidents that come to our attention where they know or a reasonable person should have known that such conduct may have occurred. Even if a student refuses to file a complaint with the College or the police or participate in a disciplinary proceeding, the College may still proceed if it has enough information.

Persons who believe that they are being or have been subjected to discrimination and/or sexual misconduct are encouraged to seek support and resolution as soon as possible after an incident.

If one chooses to proceed with a complaint, the process begins with:

- *For students* who are filing a complaint, the report must be made to the office of the Dean of Students.
- *For faculty* who are filing a complaint, the report must be made to the office of the Academic Dean.
- *For non-faculty staff members* who are filing a complaint, the report must be made to the office of the Director of Human Resources.

If the complaint involves a combination of faculty, staff and students, the complainant may choose to complain directly to the office responsible for that population. For example, students who wish to file a complaint against a faculty member could go either to the Dean of Students' Office or Academic Dean's Office. Deans of the different academic schools will become involved in pursuing complaints as appropriate. The complaint may initially be communicated either orally or in writing. However, to move forward as a formal complaint, the filing of the complaint must be documented in writing and signed by the complainant. Documentation may be done by the person receiving the complaint, but must be reviewed and signed by the complainant to be considered a formal complaint.

As needed, the Dean of Students, the Academic Deans Office, and Human Resources will work closely together and will consult with Edgewood College Cares (behavioral intervention team), when appropriate concerning alleged discrimination/sexual misconduct.

The College will work with both parties (the complainant and respondent) to assign a designated support person throughout the complaint process. Either party may refuse the assistance of a support person, but the offer must be made.

Formal complaints will be thoroughly investigated with support from Campus Security as appropriate.

All respective offices will inform the Title IX Coordinator of any reported allegations. The Title IX Coordinator will remain a neutral administrator in the disciplinary process involving sexual misconduct allegations. The Title IX Coordinator will work with all involved parties, and will be responsible for making certain all reported grievances are managed in accordance with the Sexual Misconduct and Relationship Violence Policy. The Title IX Coordinator will not ultimately determine if a policy violation occurred. The Title IX Coordinator will:

- Maintain confidential records.
- Make certain only people who need to know will be told and that information only be shared as necessary with investigators, witnesses, and the accused individual.
- Issue timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the College community. In these instances, every effort will be made to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

If one of these College officers is alleged to be the person who engaged in sexual misconduct, the written report may be filed with the office of the President. If there is a complaint against the College President, the complaint will be investigated by the Board of Trustees, whose decision is final. Once a report is made, the College will conduct an investigation and issue sanctions, if appropriate.

Step 4: College Response Options

The College's primary concern is safety for members of our community. Students are encouraged to report suspected violations of this policy to promote the health and welfare of our community. In general, a student reporting an incident or complaint under this policy will be given amnesty for potential related code violations (e.g. alcohol or drug use) because such conduct never makes the victim at fault for sexual violence.

The College's response will depend on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the normal judicial/ behavioral review process should be followed (with trained judicial board members on the issue of sexual assault being the adjudicators). The range of responses includes, but is not limited to:

- Intervention by supervisor or appropriate authority
- Individual meeting with option of support person in attendance
- Facilitated conversation or mediation (not available for sexual assault cases)
- Educational activity
- No contact order between complainant and respondent. Edgewood College students or employees who are issued a no contact order, restraining order, or similar relief from a court should contact the Campus Security Director. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance. Examples of steps that may be taken to comply with such orders include changing class schedules and living arrangements.

- The college must provide assistance in changes related to academic, living situations, transportation and working conditions if requested by the victim and are reasonably available, for yourself or the other person. These accommodations are available regardless if the victim reports the incident to the police department.
- Change in living situation on an interim or permanent basis regardless of whether the complainant requests such a change.
- Disciplinary action, if appropriate, including but not limited to:
 1. Dismissal or expulsion of a person found to have violated these policies.
 2. Discipline short of dismissal or expulsion for a person found to have violated these policies.
- Public Service for a person found to have violated these policies.
- Referral to law enforcement when there is danger or threat to community and/or when requested by victim.
- Obtaining a Restraining Order for the victim. The Security Department will inform the victim how they may obtain a Restraining Order and if they wish, assist them with obtaining the order. Restraining Orders are issued by the Dane County Court System located in the Dane County Public Safety Building.
- Increased Security Department protection when requested by the victim; Safe walks, Safe Rides, increased security patrols, and security escorts.
- No action at this time.

Step 5: Student and Employee Notice of Rights.

When a student or employee notifies the college that they were a victim of Dating Violence, Domestic Violence, Sexual Assault or Stalking the college will provide a written explanation of the student's or employee's rights and options.

Title IX Coordinator – The Title IX Coordinator will review all evidence in a sexual harassment, sexual violence, dating violence, domestic violence, or stalking to determine whether the complainant is entitled to a remedy that was unavailable through the process.

Burden of Proof – According to Title IX requirements, Edgewood College will be using a preponderance of the evidence standard (more likely than not) to evaluate complaints. The student judicial process at Edgewood College, like many colleges and universities, operates based on a “preponderance of evidence” as “standard of proof.” A preponderance of evidence is described as enough evidence to make it more likely than not that the accused student has violated the Student Code of Conduct. Both the complainant and the alleged perpetrator will have an equal opportunity to present relevant witnesses and other evidence. Both parties will be afforded similar and timely access to any information that will be used during the hearing proceedings. In general, information about a person's prior sexual behavior or history will not be considered to determine whether a violation has occurred. However, information regarding a prior intimate or sexual relationship between the parties may be considered relevant depending upon the issues presented in any disciplinary proceeding.

Interim Measures – During the investigation and until a resolution, interim measures may be taken to prevent reoccurrence and protect both parties. Failure to adhere to any of the interim measures taken during an investigation is a violation of policy and may lead to additional disciplinary action(s). Any attempt by a faculty member, employee or student to penalize, threaten, coerce, intimidate, discriminate, or retaliate in any way against a person who makes a report of or who is otherwise involved in a report of sexual misconduct is completely prohibited and will not be tolerated. If you believe that you have been a victim of retaliation during an investigation, please contact the Title IX Coordinator.

Time Frame – Upon receiving a report, Edgewood College will respond promptly, equitably, and thoroughly for all incident reports. Both the complainant and the respondent are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both parties will be given periodic status updates during the investigation and both the complainant the alleged perpetrator will be given notice of the outcome and an opportunity to file an appeal, if applicable. Absent unusual circumstances, sexual misconduct investigations as well as hearings will be completed within 60 calendar days following receipt of the complaint.

Investigation, Notice of Outcome, and Appeals – The parties will be concurrently notified, in writing, about the outcome of the investigation and any subsequent appeals involving alleged violations of this policy. Either party may elect to appeal the decisions and sanctions rendered by the office managing the complaint. Both the complainant and respondent are strongly encouraged to cooperate during the investigation for the College to be able to determine an accurate outcome.

Regardless of which party files for an appeal, both the complainant and the alleged perpetrator will be informed of the status of the appeals request, processing and outcome. Appeals may be filed on grounds of new evidence becoming available, alleged bias on the part of a judicial board member, procedural error, or the belief that the sanction imposed is not commensurate with the findings of facts established during the hearing process. Disagreement with the finding or sanctions is not, by itself, grounds for appeal. An appeal of a disciplinary outcome must be made, in writing, to the President within three business days after the decision has been made.

The President will name a panel of at least 3 trained judicial board members on sexual misconduct issues to review the written appeal. The Appeals Board will be composed of trained Judicial Board members and/or trained designees that were not involved in the original decision.

After receiving an appeal and reviewing all available information, the Appeals Board may elect to: affirm the finding and the sanction originally determined, affirm the finding and change the sanction, or dismiss the case. The decision of the Appeals Board is final.

The College recognizes the right of all parties involved in a complaint to a fair framework for encouraging resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action.

Public Recordkeeping – The College will take steps to maintain confidentiality of persons reporting incidents of sexual misconduct and relationship violence in records available for public inspection by using alternative means of identification and not including personally identifiable information in the annual campus security report, campus crime log, and emergency warning notices under the Clery Act.

A. Alcohol and Drug Policy

Edgewood College and its programs and policies, regarding the possession, sale and consumption of alcoholic beverages, encourages all within the campus community to make safe responsible decisions about alcohol that are consistent with existing state and federal law. The possessions or consumption of alcoholic beverages on campus by persons under the age of 21 is strictly prohibited by the policies of Edgewood College and is a violation of the City of Madison and the State of Wisconsin laws and ordinances. Consistent with the educational mission, Edgewood College provides programs that promote awareness of the physical, psychological, social and behavioral effects of alcohol consumption and drug use. Dependent upon the situation, violations may be referred to the City of Madison Police

The use, sale or possession of narcotics and dangerous drugs is illegal and is strictly prohibited on campus.

Employees are required to adhere to the College's Drug-Free Workplace Policy, and the Alcohol and Other Drug Policy, which strictly prohibit the unlawful manufacture, distribution, dispensation, sale, possession, or use of drugs by its employees in the workplace. Those who violate these policies may be subject to disciplinary procedures or may be required to participate in alcohol or other drug rehabilitations programs.

Edgewood College reserves the right to contact parents or guardians of students who violate the Policy on Alcohol and Drug Use, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Edgewood College is a smoke free campus in all facilities. Smoking is allowed in public areas at least 20 feet from any building.

B. General Policies

- Alcohol beverages may be possessed and/or consumed only by persons of legal drinking age, and then only in areas designated by the college.
- No person may procure, sell, dispense or give alcoholic beverages for or to an underage person.
- Intoxication and/or alcohol abuse will not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct
- Alcoholic beverages will be permitted at approved college events in accordance with the guidelines established by the college
- Alcoholic beverages are never to be used as a reward for achievement or given as a prize or award

C. Drug Fact Sheets

To find out about illegal and legal drugs and their effects on the body and brain, refer to the Drug Fact Sheets found on the Drug Enforcement Administration's website. <http://www.justice.gov/dea/druginfo/factsheets.shtml>

Amphetamines	http://www.justice.gov/dea/druginfo/drug_data_sheets/Amphetamines.pdf
Barbiturates	http://www.justice.gov/dea/druginfo/drug_data_sheets/Barbiturates.pdf
Bath Salts or Designer Cathinones (Synthetic Stimulants)	http://www.justice.gov/dea/druginfo/drug_data_sheets/Bath_Salts.pdf
Benzodiazepines	http://www.justice.gov/dea/druginfo/drug_data_sheets/Benzodiazepines.pdf
Cannabis	http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf
Cocaine	http://www.justice.gov/dea/druginfo/drug_data_sheets/Cocaine.pdf
Depressants	http://www.justice.gov/dea/druginfo/drug_data_sheets/Depressants.pdf
Dextromethorphan (DXM)	http://www.justice.gov/dea/druginfo/drug_data_sheets/Detromethorphan.pdf
Ecstasy or MDMA	http://www.justice.gov/dea/druginfo/drug_data_sheets/Ecstasy.pdf

GHB	http://www.justice.gov/dea/druginfo/drug_data_sheets/GHB.pdf
Hallucinogens	http://www.justice.gov/dea/druginfo/drug_data_sheets/Hallucinogens.pdf
Heroin	http://www.justice.gov/dea/druginfo/drug_data_sheets/Heroin.pdf
Hydrocodone	http://www.justice.gov/dea/druginfo/drug_data_sheets/Hydrocodone.pdf
Hydromorphone	http://www.justice.gov/dea/druginfo/drug_data_sheets/Hydromorphone.pdf
Inhalants	http://www.justice.gov/dea/druginfo/drug_data_sheets/Inhalants.pdf
K2 or Spice	http://www.justice.gov/dea/druginfo/drug_data_sheets/K2_Spice.pdf
Ketamine	http://www.justice.gov/dea/druginfo/drug_data_sheets/Ketamine.pdf
Khat	http://www.justice.gov/dea/druginfo/drug_data_sheets/Ketamine.pdf
Kratom	http://www.justice.gov/dea/druginfo/drug_data_sheets/Kratom.pdf
LSD	http://www.justice.gov/dea/druginfo/drug_data_sheets/LSD.pdf
Marijuana	http://www.justice.gov/dea/druginfo/drug_data_sheets/Marijuana.pdf
Methadone	http://www.justice.gov/dea/druginfo/drug_data_sheets/Methadone.pdf
Methamphetamine	http://www.justice.gov/dea/druginfo/drug_data_sheets/Methamphetamine.pdf
Morphine	http://www.justice.gov/dea/druginfo/drug_data_sheets/Morphine.pdf
Narcotics	http://www.justice.gov/dea/druginfo/drug_data_sheets/Narcotics.pdf
Opium	http://www.justice.gov/dea/druginfo/drug_data_sheets/Opium.pdf
Oxycodone	http://www.justice.gov/dea/druginfo/drug_data_sheets/Oxycodone.pdf
PCP	http://www.justice.gov/dea/druginfo/drug_data_sheets/PCP.pdf
Peyote and Mescaline	http://www.justice.gov/dea/druginfo/drug_data_sheets/Peyote_Mescaline.pdf
Psilocybin	http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf
Rohypnol	http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf
Salvia Divinorum	http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf
Steroids	http://www.justice.gov/dea/druginfo/drug_data_sheets/Steroids.pdf
Stimulants	http://www.justice.gov/dea/druginfo/drug_data_sheets/Stimulants.pdf

The above information is required for compliance with the Higher Education Act, Sec. 120. [20 U.S.C. 1011i) Drug and Alcohol Abuse Prevention] and the annual Clery Act report.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (THE CLERY ACT)

A. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (The Clery Act) requires Edgewood to provide students and employees with information on its security policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information available to perspective students and employees upon request. The information is available by calling the Edgewood Security Department or on line at the Edgewood College Security Site.

The crime statistics reported under the Jeanne Clery Act include the following:

- Criminal homicide (murder, non-negligent homicide)
- Sex Offenses – Forcible (rape, sodomy, sexual assault with an object, fondling)
- Sex Offenses – Non Forcible (Incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny
- Intimidation
- Vandalism
- Stalking
- Domestic Violence
- Sexual harassment

Crime statistics are published annually and cover the three previous calendar years. Additional information regarding these statistics is available from the Campus Security Department, Weber Hall, 1000 Edgewood College Drive, Madison, WI – 53711

These statistics follow the uniform crime reporting procedures of the Federal Bureau of Investigation.

They should be considered in relation to the occurrences of crime in society generally, college demographics and statistics from other institutions of similar description.

Crime statistics for the most recent three year period are compiled from information obtained from the Campus Security Department, Madison Police Department, Dean of Students Office, Residential Life, Counseling Center, Campus Judicial, and Campus Reporting Authorities as designated each year.

The Edgewood College Security Department (Director of Security of his/her designee) is responsible for the sorting, tabulation and dissemination of information for the Campus Security Act Incidents.

The statistics do not reflect any reports that might have been made to other departments or individuals at Edgewood College unless those individuals or departments informed campus security of the incident. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral or professional counselors when acting as a counselor are not required to report any crimes or incidents; however, Edgewood expects its counselors to provide “statistical information “should they become aware of a sexual assault incident.

Edgewood College consists of three locations, the main campus on Monroe Street, The Deming Way Campus located on Deming Way and the Family Center also located on Deming Way. The main campus is bordered by City of

Madison Streets, Woodrow Avenue to the west, and Monroe Street to the north, Edgewood Avenue to the East and Park and Pleasure Drive to the south. The Deming Ways facilities have only Deming Way for public access. The main campus has on average 550 resident students during the school year. The other two satellite campuses have no resident students

B. Geographical Locations for Reporting

Crimes are broken down into four geographical locations for reporting purposes:

On Campus – Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls.

Residence Halls or Other Student Residences – Subset of “on campus” crimes, which includes only those crimes that were reported to have occurred in residential facilities for students on campus.

Non-Campus Buildings or Property – Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably geographic area of the institution.

Public Property – All public property that is within the same reasonably geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution’s educational purposes.

C. Definitions of Reportable Crimes

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

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

Burglary – The unlawful entry into a structure to commit a felony or theft.

Criminal Homicide: Murder by Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Criminal Homicide: Negligent Manslaughter – The killing of another through gross negligence.

Drug Abuse Violations – Violations of State and local laws prohibiting the production and/or use of certain controlled substances and the devices utilized in their preparation and/or use. This includes; unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Drugs include but are not limited to: The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, and codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of temporary or permanent mental incapacity.

Hate Crime – A criminal offense reported to the police department or college security department that manifests evidence that the victim was intentionally selected because the perpetrator’s bias against the victim. For the purposes

of the Clery Act, the categories of bias that may serve as the basis for determination that a crime is a hate crime would include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing or use of alcoholic beverages.

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

Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth. This category also includes Sodomy and sexual assault with an object.

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

Sexual Assault with an Object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses: Forcible – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses: Rape – The penetration, no matter how slight, of the vagina, or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Sodomy – Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

Weapon Law Violations – The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession, carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned Weapons include: firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

D. Clery Update

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) otherwise known as the Clery Act. These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking. The 2015 report (2014 calendar year statistics) is the first year that the statistics are to be officially included. The statistics are for the 2013 calendar

E. Crime Statistics

Monroe Street Campus - Criminal Offense 2013 (calendar year)

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		1	1	0	0	1
Arson		0	0	0	0	0
Burglary		1	1	0	0	1
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sex	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	8	8	0	0	8
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	78	78	0	0	78
	Drugs	23	23	0	0	23
	Weapon	0	0	0	0	0
Vandalism		1	1	0	0	1

Monroe Street Campus - Criminal Offense 2012

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sex	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	70	70	0	0	70
	Drugs	28	28	0	0	28
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

Monroe Street Campus - Criminal Offense 2011

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		2	2	0	0	2
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sex	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	3	3	0	0	3
	Drugs	1	1	0	0	1
	Weapon	0	0	0	0	0
Discipline	Liquor	91	91	0	0	91
	Drugs	23	23	0	0	23
	Weapon	1	1	0	0	1
Vandalism		0	0	0	0	0

Monroe Street Campus - Hate Crimes

Criminal Offense	2013	2012	2011
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex - force	0	0	0
Sex - non-force	0	0	0
Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Hate Crime Reporting

There were no hate crime reported for 2013.

Deming Way Campus - Criminal Offense 2013

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assault	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Dating Violence		0	0	0	0	0
Domestic Violence		0	0	0	0	0
Stalking		0	0	0	0	0

Deming Way Campus - Criminal Offense 2012

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assault	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

Deming Way Campus - Criminal Offense 2011

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assault	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

Deming Way Campus - Hate Crimes

Criminal Offense	2013	2012	2011
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex - force	0	0	0
Sex - non-force	0	0	0
Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Clery/Non-Clery Reported Incidents from Madison Police Department

Note the City of Madison Police Department Statistics reflect the Edgewood College Campus, High School, City of Madison Streets adjacent and contiguous to the campus. The City of Madison does not break down statistics specifically occurring directly on the college campus.

2013 Criminal Offense	Edgewood
Murder	0
Negligent Manslaughter	0
Forcible Sex Offenses	0
Robbery	0
Aggravated Assault	1
Burglary	1
Motor Vehicle Theft	1
Arson	0
Larceny - Theft	5
Simple Assault	1
Intimidation	0
Damage/Vandalism of Property	0
Vandalism	0
Total	10

2013 Tickets	Edgewood
Liquor Law Violations	8
Drug Law Violations	0
Illegal Weapons Possessions	0
Total	8

2013 Arrests	Edgewood
Liquor Law Violations	8
Drug Law Violations	0
Illegal Weapons Possessions	0
Total	8

We show no offenses involving a hate crime or bias.

Captain Joe Balles,
South Police District
City of Madison WI Police Department
825 Hughes Place - Madison, WI 53713

A. Definitions

Tornado Watch – The weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.

Tornado Warning – A Tornado has been sighted, and/or the Dane County Weather Siren and the Campus Siren System are activated and/or the National Weather Service has issued a tornado warning, or you are informed by campus personnel.

All Clear – Weather conditions are such that the threat of a tornado is no longer in existence.

B. Weather Watches and Warnings

Weather Warnings

Despite best efforts by the experts, weather can be unpredictable at times -- especially in Wisconsin! It's important for you to know that the National Weather Service sends Wireless Emergency Alerts to most mobile phones when you're in the path of a dangerous storm. Most new phones and wireless providers are WEA-capable and will receive tornado and flash flood warnings automatically.

We also encourage you to purchase a NOAA weather radio and/or download an app for your phone, such as WeatherBug, AccuWeather, or another mobile app.

When a Tornado Watch is in Effect:

1. Notify residents that a tornado watch is in effect.
2. Keep weather radio/local television station on.
3. Check to see if there are any disabled persons in the nearby area. Make them aware that is in effect.

When a Tornado Warning is in Effect:

1. Notify Campus Assistance Center (ext. 4444) that you are relocating people to the shelter area.
2. The Campus Alarm system will be activated and the campus public address system will be activated under most circumstances.
3. Help direct people into the appropriate stairwells and shelter areas.
4. Once the emergency situation is officially finished, the public address system will be activated to inform the campus that business may resume.

C. Testing Emergency Response and Evacuation Procedures

The purpose of evacuation drills is to prepare buildings occupants for an organized evacuation in case of an emergency. At Edgewood College, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants "practice" drill procedures and familiarize themselves with the location of exits and sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of the fire alarm components.

Evacuation drills are monitored by the Edgewood College Security Department, Residence Life Staff and the Campus Safety Office. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/officers for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that can participate in throughout the year. The Residence Life staff members are trained in these procedures as well and act as on-going resource for the students living in residential facilities.

Edgewood College conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Edgewood College coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency evacuation response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Edgewood will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill each calendar year.

D. Shelter-in-Place Procedures

What It Means To Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter –in- place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking and interior room-until you are told that it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Edgewood ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If security, police or fire department personnel are on the scene, follow their directions.

How You Will Know To Shelter-in-Place

A shelter-in-place notification may come from, several sources, including the Edgewood Security Department, the Residence Life Staff, the Campus Assistance Center using the college emergency notification tools.

How To Shelter-in-Place

No matter where you are, the basic steps of shelter-in-place will generally stay the same. Should the need arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay inside where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room;
 - b. Above ground level; and
 - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)
6. Make a list of people with you and ask someone (Residence Life Staff, Faculty, or other staff) to call the list into the Edgewood Security Department so they know you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on radio or TV and listen to further instructions (particularly if the event is weather related)
8. Make yourself comfortable.

A. Explanation of Report

The Higher Education Opportunity Act (HEOA) requires two new safety-related requirements on institutions that participate in federal student financial aid program which follow:

1. **Fire Log** – Edgewood College Security Department is required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Edgewood College complies with the rule by including all fire-related incidents, in the Daily Crime and Fire Log.
2. **Annual Fire Safety Report** – At Edgewood College, six residential halls (Siena, Regina, Stevie, Marshall, Dominican, and Weber) are equipped with automatic sprinkler systems and fire alarm systems that are monitored 24 hours a day, seven days a week. - The seventh, Rosewood is a small house equipped with smoke detectors. Any college or university with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Edgewood College complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Information contained in this annual fire safety report include: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire related property damage; information of evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of mandatory supervised fire drills and policies on portable electrical appliance, smoking and open flames. The Annual Security and Fire Safety Report must include three years of data.

B. Fire Reporting

If the fire occurs in any building, community members should immediately notify the Dane County 911 Center by dialing 9-1-1. Once that call has been made, the caller should contact Edgewood Security at - 663-4321 on campus phone or 663-4321 off campus.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at the designated area notated in the emergency posting for all facilities. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated the elevators in our buildings will be recalled to a “safe floor” and will not activate after the alarm is sounded. Occupants should use the stairs to evacuate the building.

C. Fire Protection Equipment/Systems

All residential buildings are equipped with automatic fire detection and alarm systems. All facilities are monitored by a contracted vendor who will immediately contact the fire department to respond to the incident: (Dominican Hall, Marshall Hall, Regina Hall, Mazzuchelli Center, Weber Hall, Sonderegger, Predolin, Dericci, Library, Siena, Stevie Hall, and the Edgedome.

D. Evacuation Procedures

If a fire is detected or the fire alarm sounds, evacuate the area. Isolate the fire by closing doors as you leave. Do not attempt to extinguish fires unless you

E. Health and Safety Inspections

Residents Life Department and the Security Department conducts safety inspections of Residence Hall rooms each fall and spring. In addition, the College Safety Department conducts safety inspections of all facilities several times a year along with a member of the Madison Fire Department. The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors. In addition, each room is inspected for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also inspected for prohibited activities such as smoking in the rooms, removal of door closers, unauthorized door locks, remove of exterior window screens, tampering with emergency equipment. The inspections also include a general assessment of cleanliness of the room, including food and waste storage. Residents are notified prior to inspection when the date and time of inspection will occur.

Conditions warranting follow up are turned over to the Campus Safety Department and the Residence Life Staff.

F. Emergency Evacuation Drills

The Supervised scheduled drills at campus residence halls are facilitated by the College Safety Department in cooperation with assigned college personnel. Various drills are conducted throughout the year to familiarize student, faculty and staff with the Emergency Procedures and individual roles.

A multi-departmental Practice fire drill was held on Wednesday, October 12. All facilities on campus were evacuated as part of the drill. The Drill included the Campus Emergency Response team and the Madison Fire Department. Weber Hall was chosen as the facility for a simulated fire response drill. The building fire alarm system was activated at 10:05am. The building was checked and completely evacuated within 3 minutes. Occupants were sent to their designated gathering area where they were checked by a member of the emergency response team. The Campus Assistance Center was radioed by security to contact 911. A call was made to the 911 center under practice conditions. The fire Department was on campus and monitored and evaluated the drill. The fire department was pleased with the drill.

Additional Drills and testing of the Campus notifications system was conducted in January (2013), March (2013) and June (2013). All emergency notification equipment was reported working.

G. Fire and Safety Education

All first year students receive fire safety training when they arrive at Edgewood College during their orientation period at the beginning of the academic school year. In addition training is provided to all Residence Life staff at the beginning of the academic school year. The Campus Safety website and this publication serve as an additional resource material for the educating the entire campus community.

H. Residence Halls on Campus

Stevie Hall
Weber Hall
Regina Hall
Dominican Hall
Marshall Hall
Siena

Fire Systems in Residence Halls

	Siena	Dominican	Weber	Regina	Stevie	Marshall
Fire Alarms Monitored by College	X	X	X	X	X	X
Full Sprinkler System	X	X	X	X	X	X
Smoke Detection System	X	X	X	X	X	X
Fire Extinguisher Devices	X	X	X	X	X	X
Evacuation Plans Placards	X	X	X	X	X	X
Num. of Evacuation Drills Each Year	2	2	2	2	2	2

I. Fire Definitions

Fire – Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside its normal appliance whether or not it is extinguished prior to the arrival of emergency personnel.

Fire Related Deaths – Numbers of persons who were fatalities of a fire incident, including death resulting from natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (statistics include anyone who dies within one year of injuries sustained as a result of a fire).

Fire Related Injuries – Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders, attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents – Estimated total U.S. loss of both contents and structure or property destroyed because of a fire incident, not loss if business.

Evacuation Procedures Posted – When a fire alarm is activated, evacuation is mandatory, DO NOT use elevators, evacuate the building using the nearest available exit and proceed to the building area of refuge to begin an accountability and assessment process.

Buildings Equipped with Fire Alarm Systems and Smoke Detectors – Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls

Buildings Protected with Automatic Sprinkler System Throughout – Indicates an automatic sprinkler system protects all areas of a building. Please note all residence halls are equipped with sprinkler systems throughout.

J. Edgewood Policies related to Fire Safety

Candles/Flammable Materials/Incense

Candles, incense, oil lamps, etc., (generally anything using a wick or flame or consuming flammable material, including such things as decorative candles, potpourri, simmer pots and sterno cans), are not allowed in residence hall rooms or apartments. Violators are subject to disciplinary action and confiscation of the material. Storage of volatile materials or other flammables (e.g., gasoline) is likely not permitted.

Objects should not be hung from water or around sprinkler systems/pipes.

Electrical Appliances

Permitted – Students may utilize electrical appliances in residence halls such as: radio, tape recorder, television, personal computer, record player/CD player, and electrical coffee pot with automatic shutoff, personal lamp, fan, shaver, portable hair dryer, other personal care appliances, clocks, microwave ovens (not over 1000 watts) and compact refrigerators (not over 4.5 cubic feet).

Not Permitted – Heating or cooking appliances with open coils, halogen lights, air conditioners, space heaters, sun lamps, electrical blankets are not permitted. Toasters, electrical frying pans, hot plates, popcorn poppers, pizza ovens, Octopus lights and lamps without a metal shield are prohibited. (Check the student handbook for definitions of approved and prohibited items).

Due to potential fire hazards and power failure caused by overloaded circuits, electrical appliance usage must be limited. When three or more appliances are plugged into one outlet, it is required that students purchase and use UL approved power strips with surge protectors which have multiple sockets, to prevent circuit overload and help avoid personal injury and/or destruction of property. When electrical appliances are used they should be checked to be sure that they are UL approved and that the cord attached is UL approved. Electric extension cords are not to be used in a manner that may create a fire hazard (such as running a cord under a rug/carpet or in a place where the insulation may be worn out). Tampering with electrical systems (e.g., installing dimmer switches, ceiling fans, etc., or altering wiring) is prohibited for the safety of all residents and the general upkeep of the building.

Fire safety – Evacuation instructions

All students and guests are expected to respond appropriately whenever a fire alarm is sounded. Each person is expected to observe the fire safety guidelines. Violators are subject to a judicial. Whenever an alarm is activated/sounded:

1. Leave lights on in the room
2. Close and lock the door
3. All individuals must leave the building using the nearest exit
4. Remain outside until the staff gives the all-clear sign.

Fire Safety Equipment

Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire and safety equipment are placed in the halls for the safety of the residents in the building. Misuse of fire and safety equipment is a serious violation of both state and college codes.

Fire/Life Safety Inspections

Throughout the academic school year, a residence life staff person will do a fire/life inspection of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to immediately comply. If the violations have not been corrected after the unannounced re-inspections you will be subject to disciplinary action.

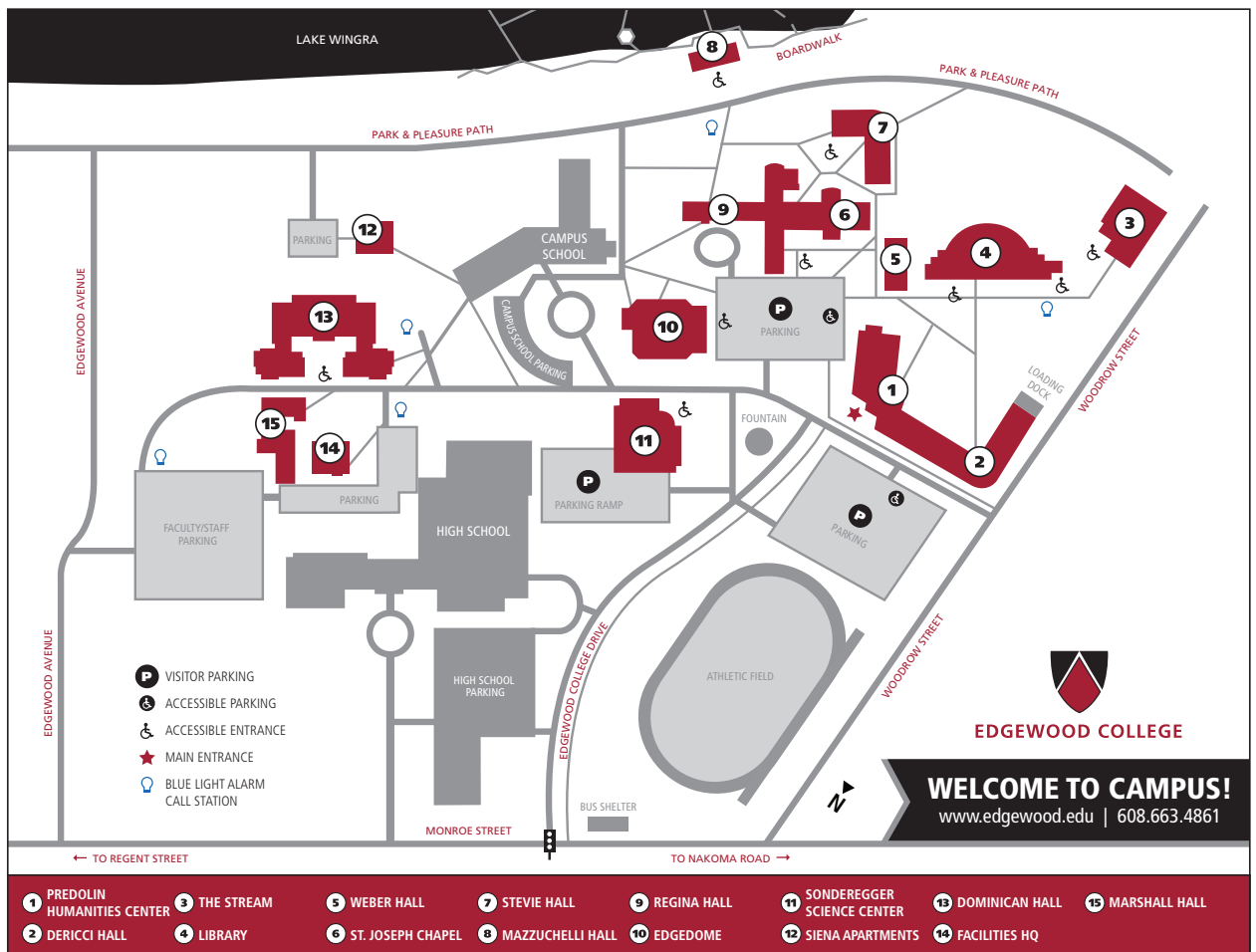
Some common violations are as follows:

- Extension cords and multi-tap units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with or other combustible material
- Use of electrical wiring, devices, appliances that are modified or damaged
- Use of portable heater
- Tampering with smoke detector
- Use of halogen lamp/lighting

Fire Drill Participation

Fire drills are held once a semester for each residential facility. Fire drills are mandatory, supervised evacuations of a building for a fire. The fire drill is scheduled by the Edgewood Safety Director. Students who fail to leave the building are turned over to the campus judicial system.

Evacuation Meeting Places



K. Fire Numbers

Total Number of Fires reported in Residential Facilities

	2011	2012	2013
Total Number of Fires	0	0	0
Cause/Type	0	0	0
Number of Injuries	0	0	0
Property Damage \$	0	0	0

List of fires, date, time, cause, injuries (number) deaths (number) value of property damaged, and case numbers.

2010 – No fires
 2011 – No fires
 2012 – No fires

J. Sources

The statistics for this annual Security and Fire Safety Report were prepared by the Edgewood College Security Department based on information gathered from individuals in the following College offices and local law

enforcement authorities: Dean of Students office, Athletic Department, Student Organizational Directors, Academic Departments, Counseling and Health Services, Residence Life Office, Human Resources Department, and the Madison Police Department.

Madison Police Department provides Law Enforcement Services to the Edgewood College main campus and the two satellite campuses. We request and receive Clery related statistics annually from the police department that are included in our Annual Security and Fire Report.



EDGEWOOD COLLEGE

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