



**CLEVELAND STATE UNIVERSITY  
ANNUAL SECURITY AND FIRE SAFETY  
REPORT**

**POLICIES FOR A SAFER CAMPUS**

**October 1, 2018**

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## I. INTRODUCTION

Cleveland State University complies with the Federal Drug-Free Schools and Communities Act; the Drug-Free Workplace Act; the Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act; the Student Right-to-Know and Campus Security Act, and the Family Educational Rights and Privacy Act. Cleveland State University is committed to the principle of equal opportunity in employment and education.

The University prohibits discrimination/harassment toward individuals of the University community on the basis of race, sex (including pregnancy), religion, color, age, national origin, veteran and/or military status, genetic information, disability, sexual orientation, gender identity and/or expression, marital status or parental status. The University will conduct its programs, services and activities in accordance with applicable federal (including Title IX of the Educational Amendments of 1972), state and local laws, regulations and orders and in conformance with University policies. The University will not tolerate discrimination/harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University. Sexual Violence and/or sexual misconduct are considered as sex-based offenses, which can be criminally investigated and/or investigated by the Office for Institutional Equity. Any questions about this policy may be referred to the Office for Institutional Equity, 2121 Euclid Ave., AC 236, 216-687-2223. The U.S. Department of Education's Office for Civil Rights (OCR) is the office of the federal government charged with enforcement of Title IX. Information regarding OCR can be found at [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html).

Cleveland State University is an affirmative action, equal access, equal opportunity university committed to non-discrimination. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply for open positions at the University.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. Cleveland State University is committed to keeping the campus and the campus community safe and secure for students, faculty, and staff. An important part of that effort is educating the campus community and other interested persons, about safety awareness and University policies and resources related to safety. Safety is a shared responsibility. Every community member can contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner. Cleveland State University hopes that this information will be helpful in fostering a safe University environment.

Crime statistics for the Annual Security Report are collected and compiled by the Cleveland State University Police Department. Local law enforcement agencies also provide crime statistics from the surrounding community. Policy information contained within the report is collected from campus departments who have authority and jurisdiction over the policies. Once completed, the Annual Security Report is published and automatically made available to the campus community. The report is posted on-line on the Cleveland State University Police website <http://www.csuohio.edu/police/annual-security-report-crime-log>.

To notify students/faculty/staff about the publication and availability of the Annual Security Report, an email is sent out. The email informs faculty/staff/students that the Annual Security Report is available and includes a link directly to the report. Information about the report is also available at the Department of Human Resources for perspective employees and the Admissions Office for perspective students. Hard copies of the report are available upon request at the CSU Police Department.

The Annual Security Report is prepared and disseminated by the CSU Police Department.

## **II. CRIME AND EMERGENCY REPORTING**

All students, employees, and visitors are encouraged to promptly report criminal incidents, suspicious activity and any other public safety related emergencies and incidents to CSU Police Department at 216-687-2020. Any faculty/staff/student who is aware of a criminal offense or is made aware of a criminal offense should report the offense(s) to the CSU Police Department immediately. Information provided to CSU Police Department may be required to be disclosed under the Ohio Public Records Act, or in the course of an investigation.

Crimes in progress or other emergencies may be reported by pressing the 911 speed dial button or dialing 911 on any campus telephone, or by calling 216-687-2020. Emergency Blue Light Phones have been strategically placed throughout the exterior areas of the campus and in the parking facilities. Upon activation, you will be in immediate contact with a dispatcher in the CSU Police Department. Each time a Blue Light Phone is activated, an officer is sent to investigate. These phones can also be used to request a safety escort or to report a crime or medical emergency.

Reports of sexual violence (sexual assault, stalking, domestic violence, dating violence and relationship violence) should be reported to the Office for Institutional Equity (OIE) or the CSU Police Department. The OIE Director, Rachel Lutner, is the University's Title IX Coordinator. OIE is located in the Parker Hannifin Administration Center (AC) 236, and may be reached by telephone at 216-687-2223 or email to [r.lutner@csuohio.edu](mailto:r.lutner@csuohio.edu). The University takes seriously the desire for privacy sought by persons involved in matters concerning sexual violence. The University shares information about such matters on a limited, "need to know" basis, in accordance with federal and state privacy laws and the Ohio Public Records Act. Additional information about the University's response to reports of sexual violence, as well as discrimination and harassment, can be found in Section XVII of this Report.

Anonymous reports of crimes may be made through the University's anonymous reporting system, EthicsPoint, either on-line or by telephone at 888-837-1824. CSU Police Department will attempt to investigate anonymous reports of crimes received through EthicsPoint, but its ability to do so may be limited.

## **III. CAMPUS SECURITY AUTHORITIES (CSA)**

To further encourage the timely reporting of crimes on campus, the Clery Act identifies and defines Campus Security Authorities (CSA) as University faculty and staff members with "significant responsibility" for students and campus activities. They are campus officials who manage or otherwise oversee student and campus activities. Cleveland State University CSA's include CSU Police Department, Academic Advisors, Athletic Coaches, Advisors of Student Organizations, Activities Coordinators, Residential Life Staff, Student Center Officials, and Judicial Affairs Officials. Crimes reported to CSA's will be forwarded to the CSU Police Department. Licensed or certified counselors and/or individuals who are functioning within that scope at the time a crime is reported, are not considered CSAs and not required to report crimes. The CSA reporting form may be found online at <http://www.csuohio.edu/police/annual-security-report-crime-log>

## **IV. EMERGENCY NOTIFICATION**

Cleveland State University has developed Emergency Procedure Guidelines for employees, students and visitors that contain extensive information for emergency preparedness. Emergency Notifications will be issued when it has been determined that there is a "significant emergency" or dangerous situation poses an immediate threat to the health or safety of students or employees occurring on campus. In the event of an emergency, the University will use one of two emergency notification mechanisms to communicate to the campus without delay. The VENS (Voice Emergency Notification System) has been installed in select campus buildings and can broadcast specific emergency messages to building occupants. Speakers affixed to the building exterior allow for notification to individuals who are in close proximity. VENS is the primary notification method. The secondary notification mechanism is CSU Alert system which is a mass notification system that permits participants to be notified by a number of available technologies including cell phone, text messaging, email, or traditional telephone lines.

Campus constituents are to register with CSU ALERT by logging into CampusNet at: <https://campusnet.csuohio.edu/index.jsp>.

Emergencies can range from major catastrophes to minor incidents. Depending on the nature of the emergency, buildings may need to be evacuated. **WHEN THE FIRE ALARM IS ACTIVATED, ALL PERSONNEL SHOULD IMMEDIATELY LEAVE THE BUILDING!**

## **V. EMERGENCY PLANS**

Cleveland State University is committed to providing a safe and secure environment for its students, employees and surrounding campus community. The most efficient and effective way to realize these goals is for individuals to be prepared before an emergency actually arises. CSU's emergency preparedness programs are designed to maximize human safety, minimize danger, preserve property and restore normal operations of the University in the event of a major emergency incident.

The University has developed an overall Emergency Operations Plan (EOP) for the campus. This plan has been created in accordance with principles and strategies set for by the National Incident Management System (NIMS), promulgated by the Federal Emergency Management Agency (FEMA). Incorporated into the plan are specific written programs that address general evacuation procedures, critical incidents, hazardous and radioactive materials, pandemic planning and workplace violence.

Contents of the Emergency Operations Plan have been designed and are geared towards first responders and other emergency personnel.

## **VI. EMERGENCY RESPONSE AND EVACUATION POLICY**

### **A. Purpose**

To set forth the Cleveland State University policy with regard to emergency response and evacuation procedures as required by the Higher Education Act of 2008.

### **B. Policy Statement**

1. If a member of the University's senior administrative staff, or such member's designee, is advised of a confirmed significant emergency or dangerous situation that presents an immediate threat to the health or safety of University students and/or staff in or on any property owned, maintained, or otherwise used by the University in support of, or related to, the University's educational mission or purpose, the senior administrative staff member, or member's designee, shall without delay, authorize the forwarding of an immediate advisory to the University community: however, such notification may be delayed, for only that period warranted, if there is a professional law enforcement determination that immediately issuing such a notice would put the University community at a greater risk.
2. The above advisory notification shall be forwarded using all or as many of the primary or secondary systems used or maintained by the University for disseminating communications as widely possible, or appropriate, given the circumstances: i.e., the CSU Voice Emergency Notification System, the CSU ALERT System, the University website, campus message boards, email systems, and video source feeds.
3. University emergency response and evacuation procedures shall be publicized on an annual basis in a manner designed to reach students and staff.
4. University emergency notification and evacuation procedures shall be tested at least once annually.

Each department should review and complete a Building Emergency Plan for their work area. template can be accessed at: <http://www.csuohio.edu/police/emergency-plans>

## **VII. TIMELY WARNING**

When a serious crime occurs on campus and the suspect has not been immediately apprehended, the CSU Police Department On-Call Captain or Lieutenant will notify the Clery Warning Review Team and recommend whether a timely warning should be issued. A decision as to where to issue a timely warning will be made on a case-by-case basis by the On-Call Captain once he or she has had time to receive feedback from members of the Clery Warning Review Team. The On-Call Captain will consider the nature of the crime, the continuing danger to the campus community and any risk of comprising law enforcement efforts in making this decision.

Each timely warning will be issued as an e-mail alert with the subject line, "Campus Safety Alert." Each will contain the date/time of the crime, the location, the nature of the incident, and a description of the suspect(s) and their direction of travel. If an incident involves more than one serious crime, one timely warning will be issued that includes information about each of the crimes.

## **VIII. CARE TEAM**

The University has established a Campus Assessment, Response and Evaluation (CARE) Team to identify, assess and respond to student, faculty and staff behavior that is of concern or that could threaten the health and safety of the campus community. The goal of the CARE Team is to work collaboratively to support the wellbeing and safety of students, faculty and staff and to promote a culture on campus that encourages reporting of concerns. The CARE Team operates according to the [CARE Team Protocol](#). The CARE Team may be contacted by telephone at (216) 687-2048 or by email at [magnusacts@csuohio.edu](mailto:magnusacts@csuohio.edu).

## **IX. DAILY CRIME LOG**

The CSU Police Department issues a daily University Police bulletin that list all the activities reported to the police. These reports are sent to the Vice President of Student Affairs, Director of Student Conduct and Advocacy, Director of Residence Life and members of the President's Advisory Team. Copies of the bulletin are also maintained in the CSU Police Department and are available for view.

## **X. MISSING STUDENT NOTIFICATION POLICY**

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential contact to be notified by the CSU Police Department not later than twenty- four (24) hours after the time that student is determined to be missing by the University official designated to make that determination. A confidential contact is a person designated by the student in addition to the emergency contact listed with the University Registrar. Should the student not formally declare a separate missing person confidential contact, the emergency contact on the record will be notified.

For students under the age of 18 and not emancipated, CSU still allows a separate person to be designated for missing person notification. However, CSU, in keeping with the Higher Education Opportunity Act, will notify the custodial parent no later than twenty-four (24) hours after the time the student has been reported missing.

For purposes of this policy, a student shall be deemed to be missing when he or she is absent from campus residence for twenty-four (24) hours or more. All incidents of a missing student shall be reported to the CSU Police Department without delay.

## **XI. SAFETY AWARENESS**

### **A. University Police**

In the educational environment of which it is an integral part, the CSU Police Department's mission is to preserve the peace and protect life and property in a manner which is sensitive to the rights of the individual and the values of the University.

The CSU Police Department is a duly recognized law enforcement agency with full police authority and responsibility as set forth in Ohio Revised Code 2935.01 and 3345.04. It is located in the Campus Safety Building, 1840 Chester Avenue, and provides community access 365 days a year, twenty-four (24) hours a day. All criminal complaints and emergencies reported to the Department are immediately investigated and a police report is initiated. The 27 sworn police officers are commissioned by the State of Ohio with the same police powers as a municipal police officer within the jurisdiction of the University including the power of arrest. University Law Enforcement Officer Applicants undergo a rigorous physical and psychological testing procedure in addition to a thorough background investigation. Each officer meets or exceeds the training standards of the Ohio Peace Officers Training Council and receives annual in- service training in first aid, firearms, defensive tactics, legal updates, fire safety and other appropriate areas.

The CSU Police Department has mutual agreements with the Cleveland Metropolitan School District (CMSD), the City of Cleveland, and the Greater Cleveland Regional Transit Authority (GCRTA). The agreements that exist allows the CSU Police Department to exercise police powers and have concurrent jurisdiction of CMSD property that is owned/controlled by CSU, real property owned/under the control of GCRTA including shelters and stations, and all streets and alleys that transverse CSU property (owned, leased or contracted) and all adjoining streets and areas within 300 feet of CSU's property lines.

The Department is linked via a computer network to other local, state and national law enforcement agencies for the exchange of information that is vital to the operation of a police department. These computer networks include the Law Enforcement Automated Data System (LEADS), a statewide information storage and retrieval system, and The National Crime Information Center (NCIC) in Washington, D.C.

### **B. Community Response Programs**

The CSU Police Department shares the responsibility for personal safety and the protection of personal and University property as part of the campus community. The Department works to prevent crime by utilizing procedures that ensure high visibility through vehicular and foot patrol, surveillance operations, and through community-based crime prevention and safety awareness programming. Crime prevention programming is the responsibility of the Community Police Response Unit of the CSU Police Department. In 1992, it was cited as the Outstanding Crime Prevention Unit in the State of Ohio by the Ohio Crime Prevention Association.

Cleveland State University has entered into certain agreements concerning the coordination of policing services with the City of Cleveland, Greater Cleveland Regional Transit Authority, and certain of the other state supported universities in Ohio. The agreements with the former two entities contain provisions concerning the investigative responsibilities of certain crimes. Members of the community are involved in the following crime prevention programs on campus.

### **C. Campus Watch**

Campus Watch is the faculty/staff based crime prevention program. Founded in 1981, it is an innovative application of the highly successful block watch program specifically tailored to meet the needs of this urban University. Members of the campus community participate in

Campus Watch through quarterly meetings, the publication of a bi-monthly newsletter which includes a listing of crimes reported during that time period, an emergency phone network, and a list of comprehensive training sessions. The emergency phone network or campus telephone chain is initiated whenever a serious crime has occurred on campus and informs the campus community of the incident within an hour of its initiation. CSU's Campus Watch has been featured in national and international journals and magazines as a model of campus crime prevention programming. It was recognized by the Ohio Crime Prevention Association as the Outstanding Program of the Year in 1984.

**D. The Safety Escort Services at Cleveland State University Police Department**

Safety Escorts are provided to or from any location on or near campus 24 hours a day, 7 days a week, 365 days a year.

Safety Escorts are provided by Police Officers, Security Officers, and Student Campus Safety Officers (CSO's).



## XII. CRIME PREVENTION PROGRAMS

### A. Rape Aggression Defense (RAD)



Rape Aggression Defense (RAD) system is a program with realistic self- defense tactics and techniques for women. The RAD system is a comprehensive, internationally known women-only course taught by nationally-certified instructors. The course begins with, **Awareness, Prevention, Risk Reduction and Avoidance** while progressing to hands-on interaction. RAD is dedicated to teaching women defensive concepts and techniques against various types of assault by utilizing easy, effective and proven self-defense tactics. Our goal is to provide women with the knowledge to make an educated decision about resistance. We provide effective options by teaching women to take an active role in their own self-defense and psychological well-being. For more information, please visit [www.rad-systems.com](http://www.rad-systems.com).



#### Contact information:

Cleveland State University Police Lieutenant Beverly Pettrey

(216) 687-2184

[b.pettrey@csuohio.edu](mailto:b.pettrey@csuohio.edu)

### Rape/Sexual Assault Prevention

#### B. A.L.I.C.E (ALERT-LOCKDOWN-INFORM-COUNTER-EVACUATE) TRAINING

The main objective of the A.L.I.C.E Program is to provide the faculty and staff with options to increase their chance of survival during an “Active Shooter on Campus” emergency.

Where the traditional lockdown response is passive in nature (lock doors, turn out lights and wait for the help), the A.L.I.C.E program is considered a more aggressive response. It is designed to be an enhancement to the standard “lockdown” system used for emergency situations on a school campus.

Across the country, colleges, high schools and elementary schools are adopting this program and numerous campuses across the country are sending their police and security personnel to be

trained in the A.L.I.C.E. Program. The events on school campuses over the past 10-15 years have shown us that the “lockdown” system is insufficient in protecting our youth and the concept of “it could never happen here” is a myth. The true first responders are the students and the staff that are first presented with the “active shooter” situation. The tools and knowledge that are gained in this training are life skills that can be implemented. Information about additional prevention and awareness programs can be found at Section XVII.

### **XIII. BUILDING SECURITY**

All University building hours are posted on the CSU Access Control webpage. Generally, all buildings have regular hours of operation Monday through Friday. Academic buildings may have scheduled hours of operation on Saturday. Most buildings are closed Sunday. Refer to the Access Control webpage for specific schedules for each building. Only authorized personnel are granted access to closed (locked) buildings per the standard operating procedure detailed in the CSU Access Control Regulations. These regulations are maintained on the Access Control webpage.

### **XIV. RESIDENCE HALLS**

The residence halls have controlled access through an electronic building security system which utilizes magnetically locked perimeter doors that are released automatically in the event of a fire. The main doors, which are monitored 24 hours-a-day, by student personnel, are the only means of entrance and egress. Access to the Hall is restricted to student occupants, escorted guests, and authorized personnel.

### **XV. INFORMATION REGARDING SEX OFFENDERS**

Information regarding sex offenders in the Cleveland State University area can be obtained from the CSU Police Department or the Cuyahoga County Sheriff's Department. Photographs can be viewed at the Cuyahoga County Sheriff's Department's website at <http://sheriff.cuyahogacounty.us/en-US/Sexual-Offender-Unit.aspx>.

### **XVI. TELEPHONE NUMBERS**

Non-Emergency: 216-687-2020  
Emergency Police/Fire/Medical: 9-1-1

### **XVII. DISCRIMINATION, HARASSMENT, SEXUAL VIOLENCE AND RETALIATION**

#### **A. Policy Statement and Definitions**

Respect for diversity is an essential element of the University community. The University strongly opposes and does not tolerate discrimination on the basis of race, sex (including sexual harassment, sexual violence, sexual assault, sexual exploitation, relationship violence, domestic abuse and stalking), pregnancy, religion, color, age, national origin, veteran and/or military status, genetic information, disability, sexual orientation, gender identity and/or expression, marital status or parental status., participation in protected activity (retaliation), and/or any other status protected by state or federal law, including Title IX of the Educational Amendments Act of 1972, rule or regulation. It is the responsibility of every member of the University community to foster an environment free from discrimination, harassment, sexual violence and retaliation and to take reasonable action to prevent or stop such conduct.

“Discrimination” is negative or adverse treatment of an employee, student or other member of the university community based on any of the classifications listed above.

Harassment is unwelcome verbal, non-verbal, graphic, physical, electronic or other conduct that subjects

an individual to an intimidating, hostile or offensive educational or employment environment, is based on one or more of the characteristics listed above, and which (1) denigrates, insults, ridicules, disparages or stereotypes an individual or an individual's conduct, family, friends, habits or lifestyle; and (2) is sufficiently severe, persistent or pervasive that it limits or interferes with the individual's ability to participate in or benefit from the university's programs or activities. Sexual Harassment is harassment that is based on gender, sexual orientation, gender expression, or a person's status as a woman or man, transgender, intersex person, or gender-nonconforming individual.

The University prohibits retaliation against any person for reporting or complaining of discrimination, harassment or sexual violence; supporting a person who complains about such conduct; assisting, providing information or participating in the investigation of an incident of discrimination, harassment or sexual violence; enforcing university policies with respect to discrimination, harassment or sexual violence; whether or not the exercise of rights is substantiated by an investigation or otherwise. Retaliation is a form of discrimination.

Sexual violence is conduct of a sexual nature or conduct based on sex or gender that occurs without affirmative consent or when an individual is incapable of giving affirmative consent. Acts of sexual violence are forms of sex- and gender-based discrimination and harassment. Sexual violence includes sexual assault, sexual exploitation, relationship violence, domestic abuse and stalking.

Sexual assault is sexual contact or sexual intercourse without affirmative consent. Sexual exploitation is purposely or knowingly: causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give or withhold affirmative consent to sexual activity; allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means; engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts in a place where that person would have a reasonable expectation of privacy); recording or photographing private sexual activity and/or a person's intimate parts without affirmative consent; disseminating or posting images of private sexual activity and/or a person's intimate parts without affirmative consent; prostituting another person; or exposing another person to a sexually transmitted infection or virus without the other's knowledge.

Relationship violence is violence or the threat of violence by a person towards another based on sex or gender where the individuals are or were in a social relationship of a romantic or intimate nature. Relationship violence may include sexual, financial, emotional, psychological or other coercion or abuse directed at a current or former intimate partner, whether or not accompanied by physical violence.

Domestic abuse is violence or the threat of violence by a person towards another based on sex or gender where the individuals are current or former spouses, persons who have had a child together, or persons who cohabitate or have cohabitated as a spouses or intimate partners. Domestic abuse may include physical, sexual, financial, emotional, psychological or other coercion or abuse directed at a current or former spouse or person similarly situated to a spouse, whether or not accompanied by physical violence.

Stalking is a course of conduct directed at a specific individual that would cause a reasonable person, if aware of the conduct, under similar circumstances to fear for her, his or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about the person towards which such conduct is directed or interferes with that person's property.

The University's prohibition against discrimination, harassment, sexual violence and retaliation applies to

all students, employees, visitors and other individuals participating in a University activity, educational or employment opportunity or program. This policy covers conduct that occurs on University property, off-campus during a University activity, or off-campus outside of a University activity when the conduct has continuing adverse effects on or creates a hostile environment for students, employees, visitors or other individuals participating in a University activity.

## **B. Reporting Discrimination, Harassment, Sexual Violence and Retaliation**

Reports of discrimination, harassment, sexual violence and/or retaliation may be made to the Office for Institutional Equity or the CSU Police Department. OIE is located in the Parker Hannifin Administration Center (AC) 236, and may be reached by telephone at 216-687-2223 or email to [r.lutner@csuohio.edu](mailto:r.lutner@csuohio.edu).

All University employees, except confidential resources (a confidential resource will not share information about discrimination, sexual violence and/or retaliation with OIE without the consent of the person providing the information except in an emergency), who become aware of information that would lead a reasonable person to believe that discrimination, harassment, sexual violence or retaliation has occurred must promptly report all relevant details to OIE. Student employees, including graduate assistants and teaching assistants, have a duty to timely report such incidents when they become aware of the information in the course of their duties.

In addition to the duty to report to OIE identified above, in some circumstances, when the reported conduct, in addition to violating University policy, may also constitute criminal conduct, there is a duty to also report to law enforcement authorities. Ohio law (Ohio Revised Code § 2921.22) requires every person who knows that a felony has been or is being committed, to report it to law enforcement authorities. Information about criminal activity occurring on University property made is reported to the CSU Police at (216) 687-2020 (or, in an emergency, to 911). Information about criminal activity occurring off campus should be reported to local law enforcement.

The University provides confidential resources for students when they want to report to someone who won't take any action on the information except in an emergency. These resources include the University Counseling Center, the Cleveland Rape Crisis Center, the campus ministry and Health & Wellness Services at the University.

Anonymous reports may be made through the University's anonymous reporting system and will be investigated as thoroughly as is possible given the information reported. Information about making an anonymous report is available here: <https://secure.ethicspoint.com/domain/media/en/gui/42255/index.html>.

Filing a complaint with the Office for Institutional Equity does not preclude an individual from filing a complaint with an external agency. Information regarding filing charges with an outside agency may be obtained from contacting the agency directly or from the Office for Institutional Equity.

## **C. Response to Reports of Discrimination, Harassment, Sexual Violence and Retaliation**

Upon receipt of a report of discrimination, harassment, sexual violence and retaliation, the University, through OIE, will provide the persons involved in the incident with information and resources, including confidential reporting options, medical, counseling, safety, advocacy and other resources appropriate for the situation.

In addition, the University may implement interim measures, such as issuing No Contact Directives and reasonable adjustments to the workplace, educational environment, academic arrangements and/or campus living arrangements. When the Respondent is not affiliated with the University, a No Contact Directive may include a prohibition barring the Respondent from campus and/or University property. If the University

determines that a report indicates a threat or potential threat to the campus community, interim measures may include suspension, if the person is a student, or the placement on a leave of absence, if the person is an employee. The University does not require that a complaint is made to OIE before OIE provides assistance, resources or accommodations.

The University may resolve reports of discrimination, harassment and retaliation informally. Reports of sexual violence may not be resolved through this informal process. An informal resolution may consist of: individual or joint discussions among relevant parties facilitated by OIE, or guidance from OIE to the reporting party about options or strategies for resolving the concern. Any party or OIE may terminate the informal process at any time and request an investigation by the University. The informal resolution process may also occur concurrently with an ongoing investigation of a Complaint.

Alternatively, the University, through OIE, may investigate reports of discrimination, harassment, sexual violence and retaliation.

#### **D. Investigation**

The University, through OIE, will investigate all complaints of discrimination, harassment, sexual violence and/or retaliation when the reported conduct, if true, would constitute a violation of University policies prohibiting such conduct.

A complaint is initiated when a party alleges discrimination, harassment, sexual violence and/or retaliation, and signs a document describing the allegations and requesting an investigation. The University may initiate an investigation if doing so is consistent with the goal of eliminating conduct which violates its policies prohibiting discrimination, harassment, sexual violence and retaliation, preventing the reoccurrence of such conduct, remedying the effects of such conduct on a complainant and the University community, and protecting the health and safety of the complainant and the University community.

The University will comply with a complainant's request to remain anonymous, refrain from participating in an investigation or that an investigation not be initiated, if it is possible to do so while also protecting the health and safety of the Complainant and the University community.

The purpose of the University's investigation is to identify facts which permit an evaluation of the allegations of discrimination, harassment, sexual violence or retaliation, and enable the University to formulate a remedial response. The University will strive to conclude an investigation within thirty (30) calendar days.

The University will find a violation of its policies when a preponderance of the evidence supports the finding of a violation. An investigation may result in one of the following findings: there is sufficient evidence of one or more violations of University policies; there is insufficient evidence of a violation of University policies; or, there is sufficient evidence that an allegation is false.

#### **E. Corrective Action Implementation**

When the University, through an investigation, identifies violation of its policies prohibiting discrimination, harassment, sexual violence and retaliation, the University will promptly take remedial measures to correct the violation, eliminate its effects, and prevent reoccurrence. Remedial measures will be implemented in accordance with established University rules, procedures and collective bargaining agreements, if applicable.

The determination of the corrective action which is appropriate for a given situation will include consideration multiple factors. These factors include: prior disciplinary history of respondent, including other complaints of sexual violence; whether respondent intentionally incapacitated or attempted to intentionally incapacitate the

complainant through drugs or alcohol; whether the complainant was incapacitated due to drugs or alcohol; whether violence, physical force, threats of physical force used, or a weapon used or displayed; and, other mitigating or aggravating factors of significance to a particular matter. The sanction imposed on a student-respondent, who is found responsible for engaging in sexual violence or non-consensual sexual intercourse, oral, anal, and/or vaginal penetration to any degree and with any body part or object, is presumed to include a suspension of at least one semester.

## **F. Sexual Violence Response Procedures**

Sexual Violence, is a form of gender discrimination and/or harassment, and includes sexual assault, stalking, domestic violence, relationship violence and sexual exploitation, as those terms are defined by University policy. The University's Sexual Violence Response Team ("SVRT") coordinates the University response to reports of sexual violence against a student or employee on University property, off-campus during a University activity, or off-campus outside of a University activity when the conduct has continuing adverse effects on or creates a hostile environment for students, employees, visitors or other individuals who participated, are participating or will participate in a University activity.

The purpose of the *Sexual Violence Response Team Procedures* the "SVRT Procedures") is to ensure appropriate steps are taken to respond to reports of sexual violence, with a goal to:

- Ensure the immediate physical safety of the reported victim;
- Provide the reported victim information regarding his or her reporting options, including the options to report to law enforcement or file a complaint with the Office for Institutional Equity (OIE);
- Provide the reported victim information regarding available University and community resources, including confidential resources;
- Ensure that information is appropriately gathered and shared among University personnel with a need to know; and
- Comply with the University's legal obligations to respond to and report incidents of sexual violence.

The SVRT Procedures do not address the issuance of emergency or timely warnings, or reporting of crimes of sexual violence under the Clery Act. The Police Department takes the lead in those matters in accordance with its procedures.

The Procedures assist in the implementation of the University policies prohibiting discrimination, harassment, sexual violence and retaliation, and the *OIE Procedures for Investigating Complaints of Discrimination and Harassment* (the "Procedures"). The SVRT Procedures are implemented when any member of the SVRT receives information regarding an incident of sexual violence. As soon as possible thereafter, the information in the report is forwarded to the University's Title IX Coordinator or Deputy Title IX Coordinator, who will determine whether to schedule a meeting of the SVRT. A meeting of the SVRT is called when further University action may be taken to support the student(s) or employee(s) involved in the incident that is the subject of the report and/or where, as a result of some aspect of the report, there is value to the campus community in the SVRT convening to discuss the report.

For a more information about Title IX, including the Sexual Violence Protocol, see <https://www.csuohio.edu/titleix/titleix>.

## **University Compliance with Title IX**

Title IX is the federal law that prohibits gender discrimination against students. Under Title IX, sexual harassment, sexual assault, sexual exploitation, relationship violence, domestic abuse and stalking are forms of gender discrimination. The University's Title IX Coordinators, who are responsible for addressing Title IX-related concerns, including sexual violence, are the Director and Associate Director of the Office for Institutional Equity (OIE).

Title IX requires that schools proactively prevent and respond to reported gender discrimination, sexual harassment or sexual violence, whether it occurs on or off campus, when it affects a student. Schools must investigate the incident, stop the discrimination, prevent its recurrence, remedy its effects and prevent retaliation. Title IX requires the University to provide students, who are experiencing or previously experienced discrimination, harassment or sexual violence, the same opportunity to succeed as students who did not experience these things.

The University's efforts to prevent sexual violence and other conduct prohibited by Title IX include:

- 1) The creation by the University of its own e-learning Sexual Violence Prevention Education Course that fully reflects the campus, its students and its leadership.
- 2) The incorporation of the SVP Education Course on-line module as a course completion requirement in the "Introduction to Campus Life" course taken by all incoming freshmen students.
- 3) Education through e-learning modules of new employees on sexual violence and reporting requirements.
- 4) Completion of a yearly climate survey on issues of sexual violence.
- 5) Sexual violence prevention programming across the socio-ecologic model.
- 6) Formal alliances with community partners that assist with service and delivery of programs to prevent and address sexual violence.
- 7) Peer education programs that focus on SVP and additional student leader support.
- 8) Involvement in sexual violence prevention education across many campus constituents.
- 9) Grant funding secured for sexual violence prevention programming (2016-17).
- 10) Review and revision of the University's Discrimination / Harassment Policy, which includes the prohibition against sexual violence, and the procedures of the Office for Institutional Equity.
- 11) The implementation by OIE of Advisors, trained support persons available to assist a Complainant or a Respondent in a matter involving sexual violence with understanding the procedures, accessing resources and identifying relevant information during the investigation.
- 12) Training on sexual violence prevention on an ongoing basis to the campus community, including students, faculty and staff, in large and small group sessions, online and in person, provided on request, at certain intervals, and/or to address specific or general concerns or when opportunities for further learning are identified in individuals and/or groups.

## **Sexual Violence Prevention Advisory Council**

The Sexual Violence Prevention Advisory Council (SVPC) supports the University's goal to achieve a campus environment that is safe, respectful and free from sexual violence and discrimination based on sex or gender. The SVPC seeks to reduce the incidence of sexual violence and sexual harassment of students, staff and faculty by promoting change in the cultural factors that contribute to sexual violence and increasing the effectiveness of prevention and response strategies. The SVPC is organized around three committees, Communication and Branding, Climate Survey and Education and Prevention. Communication and Branding reviews and proposes University branding concepts for messaging on matters of sexual violence to ensure consistency, cultural sensitivity and a unified message. The Climate Survey group is responsible for ensuring that the annual climate survey is conducted, and the results are analyzed and reported for use in subsequent decision-making. Lastly, Education and Prevention focuses on educating and training students, staff and faculty about issues of sexual violence prevention, response and recovery. The SVPC is comprised of representatives from faculty, staff and students.

## **Seeking Civil Protection**

Persons who seek a civil protection order in Cuyahoga County, Ohio, should contact the Cuyahoga County Domestic Relations Court for a Domestic Violence Protection Order or the Cuyahoga County Common Pleas Court for a Stalking Order Protection. Where applicable, the rights of victims and the University's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court will be considered and followed. Notice of such court orders should be provided to the Office for Institutional Equity as soon as possible in order for the University to evaluate interim measures and comply with court orders.

## **Resources, Counseling and Referral Services**

### **Emergency: Call 911**

### **Crime Reporting**

CSU Police Department 216-687-2020, <https://www.csuohio.edu/police/police>

Cleveland Police Department 216-623-5000

Cleveland State Anonymous Reporting Hotline 888-837-1824

### **Campus Resources**

CSU Office for Institutional Equity 216-687-2223

CSU Office of Student Affairs 216-687-2048

CSU Ombudsperson, 216-687-3993

CSU Residence Hall Director

CSU Center for International Services & Programs 216-687-3910

CSU Viking Vets - The Veteran Student Success Program 216-687-2048

Cleveland Rape Crisis Center (located on campus in SC, 3<sup>rd</sup> Floor) 216-619-6192\*

CSU Marejjoyce Green Women's Center 216-687-4674

CSU Care manager (for students) (216)687-2048

### **Medical Assistance \*denotes a confidential resource**

CSU Health and Wellness Services 216-687-3649\*

Cleveland Clinic Hospitals 888.223.CARE

University Hospitals 1-866-UH4-CARE; 1-866-844-2273

Metro Hospitals 800-554-5251

### **Counseling Services \*denotes a confidential resource**

CSU Counseling Center 216-687-2277\*

CSU Employee Assistance Program (800) 227-6007\*

CSU Health and Wellness Services 216-687-3649\*

Cleveland Rape Crisis Center 216-619-6192\*

Domestic Violence & Child Advocacy Center of Cleveland 216-229-2420 or 216-391-HELP for emergency assistance\*

### **Other Resources**

Legal Aid 216-687-1900

Witness/Victim Services Center 216-443-7345

Rape, Abuse & Incest National Network (RAINN) 1-800-656-HOPE; 1-800-656-4673

Centers for Disease Control and Prevention-Sexual Violence 800-232-4636

National Institute on Drug Abuse Hotline 1-800-662-HELP



## **Related Documents**

Affirmative Action, Equal Access, Equal Opportunity and Non-Discrimination/Harassment Policy Statement

<http://www.csuohio.edu/sites/default/files/3344-2-02%20COR.pdf>

Policy Against Discrimination, Harassment, Sexual Violence and Retaliation

<https://www.csuohio.edu/sites/default/files/HarassmentDiscriminationPolicy092017-for-posting.pdf>

Office for Institutional Equity Procedures for Addressing Reports of Discrimination, Harassment, Sexual Violence and

Retaliation <https://www.csuohio.edu/sites/default/files/Complaint.Procedures.7.1.15.pdf>

The Code of Student Conduct

<http://www.csuohio.edu/general-counsel/student-code-conduct>

CSU Sexual Violence Response Guide

<http://www.csuohio.edu/titleix/titleix>

CSU Sexual Violence Response Team Procedures

<https://www.csuohio.edu/sites/default/files/SVRT.Procedures.pdf>

Sexual Harassment FAQ's

<https://www.csuohio.edu/institutional-equity/sexual-harassment-faq>

## **XVIII. OHIO REVISED CODE SECTION 3345.22 and 3345.23 – 1219 HEARING**

The Ohio Campus Disruption Act, ORC §§3345.21 through 3345.26, requires that the University hold a hearing when a student, faculty or staff member is arrested for certain crimes of violence that take place on campus or affect the University community or property. This hearing, often referred to as a “1219 hearing” is distinct from the student judicial process set forth in the Student Conduct Code, and from the faculty and staff disciplinary processes set forth in applicable collective bargaining agreements or policies. A student, faculty or staff member may be subject to those judicial or disciplinary processes in addition to a 1219 hearing. There are over thirty (30) crimes of violence that require a 1219 hearing, including, but not limited to: arson, assault, burglary, child abuse, domestic violence, discharging a firearm, extortion, human trafficking, inciting to violence, intimidation, kidnapping, manslaughter, menacing, murder, rape, riot, robbery, stalking, sexual battery and terrorism. A definitive list is set forth in ORC §2901-01(A)(9)(a). The Office of General Counsel has promulgated [procedures](#) for the conduct of 1219 hearings.

## **XIX. DRUG AND ALCOHOL POLICY**

Cleveland State University is committed to a campus free of unlawful drug and alcohol use. The misuse of alcohol detracts from the mission of higher education and adversely affects the conduct, academic performance and health and safety of students.

### **Prohibitions**

The unlawful possession, use, distribution, manufacture or dispensation of or providing funding for illicit drugs, controlled substances and alcohol or drug related paraphernalia by students and employees on University property or as part of University activities is prohibited.

It is the policy of Cleveland State University to enforce all state laws governing underage drinking and illegal drug use. Students who violate the University's policies on alcohol and drug use are referred to the Office of Student Conduct. If the student is found in violation, disciplinary sanctions will be imposed.

### **Disciplinary Sanctions**

Sanctions for violations of the above prohibitions will be imposed by the University in accordance with the appropriate University disciplinary procedures. Specifically, sanctions for employees may include one or more of the following: an oral or written reprimand from the employee's immediate supervisor or department head, a reduction in pay for a definite period of time, suspension with or without pay for a definite or indefinite period of time, participation in and satisfactory completion of a drug or alcohol rehabilitation program, restitution or payment for damages to property, and/or termination from employment. In addition to these sanctions, the University in appropriate cases may refer individuals to the appropriate jurisdiction for criminal prosecution.

### **Sanctions for Students may Include one of the Following**

Expulsion (permanent separation from the University), Suspension from the University for a definite period, Removal from the Residence Hall, Official Reprimand or Restitution, Disciplinary Probation, Temporary or Permanent Loss of Privileges, or Community Service. Counseling, with the added stipulation of completing a drug or alcohol rehabilitation program, can also be applied as a sanction for violations as well as other sanctions provided for in the Student Conduct Code. In addition to sanctioning, the University may refer individuals to the appropriate jurisdiction for criminal prosecution.

### **Parental/Guardian Notification**

The Director of Student Conduct notifies parent(s)/guardian(s) of a student under the age of 21 who has been found in violation of an alcohol or drug provision of the Student Conduct Code. Parent(s)/guardian(s) will be notified by regular mail at the student's permanent address on file in the Registrar's Office.

Federal trafficking penalties, Ohio criminal penalties, and effects of drug abuse can be viewed at:

[www.csuohio.edu/offices/police/laws](http://www.csuohio.edu/offices/police/laws)

### **Treatment and Rehabilitation Programs**

**For Employees: The IMPACT Employee Assistance Plan (EAP)** provides confidential counseling and guidance for drug, alcohol, emotional and work related issues for employees and their family members. The EAP provides up to five complimentary counseling sessions per incident each year. Call 1-800-227-6007 to arrange an appointment with an IMPACT EAP counselor. IMPACT may refer individuals to agencies, programs or other health professionals for further care. CSU's Employee Health Care Plans provide coverage for both inpatient and outpatient treatment of drug abuse, alcoholism and other mental health conditions.

**For Students:** For Students: The CSU Counseling Center provides referral services and some counseling to students with drug and/or alcohol problems. The Counseling Center is able to provide short-term, outpatient treatment when it is indicated and will refer students to appropriate outside agencies if a different level of care is needed. The Counseling Center is also available for consultation with friends, family members, and faculty/staff who are concerned about a student. Counseling and consultation services are free at the CSU Counseling Center for students and persons consulting about students. The Counseling Center's records and any contacts with the Counseling Center are confidential (except in some rare and unusual circumstances such as a life-threatening situation). Appointments at the Counseling Center can be arranged by calling 216-687-2277 or by stopping by the Center in the Union Building, 1836 Euclid Ave., Room 220.

**CSU Health and Wellness Services** located in the Center for Innovations in Medical Professions Building, 2112 Euclid Ave., Room 205, provides informational, evaluation, and referral services to students and employees which can be accessed by calling 216-687-3649.

## **XX. POLICIES ON MINORS**

CSU has adopted policies related to non-enrolled minors on campus. The policies require that adults working with minors submit to a background check, they provide guidance for the supervision of minors, and they establish a code of conduct for adults working with children. The policies require that any employee with reasonable cause to believe that a child is being abused or neglected must report the suspected abuse or neglect. The full text of these policies may be found here: <http://www.csuohio.edu/compliance/minors-campus>. The University also offers on-line training in recognizing abuse and neglect to employees who work with children and who request training.

## XXI. CRIME STATISTICS

Since 1978, the Cleveland State University Police Department has voluntarily provided the Federal Bureau of Investigation (FBI) with monthly statistical information for the Uniform Crime Reporting Program (UCR). The following crimes were reported.

### The Jeanne Clery Act Reporting, 2015-2017

Crimes Reported	Year	Campus Residential Facility (CRF)	Total On-Campus (Includes CRF)	Non-Campus Building Property <sup>1</sup>	Public Property <sup>2 5</sup>	Total <sup>5</sup>	Hate Crimes <sup>3</sup>
Criminal Homicide-Murder and Non-negligent Manslaughter	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Criminal Homicide-Negligent Manslaughter	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Rape	2017	2	2	0	1	3	0
	2016	2	3	0	1	4	0
	2015	1	1	0	1	2	0
Fondling	2017	0	0	0	3	3	0
	2016	0	0	0	3	3	0
	2015	0	1	1	3	5	0
Incest	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Dating Violence	2017	1	2	0	0	2	0
	2016	1	2	0	1	3	0
	2015	0	0	1	0	1	0
Domestic Violence	2017	0	0	0	4	4	0
	2016	0	0	0	7	7	0
	2015	0	2	1	0	3	0
Stalking	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	2	0	2	0
Robbery	2017	0	5	0	8	8	0
	2016	0	1	0	2	3	0
	2015	0	4	0	10	14	0
Aggravated Assault	2017	0	0	0	0	0	0
	2016	0	0	0	1	1	0
	2015	0	0	0	0	0	0
Burglary	2017	1	4	0	0	4	0
	2016	1	3	0	0	3	0
	2015	2	5	0	0 <sup>5</sup>	5	0
Motor Vehicle Theft	2017	0	3	0	0	3	0
	2016	0	1	0	2	11	0
	2015	0	3	0	8	10	0

Arson	2017	0	0	0	0	0	0
	2016	0	0	0	3	3	0
	2015	0	0	0	1	1	0

### Arrests and Disciplinary Referrals, 2014-2016

Arrests/Disciplinary Referrals	Year	Campus Residential Facility (CRF)	Total On-Campus (Includes CRF)	Non-Campus Building or Property <sup>1</sup>	Public Property <sup>2 5</sup>	Total <sup>5</sup>
Liquor Law Violations/Arrests	2017	0	1	0	0	1
	2016	1	1	0	2	3
	2015	1	1	0	1	2
Liquor Law Violations - Referrals for Campus Disciplinary Action <sup>3</sup>	2017	50	50	0	0	50
	2016	37	37	0	0	37
	2015	43	43	0	1	44
Drug Abuse Violations/Arrests	2017	0	0	0	9	9
	2016	1	5	0	7	12
	2015	1	3	2	7	12
Drug Abuse Violations - Referrals for Campus Disciplinary Action <sup>4</sup>	2017	7	10	0	0	10
	2016	5	5	0	0	5
	2015	10	10	0	3	13
Weapons Possession Violations/Arrests	2017	0	1	0	3	4
	2016	0	1	0	1	1
	2015	0	0	0	0	0
Weapons Possession Violations-Referrals for Campus Disciplinary Action <sup>4</sup>	2017	1	1	0	0	1
	2016	6	6	0	0	6
	2015	1	1	0	1	2

<sup>1</sup> For 2015, these statistics include property leased by CSU as its Westlake extended Campus, Lorain Community College, and Lakeland Community College. Exact locations and dates are available from the Police Department. Statistics are gathered from outside law enforcement agencies and have not been independently verified by CSU.

<sup>2</sup> Public Property includes streets, sidewalks and other public property with or immediately adjacent to the campus of Cleveland State University. The statistics were obtained from the Cleveland Police Department (CPD) or from other law enforcement agencies including the CSUPD. Statistics gathered from outside law enforcement agencies have not been independently verified by CSU.

<sup>3</sup> **Hate Crimes** - offenses that manifest evidence of prejudice, in that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D). Any of these categories, as well as offenses of Larceny/Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property, that manifest evidence of prejudice are declared if reported to local police agencies or to a campus security authority. Offenses meeting these criteria are coded in the appropriate row (Example: 1-RA in the Aggravated Assault row under the Hate Crime Column means one (1) case of Aggravated Assault which was a Hate Crime based on race in this calendar year. NR Statistics not reported from Cleveland Municipal Police Department.

**2017: Two hate crimes reported:** one report of vandalism (1-RA) in non-resident campus property, one report of ethnic intimidation (1-RA) on public property.

**2016: One hate crime reported:** one report of vandalism (1-SO) in non-resident campus property.

**2015: Three hate crimes reported:** two reports of vandalism (1-RA, 1-SO) in non-resident campus property and one report in non-campus property (1-RA).

<sup>4</sup> Persons not arrested for liquor law violations, drug law violations, or illegal weapons possession but who were referred for University disciplinary action.

<sup>5</sup> Data adjusted from previous year's report due to outside agency reporting crimes that occurred on private property outside of the University's geography.

This information is provided as part of Cleveland State University's commitment to a safe and informed campus community and is in compliance with the Federal Crime Awareness and Campus Security Act of 1990, renamed the Jeanne Clery Act in October 1998, and includes Student Right-to-Know and Campus Security Act

## **XXII. FIRE SAFETY REPORT**

**REPORT FIRE EMERGENCIES IMMEDIATELY – CALL 9-1-1! WHEN THE FIRE ALARM IS ACTIVATED, ALL OCCUPANTS MUST IMMEDIATELY EXIT THE BUILDING!**

For non-emergency fire safety and prevention assistance, please call Ext. 3842 to contact:

Patrick Westropp, Fire Inspector

Pat O'Malley, Fire Inspector

In the United States, college and university students living on campus in residence halls have been experiencing a growth in the number of fire-related emergencies. In just seconds, sparks or a small flame can become a large fire. Most fires in residence halls occur between the hours of 1:00 am and 7:00 am. Cooking represents a leading cause of residence hall fires second only to arson.

Three basic elements must be present for a fire to occur – an ignition source, fuel and air.

### **Potential Fuel Sources in Residence Halls**

Upholstered furniture, mattresses and bedding

Drapes, curtains and combustible free hanging decorations

Combustible walls, ceilings and flooring

Books, notebooks, and other paper products

Trash and recycling materials

Clothing

### **Potential Ignition Sources in Residence Halls**

Cooking equipment and appliances

Electric lamps, appliances and space heaters

Smoking materials

Candles and incense

Hover boards

Arson or other incendiary devices

### **Residence Hall Fire Safety Rules**

1. Space Heaters are prohibited in residence halls. Hover boards are prohibited in residence halls.
2. The use of tobacco products and smokeless tobacco-like devices is strictly prohibited.
3. Sanctions can be levied against students for “negligent cooking”, which includes but is not limited to possession of an appliance that is not permitted in residence halls, leaving an appliance unattended while in use or not using proper ventilation while cooking. Student sanctions range from assigned community service in fire safety related duties and disciplinary probation to restitution in the form of fines.
4. Do not overload electrical circuits. Plug in refrigerators, microwaves and other appliances directly into wall sockets – do not use with extension cords.
5. Power strips with a U/L rating are permitted.
6. Emergency exit doors shall not be blocked by furniture or obstructions of any kind.
7. Abuse, tampering or misuse of fire safety system components including fire alarms, pull stations, sprinklers, smoke detectors or fire extinguishers is strictly forbidden.
8. Students must evacuate during all fire alarms. Delayed evacuation can result in becoming trapped or in serious injury. Promptly report observed hazards to residence assistants.
9. Know location of fire alarm pull stations, primary and secondary emergency exits and evacuation meeting sites outside the building.

10. Never use elevators for a building evacuation during a fire emergency.
11. Do not attempt to re-enter the building unless the all-clear signal is given by the emergency response personnel (CSU Police Department, Cleveland Fire Department or Campus Safety).

### **Fire Safety Systems**

The following fire safety systems are available in on-campus student housing:

**Euclid Commons:** The fire safety system includes fire alarm monitoring by CSU Police Department, a sprinkler system, smoke detection throughout the building, fire extinguishers and evacuation plans and placards. There were 4 emergency evacuation drills held in Euclid Commons in 2017.

**Fenn Tower:** The fire safety system includes fire alarm monitoring by CSU PD, a sprinkler system, smoke detection, fire extinguishers and evacuation plans and placards. There were 4 emergency evacuation drills held in Fenn Tower in 2017.

### **Fire Safety Education**

A fire safety lecture is conducted annually during move-in weekend in August for all first year dorm residents.

### **Fire Statistics for On-campus Student Housing**

There were no fires in on-campus student housing facilities in 2015, 2016 or 2017.