



Campus Safety Annual Report

2014-15

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Introduction

Grace College is pleased to compile this Annual Safety Report for 2014-2015. This document is one way our campus meets the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998. Also included are guidance and resources for the prevention of sexual assault and violent acts.

Grace College and Seminary, the Division of Academic and Student Services, and the Department of Campus Safety are committed to a safe and healthy educational community for students and employees. We live in a beautiful environment in which safety and security are the responsibility of all its members. Please commit to doing your part in keeping our campus safe.

The Grace College Campus Safety Department (“Campus Safety” or “Safety”) can be contacted 24 hours a day by calling (574)269-5344. Questions and concerns with safety should be addressed to the Chief of Campus Safety, Craig Allebach, or Assistant Chief of Campus Safety, Glenn Goldsmith.

Grace College Campus Safety is not a police department and has no sworn officers, however, we maintain cooperative working relationships and regular communication with all law enforcement agencies holding jurisdiction over our campus: these include the police departments of the Town of Winona Lake, the City of Warsaw, and Kosciusko County Sheriff’s Department, in order to serve and protect our campus. Campus Safety does not have the power of arrest, but does exercise its power to detain.

Grace College Campus Safety employs a part-time Chief, full-time Assistant Chief and Lead Campus Safety Officer, and 8-10 part-time Campus Safety Officers. Campus Safety is on-call and/or on duty 24 hours a day, seven-day-a-week. Campus Safety staff regularly monitor campus property, facilities, and special events; are responsible for locking and unlocking campus buildings; documenting incidents, investigating suspicious or unusual activities; reporting maintenance or safety concerns; conducting regular safety inspections and tours; oversees and enforces campus parking and traffic policies; and responding to crisis or emergency situations as may occur. All Campus Safety staff are trained CPR/AED, and most officers also receive homeland security training from INCLEA (Indiana Campus Law Enforcement Administrators Association). Officers maintain a daily activity report of rounds that includes any problems encountered during their shift. These are later reviewed by the supervisors and campus administration and kept on file.

Emergency Contact Numbers

General Procedures: If you have a police, fire or medical emergency, dial 911.

For all other campus related non-urgent messages, contact Campus Safety at 574-269-5344.

Campus Safety Officer

1. 574-269-5344
2. Speak clearly
3. Identify yourself
4. Identify the problem and/or request
5. Identify the extension if calling from an on-campus phone

Emotional or Physical Emergency

1. Contact the Health Center ext. 6472 between 8:00 a.m. and 4:30 p.m. weekdays
2. Contact the Resident Director on-call cell phone at 574-635-5737
3. Contact Campus Safety at 574-269-5344

Safety Hazards - for urgent matters: down wires, gas leaks, etc.

1. Contact Campus Safety at 574-269-5344
2. Contact the Physical Plant on-call cell phone at 574-527-2380
3. Contact the RD on-call cell phone at 574-635-5737

Emergency Telephones: Emergency “Code Blue” telephones are located throughout the Grace College Campus to assist you in emergency, information, and non-emergency situations. Every phone has access to 911. All phones are ADA compliant. There are three types of emergency phones located throughout campus: 1) tall pedestal tower; 2) wall mounted with a blue strobe; and 3) wall mounted. Any misuse of the emergency phones will be subject to a \$50 fine and discipline handled through the Office of Student Affairs. Any misuse of 911 could also result in criminal charges.

Access to Campus

During business hours, Grace College (excluding residence halls) will be open to students, parents, employees, contractors, guests, and invitees. During non-business & non-event hours, access to all facilities is by authorized key, access card, or by admittance via Campus Safety. Grace College maintains the right to restrict access at any time or to any persons at the discretion of college administration. In some cases, this will include a formal letter of no trespass which will be enforced by Campus Safety and the assistance of local law enforcement.

Security of Residence Halls

Grace College has approximately 960 residential students. Housing is designated either “traditional dormitory” or “apartment-style” and is intended for unmarried students divided by gender on each floor. Access is controlled through a controlled key system. The school is in the process of implementing an electronic access system (through proximity scanners and student ID cards) for exterior residence hall access. Locking individual rooms is highly encouraged and propping of building or floor entrances is prohibited. Guests are the responsibility of the student host, should

remain with their student host at all times, and proper paperwork must be completed for overnight guests. Entrances and parking lots are amply lighted. During vacation/holiday periods, most residence halls are closed and Campus Safety maintains coverage. Fire alarm systems are in all campus-owned residence halls, and monitored 24 hours a day by an alarm monitoring service. In the event of a fire, the alarm monitoring service automatically dispatches the fire department.

Educational Programs

Education relating to safety and security begins with the Residence Life staff. Campus Safety staff trains Resident Life staff concerning safety and security matters at the beginning of the fall semester. Emergency procedures are reviewed, drills are conducted, and a list of emergency telephone numbers is distributed. At the beginning of each semester, resident life staff conducts mandatory meetings with new and returning students to explain residence hall and safety procedures. Specific policies outlined in the Student Handbook are reviewed and emergency information such as refraining from propping open entry doors, locking personal dorm rooms, and the location of fire extinguishers and alarms is discussed.

Safety information is published and promoted on the Grace College website (<http://www.grace.edu/campus-life/campus-safety>), on the campus portal (Campus Life: Campus Safety) and in the Student Handbook (located on the campus portal: Campus Life). Students and employees can register vehicles and sign up for “Grace Alert” SMS text messages through the portal page. Throughout the school year, safety reminders and updates may be published in the weekly “Lancer Lowdown” e-newsletter, in special e-mail messages, or through the “Grace-Alert” SMS text and email message system. Informational pamphlets and booklets are available at the Campus Safety Offices located in the Gordon Student Recreation Center.

In compliance with new federal requirements for prevention of sexual assault, stalking, domestic and dating violence (the Campus Sexual Violence Elimination – SaVE – Act), Grace students were trained about sexual misconduct and safety during the September mandatory hall meeting. Topics included:

- A clear statement of Grace’s position: “...harassment, physical and sexual offenses, assault, battery, and stalking are violations of the overall policies of Grace College - as well as federal and state laws - and will not be tolerated.”
- Grace’s policy on sexual misconduct from the 2014-15 Student Handbook and information on where to find Grace’s complete policy on Sexual Harassment, Sexual Misconduct, and Sexual and Physical Assault.
- Clear definitions of Sexual Harassment, Assault, Battery, and Consent.
- Instruction on what to do if you witness or are a victim of sexual harassment or assault.
- Encouragement to notify the Dean of Students or the Director of Human Resources (Title IX director for Grace College) with any complaints or questions related to this policy.

Similar training is planned for all employees at an upcoming General Employee Meeting (GEM).

Personal Responsibility for Safety

The cooperation of the entire campus community is critical to the safety and protection both of individuals and property. It is essential that everyone follows established regulations and takes simple precautions to avoid problem situations, especially students living in residence halls. The following considerations will keep you and others safer:

1. Do not prop any door open.
2. Lock your room door when you leave, regardless of how long you plan to be gone.
3. DO NOT leave valuables or cash unprotected. Keep small valuable items out of sight, such as money, wallets, purses, and jewelry. It is recommended that you engrave all valuable items with your driver's license number and keep a record of all valuables with descriptions and serial numbers. Put valuables in the trunk of a car rather than in full view.
4. Grace College is not liable for any property belonging to students which may be lost, stolen, or damaged in any way wherever this may occur on the college's premises, including storage, cars, lobbies and laundry facilities. Students are encouraged to carry/obtain renters insurance or private property insurance for protection.
5. Do not give unidentified persons access to a residence hall or room. Do not allow door-to-door salesmen to enter your room. Campus regulations prohibit soliciting, and the alleged salesman may be casing your room.
6. Never lend your keys or your student ID card to anyone. Lending out, misuse, or unauthorized use of your key is a violation of our Key Control Policy and may result in the confiscation of your key.
7. Report immediately to the Physical Plant all doors, locks, or windows in need of repair.
8. Report all suspected cases of theft immediately to Campus Safety (574) 269-5344.
9. If your roommate loses his/her key to the room, do not leave your door unlocked because your roommate has lost his/her key.
10. Park cars, motorcycles, and bicycles in the designated areas and keep them locked at all times.
11. At night, walk: (a) ONLY in lighted areas; (b) quickly and confidently; (c) always with a friend.
12. Immediately report any persons looking or acting suspiciously to Campus Safety.

Safety Policies and Procedures

Reporting a Crime: To report a crime, contact Campus Safety by calling (574) 269-5344 or by pushing the "call" button on any campus "code blue" emergency phone. Local law enforcement may be reached by dialing 911 or by pushing the red button on any campus "code blue" emergency phone. A crime may also be reported in person to a Campus Safety staff member or to any Resident Director (RD) or Assistant (RA). Any member of the Grace College and Seminary community has the right to notify local law enforcement of a crime. Student Affairs and Campus Safety staff will gladly assist with contacting the local law enforcement when requested. It is important that crimes are reported in a timely, accurate fashion.

Off-Campus Crime: If Winona Lake Police (WLPD) is contacted about criminal activity occurring off-campus involving Grace College students, WLPD may notify Campus Safety. However, there is no official WLPD policy requiring such notification. All students are required to abide by the laws of the local, state, national, and international governments and are subject to disciplinary action by the college for violation of the laws thereof. The college will cooperate with all law enforcement agencies as requested. Committing a city, state, or federal crime is grounds for immediate suspension.

Timely Warnings: In the event a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Safety or other campus administrator, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. This warning will be appropriate to the circumstances and may be issued to students, faculty, and staff through the college e-mail system, ”Grace Alert” system (SMS text messaging and campus email), social media, personal (room by room) communication, or a combination of these.

Depending on the particular circumstances of the crime or emergency, especially in all situations that could pose an immediate threat to the community and individuals, Campus Safety and Student Affairs may also post a notice on the College website (www.grace.edu). Anyone with information warranting a timely warning should report the circumstances to the Campus Safety by phone (574)269-5344 or in person at the Campus Safety Office in Indiana Hall (*Note: The Campus Safety offices are moving during the Fall 2014 semester to a new office suite in the west end of the Gordon Student Recreation Center.*)

Missing Student Notification Policy and Procedures: If a member of the Grace College community has reason to believe that a residential student is missing, he or she should immediately notify Grace College Campus Safety at (574)269-5344. Campus Safety will generate a missing person report and begin an investigation.

After investigating a missing person report, if Campus Safety determines the student has been missing for 24 hours, Campus Safety or Student Affairs will contact the student’s general emergency contact and/or the student’s parents or legal guardians. At this point the Winona Lake Police Department (WLPD) will also be notified about the missing person.

In the event the residential student reported missing is under the age of 18 and is not an emancipated individual, the student’s parent or legal guardian will be notified by campus officials no later than 24 hours after the student is determined to be missing.

Search and Seizure: Grace College reserves the right to search students, their rooms, furnishings, personal property, and /or motor vehicles for forbidden items such as illegal drugs, alcoholic beverages, tobacco, firearms, fireworks, pornographic material, etc., if there is reason to believe that an offense has taken place or is taking place. If possible, the student(s) involved should be present

during the search. The search may be made even if the student(s) is unable to be present. The college reserves the right to confiscate any forbidden or misused items.

Firearms: No weapons of any type are allowed on campus, this includes vehicles, rooms or storage areas and all other areas of Grace College property, both owned and rented. Any student in possession of a weapon must register and store the weapon at the Campus Safety office until other arrangements can be made. Violations of this policy will result in confiscation of the weapon(s), and the matter will be reported to the Office of Student Affairs and to the local law enforcement agency. Weapons include, but are not limited to the following:

- Firearms - any device capable of, designed to, or that may readily be converted to expel a projectile. IC 34-47-9-2: Possession of a firearm on school property, as defined by Indiana Code, is a Class D felony.
- Knives - with a blade exceeding the legal length: 3 7/8 inches
- Martial Arts - all forms of martial arts weapons including those used for training purposes
- Paintball guns, Pellet guns, Air soft guns, Potato guns, etc.

Fireworks / Explosives: Possession or use of firecrackers or any type of explosive is prohibited. Students are not permitted to have fireworks of any type in their possession. Infractions of this policy will result in impounding of the fireworks and possible disciplinary action.

Hazing/Pranks: No coarse jesting, ridiculing, or humiliating pranks under any condition is permitted. Any student participating in either a just-for-fun prank or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, any student participating in a prank-type activity which potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary action including the probability of suspension or dismissal. Any welcoming or introductory procedures related to classes or organizations must be approved by the advisor and the Vice President for Academic and Student Services at least three weeks in advance of the desired activity. All of these kinds of activities should be governed by biblical principles (i.e. I Cor. 10:31, Eph. 4:29, and I Thess. 5:11). The clear concepts are to do all things to honor God and, because Christ lives in you, to seek to encourage and build up one another. According to Indiana Code 35-42-2-2, hazing is defined as criminal recklessness. Depending on circumstances it could result in a felony charge.

Safe Ride: The purpose of the Campus Safety Safe Ride is to provide students with a safe ride to their place of residence during the evening hours. Call Alpha Desk at 574-372-5100 ext. 6728 between the hours of 6:00 p.m. until midnight. If no one answers at Alpha Desk, call the Campus Safety Officer at 574-269-5344 and give the information in reference to the Safe Ride pick-up location. This service is not to be used as a taxi service and will only be available during the stated evening hours.

Bicycle Registration and Safety: Students are encouraged to register their bicycle with Campus Safety. All bicycles should be locked up when not in use. Campus Safety reserves the right to cut any

locks and impound bikes that are locked to trees, ornamental railing, light posts or any other areas that are not specifically bike racks. Bikes must only be locked to bike racks.

Vehicle Registration and Safety: All vehicles must be registered through Campus Safety and display a current Grace College parking permit while on campus, at all times. Registration can be done on the Grace Portal. Failure to register will result in a citation, failure to register after a citation may result in a vehicle being towed or booted. All drivers - including guests of students and employees - are expected to follow posted signage related to parking and safe driving. Grace College is a “walking campus,” drivers should anticipate and yield to pedestrians.

Crime Log

Grace College Campus Safety maintains a daily crime log. All reportable activities, both criminal and non-criminal, are assigned a case number. Only case numbers generated for criminal activity are listed on the crime log. So, crime log case numbers do not run sequentially. Crimes are listed in chronological order - the most recent crimes are at the bottom of the log.

The crime log incidents may not match the crime statistics, as the crime log is compiled using different codes and the crime statistics are required by law to be compiled using the Federal Uniformed Crime Reporting crime definitions.

Hard copies of the Crime Log are available at the Grace College Campus Safety Office during normal business hours.

Reporting of Crime Statistics

The following statistics provided in compliance with the Federal Crime Awareness and Campus Security Act of 1990 and amended in 1992, 1998 and 2013, are for your information as part of the overall safety and security program. This data reflects disclosure of certain incidents, as required by the law, that are reported to campus security authorities or local police agencies for the three calendar years preceding the year in which the report is disclosed. Statistics of crimes reported to pastoral or professional counselors are generally not included in this report, unless it is deemed appropriate to inform their clients of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure. This year's report also includes new categories: Domestic Violence, Dating Violence, and Stalking, as required by the 2013 Violence Against Women Act (VAWA).

Crime	2012 GC	2012 WL	2013 GC	2013 WL	2014 GC	2014 WL
Arson	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	12	0	6	0	5	0
Vehicle Theft	0	0	0	0	1	0
Robbery	0	0	0	0	0	0
<i>Criminal Homicide</i>						
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
<i>Sex Offenses:</i>						
Non forcible	0	0	0	0	0	0
Forcible	0	0	0	0	1	0
<i>Alcohol Violations:</i>						
DWI	0	0	0	1	0	0
Possession/Consumption	1	0	0	0	8	0
<i>Arrests and Referrals</i>						
Liquor Law Violation	0	0	0	0	0	0
Drug Violation	2	0	1	0	7	0
Weapons Possession	0	0	1	0	0	0
Domestic Violence					0	0
Dating Violence					0	0
Stalking					1	0
Hate Crimes	0	0	0	0	0	0
Total:	15	0	8	1	23	0

GC=Grace College, WL=Winona Lake

Incidents reported to Grace are in a calendar year format. They are based upon existing file information and presented with the guidelines of the Campus Security Act of 1990 and subsequent amendments.

Crime Definitions

- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, public building, motor vehicle or aircraft, personal property of another, etc.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned; includes joyriding.)
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Criminal Homicide:**
 - a. **Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
 - b. **Negligent Manslaughter:** the killing of another person through gross negligence.
- **Sex Offenses (Forcible and Non-Forcible):**
 - a. **Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Includes rape, sodomy, and sexual assault with an object or forcible fondling.
 - b. **Non-forcible:** Unlawful, non-forcible sexual intercourse. Includes incest and statutory rape.
- **Alcohol Violations:**
 - a. **DWI-Driving** a vehicle under the influence of an alcoholic beverage or drug.
 - b. **Possession/ Consumption**-Possession of an alcoholic beverage or consuming an alcoholic beverage under the age of 21. Grace College campus maintains a zero-tolerance policy (age is not a factor).
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzadrine).
- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; And where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to: fear for his or her safety or the safety of others; or suffer substantial emotional distress
- **Hate (or bias-related) Crimes:** Includes all of the above categories plus larceny, vandalism, intimidation, and simple assault where the offense is committed on the basis of the victim's race, religion, ethnicity, gender, sexual orientation, or disability.

Sexual Harassment, Sexual Misconduct and Sexual and Physical Assault

Policy: Harassment based on protected characteristics, physical and sexual offenses and assault, and battery violate our federal and state laws as well as the overall policies of Grace College and will not be tolerated.

Grace College and Seminary is committed to the views outlined in Scripture regarding sexual misconduct (I Thess. 4:3-8, I Cor. 6:12-20). Sexual misconduct is a serious violation of Grace regulations. Sexual purity is the standard for moral behavior for the believer, and members of the Grace College community are to abstain from sexual behavior explicitly prohibited in Scripture. These include, but are not limited to, rape, sexual assault, sexual harassment, sexual promiscuity, adultery, oral sex, sex outside of marriage, homosexual acts, homosexual behavior, or promotion of a homosexual lifestyle, and/or overly affectionate or prolonged public displays of affection. All members of the Grace community are expected to abstain from sexual immorality and misconduct. Grace College and Seminary teaches and promotes abstinence from any and all sexual activity or expression outside the covenant of marriage.

Applicability: This policy applies to all employees and all students in all divisions (e.g., graduate, seminary, and undergraduate), all delivery formats (e.g., online or residential), all locations (e.g., on the Winona Lake campus and at other locations), and all use of social media (e.g., Facebook, Twitter, cell phones).

This policy is intended to protect and assist victims of assault as well as others involved during the investigation of reports of assault. This protection is extended during all stages of the process, from investigation to the disposition of the allegation.

Definitions:

- **Protected Characteristics:** Race, ethnicity, sex, age (over 40), national origin, disability, or Vietnam Era veteran status. Transsexualism, transgenderism, and gender identity are not protected characteristics but the fact that they are not protected characteristics does not mean that harassment or other objectionable conduct based on those characteristics is condoned by Grace College.
- **Physical Assault:** An intentional act that causes someone to have reasonable fear of imminent bodily harm.
- **Intent:** That which is done for the purpose of causing a particular result or with the knowledge that the result is likely to occur. The actor does not have to want the result to occur if he/she is, or should be under all the circumstances, aware that the result is likely to occur.
- **Battery:** Causing physical harm to another person. Battery includes rape, whether or not accompanied by force (including “date rape” or “acquaintance rape”).
- **Sexual Harassment:** Any uninvited sexual advances, touching, fondling, or bodily contact, requests for sexual favors, other verbal or physical conduct of a sexual nature, and any other

contact which creates or tends to produce a hostile environment based on an individual's sex.

- ***Protected Characteristic Harassment:*** Any uninvited conduct that creates or tends to produce a hostile environment based on an individual's protected characteristic.

Counseling Center: The institution's counseling center will provide counseling support to local students who are victims of physical or sexual assault or others affected by the assault, and it will make available to all students and employees a list of off-campus counseling and mental health agencies that provide services for victims of a physical or sexual assault.

Procedures:

A. **Victims/Witnesses to Offenses:** Individuals who have been the victim of physical or sexual assault or who have witnessed such conduct should take the following immediate steps:

1. Students or employees living locally near the Winona Lake campus should immediately call 911 or contact the Winona Lake Police Department (574-267-8622) or the Warsaw Police Department (574-372-9511). All others should call 911 or contact their local law enforcement office.
 - a. Victims of sexual assault may choose to use a pseudonym when making a report to law enforcement to preserve confidentiality.
 - b. Interviews with law enforcement professionals will also include options related to filing criminal charges and the pursuit of a restraining or protective order.
2. If the accused perpetrator is a Grace student or employee, all victims, in addition to reporting to local law enforcement, should report the incident to their Grace Campus Safety Office or Site Director.
3. To avoid destroying forensic evidence, victims should not bathe, shower, or change clothing until appropriate evidence can be evaluated and preserved.
4. Seek professional attention from available medical, counseling, and/or mental health resources.

B. **Institutional Procedures:** Independent of decisions made by the victim or witness to address the issue, Grace retains the right to investigate and impose disciplinary action in a case of sexual or physical offense alleged against another Grace student or employee.

C. **Students:** Institutional investigations of students related to physical and sexual assaults follow the disciplinary procedures outlined in the Student Handbook (including that both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings and that both will be informed of the outcome of any disciplinary

proceeding). The Vice President of Academic and Student Services or the Dean of Students may choose to meet with the victim prior to notifying the accused perpetrator.

Discipline that may be imposed upon a student found to have perpetrated a sexual or physical offense includes, but is not limited to, disciplinary probation, required counseling, residential relocation, academic rescheduling, and/or suspension or dismissal from Grace.

The institution will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by an institution on or after August 14, 2009.

D. Employees: Institutional investigations of employees related to physical and sexual assaults follow the involuntary dismissal procedures outlined in the Employee Handbook. This includes causes for immediate termination (i.e., not requiring a two-week notice) such as, but not limited to, sexual harassment.

Any employee who believes that he/she has been the subject of sexual harassment or sexual or physical assault should report the alleged act immediately to his/her supervisor and Director of Human Resources. The complaint will be investigated and may include local law enforcement involvement. The employee will be advised of the findings, which, to the extent possible under the law, will be kept confidential.

Educational Programming: The Student Affairs staff provides educational programs for students and employees to promote the awareness of sexual assault and sexual misconduct. Campus safety also provides basic information regarding safety and reporting procedures. R.A.s and R.D.s are trained to report such offenses and how to provide support to a student who has experienced a physical or sexual offense. The Department of Human Resources provides education to employees regarding the awareness and reporting of sexual assault and sexual misconduct.

Support for Victims of Assault: Grace's Counseling Center, located in Indiana Hall, provides counseling, support, and assistance for students who are victims of physical and sexual assault regardless of whether the incident happened on campus or was perpetrated by another Grace student or employee.

In addition, the Grace Counseling Center provides more information about local resources for residential students and assists in making referrals for employees or commuter, online, and other Grace students who desire counseling, support, or information in their local communities.

The Office of Student Affairs will also discuss options regarding changes to a victim's academic and living situation.

Local Assistance:

Winona Lake Police Department	911 or 574-267-8622
Warsaw Police Department	911 or 574-372-9511
Grace College Campus Safety	574-269-5344
Grace College Counseling Center	574-372-5100 x6472
Kosciusko Community Hospital	574-267-3200
Kosciusko County Sheriff's Department	574-267-5667
Bowen Center - 24 hour emergency service	800-342-5653
Bowen Center - Warsaw	574-267-7169
Victims Service Center - Warsaw	574-372-9539
Ft. Wayne Sexual Assault Treatment Center hotline	260-423-2222

Tobacco, Alcohol, and Substance Use and Abuse Student Policy

Policy: The use, sale, purchase, transfer, or possession of a controlled substance on property owned or leased by Grace College or while participating in activities sponsored by the College, and the use, possession, or being under the influence of alcohol, and the abuse of prescription medicine also pose unacceptable risks for safe, healthy and efficient operations. Violation of the College's policy will be subject to disciplinary action up to and including dismissal.

In addition, the College recognizes that tobacco is a harmful substance, even if lawful, and has a policy of discouraging the use of tobacco.

Grace further expresses its intent to comply with federal and state rules, regulations or laws that relate to the maintenance of a school free from controlled substances and unlawful and irresponsible use of alcohol.

Purpose: Grace has the right and obligation to maintain a safe, healthy, and efficient environment for all of its students, and to protect the College's property, information, equipment, operations and reputation.

Scope: Grace College & Seminary has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of a controlled substance or alcohol while a student poses serious safety and health risks to the user and to all those who associate with the user. This policy, therefore, applies to all students in all programs and all off campus locations.

Standards of Conduct

1. Members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, and controlled substances.
2. Controlled substances are defined as:
 - a. Any drug or other substance that is not legally obtainable
 - b. Any drug that is legally obtainable but has not been legally obtained
 - c. Any prescribed drug not legally obtained
 - d. Any prescribed drug not being used for the prescribed purpose
 - e. Any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer
 - f. Any drug being used for a purpose not in accordance with bona fide medical therapy.
3. Examples of controlled substances are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs).

4. Grace College and Seminary students may not be bartenders, be involved in the purchase of alcohol for a minor, or provide and an off-campus location for a party where alcohol or controlled substances are available.

Disciplinary Action: Disciplinary action against students related to the violation of the expressed standards of conduct will be accordance with those outlined in the Students Discipline Guidelines of the Student Handbook. Any action taken by the College under this policy is subject to appeal by the student in accordance with the Student Discipline Guidelines of the Student Handbook. Sanctions for such misconduct will be consistently enforced.

Legal Sanctions: In addition to the disciplinary action by the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession or distribution of alcohol and drugs. Indiana and federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, prior violations for such offenses, and a variety of other factors. Legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a college.

Health and Other Risks: The abuse of alcohol and use of illicit drugs are known to be detrimental to physical and psychological well-being. Almost every system in the body can be negatively affected by excessive or chronic alcohol consumption or drug use. Their use is associated with a wide variety of health risks such as severe weight loss, anemia, physical and mental dependence, impaired learning, depression, high-risk sexual behavior, changes in the reproductive system, damage to the lungs, cardiovascular disease, cancer, liver disease, seizures, brain damage, acute and chronic illness, and even death. Because many who abuse alcohol and drugs also smoke, the health risks are further compounded.

In addition, the abuse of alcohol and drug use are associated with risks to the community and may include such things as impaired and unsafe work performance, violence, injuries, accidents, drunk driving, acquaintance rape.

Clinical Exams and Testing: College officials reserve the right to require that a student submit to a physical exam or clinical testing designed to detect the presence of drugs when there are reasonable grounds (meaning objective facts sufficient to lead a reasonable person to conclude that a particular student is unable to satisfactorily perform his or her duties or function in a college environment due to drug or alcohol impairment. Such inability to perform may include, but is not limited to, decreases in the quality or quantity of the student's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations) for believing that a student is under the influence of, or improperly using controlled substances, prescription or over the counter drugs or alcohol in violation of this policy.

If action was based upon a drug or alcohol test, the student will have the right, at his or her expense, to have a separate test performed on the same sample by a testing agency acceptable to the College.

Counseling, Treatment, and Rehabilitation: Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to students through a variety of on- and off-campus resources. Counseling services are available on campus through the Counseling Center. For more serious problems, the Counseling Center may refer students to counseling, treatment, or rehabilitation programs off campus, and maintains a list of these resources available locally to students or others wanting information or counseling for alcohol or drug use. Some of these services and programs are without charge, while others are covered by the student's insurance or based on the student's ability to pay. The Counseling Center will assist students who do not live locally to identify counseling or treatment services in their immediate vicinity.

Students with questions, concerns, or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available.

Severe Weather Information

1. Tornado Watch: weather conditions are favorable for tornados to develop. A weather watch is generally issued for a period of six (6) hours by the National Weather Service. Campus Safety will notify your Resident Directors of the watch and continue to update them regarding any changes that occur.
2. Tornado Warning: a tornado has been detected by radar or a trained weather spotter. A weather warning is generally issued for a period of one half (1/2) hour to one (1) hour by the National Weather Service. Campus Safety will notify your Resident Directors of the warning and continue to update them regarding any changes that occur. In the case of a tornado warning, residents should move as quickly and carefully as possible to the lowest level of the building and to the center of the building in which they are located. The Campus Safety Chief or a designated official will be the person to give the all clear.

Please note the following instructions to be followed during a tornado warning:

- Evacuate upper floors
- Move to the center of basement or bathroom or interior closet
- Get under a sturdy table or desk if possible
- If stuck on an upper floor go to an interior hall or stairwell
- If caught outside lie flat in a ditch
- Avoid windows and exterior walls
- Cover your head

Your shelter locations are indicated on the residence hall floor diagrams posted on the hall doors at the end of the floor.

Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. LBC complies with this rule by including all fire-related incidents in the Daily Log. To view the most recent incidents please visit the Campus Safety offices located in the lower level of Indiana Hall. Requests older than 60 days must be directed to the Director of Public Safety. Information will be made available within two (2) business days of a request for public inspection.
2. **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. LBC complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security & Fire Safety Report.

Fire Definitions

- **Fire:** Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency services.
- **Fire-related Deaths:** Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).
- **Fire-related Injuries:** Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.
- **Estimated U.S. Dollar Loss Related to Fire Incidents:** Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.
- **Evacuation Procedures Posted:** When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to a point a minimum of 100 feet from the building to begin an accountability and assessment process.
- **Fire Alarms Monitored by Contracted Alarm Monitoring Company:** Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year by a contracted monitoring service.
- **Fire Safety Training Programs Delivered:** Number of training programs delivered by Fire and Emergency Services or other responsible persons of authority within the College to occupants of residence halls, concerning fire prevention and preparedness.
- **Buildings Equipped with Fire Alarm Systems and Smoke Detectors:** Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls are equipped with a functional fire alarm system and smoke detectors.
- **Buildings Protected with Automatic Sprinkler System Throughout:** Indicates an automatic sprinkler system protects all areas of a building.
- **Fire Drills:** The number of supervised scheduled drills or actual events at campus residence halls, that are facilitated and certified by Public Safety in cooperation with assigned College building personnel and at times with Manheim Township Fire Rescue. A minimum of two (2) drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

Fire Log 2014-15

Building	Fire #	Date	Time	Cause of Fire	Fire-related injuries	Fire-related deaths	Fire-related Loss (US\$)
Lofts	1	8/5	12:30am	Electric	No	No	

Fire Statistics & Safety Amenities per Residence Hall 2014-15

Location	Fire Alarms monitored by Alarm Co.?	Equipped w/ Sprinkler System?	Smoke Detectors and Fire Alarm?	Fire Evacuation Plan posted?	# of Fire Drills conducted per year?	Total Fires? (See log)
Alpha Hall	Yes	No	Yes	Yes	2	0
Beta Hall	Yes	Yes	Yes	Yes	2	0
Epsilon	Yes		Yes	Yes	2	0
Gamma C	Yes		Yes	Yes	2	0
Kauffman	Yes	Yes	Yes	Yes	2	0
Indiana Hall	Yes	Yes	Yes	Yes	2	0
Kent Hall	Yes	Yes	Yes	Yes	2	0
LampPost Apts.	Yes			Yes	2	0
The Lodge	Yes	Yes		Yes	2	0
The Lofts	Yes	Yes	Yes	Yes	2	1
Westminster Hall	Yes	Yes	Yes	Yes	2	0

Residential Facilities Fire Safety Statistics - 2012

Residential Facilities	Total Fire in Each Building	Fire Number	Cause of Fire	Fire-related injuries	Fire-related deaths	Fire-related Loss (US\$)
Alpha	1	1	Lamp/clothing	0	0	?
Beta	0					
Epsilon	0					
Gamma T-House	0					
Gamma C	0					
Indiana Hall	0					
Kent Hall	0					
Lamppost Manor	0					
Orchard Manor	0					
Westminster Hall	0					

Residential Facilities Fire Safety Statistics - 2013

Residential Facilities	Total Fire in Each Building	Fire Number	Cause of Fire	Fire-related injuries	Fire-related deaths	Fire-related Loss (US\$)
Alpha	0					
Beta	0					
Epsilon	0					
Gamma T-House	0					
Gamma C	0					
Indiana Hall	0					
Kent Hall	0					
Lamppost Manor	0					
Orchard Manor	0					
Westminster Hall	0					

Residential Facilities Fire Safety Statistics - 2014

Residential Facilities	Total Fire in Each Building	Fire Number	Cause of Fire	Fire-related injuries	Fire-related deaths	Fire-related Loss (US\$)
Alpha	0					
Beta	0					
Epsilon	0					
Gamma T-House	0					
Gamma C	0					
Indiana Hall	0					
Kent Hall	0					
Lamppost Manor	0					
The Lodge	0					
The Lofts	1	1	Electric	No	No	
Westminster Hall	0					

Fire Prevention in Residence Halls

Fire Alarm Procedures

1. Activate fire pull alarm station and warn the other occupants by knocking on doors and shouting as you leave.
2. Notify 911 immediately and contact Campus Safety (at least one person needs to ensure that this has been accomplished, generally an RD or RA). Give exact location and nature of situation.
3. Confine the fire by closing all doors in the area and rescue anyone in immediate danger, only if you can do so safely.
4. Evacuate the building via the nearest exit, in a controlled yet rapid manner. All persons are to utilize stairs, not elevators during a fire alert situation. Walk to the outside of the building at a distance of at least 100 feet, keeping the main building egress clear for incoming emergency vehicles.
5. Remain outside until the local Fire Department and Campus Safety arrive to assess the situation, which includes a search of the building for any remaining occupants. Approval to return to the building is subject to authorization by the Fire Chief.

If you are in a residence hall and a fire alarm sounds, automatically follow steps 2 through 5 even if none of the conditions outlined under “definition” do not appear to exist.

Contact Information in Case of Fire:

1. Evacuate the building
2. Call the Fire Department 911
3. Notify Campus Safety 574-269-5344

Do not attempt to fight the fire yourself. Your best means of survival is immediate evacuation.

Fire Drills: Fire drills will be held at least once a semester to insure those residents will be able to evacuate the halls quickly. Anyone in the building at the time of an alarm must participate in the drill. It is necessary for everyone to go to the assembly area, which you are instructed or informed of at the beginning of the year by your Resident Director (RD). This is for accountability to insure that everyone has exited the building safely.

Open Flames: Open flame of any type, including those in glass bulbs, open flame lamps, heaters, incense, and Bunsen burners are restricted in Grace College buildings. Unlit candles are permitted for decorative use. If there is evidence the candles have been burned, they will be considered in violation of this policy will result in Impounding of the material(s) and a fine.

Electrical Appliances: The use of most electrical appliances is prohibited in residence halls because of sanitation, safety, and electrical circuit overload concerns. Cooking meals in student rooms is prohibited (except in kitchens of apartments). The following regulations govern the use of appliances and other electric devices:

- Small microwaves, up to 750 watts, are permitted in the residence halls.
- Refrigerators are permitted, but are not to exceed 2.5 cubic feet and 1.8 amp compressor units.
- Hot air popcorn poppers are permitted in the residence halls; those using oil are not.
- Toasters, toaster ovens, George Foreman grills, and any open coil heating/cooking units are not permitted in the residence halls.
- Plug-in space heaters, electric blankets, many floor lamps, and candle warmers are not permitted in the residence halls.
- Power strips only are allowed for electric appliances/devices; extension cords are not permitted.
- Surge protectors are not to be linked, or to exceed in number the amount of outlets it has.

For questions or concerns regarding any of the information or statistics contained within this report, please contact:

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