



EDGEWOOD COLLEGE



**2011 SECURITY REPORT and
2011 FIRE SAFETY REPORT**

Edgewood College is committed to providing a safe and secure environment for our students, employees and visitors. Each of us 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 report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents and a statement that the institution will provide a paper copy of the report upon request to the College.

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**EDGEWOOD COLLEGE
SECURITY DEPARTMENT**

Description of Security Department

The campus security department consists of a Security Director and a staff of ten full or part time officers. The staff has well over 100 years of combined law enforcement experience. In addition we employ a number of experienced limited term employees. The department is also augmented by student security and parking enforcement officers. 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.

Should a violation occur on campus that would require a law enforcement response, the college is located within the jurisdiction of the Madison Police Department. By agreement they will respond to all calls for assistance. The City of Madison is broken down by precincts for the purpose of patrolling. Edgewood College is located within the boundaries of the South Precinct 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 Edgewood College Campus is the UW - Madison 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.

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.

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 & Inclusion – 663-3274
- Health Services 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.

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.

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.

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.

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 College Campus Emergency Notification System consists of Text messages, Mass E-mails, Phone calls (cell phone and land lines), Public Address Systems, 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 Security 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 College 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.

Eagle Emergency Alert System

The Edgewood College Emergency Notification System enables the College to quickly notify the Edgewood Community and the surrounding neighborhood of critical information during a major emergency. The 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.

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 Information Technology Services Office 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:

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

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

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 Security Department, by phone 663-3285 or in person at the Security Department located in Weber Hall on the main campus.

Security of and Access to Campus Facilities

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.

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.

Educational Programming on Safety Procedures, Practices and Prevention

The Security Department of Edgewood College offers training on various security related topics including; Good Safety Practices, Self Defense, Financial Crimes information, prevention of sexual assault, dating violence, stalking and other topics as requested or required due to circumstances. Programs are conducted in classrooms, residence halls, during orientation and with student leaders and athletes.

Numerous other educational programs and displays are also offered throughout the year to students, staff and faculty. On campus there are brochures, information and specialized training programs about:

- Work place violence
- Sexual assault prevention for men and women
- Alcohol awareness and responsible consumption
- Emergency procedures
- Physical protection

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 – Much of the campus exterior and some of the residential facilities have cameras installed at various key locations 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.

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 ATMs 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

POLICIES AND PROCEDURES

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.

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.

Sexual Harassment

Sexual Harassment

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 employee;
- Permitting such conduct to unreasonably interfere with a student's academic performance or an employee's work performance.

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 assault. Furthermore, the College may even conclude that an instance of sexual contact was sexual harassment because it was without another person's consent. 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 occurs when another person repeatedly and purposefully engages in such a course of conduct directed at a specific person, which is unwelcome and has the reasonable effect of threatening the person's physical or mental well-being. Here are some examples: unwelcome communications, (such as face to face communications electronic communication, written letters, or gifts), threatening or obscene gestures, and following.

Violence

Edgewood College reserves the right to apply a broader definition of violence than might be the case under civil law. Repeated unwelcome touching whether or not sex based, hair pulling and pinching are examples of violence. Violence includes violence toward a person's property.

Sexual Misconduct Policy

The mission of Edgewood College is to provide learning and working environment that fosters the intellectual, spiritual, and social development of the individual. Edgewood College expects that all members of the College community will conduct themselves in a responsible manner that shows respect for others and for the community at large.

Students, faculty, and all other employees are subject to criminal statutes, and various federal, state and local laws, which regulate civil conduct, including sexual misconduct. The College is also bound by, and supports, all applicable laws.

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 where possible, 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. There are instances where conduct or content of a sexual nature is a legitimate part of the context. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner.

Laws and the Sexual Misconduct policy affect all relationships within the College community, including:

- 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 maybe 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.

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 changes are reasonably available.

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.

SEXUAL ASSAULT

Definition

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.

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.

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.

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>

Wisconsin Sexual Assault Laws – 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 of 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 fourth 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.

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.

ALCOHOL AND OTHER DRUGS

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 possession or consumption of alcoholic beverages on campus by persons under the age of 21 is strictly prohibited by the laws of the City of Madison and the State of Wisconsin. 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.

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.

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

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.

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).

**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.

Reportable Crimes Under The Clery Act

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

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 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.

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.

Definitions of Reportable Crimes

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.

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

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).

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.

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).

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.

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.

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.

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

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.

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.

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 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.

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

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

Drug Abuse Violations – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crime – A criminal offense committed against persons, property or society that is motivated, in whole or part, by an offender’s bias against an individual’s or a group’s perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation, maliciously destroy, injure, disfigure, or deface any public or private property, real or personal.

Crime Statistics

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classification listed in the preceding section and for the other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

In August of 2008 HEOA S 488, 20 U.S.C. S 1092 (f) (1) F (ii) modified the above hate crimes to include the following additional crimes under the hate crime category:

(1)Larceny theft, (2) Threats, (3) Vandalism, (4) Simple assault

Monroe Street Campus - Criminal Offense 2009

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		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	1	1	0	0	1
Arrest	Liquor	1	1	0	0	1
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	140	140	0	0	140
	Drugs	17	17	0	0	17
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

Monroe Street Campus - Criminal Offense 2010

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	1	1	0	0	1
	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		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

Monroe Street Campus - Hate Crimes

CRIMINAL OFFENSE		2009	2010	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
	Non-Force	0	0	0
Theft		0	0	0
Simple Assault		0	0	0
Intimidation		0	0	0
Vandalism		0	0	0

Deming Way Campus - Criminal Offense 2009

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	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0

Deming Way Campus - Criminal Offense 2010

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	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
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	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		2009	2010	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
	Non-Force	0	0	0
Theft		0	0	0
Simple Assault		0	0	0
Intimidation		0	0	0
Vandalism		0	0	0

TORNADO AND SEVERE WEATHER PROCEDURES

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.

Procedures

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.

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.

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.

ANNUAL FIRE SAFETY 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.

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.

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 Hall, Weber Hall, Sonderegger, Predolin, Dericci, Library, Siena, Stevie Hall, and the Edgedome.

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

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.

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 17. All facilities on campus were evacuated as part of the drill. The Drill included the Campus Emergency Response team and the Madison Fire Department. Stevie Hall was chosen as the facility for a simulated fire response drill. The building fire alarm system was activated at 9:25am. The building was checked and completely evacuated within 3 minutes and 45 seconds. 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 then responded to the building as they would in a real emergency. The fire department reported that it was a successful drill.

Additional Drills and testing of the Campus notifications system were conducted in January (2011), March (2011) and June (2011). All emergency notification equipment was reported working. Corrections were made to increase the volume in Regina Hall for the public address system occurred this past summer.

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.

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
Number of Evacuation Drills Each Year	2	2	2	2	2	2

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.

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.

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.

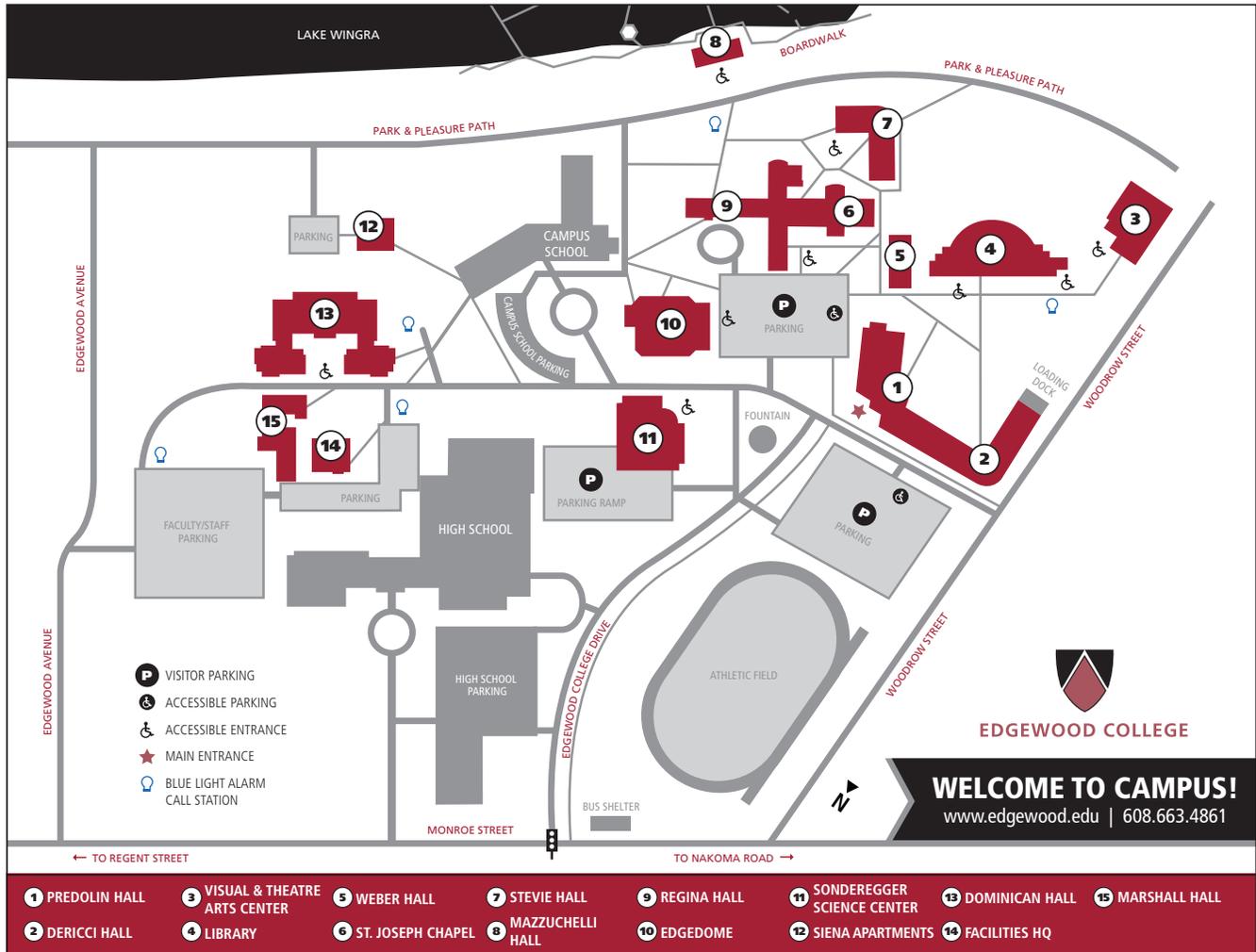
Some common violations are as follows:

- 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



Number of Fires Reported

Total Number of Fires reported in Residential Facilities –

	2009	2010	2011
Total Number of Fires	0	0	0
Cause/Type	N/A	N/A	N/A
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.

2009 – No fires

2010 – No fires

2011 – No fires



EDGEWOOD COLLEGE

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