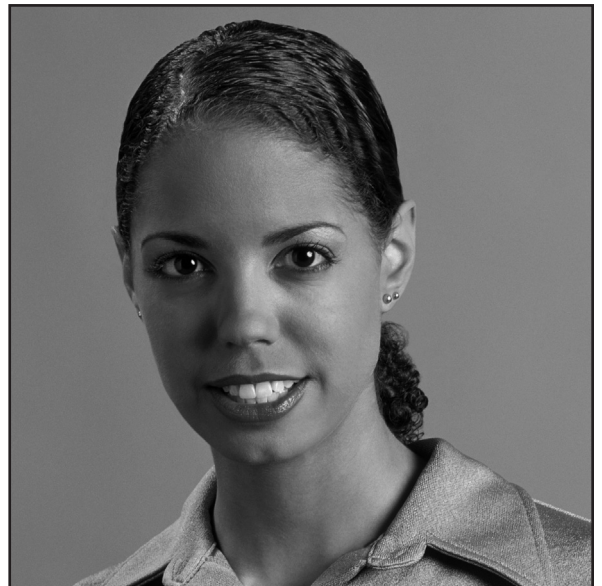
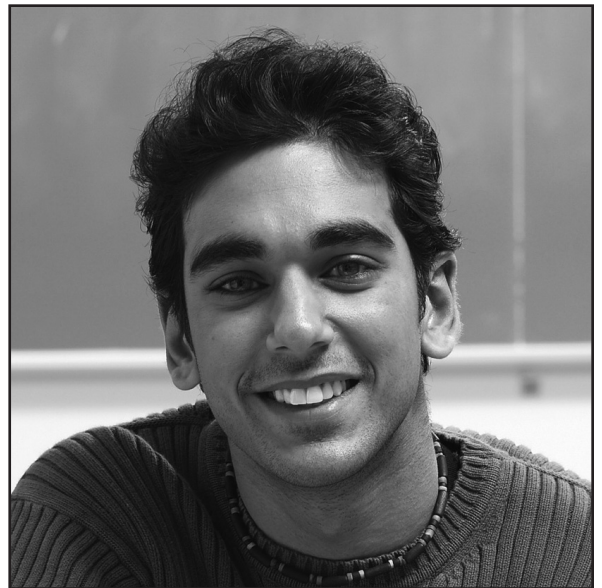


2013 ANNUAL REPORT

# STUDENT RIGHT TO KNOW & CAMPUS SECURITY



LINDENWOOD

LINDENWOOD UNIVERSITY

ST. CHARLES, MISSOURI

## Graduation/Persistence Rate — Fall 2011

### 2010 Student Cohort

- 82 percent of the students that enrolled at Lindenwood University for the Fall Semester 2010 as first-time, full-time, undergraduate degree-seeking freshmen continued toward graduation in post-secondary education for the fall semester 2012.
- 60 percent of these students enrolled at Lindenwood University for the Fall Semester 2012.
- 22 percent continued their education at another post-secondary institution.\*
- 18 percent could not be located to determine status.\*

### 2009 Student Cohort

- 73 percent of the students that enrolled at Lindenwood University for the Fall Semester 2009 as first-time, full-time, undergraduate degree-seeking freshmen continued toward graduation in post-secondary education for the fall semester 2011.
- 59 percent of these students enrolled at Lindenwood University for the Fall Semester 2011.
- 14 percent continued their education at another post-secondary institution.\*
- 18 percent could not be located to determine status.\*

Graduation rate includes students who graduate within six years of beginning their post-secondary education at the same institution. Of the students that enrolled at Lindenwood University in the 2004 fall semester, as full-time, undergraduate degree-seeking freshmen, 45 percent completed a bachelor's degree at Lindenwood University within six years.

Persistence rate is a projected graduation rate. It is used to track the student's re-enrollment through subsequent years until such time that a graduation rate can be fully reported.

\*estimated figure

## **Campus Security Information**

Lindenwood University complies with the Student Right-To-Know and Campus Security Act of 1990, the Campus Securities Disclosures (Section 485 of the Higher Education Amendments of 1992, and section 668.46 and Appendix E to part 668 of the Higher Education Amendment of 1998), and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Security Act, and seeks to provide a healthy, safe, and secure environment for students and employees. Lindenwood provides the following information:

**Visitation within residential housing** must be managed with concern for personal safety and security and consideration for the well-being of all students. In-room visitation by members of the opposite sex is prohibited except during hours posted in each residence hall. This provision may be modified upon the approval of the Dean of Students. However, like visitation within one's home, the privilege requires certain understandings, restrictions, and responsibilities.

**Non-traditional, alternative residences, houses, apartments,** provide more of a "private residence" status, but are considered part of the University residence community and therefore are required to abide by the same policies.

Residence hall visits by parents or family members of the opposite sex are permitted, provided that visitors notify the hall director and make courtesy announcements of their presence to the floor residents. Non-student visitors are of particular concern to the University. Non-family juveniles under 18 years of age and uninvited or inconsiderate off-campus persons are not welcome in residence halls, non-traditional units, or on the campus and are considered trespassers.

The University will make every reasonable effort to respect the privacy of students and give prior notice of entry into student rooms. The University reserves the right of entry without notice for such purposes as necessary to assure compliance with policies of the University, verification of occupancy, maintenance, and to meet emergencies. If necessary, the right of entry also includes student-owned vehicles.

## **Student Services & Community Mental Health Services**

The University Chaplain is available to victims of sexual assault and can assist in referring an individual to community counseling centers.

Local mental health facilities include the following:

- Lindenwood Student Resource & Counseling Center (636) 949-4528
- SSM Behavioral Health Services (314) 344-6700
- Bridgeway Counseling (636) 949-9940
- Bridgeway Sexual Assault Center (636) 946-6854
- St. Charles County Victim of Crime Assistance Program (636) 949-7370
- Crider Counseling Center (636) 332-6000
- BJC Recovery Center (636) 916-9711
- RAVEN (for abusive men) (314) 645-2075

## **Alcoholic Beverages and Illegal Use of Controlled Substances**

The University seeks to implement fully the Drug-Free Schools, Communities, and Workplace Acts of 1988 and 1989.

### **Alcohol**

Present state laws make liable to arrest and prosecution any person under 21 years of age who consumes and/or possesses alcoholic beverages or supplies such beverages to persons under the age of 21. University trustees and administrators have further instructed that alcohol be prohibited on campus and while engaged in any official business, activity, or function. The National Collegiate Athletics Association (NCAA), and the Mid-America Intercollegiate Athletics Association Conference, with which the University affiliates, have policies prohibiting alcoholic beverages at any athletic event on or off-campus. On the campus, University officials will not seek out abuses of this policy by indiscriminate entry into student rooms. However, any problems brought to the attention of University authorities will result in disciplinary action.

### **Controlled Substances**

In accordance and cooperation with local, state, and federal agencies, the University prohibits the unlawful possession, use, or distribution of illicit drugs and related paraphernalia on University property or as part of any University activity. Controlled substances include, but are not limited to, narcotics, steroids, depressants, stimulants, hallucinogens, cannabis, and any prescription drug, except when used in accordance with instructions from a proper medical authority. Students receiving federal financial assistance are required to sign pledges in that regard, and they risk the cancellation of aid by involvement in such activity. Violations will result in disciplinary action and may result in immediate dismissal.

## **Sexual Abuse/Harassment Policy**

Illegal discrimination, including sexual abuse, sexual harassment, and forcible and non-forcible sex offenses, is prohibited. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or classroom environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited.

It is Lindenwood University policy that sexual harassment or sex offenses will not be tolerated and disciplinary action up to and including termination and/or dismissal will be imposed on employees engaging in such actions. Disciplinary action up to and including expulsion may be imposed on students engaging in such actions. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Assistance will be provided when reasonably available in changing academic and/or living situations if requested by the victim.

If you are aware of sexual harassment or feel you are a victim of harassment, contact your supervisor or one of the University officers listed: Dr. James D. Evans, President; Dr. John Oldani, Vice President for Student Development; Timothy Butler, Chaplain; Julie Mueller, Vice President for Operations and Finance; Dr. Jann Weitzel, Vice President for Academic Affairs. Sex offenses should be reported to the Dean of Students or one of the University officers listed above. Students seeking a list of registered sex offenders should contact the St. Charles County Sheriff's Department at (636) 949-3000.

### **Student Educational Rights & Privacy Act of 1974**

Student education records are regarded as confidential and are released only with student written consent or under specific guidelines set forth in the Family Educational Rights and Privacy Act of 1974, as amended, as well as section 507 of the USA PATRIOT ACT (of 2001). Lindenwood University informs students of their rights under the Family Educational Rights and Privacy Act for 1974 (FERPA), as well as Section 507 of the USA PATRIOT ACT (of 2001), annually through its publication of the Lindenwood University Catalog and the Student Right to Know & Campus Security Annual Report.

Education records of students are maintained in the following offices: Registrar's Office (academic records), and Business and Financial Aid Offices (financial records). Inquiries concerning the nature and contents of these records should be directed to the Registrar, the Business Office Controller, and the Director of Financial Aid, respectively. Records created and maintained by the campus law enforcement unit are not educational records and may be disclosed without a student's consent. In conformance with the Family Educational Rights and Privacy Act of 1974, as amended, the University has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. An eligible student may submit a formal letter of request to the appropriate person to review and inspect his/her records; such review and inspection will occur within 45 days after the request has been received. Copies of any of the above records will be made available to eligible students only upon demonstration that such copies are necessary to enable the student to inspect or review his or her records. Copies will be made available at a charge of \$1 per page.

Lindenwood University has designated the following as directory information under Sec. 99.37 of the Family Educational Rights and Privacy Act: name; address; telephone; date of birth; major (and/or minor) field of study; participation in officially-recognized sports and activities or clubs; weight and height of student athletes; dates of attendance; and degrees and awards received. Currently enrolled students may withhold disclosure of directory information by notifying the Registrar, in writing, prior to the beginning of each term, that they do not want the directory information released. Personally identifiable information will not be released from an educational record without the prior written consent of the eligible student except under one or more of the conditions described in Sec. 99.31 of the Family Educational Rights and Privacy Act, as described in the U.S. Department of Education, Current Student Aid and Other Regulations, Part 99, as amended, and/or section 507 of the USA PATRIOT ACT (of 2001). Lindenwood University may disclose personally identifiable information to University instructors, administrators, office personnel, and staff members at the University under Sec. 99.31 (a) for educational and advisement purposes without prior written consent, as well as to comply with "lawfully issued subpoenas" or court orders, or in health and/or safety emergencies. A record of disclosures will be maintained by the appropriate office at Lindenwood University,

as required by Sec. 99.32 of the Family Educational Rights and Privacy Act; eligible students may inspect and review the disclosure records pertaining to their records, under terms and conditions of Sec. 99.32. Exceptions to this policy would include (but not be limited to) information given in response to an Ex Parte order in connection with the investigation of a crime of terrorism, per section 507 of the USA PATRIOT ACT (of 2001).

Eligible students may request correction of information in their educational records that they believe is inaccurate or misleading, or in violation of the student's right of privacy or other rights, by submitting a formal letter of request to correct the record to the appropriate person (as identified in #2, above); such requests will be responded to within 45 days by the appropriate University official. Should the eligible student disagree with this response, he/she may request a hearing on the matter by submitting a formal letter of request to the Director of Research and Compliance or the Provost who will schedule the hearing within 45 days of receipt of the formal request. The director or Provost will issue a decision no later than 45 days after the hearing occurs. If amendment of the record is required following the hearing, the eligible student shall be notified in writing of this decision. If the hearing demonstrates that the information in the student record does not require amendment, the eligible student shall be informed of his/her right to place a statement in the record commenting on the contested information in the record, or stating why he or she disagrees with the decision of the hearing, or both. Should such a statement be placed in the student's record, it will be maintained with the contested part of the record as long as the record is maintained, and will be disclosed by the University whenever it discloses that portion of the record to which statements relate. A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Act of this part. The office's address is Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605.

### **Working Relationship Between the University and Local Police**

Lindenwood University and the St. Charles Police Department work jointly to provide a safe campus environment for students, staff, and visitors. This working relationship includes the following:

- St. Charles Police Department provides assistance to Lindenwood University for identifying vehicle ownership.
- St. Charles Police Department provides formal police incident reports on a regular basis to Lindenwood University for the purpose of compliance with federal law.
- St. Charles Police Department provides crime prevention information for student use.
- Lindenwood University, through the President's office, provides information requested by the St. Charles Police Department that is within Lindenwood University's legal authority to release.
- Lindenwood University and the St. Charles Police Department cooperate in the accumulation of data, in analyzing the data collected, and in a systemic response to crime.

## **Campus Crime Report-2012**

### **Reporting Crimes and Emergencies**

To help provide a safe and secure environment, all members of the Lindenwood community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe. Reporting may be accomplished by contacting the public safety department directly at 636-949-4911 *If there is an actual emergency requiring police, fire or medical response, please call 911 from a campus phone.* In addition, several blue light emergency phones are located on campus. These phones automatically ring to the public safety cell phone. To contact the St. Charles City police department non-emergency line, please dial **636-946-3300**.

Public safety is available 24 hours a day and will respond immediately to your location. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. Response to an incident may also involve other personnel i.e. Student Development in an incident of violence, member from the Counseling Center in the case of a sexual assault, and/or an outside police agency or other agencies if an incident requires specialized abilities beyond the capabilities of public safety.

### **Timely Warning**

In an effort to provide timely notice to the Lindenwood community, and in event of a crime which may pose a serious on-going threat to our community, the public safety department will issue "timely warning" crime bulletins to notify members of the community about serious crimes against people that occur on campus. Crime alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the public safety department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other LU community members and a crime bulletin would not be distributed. Crime bulletins are distributed for the above listed crimes if they occur on Lindenwood designated property (on campus, non-campus, public property) and the incident constitutes an ongoing serious or continuing threat to community members. The public safety department works to collect this information by requesting all campus security authorities (CSA's) and local law enforcement agencies to report the above mentioned crimes in a timely fashion so a warning can be issued.

The Lindenwood Public Safety Office and Office of Community Relations will draft the crime bulletin. They will review and revise the text as needed then transmit the email containing the crime bulletin to the University community as a blast email. Updates to the Lindenwood community about any particular case resulting in a crime bulletin may also be distributed electronically via blast email or posted on the Lindenwood University Public Safety web site at ([www.lindendenwood.edu/security](http://www.lindendenwood.edu/security)).

The public safety department may also use additional methods to distribute the crime bulletin, including using the RAVE Alert system (the University's emergency TXT message system), and or postings in residential halls. (see chart below for specific information

about who develops the content of the messages and who initiates them for each of these systems). It should be noted that an institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

### **Emergency (Immediate) Notification**

The University's Campus Emergency Preparedness and Response Plan include information about the management of emergency response and operations, emergency operations center (EOC), and communication responsibilities. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts announced and/or unannounced emergency response drills and exercises each year, such as table top exercises, functional exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Several public safety officers, supervisors and administrators have received training in Incident Command Systems (ICS) and response to critical incidents on a college campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Lindenwood Public Safety Officers and the St. Charles City police and St. Charles City Fire & EMS agencies, when their assistance is necessary. These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other Lindenwood University departments and other local or federal agencies could also be involved in responding to the incident.

The institution has general evacuation guidelines, in the event that a segment of the campus needs to be evacuated. The plan would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Therefore, specific information about a multi-building or area evacuation cannot be shared with the campus community in advance. Lindenwood University expects members of the community to follow the instructions of first responders on the scene, as this type of evacuation would be coordinated on-site. In some emergencies, you may be instructed to "shelter-in-place/stay in place". If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. This means that if an incident occurs and the building you are in is not damaged; stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access cards, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators).



Once you have evacuated, seek shelter in one of the nearest University buildings quickly as possible. If police or fire department personnel are on the scene, follow their directions. Additional information about the emergency response/evacuation procedures and updates to the plans for the University is available on the portal under “Security”.

Lindenwood community members are encouraged to notify public safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus. Public safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Public safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community, however other departments such as facilities, grounds, student health, etc. may be involved in the confirmation process, depending on the nature of the potential threat. If an immediate threat exists, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

If public safety, in conjunction with or other campus officials or local first responders confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of our community, the public safety director and the executive director of marketing & community relations or designees, will collaborate to determine the content of the message and they will initiate some or all of the systems listed below to communicate the threat to the Lindenwood community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

<b>PRIMARY System to use</b>	Primary Message Creator	Backup message creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
Blast Email (All Campuses)	Director Community Relations	Assist, Director Community Relations	Both Directory of Public Safety, Director of Community Relations	Director Community Relations	Assistant Director Community Relations
Rave Alert System	Director Community Relations	Assist. Director Community Relations	Both Director of Public Safety & Director Community Relations	Director Community Relations	Assistant Director Community Relations

<b>SECONDARY System to use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for approving &amp; sending messages</b>	<b>Primary Message Sender</b>	<b>Backup Message Sender</b>
Postings in Residence Halls	Director of Public Safety	Director Community Relations	Both Director of Public Safety Director Community Relations	(Posting) Residential Life Staff	Public Safety Staff or Designated Staff
Twitter	Director of Public Safety	Director Public Relations	Both Director of Public Safety Director Public Relations		
Website	Director Community Relations	Public Relations Coordinator	Both Director of Public Safety Director Public Relations	Web Application Developer	Multimedia Interactive Web Developer or Other Designee
Campus Message Boards	Director Community Relations	Public Relations Coordinator	Both Director of Public Safety Exec. Director Public Relations	Web Application Developer	Multimedia Interactive Web Developer or Other Designee

The University may also use any of the systems listed above to provide follow-up information, as deemed appropriate.

It should be noted that unlike the timely warning requirement, emergency notification isn't restricted just to Clery reportable crimes. Incidents such as a series gas leak, haz-mat spill, etc., could warrant the use of this protocol. The public safety and the marketing & community relations department will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (Lindenwood Public Safety, St. Charles Police, St. Charles Fire & EMS, etc.), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### **Annual Notification & Testing**

Lindenwood University will annually test and publicize their emergency response and evacuation procedures. Throughout the year the critical incident management team will meet and train on the University's response to a critical incident through a variety of exercises including a table top exercise or functional exercise. These tests may be announced or unannounced depending on the type of exercise. Community members are encouraged to review the University's emergency action plan and evacuation procedures located on the portal under "Security". Hard copies of the emergency chart are located in each building on campus.

### **Reporting Crimes on a Voluntary, Confidential Basis**

Lindenwood University does not have policies or procedures allowing voluntary, confidential crime reporting.

## **Preparation of the Annual Disclosure of Crime Statistics**

The University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The director of public safety takes several steps to ensure required statistics are compiled correctly. Throughout the year members of the public safety, Dean of Student, and student life departments meet to discuss incidents occurring on campus. Statistics required for the Clery Act are compiled during these meetings. At the end of the year, the director of public safety sends an email to all the "campus security authorities" requesting information on any crime statistics reported to them during the previous calendar year. In addition, the director solicits the required crime statistics from the St. Charles Police Department and other local and state law enforcement authorities and all the statistics are reviewed to insure none of them have been "double reported".

By October 1<sup>st</sup> of each year, a notice is emailed to all faculty, staff, and students that provide a direct link to the Lindenwood web site containing the Clery Act report ([www.Lindenwood.edu/clery](http://www.Lindenwood.edu/clery)). Hard copies of the report may be obtained at the public safety department located in the same building as the Spirit Shoppe, door G or by calling **636-949-4687**.

## **Access/Maintenance Considerations for Campus Facilities and Residence Halls**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The University encourages an open environment with limited constraints to ensure reasonable protection of all members of the community. The academic and administrative buildings are open, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. Most academic and administrative buildings do not have a public safety officer assigned to them. However, officers patrol the buildings on a regular basis. For information about the access protocol for a specific building, see the building manager, a department head, or contact public safety at **636-949-4922**.

All residence halls are equipped with keyed control system on the exterior doors that are used by students to enter their building. Guests and other visitors may visit residence halls as long as they have been authorized by a member of the community and sign in. The security doors to student residence halls remain locked 24 hours a day.

Lindenwood University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Members of the physical plant and public safety departments periodically conduct security surveys to ensure campus lighting is adequate and the landscape appropriately controlled. Public safety officers conduct routine checks of lighting on campus during regular assigned patrol duties. If they observe that some lights are out or very dim they will initiate a service request for physical plant to repair the problem. We encourage community members to report any deficiency in lighting to facilities at **636-949-4922** or public safety at **636-949-4911**. Facilities personnel are also available to respond to calls for service regarding unsafe facility conditions. These conditions may include unsafe steps and handrails, unsafe roadways on campus, and unsecured equipment, etc. Public safety officers, on a scheduled basis, check the University's emergency blue light

phones, fire extinguishers, sprinkler valves, alarms, ADA doors, CCTV systems, etc., and document their findings by completing a checklist and completing a work order for any problems they find while checking the equipment.

Security procedures used in the maintenance of residential facilities involve coordination between the residential life and physical plant offices. Students must complete a work order form in the residential life office before any work orders will be completed. This form allows the student to decide if he/she would like to be present when the work order is completed. In times of emergency, members of the physical plant department have permission to enter rooms to make the necessary repairs. Off campus maintenance personnel are not allowed access to residential halls without permission from the director of physical plant (or designee).

### **Department Authority**

The public safety department is located in the Spirit Shoppe door G and provides protection and service to the Lindenwood community by foot, and vehicular patrol 24 hours a day, 365 days a year. A director and 22 full and part-time patrol officers staff the department. They are charged with the responsibility of making sure federal, state, and local laws, as well as University policies and procedures are obeyed and enforced.

Campus law enforcement falls under the jurisdiction of the Public Safety and Security Office. The Director of Public Safety and Security reviews reports of criminal activity and rule violations and refers them to the Dean of Students for administering disciplinary action. Determination of student involvement in criminal activity can come from such sources as police reports, witnesses, staff or faculty reports, or from security personnel.

Public Safety and Security staff members have the authority to enforce University rules and policies outlined in the Campus Life Handbook. This enforcement is accomplished through completion of Behavioral Incident Reports referred to the Dean of Students, or, in more serious matters, the Executive Office may be contacted. Security personnel are unarmed. When circumstances warrant such action, security personnel will summon the police. The University maintains an excellent working relationship with the local police authorities

Although the public safety department does not have any written “memorandum of understanding” (MOU) agreements with local and state law enforcement agencies for response to or investigation of crimes, they maintain a strong working relationship with the St. Charles Police Department as well as the St. Charles County Sheriff’s Department, Missouri Highway Patrol, and local federal authorities.

### **Policies and Procedures Encouraging Accurate and Prompt Reporting**

All faculty, staff, students, and visitors are encouraged to report all crimes and public safety related incidents to the Lindenwood University Public Safety Office or St. Charles City Police Department in a timely manner. By promptly reporting crimes, it will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact public safety at **636-949-4911**. If it is an emergency that requires police, fire or EMS personnel to respond, please dial “**911**” from any campus phone.

To contact St. Charles City police, who have jurisdiction covering the Lindenwood University campus, please dial **636-949-3300** for the non-emergency number. “**911**” should be dialed in an emergency.

If you are unsure what you have witnessed or experienced is a crime, please contact the public safety department and we will assist you with your situation. Public safety officers are available 24 hours a day to answer your calls. In response to a call, public safety will take the required action, either dispatching an officer to your location, asking you to come to our office, or assist you in contacting another agency such as the St. Charles Police Department. All incident reports (criminal or policy violations) are forwarded to the Dean of Students for review for potential judicial action. If assistance is required from the St. Charles City Police Department or the St. Charles Fire Department, a public safety officer will contact the appropriate unit.

### **Pastoral and Professional Counselors (Crime Reporting)**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for the 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.

Counselors are defined as:

#### **Pastoral Counselor**

An employee of the institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### **Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

### **Security Awareness and Crime Prevention Programs**

During orientation in August and throughout the month students are informed about a variety of services offered by the public safety department. Crime prevention programs and sexual assault prevention information is available on a continual basis. Periodically during the academic year the public safety department, in cooperation with other University organizations and departments may present crime prevention awareness sessions on sexual assault, alcohol abuse, date rape drugs, theft prevention, etc.

All members of the community are continually reminded they must be responsible for their own security and the security of others. This message is reinforced through security awareness programs offered by the department, the annual disclosure form, in the "timely warnings" distributed to the campus community.

## **Crime Prevention & Safety Programs:**

### **Resident Hall Fire Prevention Information**

All residence hall rooms and common areas have smoke detectors that are hardwired and when activated will send an alarm to a 3<sup>rd</sup>. party monitoring company who will dispatch the St. Charles City Fire & EMS. All residence halls have a fire sprinkler system installed. The residential life and the public safety department work in conjunction to conduct two fire drills (evacuations) from each residence hall during the academic year. The University requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and fail to evacuate may face disciplinary action. Two fire evacuation drills were administered for all residence halls during the **2012** calendar year (one each semester)

### **Campus Escort Program**

Public safety officers are available 24 hours a day to provide escort service to and from any location on the Lindenwood campus. Please be patient when calling as officers may be busy handling other calls.

### **Emergency Blue Light Phones**

Lindenwood University has added several emergency blue light phones on campus. These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak to a call center via the call box. There are currently 13 emergency blue light phones on campus.

### **Training Resident Directors**

All resident directors and assistant resident directors have on-going training throughout the year

### **Faculty and staff meetings**

Meetings are held when needed to inform employees on updated security policies and security measures members of public safety are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. To get more information please contact the director of Public Safety at 636-949-4987.

### **Freshman/Transfer Seminar**

A seminar held in a classroom setting during which aspects of security and University policy are discussed in-depth with students new to the University. Classes meet twice a week for eight weeks.

**Campus Life Handbook**– An annually published handbook for students that contains rules and policies concerning student behavior on campus. The handbook may also be accessed on the Lindenwood website: [www.lindenwood.edu](http://www.lindenwood.edu).

### **Monitoring Off Campus Criminal Activity:**

Lindenwood University has several off-campus housing which Public Safety and the St. Charles Police department monitor for criminal activity. Lindenwood has no off-campus student organization facilities that would require the University or local police agencies to monitor off campus criminal activity.

<b>Criminal offenses</b>		<b>Lindenwood</b>			<b>St Charles</b>	
<b>Criminal Homicide</b>	<b>Year</b>	<b>Residence Halls</b>	<b>Other</b>	<b>On Campus Total</b>	<b>Non Campus</b>	<b>Public Property</b>
Murder/Non Neglect	2010	0	0	0	0	0
Manslaughter	2011	0	0	0	0	0
	2012	0	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Sex Offences						
Forcible	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	1	0	1	0	0
Non Forcible	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Robbery	2010	0	2	2	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Aggravated Assault	2010	0	0	0	0	0
	2011	0	0	4	0	0
	2012	0	0	0	0	0
Burglary	2010	13	0	13	0	0
	2011	8	0	8	0	0
	2012	24	1	25	0	0
Motor Vehicle Theft	2010	0	0	4	0	0
	2011	0	2	2	0	0
	2012	0	2	2	0	0
Arson	2010	0	0	0	0	0
	2011	1	0	1	0	0
	2012	0	0	0	0	0
<b>Arrests And Judicial Referrals</b>		<b>Lindenwood University</b>			<b>St. Charles</b>	
<b>Arrests</b>	<b>Year</b>	<b>Resident Halls</b>	<b>Other On Campus</b>	<b>Totals</b>	<b>Non Campus</b>	<b>Public Property</b>
Liquor Law Violations	2010	0	0	0	0	0
	2011	1	0	1	0	0
	2012	0	0	0	0	0
Drug Law Violations	2010	9	0	9	0	0
	2011	7	0	7	0	0
	2012	5	6	11	0	1
Illegal Weapons	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

<b>Judicial referrals</b>						
Liquor law violations	2010	47	0	47	0	0
	2011	77	0	77	0	0
	2012	73	0	73	0	0
Drug law Violations	2010	31	0	31	0	0
	2011	20	0	20	0	0
	2012	12	0	12	0	0
Illegal Weapons	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	1	1	0	0

Hate Crime Statistical Report  
Lindenwood University- St. Charles  
2010- No hate crimes to report  
2011- No hate crimes to report  
2012- No hate crimes to report

<b>Arrests and Judicial Referrals</b>	<b>Lindenwood University</b>				<b>North County</b>	
	<b>Year</b>	<b>Residence Halls</b>	<b>Other On campus</b>	<b>total</b>	<b>Non Campus</b>	<b>Public Property</b>
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
<b>Judicial Referrals</b>		N/A	0	0		
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

<b>Criminal offences</b>	<b>Lindenwood University</b>				<b>North County</b>	
	<b>Year</b>	<b>Residence Halls</b>	<b>Other</b>	<b>On campus Total</b>	<b>Non Campus</b>	<b>Public Property</b>
Criminal Homicide Murder/Non Neglect Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Negligent Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0



	2012	N/A	0	0	0	0
Sex Offences		N/A				
Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Non Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Robbery	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Aggravated Assault	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Burglary	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Motor Vehicle Theft	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Arson	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Hate Crime Statistical Report  
Lindenwood University- North County  
2010- No hate crimes to report  
2011- No hate crimes to report  
2012- No hate crimes to report

Arrests and Judicial Referrals	Year	Lindenwood University		total	O'Fallon	
		Residence Halls	Other On campus		Non Campus	Public Property
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
<b>Judicial Referrals</b>		N/A	0	0		
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

<b>Criminal offences</b>		<b>Lindenwood University</b>			<b>O'Fallon</b>	
<b>Criminal Homicide</b>	<b>Year</b>	<b>Residence Halls</b>	<b>Other</b>	<b>On campus Total</b>	<b>Non Campus</b>	<b>Public Property</b>
Murder/Non Neglect Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Negligent Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Sex Offences		N/A				
Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Non Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Robbery	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Aggravated Assault	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Burglary	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Motor Vehicle Theft	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Arson	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Lindenwood University- O'Fallon

2010- No hate crimes to report

2011- No hate crimes to report

2012- No hate crimes to report

<b>Criminal offences</b>		<b>Lindenwood University</b>			<b>St. Louis City</b>	
<b>Criminal Homicide</b>	<b>Year</b>	<b>Residence Halls</b>	<b>Other</b>	<b>On campus Total</b>	<b>Non Campus</b>	<b>Public Property</b>
Murder/Non Neglect Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Negligent Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Sex Offences		N/A				
Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Non Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Robbery	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Aggravated Assault	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Burglary	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Motor Vehicle Theft	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Arson	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
<b>Arrests and Judicial Referrals</b>		<b>Lindenwood University</b>		<b>St. Louis City</b>		
<b>Arrests</b>	<b>Year</b>	<b>Residence Halls</b>	<b>Other on campus</b>	<b>Total</b>	<b>Non Campus</b>	<b>Public Property</b>
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
<b>Judicial Referrals</b>		N/A	0	0		
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Lindenwood University- St. Louis City

2010- No hate crimes to report

2011- No hate crimes to report

2012- No hate crimes to report

<b>Criminal offences</b>		<b>Lindenwood University</b>			<b>Wentzville</b>	
		<b>Residence Halls</b>	<b>Other</b>	<b>On campus Total</b>	<b>Non Campus</b>	
<b>Criminal Homicide</b>	<b>Year</b>					<b>Public Property</b>
Murder/Non Neglect	2010	N/A	0	0	0	0

Manslaughter	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Negligent Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Sex Offences		N/A				
Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Non Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Robbery	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Aggravated Assault	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Burglary	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Motor Vehicle Theft	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Arson	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Arrests and Judicial Referrals	Year	Lindenwood University		Total	Wentzville	
		Residence Halls	Other On campus		Non Campus	Public Property
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	1	1	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
<b>Judicial Referrals</b>		N/A	0	0		
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Lindenwood University- Wentzville

2010- No hate crimes to report

2011- No hate crimes to report

2012- No hate crimes to report

Criminal offences	Year	Lindenwood University			Westport	Public Property
		Residence Halls	Other	On campus Total	Non Campus	
Murder/Non Neglect Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Negligent Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Sex Offences		N/A				
Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Non Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Robbery	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Aggravated Assault	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Burglary	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Motor Vehicle Theft	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Arson	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Arrests and Judicial Referrals	Year	Lindenwood University			Westport	Public Property
		Residence Halls	Other On campus	Total	Non Campus	
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

<b>Judicial Referrals</b>		N/A	0	0		
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Lindenwood University- Westport

2010- No hate crimes to report

2011- No hate crimes to report

2012- No hate crimes to report

Criminal offences	Year	Lindenwood University			Wildwood	Public Property
		Residence Halls	Other	On campus Total	Non Campus	
Murder/Non Neglect Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Negligent Manslaughter	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Sex Offences		N/A				
Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Non Forcible	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Robbery	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Aggravated Assault	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Burglary	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Motor Vehicle Theft	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Arson	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Arrests and Judicial Referrals	Year	Lindenwood University		total	Wildwood	
		Residence Halls	Other On campus		Non Campus	Public Property
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
<b>Judicial Referrals</b>		N/A	0	0		
Liquor Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Drug Law Violations	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0
Illegal Weapons	2010	N/A	0	0	0	0
	2011	N/A	0	0	0	0
	2012	N/A	0	0	0	0

Lindenwood University- Wildwood

2010- No hate crimes to report

2011- No hate crimes to report

2012- No hate crimes to report

**Missing Person Policy**

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 public safety department at **636-949-4911**. All University officials are required to notify public safety immediately upon being notified about a missing student. Public safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should public safety determine the student is missing and has been missing for more than 24 hours; public safety will notify the St. Charles Police Department and the student’s confidential contact. Even if the student hasn’t registered a contact person, the University will contact the police department. Contact will be made 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, the University will notify the student’s parent or legal

guardian immediately after public safety has determined that the student has been missing more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing more than 24 hours. Students who wish to identify a confidential contact can do so by contacting the Housing Office. This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.



# Fire Safety Report 2012

## Resident Halls

### Ayres Hall

#### Building Background

- Three floors
- 90-bed capacity
- Fire Extinguishers: 307, 323, 223, 207, 125, 1st floor south exit door, lower level staircase, inside and outside of men's bathroom lower level
- Fire Alarms: 315, 302, 329, 202, 215, 220, 113, 1st floor south door, 009, south exit door lower level
- Fire alarm & sprinkler system

#### Building Evacuation Route

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 301-315: southwest fire escape or center staircase
- Rooms 317-329: northwest fire escape or center staircase
- Rooms 201-215: fire escape or center staircase
- Rooms 217-229: northwest fire escape or center stair
- Rooms 116-129: east main exit or south exit
- Rooms 107-113: east main exit or south exit
- Rooms 001-011: stairs to 1st floor east exit or south lower exit

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Area in Front of Pavilion**

### Blanton Hall

#### Building Background

- Elevators
- 180-bed capacity
- Four stories
- Fire extinguishers: 430, 413, 404, 328, 313, 304, 230, 213, 204, 127, 113, 103
- Fire alarm locations: center, north, south, east, west stairwells and exits
- Fire alarm & sprinkler system

#### Building Evacuation Route

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 417-430: use the south exit at the end of the hall or use center stairs
- Rooms 402-416: use the north exit at the end of the hall or use center stairs
- Rooms 317-330: use the south exit at the end of the hall or use center stairs
- Rooms 302-316: use the north exit at the end of the hall or use center stairs
- Rooms 217-228: use the south exit at the end of the hall or use center stairs
- Rooms 201-215: use the north exit at the end of the hall or use center stairs
- Rooms 117-127: use the south exit at the end of the hall or front or rear door in center of building
- Rooms 103-113: use the north exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Area Facing the Welcome Center**

## **Calvert Rogers**

### **Building Background**

- Elevators
- 187-bed capacity
- Four stories
- Fire extinguisher locations: 402, 413, 428, 302, 313, 328, 202, 213, 228, 102, 1st floor electrical room, 128
- Fire alarm locations: center, north, south, east, west stairwells, and exits.
- Fire alarm & sprinkler system

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 402-416: use the south exit at the end of the hall or use center stairs
- Rooms 417-430: use the north exit at the end of the hall or use center stairs
- Rooms 302-316: use the south exit at the end of the hall or use center stairs
- Rooms 317-330: use the north exit at the end of the hall or use center stairs
- Rooms 202-216: use the south exit at the end of the hall or use center stairs
- Rooms 217-230: use the north exit at the end of the hall or use center stairs
- Rooms 102-113: use the south exit at the end of the hall or front or rear door in center of building
- Rooms 118-130: use the north exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Rear of Building in the Grass Area Facing Guffey Hall**

## **Cobbs Hall**

### **Building Background:**

- No Elevator
- Three Floors
- 115 Bed capacity
- Basement
- Fire extinguishers locations: Floors 1-3 by east and west stairwells; none on the lower level basement
- Fire alarm locations: 6, 108, 104, 114, 208, 204, 214, 308, 308, 304, 314
- Fire alarm & Sprinkler System

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 301-308 use South or East Stairs, Rooms 309-316 use South or West Stairs
- Rooms 201-208 use South or East Stairs, Rooms 209-216 use South or West Stairs
- Rooms 101-108 use North or South Exit Doors or East Stairs
- Rooms 109-116 North or South Exit Doors or West Exit Door
- Rooms 1-18 use East or South Lower Level Exit Doors or North Exit

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: North East Grass Area Behind Cobbs Hall**

## **Eastlick Hall**

### **Building Background**

- Two floors
- 15 bed capacity
- Fire Extinguishers located in kitchen, 2nd floor top of stairs
- Fire Alarms Sprinkler System -None

### **Building Evacuation Route**

- In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area. Rooms 201-203: use stairs exit north entrance
- Rooms 101-102: use west or north exit
- Rooms 103-104: east entrance

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Area Facing Kingshighway**

### **Flowers Hall**

#### **Building Background**

- Elevators
- 180-bed capacity
- Four stories
- Fire extinguisher locations: 429, 414, 403, 329, 314, 303, 229, 216, 203, 104, 116, 126
- Fire Alarm Locations: 4th and 3rd floor center stairwells as well as north and south stairwell exits, 2nd floor center west exit and north and south stairwells, 1st floor by center east exit and north and south stairwells.
- Fire Alarm & Sprinklers

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the safe area

- Rooms 415-429: use the south exit at the end of the hall or use center stairs
- Rooms 401-414: use the north exit at the end of the hall or use center stairs
- Rooms 315-329: use the south exit at the end of the hall or use center stairs
- Rooms 301-314: use the north exit at the end of the hall or use center stairs
- Rooms 215-229: use the south exit at the end of the hall or use center stairs
- Rooms 201-214: use the north exit at the end of the hall or use center stairs
- Rooms 116-126: use the south exit at the end of the hall or front or rear door in center of building
- Rooms 114-104: use the north exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a fire evacuation.

**Evacuation Assembly Area: Grass Area in Rear of Building Facing Guffey Hall**

### **Gamble House**

**Building Emergency Coordinator (BEC): Caroline Deacon — (636) 487-1587**

#### **Building Background**

- Two floors and basement
- 9-bed capacity
- Fire Extinguishers - 1st and 2nd floors
- Fire Alarms & Sprinkler system - None

**Building Evacuation Route** In the event of a Bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

- Rooms 3 and 4 should proceed down the stairs to the West Exit door
- Rooms 1 and 2 should exit through their East rear exit doors or West Main Entrance door
- Room 1 could exit through the basement exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: East patio area behind Gamble House**

### **Guffey Hall**

#### **Building Background**

- Elevators
- 187 bed capacity
- Four stories
- Fire extinguisher locations: 429, 414, 403, 329, 314, 303, 229, 214, 203
- Fire alarm locations: Center, north, and south stairwells and exits. Center east and west exits
- Fire Alarms & Sprinkler Systems

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area:

- Rooms 416-429: use the south exit at the end of the hall or use center stairs
- Rooms 401-415: use the north exit at the end of the hall or use center stairs
- Rooms 316-329: use the south exit at the end of the hall or use center stairs
- Rooms 301-315: use the north exit at the end of the hall or use center stairs
- Rooms 216-229: use the south exit at the end of the hall or use center stairs
- Rooms 201-215: use the north exit at the end of the hall or use center stairs
- Rooms 117-129: use the south exit at the end of the hall or front or rear door in center of building
- Rooms 101-115: use the north exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a fire evacuation.

**Evacuation Assembly Area: Grass Area in Rear of Building Facing the Fitness Center (North end of the building)**

## **Irwin Hall**

### **Building Background**

- Four stories
- 150-bed capacity
- Fire extinguisher locations: 404, 414, 304, 314, 204, 214, 104, 114, 14, 6
- Fire alarm locations: Center staircase on all floors, east and west lower level basement exits.
- Fire alarms & Sprinkler Systems

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 409-418: west or center stairs
- Rooms 401-406: use the east or center stairs
- Rooms 309-318: use the west or center stairs
- Rooms 301-308: use the east or center stairs
- Rooms 209-218: use the west or center stairs
- Rooms 201-208: use east or center stairs
- Rooms 109-118: should use west exit or lobby north exit
- Rooms 101-107: should use east stairwell or lobby exit
- Rooms 10-17: west basement exit or 2nd floor north exit
- Rooms 1-08: east exit or 2nd floor lobby exit

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Area Facing McCluer Hall**

## **Linden Lodge**

### **Building Background**

- Three floors
- Elevator
- Approximately 120-bed capacity
- Fire Extinguishers: located 334, 345, 234, 245, 214, 114, 134, 145

- Fire Alarms: north, south, southwest, west stairwells and exits. North main lobby entrance and west lobby exits.
- Fire Alarms & Sprinkler Systems

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area:

- Rooms 323-336: north or west stairs
- Rooms 339-355: south or west stairs
- Rooms 223-236: north or west stairs
- Rooms 239-255: south or west stairs
- Rooms 200-221: west or southwest stairs
- Rooms 105-121: northwest main lobby entrance or west lobby entrance
- Rooms 123-136: north or west exits
- Rooms 139-155: south or main lobby exit

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: East Parking Lot**

## **Matthews Hall**

### **Building Background**

- Elevators
- 180 bed capacity
- Four stories
- Fire extinguisher locations: 429, 414, 403, 329, 314, 303, 128, 114, 104
- Fire alarm locations: center, north, south, stairwells and exits, 2nd floor west exit, 1st floor east exit
- Fire Alarms & Sprinkler Systems

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the safe area:

- Rooms 417-429: use the south exit at the end of the hall or use center stairs
- Rooms 401-414: use the north exit at the end of the hall or use center stairs
- Rooms 317-329: use the south exit at the end of the hall or use center stairs
- Rooms 301-314: use the north exit at the end of the hall or use center stairs
- Rooms 218-229: use the south exit at the end of the hall or use center stairs
- Rooms 201-215: use the north exit at the end of the hall or use center stairs
- Rooms 118-128: use the south exit at the end of the hall or front or rear door in center of building
- Rooms 104-114: use the north exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a fire evacuation.

**Evacuation Assembly Area: Grass Area in Rear of Building Facing Guffey Hall**

## **McCluer Hall**

### **Building Background**

- Three Floors
- 120-bed capacity
- Fire extinguisher locations: 2nd floor south stairwell door, inside and outside the lower level laundry room, south door lower level
- Fire Alarms & Sprinkler Systems
- Fire alarm locations: North stairwells and north entry door

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area:

- Rooms 301-314: use the north stairs
- Rooms 205-216: use the main north entry
- Rooms 217-226: use the south stairs or north entry
- Rooms 105-114: use the north stairs to north or south exit
- Rooms 115-126: should exit from the south door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Area in Front of Irwin Hall**

## **New Ayres Hall**

### **Building Background**

- One floor
- 66-bed capacity
- Fire Extinguishers located, 28, 24, 22 and lobby
- Fire Alarms & Sprinkler Systems
- Fire Alarms-West main door, north emergency door

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 14-28 West main entrance or North emergency exit door

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Area between Butler and New Ayres**

## **Nicolls Hall**

### **Building Background**

- Four Floors
- 153-bed capacity
- Fire Extinguisher locations; 319,305,207,221,23,120,122,8
- Fire Alarms & Sprinkler Systems
- Fire alarm locations, floor 3, north and south stairwell floor 2, north, south and center stairwell

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 314-325: use the center or north stairs
- Rooms 302-313: use the center or south stairs
- Rooms 214-225: use the center or north stairs
- Rooms 202-213: use the center or south stairs
- Rooms 114-125: should exit from the north or east stairwell
- Rooms 101-115: should exit from the east main exit or south stairwell
- Rooms 17-25: north basement exit, north staircase fire escape, or center staircase exit leading to main entrance

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Area behind Nicolls Hall**

## **Parker Hall**

### **Building Background**

- Three Floors
- 161bed capacity
- Fire Extinguisher locations; 308,310,321,323,221,223,208,210,28,110,123,121
- Fire Alarms & Sprinkler Systems
- Fire alarm locations; North, south and center stairwells, and exits. Main lobby

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 312-326: use the center or north stairs
- Rooms 301-310: use the center or south stairs
- Rooms 205, 227-232: use the center, north or south stairs
- Rooms 201-210: use the center or south stairs
- Rooms 212-126: exit from the north or center stairwell
- Rooms 101-110: should exit from the south or center lobby exit
- Rooms 112-126: north or lobby exit

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Facing Hunter Stadium**

### **Pfremmer Hall**

#### **Building background:**

- Elevators
- 199-bed capacity
- Four stories
- Fire extinguisher locations: 403, 412, 427, 327, 316, 303, 203, 212, 229, 1st floor boiler room, 112, 103
- Fire alarms & Sprinkler systems
- Fire alarm locations: center, north, south, east, west stairwells and exits

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 401-415: use the south exit at the end of the hall or use center stairs
- Rooms 416-429: use the north exit at the end of the hall or use center stairs
- Rooms 301-315: use the south exit at the end of the hall or use center stairs
- Rooms 316-329: use the north exit at the end of the hall or use center stairs
- Rooms 201-215: use the south exit at the end of the hall or use center stairs
- Rooms 216-229: use the north exit at the end of the hall or use center stairs
- Rooms 101-115: use the south exit at the end of the hall or front or rear door in center of building
- Rooms 116-127: use the north exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Rear of Building on the Grass Area near the Lake**

### **Rauch Hall**

#### **Building Background**

- Elevators
- 199-bed capacity
- Four stories
- Fire extinguisher locations: 402, 413, 428, 302, 313, 328, 202, 213, 228, 102, 1st floor electrical room, 128
- Fire alarms & Sprinkler systems
- Fire alarm locations: center, north, south, east, west stairwells, and exits.

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 402-414: use the east exit at the end of the hall or use center stairs
- Rooms 416-430: use the west exit at the end of the hall or use center stairs
- Rooms 302-314: use the east exit at the end of the hall or use center stairs

- Rooms 316-330: use the west exit at the end of the hall or use center stairs
- Rooms 202-214: use the east exit at the end of the hall or use center stairs
- Rooms 216-230: use the west exit at the end of the hall or use center stairs
- Rooms 102-113: use the east exit at the end of the hall or front or rear door in center of building
- Rooms 116-130: use the west exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a building evacuation. The location will be rear of building on the grass area facing Blanton Hall

**Evacuation Assembly Area: Grass Area Facing Blanton Hall**

## **Reynolds Hall**

### **Building background:**

- Elevators
- 199-bed capacity
- Four floors
- Fire extinguisher locations: 403, 416, 427, 303, 316, 327, 203, 216, 227, 103, 116, 127
- Fire alarms & Sprinkler System
- Fire alarm locations: center, north, south, east, west stairwells and exits

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 401-413: use the south exit at the end of the hall or use center stairs
- Rooms 415-429: use the north exit at the end of the hall or use center stairs
- Rooms 301-313: use the south exit at the end of the hall or use center stairs
- Rooms 315-329: use the north exit at the end of the hall or use center stairs
- Rooms 201-213: use the south exit at the end of the hall or use center stairs
- Rooms 215-229: use the north exit at the end of the hall or use center stairs
- Rooms 101-112: use the south exit at the end of the hall or front or rear door in center of building
- Rooms 114-129: use the north exit at the end of the hall or front or rear door in center of building

All students, when exiting the building, are required to report to the assembly area for a building evacuation. The location will be the rear of building on the grass area, near the tennis courts

**Evacuation Assembly Area: Rear of Building on the Grass Area near the Tennis Courts**

## **Sibley Hall**

### **Building Background**

- Four stories
- 120-bed capacity
- Fire extinguisher locations: 322, 313, 222, 2nd floor south staircase, 1st floor center staircase, 1st floor south entrance, 002
- Fire alarm & Sprinkler System
- Fire alarm locations: 3rd and 2nd floor center staircase, 3rd and 2nd floor west fire escape, 333, 229, north and south entrances to Sibley chapel, south and west lower level basement exits

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area

- Rooms 301-321: use the south or center stairs, or west fire escape
- Rooms 320-337: use the north or center stairs
- Rooms 202-216: use the south or center stairs or west fire escape
- Rooms 219-235: use the north or center stairs
- Rooms 101-117: use the south, west or south exit
- Rooms 118-125: use east or west exit



All students, when exiting the building, are required to report to the assembly area for a building evacuation. The location will be front of the building on the grass area near Cobbs Hall

**Evacuation Assembly Area: Front of the Building on the Grass Area near Cobbs Hall**

## **Stumberg Hall**

### **Building background:**

- Three floors
- 22-bed capacity
- Fire Extinguishers located by room 301, 202, main stairwell 2nd floor, and 1st floor main stairwell
- Fire Alarms located at west exit, main south entrance
- No Sprinkler system

### **Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area Rooms 301: use the north or main stairs

- Rooms 201-205: use the main or west stairs
- Rooms 101-104: use the main or west exit

All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area: Grass Area Facing Young Hall**

## **Fire Drills**

The public safety office conducts two fire drills at each residence hall during the calendar year. During the drills, the alarms are sounded and staff members make a check of every residence hall room to verify all students have exited the buildings. All students are instructed to congregate at the evacuation sites as instructed in the emergency preparedness plan. Students not leaving the buildings during a fire alarm drill are referred to Student Development for judicial sanctions.

## **Evacuation Procedures**

In the event of a fire in the residence hall, community members should quickly shut the door to their room and proceed to the nearest exit where they can leave the building safely. If the alarm hasn't sounded; please activate the nearest pull station if you can do so safely. Once outside the building please call 911 and notify the fire department of the emergency. If possible, contact public safety at 636-949-4911. Do not use an elevator while the alarm is activated.

Upon exiting your residence hall, please proceed to the evacuation gathering points listed in the Resident hall section.

## **Fire Safety Education and Training**

Fire extinguishers are located in each building hallways, and in the residence halls. They may only be used in case of a fire. Fire safety training is available upon request by notifying the public safety director.

## **Reporting a Fire**

If you discover a fire, you should immediately evacuate the building, sound the alarm if it isn't activated, dial 911 and advise the dispatcher of the situation. In the event the fire has been extinguished, you should contact the Public Safety Office to make them aware of the incident.

## Future Improvements

As we continue to add and upgrade our facilities, the University will continue to look at ways to improve our fire safety, including providing additional training opportunities to our community members.

## Fire Log

The daily fire log is done in conjunction with our daily crime log. You can also obtain a hard copy of the log by stopping by the public safety department located in door G. If you have any questions please contact public safety at 636-949-4911

## Fire Statistics

The **Higher Education Opportunity Act**, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

Summary of Fires									
Name of Facility	2010			2011			2012		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Dorm G Hall	0	0	0	0	0	0	0	0	0
Cobbs Hall	0	0	0	1	0	0	0	0	0
Ayres	0	0	0	0	0	0	0	0	0
Sibley Hall	0	0	0	0	0	0	0	0	0
Niccolls Hall	0	0	0	0	0	0	0	0	0
Parker Hall	0	0	0	0	0	0	0	0	0
Irwin Hall	0	0	0	0	0	0	0	0	0
McCluer Hall	0	0	0	0	0	0	0	0	0
Blanton Hall	0	0	0	0	0	0	0	0	0
Guffey Hall	0	0	0	0	0	0	0	0	0
Flowers Hall	0	0	0	0	0	0	0	0	0
Matthews Hall	0	0	0	0	0	0	0	0	0
Pfremmer Hall	0	0	0	0	0	0	0	0	0
Rauch Hall	0	0	0	0	0	0	0	0	0
Calvert Rogers Hall	0	0	0	0	0	0	0	0	0
Stumberg Hall	0	0	0	0	0	0	0	0	0
Eastlick hall	0	0	0	0	0	0	0	0	0
Gamble Hall	0	0	0	0	0	0	0	0	0
Linden Lodge				0	0	0	0	0	0
Total	0	0	0	1	0	0	0	0	0