

MOUNT MARY UNIVERSITY 2018 **ANNUAL SECURITY AND FIRE SAFETY** **REPORT**

INTRODUCTION

Mount Mary University publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This act requires colleges and universities to:

1. Publish an annual report containing three years of crime statistics and certain campus security policy statements.
2. Disclose crime statistics for the campus, public areas immediately adjacent to campus and specific non-campus facilities. These statistics are compiled from campus security, local law enforcement and other university officials who have responsibility for student and campus activities.
3. Provide campus safety alerts pertaining to crimes that have been committed and pose an ongoing threat to students and staff.
4. Maintain a daily crime log that contains any reported crimes occurring on campus.

Recent amendments by the Higher Education Opportunity Act and Violence Against Women Reauthorization Act of 2013 require new campus safety requirements in the following areas: hate crime reporting and emergency response, evacuation procedures, sexual assault, missing student notification and fire safety issues.

This report is prepared in cooperation with other university departments. The Milwaukee Police Department also provides information concerning crime statistics for inclusion in the report. The Mount Mary University annual crime statistics can be viewed or copies of the report can be requested by calling the Public Safety Office at (414) 930-3333.

PUBLIC SAFETY

Mount Mary University employs Public Safety officers to patrol the campus and assist students and employees. The Public Safety Office is located in room 79 Bergstrom Hall, and provides protection and service to the Mount Mary community by foot and vehicular patrol 24 hours a day, 365 days a year. Their goal is to provide a safe and secure environment in which to work, live and learn. Public Safety Officers have experience and receive training in the areas of safety and

security. The officers are trained and certified in CPR and AED. The officers provide a highly visible security presence through patrols of the campus. They are available to respond and provide assistance during emergency situations.

AUTHORITY OF PUBLIC SAFETY STAFF

Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Mount Mary University. Public Safety officers also have the authority to enforce campus regulations, as well as issue parking tickets. Public Safety officers do not have powers of arrest. Criminal incidents are referred to the Milwaukee Police Department, who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Public Safety and the Milwaukee Police Department. Prompt reporting will assure timely warning notices on campus, and timely disclosures of crime statistics.

MEMORANDUM OF UNDERSTANDING

Mount Mary University Public Safety has a close working relationship with the Milwaukee Police Department. While criminal incidents that occur on campus are referred to the Milwaukee Police Department for investigation, as Mount Mary University is in their jurisdiction, a written Memorandum of Understanding regarding the response and investigation of criminal activities is not in place at this time.

REPORTING CRIMES AND EMERGENCIES

Members of the university community are encouraged to promptly report any criminal activity or emergency they observe. Reporting may be accomplished by contacting the Public Safety Office via campus phone at ext. 3333 or by calling the office directly at 414-807-9560. The Public Safety Office can serve as a liaison between Mount Mary University students and staff, and the Milwaukee Police Department.

VOLUNTARY/CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Public Safety or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular

location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the university.

DAILY CRIME LOG

The Public Safety Office maintains a daily crime log that records all crimes and other serious incidents reported to Public Safety. This includes crimes that occurred on campus, in or on non-campus university owned buildings, or on public property within the campus or immediately adjacent to and accessible from the campus. The log includes the nature, date, time, and general location of each crime reported to the office, as well as the disposition of the complaint. The Daily Crime Log is available for public inspection during normal business hours, at the Public Safety Office in Room 79 of Bergstrom Hall.

SEXUAL ASSAULT POLICY

Sexual Harassment and Other Misconduct

PURPOSE

Mount Mary University (“University”) promotes an atmosphere of care and respect grounded in the University’s core values, Christian principles, and mission to develop the whole person. As such, the University has a zero tolerance policy for sexual harassment and other misconduct. All members and guests of the Mount Mary community are required to conduct themselves in a manner that is respectful of others and does not infringe upon the rights of others or negatively adversely impact the academic environment, whether based on sex or otherwise.

Sexual harassment and other misconduct are expressly prohibited by the University and are considered serious violations of University policy. All complaints of such misconduct or harassment will be taken seriously, and no student or employee making a good faith complaint will suffer retaliation or be subject to adverse action by the University. The University will not tolerate retaliation against any individual who alleges that she/he has been subjected to personal harassment or based on sexual misconduct.

When an allegation of misconduct is brought to an appropriate administrator’s attention for investigation, and an individual is found to have violated this policy, appropriate disciplinary action will be taken. Investigations and hearings in which the accused is a student will be conducted in accordance with the University’s student conduct procedures (see Mount Mary University Undergraduate and Graduate Student Handbooks). Investigations in which the accused is an employee will be conducted in accordance with the procedures set forth in the University’s employee handbooks (see Mount Mary University Faculty, Staff, or Administrator handbook).

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different consequences, ranging from a written warning to suspension or expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the accused in deciding on appropriate consequences.

SCOPE

This policy applies to all students and employees (faculty, staff and administration) of Mount Mary. While everyone within the Mount Mary community bears responsibility to ensure a safe and welcoming campus, the Title IX Coordinators are responsible for overseeing the process of investigations, providing related training, and assuring a fair and consistent process and accurate reporting, where appropriate.

DEFINITIONS

Sexual misconduct includes, but is not limited to, conduct prohibited by Wis. Stat. sec. 940.225.

- **Sexual Harassment** is unwelcome, gender-based verbal, written or physical conduct that is sufficiently severe or pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University's educational program and/or activities. The conduct may be based on power differentials, may create a hostile environment, may constitute retaliation, may unreasonably interfere with the employee's or student's performance, or may create an environment which is intimidating, hostile or offensive to the employee/student. Examples include, but are not limited to, the following:
 - Attempting to coerce a person into a sexual relationship
 - Repeatedly subjecting a person to unwelcome touching or sexual attention
 - Making sexually-oriented comments about a person's body or lifestyle
 - Requesting sexual favors
 - Retaliating for a person's refusal to comply with a sexually-based request
 - Conditioning a benefit on submitting to sexual advances
 - Inflicting sexual violence
 - Inflicting violence on an intimate partner
 - Stalking
 - Bullying based on gender
- **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force.
- **Non-Consensual Sexual Intercourse** is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, without consent and/or by force.

- **Sexual Exploitation** is the taking of non-consensual or abusive sexual advantage of a person for the perpetrator's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, where the behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to the following:
 - Invasion of sexual privacy
 - Prostitution of another
 - Non-consensual video or audio-taping of sexual activity
 - Voyeurism
 - Exposure of one's genitals in non-consensual circumstances
 - The persuasion of another to expose his/her genitals
 - Sexually-based stalking and/or bullying

- **Consent** is positive cooperation involving an act of free will, in the absence of coercion, intimidation, force or threat of force. A person cannot give consent if unable to comprehend what is going on. A person may not consent if she/he is unconscious, frightened, physically or psychologically pressured, or forced, intimidated, impaired because of a psychological condition and/or intoxicated by use of drugs or alcohol. Consent to one act does not imply consent to another. Silence and passivity do not equal consent. Sexual activity with someone whom one reasonably should know to be mentally or physically incapacitated (e.g., by alcohol or other drug use, unconsciousness or blackout) is non-consensual. Incapacitation is a state wherein the person cannot make rational reasonable decisions because s/he lacks the capacity to give knowing consent to sexual interaction. This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or the consumption of a rape drug. Possession, use and/or distribution of any of these substances is prohibited, and administering one of these drugs to another student or employee is a violation of this policy.

- **Force** is the use of violence or coercion, physical or psychological, to gain sexual access. Force includes threats, intimidation, implied threats, and coercion that overcomes resistance or produce consent such as saying, "Have sex with me, or I'll hit you." Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior. When a person makes clear that s/he does not want sex, that s/he wants to stop, or that s/he does not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercive. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not, by definition, forced.

- **Domestic Violence** is defined by Wisconsin as domestic abuse. Although reference is made in the definition to adults only, similar acts upon a child are unlawful. Such acts would be classified a child abuse, not domestic abuse.

Domestic abuse means any of the following acts engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship or by an adult against an adult with whom the person has a child in common:

- Intentional infliction of physical pain, physical injury or illness
 - Intentional impairment of physical condition
 - Sexual Assault
 - Criminal Property Damage involving property that belongs to the individual
 - A threat to engage in the above conduct
- **Dating Violence** is classified as a form of domestic abuse. Accordingly, dating violence is properly defined as any of the following acts engaged in by an adult against an adult with whom the individual has or had a dating relationship:
 - Intentional infliction of physical pain, physical injury or illness
 - Intentional impairment of physical condition
 - Sexual Assault
 - Criminal Property Damage involving property that belongs to the individual
 - A threat to engage in the above conduct.

Dating relationship means a romantic or intimate social relationship between 2 adult individuals. But, the term "dating relationship" does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.

- **Stalking** occurs when all of the following exists
 - The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.
 - The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress

or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household

- The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

The term **“Course of Conduct”** means a series of two or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

- Maintaining a visual or physical proximity to the victim
- Approaching or confronting the victim
- Appearing at the victim's workplace or contacting the victim's employer or coworkers
- Appearing at the victim's home or contacting the victim's neighbors
- Entering property owned, leased, or occupied by the victim
- Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues
- Photographing, videotaping, audio taping, or, through any other electronic means, monitoring or recording the activities of the victim. This applies regardless of where the act occurs
- Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim
- Placing an object on or delivering an object to property owned leased or occupied by the victim
- Delivering an object to a member of the victim's family or house or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owner, leased, or occupied by such a person with the intent that the object be delivered to the victim
- Causing a person to engage in any of the acts described above.

COMPLAINT PROCESS

All students and employees are encouraged to report violations of this policy to the University. The following are several options available for victims of and witnesses to sexual harassment or other misconduct:

- **File a complaint with the Milwaukee Police Department**

- **Seek confidential support by contacting the campus Counseling Center.** The Counseling Center staff can offer confidential resources, options and advice without any obligation to report, unless the individual requests or consents to reporting, or if the individual fears for his/her safety or the safety of others. If unsure of someone’s duties and ability to maintain privacy, ask the individual before talking to him/her. Talking to a member of the Counseling Center staff does not constitute reporting the incident to the University.
- **Seek support from employees who are responsible to take action.** A person who believes himself/herself to be a victim or who has witnessed sexual harassment or other misconduct is encouraged to speak to University officials (otherwise known as “responsible employees,” e.g., Dean for Academic Affairs, Dean for Student Affairs, Public Safety employees, Human Resources employees, faculty) to report an incident of sexual misconduct. A “responsible employee” is someone who has the authority to take corrective action or is perceived to have the authority to address sexual and gender-based misconduct on behalf of the University. When speaking with such a responsible employee, the reporting individual should be aware of the employee’s confidentiality, privacy and mandatory reporting obligations. If the investigation reveals a need to protect the reporting individual or other members of the University community, personally identifiable information will be shared only as reasonably necessary and with as few people as feasible. All efforts will be made to protect the reporting individual’s privacy.
- **File a confidential/anonymous complaint.** If a person who believes himself/herself to be a victim or who has witnessed sexual harassment or other misconduct prefers not to disclose his/her identity, s/he can file a confidential/anonymous complaint. The document for doing so can be found online on *MyMountMary*, under the *Campus Life* tab, on the page entitled *Sexual Misconduct and Harassment Anonymous Report Form*. In order for the University to investigate concerns properly, it is important for the reporting individual to provide as many details as possible about the alleged sexual harassment or other misconduct. Persons choosing to file confidential/or anonymous complaints need to understand that there may be limits on the University’s ability to investigate and resolve a complaint on an anonymous basis. The University does, however, take such complaints seriously and will investigate and address complaints within the bounds of the confidentiality requested. While the University will take requests for confidentiality seriously, it must also consider its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence, when that person is known to the University.
- **File a formal complaint with the University.** Contact one of the Title IX Coordinators listed below to file a formal complaint. The investigation of the complaint will be kept confidential to the extent feasible, and information will be disclosed only on a need-to-know basis. In the event of a report of non-consensual sexual contact/intercourse, the University must notify the police. The Title IX Coordinator(s) have the responsibility to

provide training, determine equitable remedies, where appropriate, and oversee the investigatory process. The formal complaint process is outlined below in “Procedures for Addressing Complaints.” The reporting individual will be informed of the various support services available through the University, including counseling, and s/he may choose to use or refuse these services.

PROCEDURES FOR INVESTIGATING COMPLAINTS

- Upon receipt of a complaint, the Coordinator(s) will notify the complainant (or the complainant’s parents, if the complainant is under Age 18) before beginning an investigation.
 - If the complainant requests confidentiality or asks that the complaint not be pursued, the University will take responsible steps to investigate and respond.
 - If the complainant continues to request that her/his name or other identifiable information not be revealed, the University will evaluate the request in the context of its responsibility to provide a safe and non-discriminatory environment for all students. The University will inform complainant if it cannot assure confidentiality.
 - Complaints of sexual harassment or other misconduct will be treated in confidence to the extent feasible, given the University’s legal obligation to conduct a thorough investigation and take corrective action.
- The Coordinator(s) will take immediate and appropriate steps to investigate what is claimed to have occurred and take prompt and effective action depending on the outcome of the investigation. The investigation will proceed whether or not a related criminal matter is pending.
- Consideration will be given to taking interim measures, such as a “no contact” order between the parties, interim suspension, room reassignment, job reassignments, academic accommodations and/or counseling. Mediation will not be used for sexual harassment or non-consensual sexual contact/intercourse cases.
- The Coordinator(s) will assign the matter to the appropriate campus investigator based on the circumstances. The investigator will complete the investigation in no more than 60 days. As part of the investigation, the investigator will contact the complainant, the accused and witnesses and examine the facts of the complaint as presented by all.
- Upon completion of the investigation, the investigator will submit a report to the Title IX Coordinator(s) with an opinion as to whether a violation of the policy occurred. The standard of proof is a preponderance of the evidence.
- The Title IX Coordinator(s) will review the report and, where appropriate, refer it to the student conduct system, in the case of a student, or to the Human Resources Department, in the case of an employee.

- The University will balance the rights of the accused with the complainants' Title IX rights in disciplinary action.
- Complainants and the accused will be notified at the same time, in writing, of the outcomes of related University investigations or conduct proceedings. The complainant and the accused will be required to acknowledge and respect the privacy of all involved.
 - The University will disclose to a victim of sexual misconduct any sanction imposed on the accused that relates directly to the victim, such as, but not limited to, a “no contact” order, transfer to different classes, transfer to a different job, reassignment, cancellation of housing, a suspension, or termination.
 - Both the complainant and the accused will be informed of their rights to appeal the University's decision; criteria for student appeals are listed in the Undergraduate and Graduate Student Handbooks. Requests for appeals must be submitted in writing to Student Affairs (if the aggrieved party is a student) within five school days from the date of the letter notifying the complainant or the accused of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
 - The investigator will follow up with the complainant to ensure she/he has not experienced retaliation or further incidents.

RIGHTS OF STUDENTS AND EMPLOYEES

Regarding any report of sexual harassment or other misconduct, students and employees can anticipate that:

1. The complainant and the accused will be treated with dignity and respect and in a non-judgmental manner.
2. The complaint of sexual harassment or other misconduct will be treated seriously regardless of the nature of the incident or the identity of the students involved.
3. The complaint will be addressed as promptly and completely as feasible.
4. Campus and community organizations and services that can assist students and employees will be identified.
5. A University “no contact” order may be filed to ensure that the parties in the matter are not in contact with one another. A complainant may request a “no contact” order.

6. A student complainant and the accused will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to one another when reasonably available.
7. All students and employees have the right to an environment free from sexual or physical intimidation, or any continuing disruptive behavior, by persons sharing rooms or work spaces or their guests, that would prevent a reasonable person from attaining his/her educational or workplace goals.
8. A student and an employee is entitled to know all evidence and testimony being considered in the decision of his/her complaint.
9. The sexual history of a complainant is not relevant to the investigation process, and will not be considered in the investigation or any proceedings which may follow.
10. The complainant and the accused will be notified at the same time in writing of the outcome of related University investigations or proceedings, and will also be notified of the process for appealing any such outcome.
11. The University will take steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, if appropriate.

SANCTIONS AND REMEDIES

In addition to the Sanctions identified in the Student Conduct Code, and depending on the nature of the specific problem, the University will also consider whether any remedies for the complainant may be appropriate. These may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities;
- Ensuring the complainant and accused do not share classes or extracurricular activities;
- Moving the accused or complainant (if the complainant requests to be moved) to a different residence hall;
- Providing comprehensive, holistic support services including medical, counseling and academic support services, such as tutoring;
- Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual harassment, violence, or other misconduct and the violations that may have resulted in the complainant being disciplined.

The University will also consider whether there are any broader student population remedies that should be considered to satisfy its Title IX obligation to eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

RESOURCES

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University Public Safety 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. The following resources are available:

RESOURCES	CONTACT INFORMATION
Milwaukee Police Department, District 7 (Non-Emergencies)	414-933-4444
Milwaukee Police Department, District 7 (Emergencies)	911
Mount Mary University Public Safety	Bergstrom Hall, Lower Level 414-807-9560 414-930-3333
Confidential Support with Mount Mary University Counseling Center	Haggerty Library, Student Success Center 414-930-3485
Filing an Anonymous Report	<i>MyMountMary</i> , under <i>Campus Life</i> tab, on page entitled <i>Sexual Misconduct and Harassment Anonymous Report Form</i>
Filing a Formal Complaint with the University's Title IX Coordinator(s)	Alisa Bendickson (Employee-Related Concerns) Director of Human Resources Notre Dame Hall 156 414-930-3578 or bendicka@mtmary.edu Sarah Olejniczak (Lead and Student-Related Concerns) Dean for Student Affairs Caroline Hall 149 414-930-3372 or olejnics@mtmary.edu

Sexual Assault Treatment Center	<p style="text-align: center;">Aurora Sinai Medical Center 945 N. 12th St. Milwaukee, WI 53233 (414) 219-5555</p> <p style="text-align: center;">Aurora West Allis Medical Center 8901 W. Lincoln Ave West Allis, WI 53227</p>
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SECURITY AWARENESS AND CRIME PREVENTION

The University educates the Mount Mary community about sexual assault, sexual harassment, bystander intervention, and risk reduction through mandatory online training for employees and students. Online training programs were previously offered through the vendor Workplace Answers; a new online programming series launched in summer 2018 with the vendor SafeColleges.

Employee Online Training

- Title IX and Sexual Misconduct (for Employees) - Required
- FERPA – Confidentiality of Records – Required

Additional Employee Training

- WAICU Compliance Summit
- WAICU Title IX Investigator Training
- Wisconsin Colleges/Universities Title IX Coordinator Meeting
- Bystander Intervention Training
- Support for Pregnant/Parenting Students Training

Student Online Training

- Campus SaVE Act for Students – Sexual Violence Awareness - Required
- FERPA – Confidentiality of Records (if student employee) - Required

Student Awareness Programs

- Programming from the Mount Mary University Student *Bystander Intervention Team* – 2017-2018 academic year

- Denim Day Recognition Events – April 2018
- Bystander Intervention Training – April 2018

Additional Programming/Educational Outreach

During new student orientation in August, students are informed of services offered by the Public Safety Department of Mount Mary University. Similar information is presented to new employees. Programs are offered in basic self-defense, alcohol use and its impact on personal safety, sexual assault, domestic violence, dating violence, bystander intervention, and personal violence prevention. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The Public Safety office has brochures containing strategies for residence hall security, along with tips on how to protect themselves from sexual assault, theft, and other crimes.

Student Affairs also offers sexual assault education and awareness programs to University students. The University informs its employees about sexual offense-related policies and procedures through the employee handbook, the employee welcome packet, and an annual notification from the Title IX Coordinator. University Public Safety offers safety escorts and assistance in enforcing restraining orders, and also coordinates timely notification of potential safety concerns to the campus community.

Definitions

The term **awareness programs** refer to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration.

The term **bystander intervention** refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is the individual.

The term **programs to prevent** refers to comprehensive educational and training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship, community and societal levels.

The term **primary prevention** refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. Sex offender information in the State of Wisconsin is compiled by the Department of Corrections. The Department of Corrections website allows the public to search their sex offender database online. This information can be found at (<http://offender.doc.state.wi.us/public/>)

COMMUNITY AWARENESS, TIMELY WARNINGS

In order to keep the campus community informed about safety and security issues on an ongoing basis, the Mount Mary University Public Safety Office will alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. A warning will be issued when a crime occurs on or off campus that constitutes an ongoing or continuing threat to community members. The information is distributed primarily via e mail, but could include other means including postings in the residence hall and other university facilities.

COMMUNITY RESPONSIBILITY TO CAMPUS SAFETY

The security of the Mount Mary University campus needs the cooperation and involvement of students, faculty and staff. All members of the community must assume a part of the responsibility for their own personal safety and the security of their belongings.

Ways that students, faculty and staff can contribute to campus security are:

1. Take precautions to ensure your own personal safety.
2. Report suspicious persons or activities to Public Safety.
3. Lock offices and room doors.
4. Lock your vehicle. Do not leave valuables out in plain view inside your vehicle.
5. Report all security related maintenance problems.

It is the responsibility of all members of the Mount Mary University community to be proactive in protecting themselves and their property. If you reduce the opportunity, you reduce crime.

ACCESS POLICY FOR CAMPUS FACILITIES

During business hours, Mount Mary University campus buildings (except Caroline Residence Hall) are open to students, parents, faculty, staff, contractors, guests, and invitees. Residence Hall floor entrance doors are locked 24 hours a day. During non-business hours access to university facilities is by key, if issued, or by admittance via the Public Safety Department, or other authorized staff. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Bloechl Center, and Haggerty Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Mount Mary University employs its own staff for regular building maintenance and repair of doors, windows, lighting, and related safety items. Care is taken to ensure keys are issued only to appropriate faculty, staff and students. Public Safety staff is responsible for the daily locking and unlocking of most campus buildings, and maintains a contact listing for on-call facilities staff for after-hours response to facilities issues.

CLERY STATISTIC REPORT

	On-Campus			On-Campus Residence Hall			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses									
Murder	0	0	0	0	0	0	0	0	0
Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	1	0	0	1	0	0	0
Sex Offenses-Non Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	1	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2	3	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
	On Campus			On Campus Residence Hall			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017

Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	1	0	0	0	0	0	0
Hate Offenses									
Criminal Homicide	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Damage to Property-Vandalism	0	0	0	0	0	0	0	0	0
	On Campus			On Campus Residence Hall			Public Property		
Liquor Law Violations	2015	2016	2017	2015	2016	2017	2015	2016	2017
Arrests	0	0	0	0	0	0	0	0	0
Referral	2	0	0	2	0	0	0	0	0
Drug Law Violations									
Arrests	0	0	1	0	0	1	0	0	0
Referrals	1	0	0	2	0	0	0	0	0
Weapon Violations									
Arrests	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0

PROFESSIONAL COUNSELORS

Campus “Professional Counselors”, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

ALCOHOL/DRUGS/ILLEGAL SUBSTANCES POLICY

Federal Law

The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) [20 U.S.C. § 1011i](#); [34 C.F.R. § 86.1](#) et seq.; 55 Fed. Reg. 33,580 (Aug. 16, 1990)

This law requires institutions receiving federal financial assistance to establish drug and alcohol abuse prevention programs for students and employees. Students and employees must receive materials annually that contain standards of conduct, a description of the various laws that apply in that jurisdiction regarding alcohol and drugs, a description of the various health risks of drug and alcohol abuse, a description of counseling and treatment programs that are available, and a statement on the sanctions the university will impose for a violation of the standards of conduct.

Students and employees are entitled to a paper copy of this policy. Students can request a paper copy by contacting the Dean for Student Affairs. Employees can request a paper copy by contacting Human Resources.

Health Risks

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Poor social interactions

- Unwanted and inappropriate sexual activity
- Sexually transmitted diseases, including HIV/AIDS
- Pregnancy
- Jeopardizing future career prospects, (e.g., admission to law school and employment with the federal government)

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

Prevention

The decision to use alcohol or drugs is a choice that has potentially serious health, academic and legal consequences. According to the American College Health Association (2008), you can reduce your risk for abuse by doing the following:

Know your limits – Consider your personal or family history for substance abuse and take action to avoid situations that may lead you to use alcohol or drugs.

Develop your own risk reduction strategies – If you decide to use drugs, but you regularly violate your risk reduction strategies, you should seek help from someone you trust (also see resources listed below).

Consider your reasons for using alcohol or drugs – After evaluating your reasons for substance use (i.e. to feel good, to be more social comfortable), identify other avenues by which to achieve the same results. If you need help determining alternative ways to achieve these results, you should seek help from someone you trust (also see resources listed below).

University Standards of Conduct and Sanctions

Drug Use: Mount Mary is a Drug Free Campus. Possession, use, manufacturing, distribution, and/or sale, and student involvement in illicit use of narcotics, amphetamines, barbiturates, LSD, marijuana or any other harmful drug is illegal and is prohibited. Students shall not possess any illegal or controlled substance in crude or refined form except under the direction of a licensed physician. Students shall not possess any items that are designed for the use of drugs (pipes, blow tubes, bowls, bong, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy. Student involvement in such matters is a Mount Mary University concern whether they occur on or off campus and irrespective of any action by civil authorities.

Alcohol Use: Mount Mary University adheres to state laws and the legal drinking age. Proof of age must be shown at events where alcohol is available on the Mount Mary campus. The unauthorized sale, possession or consumption of alcoholic beverages by students on campus is prohibited unless permission has been granted for its use at specific University-sponsored functions. Off campus use or possession of alcoholic beverages is governed and controlled by state and/or local laws. Each group sponsoring social activities where alcohol will be served on campus must publish procedures in compliance with state law and Mount Mary policy.

Use of Alcohol in Caroline Residence Hall: Wisconsin law states that the age to use alcoholic beverages is 21. Caroline Hall extends that right as a privilege to those who meet the legal qualifications. Our goal as an educational institution is to create an environment that encourages individuals to make responsible decisions. Mount Mary University does not encourage the use of alcoholic beverages, nor does it condone underage consumption. It respects the privilege extended by the state of Wisconsin. Guidelines for alcohol use in Caroline Hall are found in the Caroline Hall Handbook.

A person is expected to be responsible for his or her behavior at all times. Conduct which is in violation of the state, county, and municipal laws or the University regulations relating to the use of alcoholic beverages will involve the student in University disciplinary procedures, with sanctions ranging from a warning to expulsion and referral for prosecution, regardless of the action that may be taken by civil authority. University action may be taken if an individual's conduct is inappropriate to an educational institution and to a residential community, whether or not his or her actions may be due to the consumption of alcoholic beverages.

State and Federal Laws and Sanctions

ALCOHOL – There are substantial restrictions against the sale, possession and distribution of alcohol in Wisconsin. It is against the law to sell alcohol to anyone not of the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. Stats.125.07(1)(a). Violation of this statute can result in up to \$500 forfeiture for a first offense, with higher fines and imprisonment for subsequent violations. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent her age, or enter a licensed premise except to conduct lawful business. First offenders can be fined up to \$500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Stats.125.07(4).

DRUGS - Wisconsin laws prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961. This mandates stiff penalties, including large fines and long periods of imprisonment. For a first-time conviction of possession of a controlled substance, a person can be sentenced up to one year in prison and fined up to \$5000, Wis. Stats. 961.41(2r). The penalties will vary depending on the amount and type of drug confiscated, the number of

previous offenses by the individual, and if the individual intended to manufacture, sell or possess the drug. Wis. Stats. 961.41. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis.Stats.961.46(1).

The federal government revised the penalties against drug possession and trafficking when it adopted the Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under current statutes, courts can sentence a person up to one year of imprisonment and a \$5000 fine for unlawful possession of a controlled substance such as marijuana. Federal law creates special penalties for the possession of certain drugs such as cocaine base, also known as crack. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 years (and up to 20 years) imprisonment. A sentence of life imprisonment is required for a conviction for the distribution of a controlled substance that results in death or bodily injury. The Federal Sentencing Guidelines eliminated parole in the federal judicial system.

Mount Mary University Alcohol and Other Drug Resources

Anyone interested in receiving assistance with an alcohol or other drug issue should contact one of the following offices:

Counseling Center - (414) 930-3022; Haggerty Library 135

Public Safety - (414) 930-3333; Bergstrom Hall 079

Director of Residence Life (for resident students) - (414) 930-3527; Caroline Hall 155

Community Alcohol and Other Drug Resources

Hotlines:

Addiction Resource Council - (262) 524-7921

Alcoholics Anonymous - (414) 771-9119

Milwaukee Council on Alcoholism and Drug Dependence (Impact) - (414) 276-8487

Community Information Line (IMPACT) - (414) 773-0211

Community Treatment Facilities:

Aurora Sinai Behavioral Health Services - (414) 219-5000

Lutheran Social Services Outpatient - (414) 325-3096

Aurora Psychiatric Hospital—Wauwatosa - (414) 454-6600

Meta House (women) - (414) 962-1200
Genesis Behavioral Services Inc. - (414) 342-6200
St. Mary's Hospital Milwaukee - (414) 961-3300

National Resources:

National Clearinghouse for Alcohol and Drug Information – (800) 729-6686
National Council on Alcoholism and Drug Dependency – (212) 269-7797; www.ncadd.org
National Institute on Drug Abuse – (301) 443-1124; www.drugabuse.gov

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

Institutions of postsecondary education that participate in the Federal student financial assistance programs are required by Section 485(a) and (f) of the Higher Education Act (HEA) to provide the Secretary with campus crime statistics since 1990. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 and reauthorizes the Higher Education Act of 1965, as amended. Final regulations implementing these provisions were published October 29, 2009 and can be found at [74 Fed. Reg.55902](http://www.fedreg.gov).

Definition of a Missing Person

A missing person is someone whose whereabouts are unknown for at least 24 hours. (Please note: any of the following actions may be executed earlier if a member of the university community has reason to believe that a student is missing and in danger, even if the student has been missing for less than 24 hours.)

Notifying University Officials & University Actions

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Director of Residence Life or Public Safety. Public Safety will generate a missing person report and initiate an investigation. After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, Public Safety will notify the Milwaukee Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Public Safety will notify the student's parent or legal guardian immediately after Public Safety has determined that the student has been missing for 24 hours.

Furthermore, University officials may check with roommates, close friends, and emergency contacts to ascertain the location of the missing student. A call may be placed to instructors to check if the student has been in class. University officials may also call parents or family members to check if they have information regarding the missing student's whereabouts.

Designating a Missing Person Contact

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through filling out a Personal Data Card with the Director of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

EMERGENCY NOTIFICATION

The emergency notification system at Mount Mary University allows university administrators to contact students, faculty and staff by text messages, e-mail, and system messages sent to all logged on computers on campus when an emergency exists. An emergency message can also be posted on the university website, mtmary.edu. The success of the system depends on students, faculty and staff utilizing active Mount Mary e-mail accounts.

The Rave Alert text messaging system is tested on a semiannual basis.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In every potential emergency, a unique response is required. The MMU Public Safety Department is staffed 24 hours per day, 7 days per week. In the event of an emergency, Mount Mary University works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency.

MMU Public Safety has the responsibility for responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In addition, MMU Public Safety has a responsibility to respond

to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, MMU will immediately notify the campus community upon confirming that an immediate threat exists, in accordance with federal law.

In the event of a serious incident that poses an immediate threat to the health and safety of the MMU community, MMU has various systems in place for communicating information quickly to faculty, staff, and students. The Director of Public Safety, or designee, reviews all reports to determine if there is an immediate or on-going threat to the community and if the distribution of an emergency message is warranted. Public Safety will determine the appropriate segment or segments of the campus community to receive notification.

MMU uses the RAVE Alert mass notification system to send alerts to the on and off campus population via e-mail and text messaging. This mass notification system is only used for critical, timely emergency notifications, to include weather related campus closings and other significant events.

All students, staff, faculty and contracted employees have their MMU e-mail addresses and cell phones automatically enrolled.

If an emergency or dangerous situation is confirmed by the Director of Public Safety, or designee, (with the assistance of campus administrators, local first responders and/or the National Weather Service), and that situation presents an immediate threat to the health and/or safety of some or all members of the MMU community, the Director of Public Safety, or designee, will determine the content of the emergency notifications used to communicate the threat to the campus. Information will be disseminated in the most timely and appropriate manner.

These notifications will be sent without delay, taking into account the safety of the community, unless issuing a notification will, in the judgment of the first responders (MMU Public Safety, Milwaukee Police Department, Milwaukee Fire Department, etc.), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Annual tests of these emergency notification systems are conducted. These tests, including the date, time, and whether the test was announced or unannounced, are documented by Public Safety. In addition, one scheduled fire drill is conducted each year in Caroline Residence Hall. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm.

There are two general categories of response to emergencies. One is “evacuation”, and the other is “shelter in place”. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, staff, or visitors to campus, the university community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing building loudspeakers where equipped, activating fire alarms, and/or sending a message via the campus emergency notification

system. Evacuation instructions are posted in Caroline Residence Hall, along with the other campus buildings.

The Incident Command System, or ICS, is a standardized, on-scene, all risk, incident management concept. ICS is an interdisciplinary and organizationally flexible plan recognized and used by many first responder teams (i.e. police departments, fire departments) nationally. The ICS will be used throughout the crisis response and recovery process. The role of ICS and the individual assigned to each role is to support emergency field operations and to manage and direct the activities of the various departments upon reaction to a critical incident.

When a critical incident occurs on Mount Mary University grounds, the individual who initially observes the crisis situation will immediately alert Public Safety of the incident. Public Safety will collect the information necessary to determine who the appropriate Incident Commander is.

The assigned Incident Commander will initiate and designate additional ICS roles as appropriate.

Critical Incident Team

The purpose of the Critical Incident Team (CIT) is to coordinate clear communication and effective teamwork in preparation for a potential critical incident or after the initial response to the critical incident.

The Critical Incident Team (CIT) consists of eight (8) core members:

- Vice President of Academic and Student Affairs
- Dean of Student Affairs
- Dean of Humanities, Social Sciences
- Director of Human Resources
- Director of Buildings and Grounds
- Director of Information Technology
- Director of Public Safety
- Faculty Representative

EMERGENCY OR DISASTER SITUATIONS

A. ACTIVE / ARMED SHOOTER AND WEAPONS

If you witness any armed individual shooting at people on campus or hear gunshots:

1. Immediately contact the Milwaukee Police Department by calling 911. Provide the 911 operator with as much information as you can. Do not hang up unless told to do so.
2. Notify MMU Public Safety if able to do so. Call extension 3333 if using a MMU campus phone. Call (414) 807-9560 if using a non-campus phone.
3. Police officers will likely be the first responders on the scene. As they move into an area or facility, rescue efforts will be delayed until the shooter is located and stopped.
4. To assist police, please stay calm and patient during this time. If you know the location of the suspect, provide the police with the location and/or description of the suspect.
5. If you encounter police, keep your hands empty and in plain view at all times. Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say.
6. If you are evacuating, leave everything behind and do not carry anything that could be mistaken for a weapon.
7. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area or building.

If the shooter is outside the building:

1. Proceed to a room that can be locked. Turn off all the lights. Close and lock all windows and doors.
2. Get all occupants on the floor and out of the line of gunfire. Also, ensure that no one is visible from outside the room.
3. One person in the room should call 911 and advise the 911 operator of the situation, including location.
4. Unfamiliar voices may belong to the shooter who is attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
5. Remain in place until law enforcement, emergency management and/or university officials give an all clear notification.

If the shooter is inside the building:

1. Lock the room if possible, or if you can, safely leave the building.
2. If your room cannot be locked, determine if there is a nearby location that can be reached safely and locked.
3. Lie on the floor or under a desk and remain silent.
4. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc. in the room. As you exit the building, keep your hands

above your head and listen for instructions that may be given by police officers on the outside. If you receive no instructions, proceed to an evacuation assembly point that is out of the danger area.

5. Contact 911. Report your name and location.
6. Remain calm, keep your hands up above your head and follow instructions. If an officer points a firearm at you, please try to remain calm. Make no movement that may cause the officer to mistake your actions for a threat. Remember, the officer does not know if you are involved in the incident or are a suspect at this point.
7. If you witness anything, tell the responding officers as much about what you know about the situation.
8. Wait for the police to come find you.

If the shooter(s) enters your class or office:

1. Call 911 if possible, and alert the 911 operator to the shooter's location. If you can't speak, leave the phone open so the dispatcher can listen to what is taking place.
2. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. After all other options have been exhausted, and as a very last resort, attempt to overcome the shooter with force if necessary.
3. If the shooter leaves your area and you are able to escape, proceed immediately to a safer place. Do not touch anything that is in the vicinity of the shooter.

If you must move to another location:

1. If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.
2. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to carry anything while fleeing.
3. Leave the wounded victims where they are and notify authorities of their location. Do not attempt to remove any injured persons.

Assisting police officers – Police officers responding to an active shooter are trained to advance immediately to the area in which the shots were last heard. The first responding officers will normally be in teams. They may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. They may be armed with rifles, shotguns or handguns, and might be using pepper spray or tear gas to control the situation.

1. Remain calm, do as the officers tell you, and do not be afraid of them.
2. Put down any bags or packages and keep your hands visible at all times.
3. If you know where the shooter is, tell the officers.
4. The first officers will not stop to help people as their primary purpose at this point is to locate and neutralize the threat. Rescue teams with medical personnel will follow later.

5. Until you are released, remain at whatever assembly point authorities designate. Be aware that police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.

Weapons, combustible items, firearms, explosives, incendiary devices or any instrument which is capable of causing death, physical or property damage

If you observe or suspect any of the aforementioned items on campus property, stay calm and immediately call 911. Then, call MMU Public Safety at extension 3333 or (414) 807-9560 from a non-campus telephone.

Give the following information:

1. Name and description of individual in possession of weapon or device, if known.
2. Location of the weapon.
3. Whether the individual in possession of weapon or device has threatened anyone.
4. Any other details that may assist law enforcement in locating this individual.

Lockdown procedures - A lockdown is a temporary sheltering technique that converts any campus, building or room into a large safe area to limit exposure to an active shooter or other highly dangerous, ongoing incident. Lockdowns typically last for any amount of time between 30 minutes and several hours. When alerted, occupants of a building or room will lock all doors and windows not allowing entry or exit to anyone until an all clear notification has been issued by law enforcement, emergency management and/or university officials. A lockdown will be announced via the campus emergency notification system using RAVE Alert, e-mail, MMU Web site. Once the notice to lockdown is issued:

1. Direct all students, staff and visitors into rooms or enclosed buildings, ensure all persons are inside.
2. Follow instructions; remain calm.
3. Do not remain in open areas such as hallways or corridors. Go to the nearest classroom or office.
4. Account for everyone in the room or office.
5. Close and lock all doors and windows. If you cannot lock the door, barricade it with desks, chairs, etc.
6. Turn off all lights.
7. Move all persons away from windows and doors.
8. Occupants should remain seated below window level.
9. Remain silent. Turn off all radios or other devices that emit sound. Silence cell phones.
10. If gunshots are heard, get on the floor and utilize heavy objects, such as tables, filing cabinets, etc. to hide under or behind.
11. If outdoors, seek nearby shelter (large trees, walls, vehicles, etc.) and wait for additional instructions from appropriate law enforcement or campus authorities.

12. Do not allow anyone outside of locked rooms until an all clear notification is given by law enforcement, emergency management and/or university officials.

B. BIOLOGICAL OR CHEMICAL ACCIDENT / HAZARDOUS MATERIAL

1. Refer to the posted directions in each biological or chemical lab with regard to the location of spill kit and fire extinguisher.
2. Call Public Safety at extension 3333 or 414-807-9560 from non-campus phone. If the type and location of hazardous material are known, report that information to Public Safety.
3. Evacuate to a designated area – close doors as you leave.
4. If confronted by MMU Public Safety, Police or Fire officials, follow their directives.

C. FIRE

In the event of a fire or smoke from a fire

1. Pull fire alarm and call Public Safety at extension 3333 or (414) 807-9560 from a non-campus phone.
2. Evacuate students and staff. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
3. Be aware of arrival of emergency responders. Public Safety or a designee will meet the fire department personnel and provide the location of the fire.
4. Take note of and report anyone missing.
5. Report missing persons to Public Safety immediately.
If trapped by fire, notify the fire department by calling 911 and the Public Safety Department by calling extension 3333.
6. Appropriate university officials may move students, faculty or staff to a relocation site if weather is inclement or building is damaged.
7. Do not reenter buildings until they are declared safe by law enforcement, fire department and/or university officials.

D. MEDICAL EMERGENCY

Serious injury or illness

1. Call Public Safety at extension 3333 if calling from an MMU campus phone or (414) 807-9560 if calling from a non-campus phone. Public Safety will notify the fire department if immediate EMS response is needed.

2. Give full attention to the victim(s).
3. Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
4. If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
5. Check for vital signs. Initiate first aid and/or CPR, if you are trained.
6. Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
7. Apply pressure on wound or elevate wound to help stop or slow bleeding.
8. Protect yourself from body fluids. Use gloves if available.

E. TORNADO OR SEVERE THUNDERSTORM

Tornado / severe thunderstorm WATCH has been issued for the area.

1. Monitor weather updates.
2. Review tornado / severe thunderstorm warning procedures (below) and be prepared to take action.

Tornado WARNING has been issued or a tornado has been spotted near the campus.

1. Immediately move to the designated tornado shelter area. If you unable to get to the designated tornado shelter area try to get to the lowest level possible, ideally in an interior hallway (away from windows and avoiding long span roofs found in cafeteria and gymnasiums).
2. Department personnel, classroom instructors, etc. should make certain everyone vacates the office or classroom. Take note of and report anyone missing. Close office, classroom door, etc.
3. Remain in the designated tornado shelter area until Public Safety gives an “all clear” notification via the RAVE campus alert system.

F. SUICIDE OR THREAT OF SUICIDE

1. Call Public Safety at extension 3333 if calling from an MMU campus phone, or (414) 807-9560 from a non-campus telephone.
2. Consider any student reference to suicide as serious.
3. If it is safe for you to do so, do not leave the individual alone. Stay with the individual until help arrives.

4. Try to calm the individual.
5. Isolate the individual or the area, if possible.
6. Initiate first aid if necessary.

G. SUSPICIOUS INDIVIDUAL OR VEHICLE

1. Call Public Safety at extension 3333 if calling from an MMU campus phone, or (414) 807-9560 from a non-campus telephone.
2. Note the individual's features, clothing, vehicle, where he/she is located in the building, whether he/she is carrying a weapon or package, etc. Give Public Safety a full description of the individual.

Fire Safety at Mount Mary University

Firefighting equipment, alarm systems, and procedures are provided for the protection of life and property in compliance with the health regulations of the City of Milwaukee.

To help ensure safety, periodic fire drills are scheduled each semester. The fire alarm system is also tested periodically. If the fire alarm is being tested, the beeping will be intermittent. However, a real fire alarm will be continuous.

Fire Procedures

- Pull fire alarm and call Public Safety at extension 3333 or 414-807-9560 from a non-campus phone.
- Identify a designated meeting area and evacuate the building.
- Close windows and doors as you exit. Do not use elevators.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- If confronted, follow directives by Public Safety, Police or Fire Department.
- Do not re-enter buildings until they are declared safe by Police, Fire Department, and/or university officials

Fire Safety Standards

- IT IS REQUIRED BY LAW THAT ALL PERSONS EXIT DURING A FIRE ALARM.
- Keep fire doors (stairwell doors) closed at all times to keep fire and smoke from spreading in the event of a fire.
- Even small fires can get out of hand. Smoke causes more damage and injury than most fires.

- If a fire does start in your room/office, close the window and door to keep the fire from spreading. Leave the room.
- Special directions are given for Christmas and other holiday decorating. Use non-combustible decorations and lights intended for normal indoor use only. Live trees are prohibited.

Fire Equipment- Caroline Residence Hall

It is each resident's responsibility to become familiar with the type and location of fire equipment and exits in her living area. Take time to check the various exits on every floor. Smoke detectors are provided in every residence hall bedroom and in the corridors. Do not deactivate them for any reason. If your smoke detector begins to beep which indicates that it needs a new battery, or the detector itself needs to be replaced, contact your RA to submit a maintenance request.

Take time to check where the firefighting equipment is placed. There are fire extinguishers on every floor, and wired smoke detectors on every floor of the residence hall. This equipment is periodically checked and maintained.

Appliances

Some common electrical appliances pose a safety hazard in confined spaces. If your appliance is rated over 6 amps (700 watts), has an exposed heating element (e.g., coils), or is not Underwriters Laboratory (UL) listed, it is not permitted in your room. Appliances NOT permitted in resident rooms include: microwave (other than the one provided), toaster, toaster oven, space heater, air conditioner, hot plate, deep fryer, candle warmers, George Foreman Grill, any fish tank over 10 gallons, coffee makers without an automatic shutoff, non-surge protected multi-plug devices, and halogen lamps. Violations of this policy can be subject to disciplinary action.

Candles

Lit candles and candle warmers constitute a danger of fire and are therefore **not** permitted in the residence hall. Only candles with unburned wicks—or have had the wicks removed—will be permitted. Staff members will confiscate all candle warmers and candles found burning or with black wicks and further disciplinary action may be taken.

Smoking

In an effort to promote a healthy environment for everyone, which is consistent with Mount Mary University's Mission Statement, all buildings on campus are smoke-free as of August 1, 1995.

Smoking will be permitted no less than 45 feet away from any building, with the exception of certain designated areas. These areas are the concrete aprons on either side of the front doors of Haggerty Library; the tables and benches outside the southeast (North Dining Room of Bergstrom Hall - near the Student Parking Lot); the west exit of Kostka Hall at the parking lot; the linden arches of Caroline Hall, east of the exit at the Post Office. These areas are provided with receptacles for smoking materials. Students in non-compliance may face disciplinary action.

Mount Mary University Fire Statistic Report

On-Campus Residence Hall			
	2015	2016	2017
Fires	0	0	0
Fire Injuries	0	0	0
Fire Deaths	0	0	0
Value of Fire Damage	0	0	0
Supervised Fire Drills	1	1	1

SUMMARY

Mount Mary University is continually working to ensure the safety of all persons within the campus community. All Mount Mary community members have important roles in preventing and reporting crime. Prompt reporting of incidents, personal awareness, and practicing crime prevention strategies are most important in reducing crime and staying safe. Fire safety is also very important to the university. All students, faculty and staff should be aware of policies, equipment and evacuation procedures to insure the safety of the entire community of Mount Mary University.