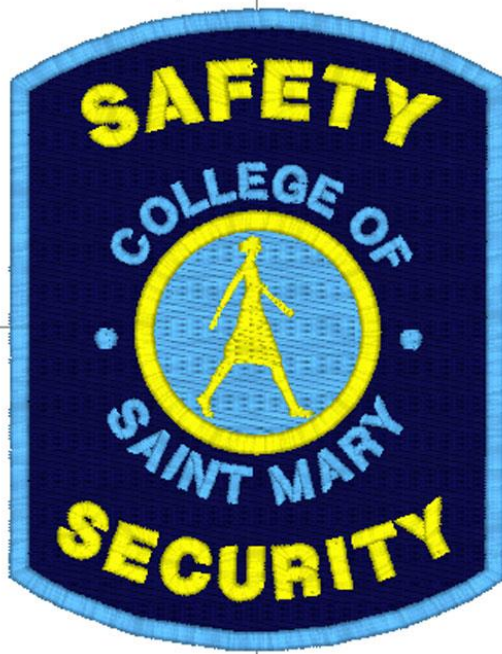

College of Saint Mary



Annual Campus Security and Fire Safety Report

2014



September 2014

Dear Campus Community Member,

Thank you for taking the time to read this publication. It is packed with helpful information about safety and security on our campus.

College of Saint Mary is committed to providing an educational environment that is intellectually, spiritually and personally challenging. Many departments and thousands of people support this mission by actively promoting safety and security on this campus. However, a truly safe campus can only be achieved through the cooperation of all its community members.

We take the commission of crimes against our students, faculty, staff, and visitors, personally; and aggressively investigate reported crimes. We also collaborate with local law enforcement agencies like Omaha Police Department and campus groups to reduce crime on our campus.

Prevention, however, is the best cure for crime. We must ensure that our persons and property are secure and protected by responsible, vigilant, and caring population of involved people who report suspicious and unlawful behavior to the Safety and Security Department. "See Something! Say Something!" Please do your part by getting involved and speaking out if you notice suspicious persons. Let's work together to keep campus safe!

This report is part of the effort to ensure that this collaborative endeavor is effective and in compliance with federal legislation; in particular, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. We hope that you will read the report carefully and use the information to help foster a safer environment for you and for others within our community.

Sincerely,

David Ferber
Director of Safety and Security

About College of Saint Mary

College of Saint Mary is a private women's Catholic University which is located in the heart of Omaha, Nebraska; a metropolitan community of more than 850,000 area residents, CSM offers students a unique chance to learn and grow in a single-gender environment.

Our goal: to help students develop their potential through excellent academics that combine professional and career preparation with the liberal arts.



College of Saint Mary enrolls approximately 1,000 students, of which nearly 250 reside on campus in our residence halls. CSM is unique, in that we are home to a number of mothers and their children whom live on campus in our Mother's Living & Learning (MLL) residential environment. Some 250 employees work on campus as members of faculty, staff, and administration.

The Mothers Living & Learning program is an innovative residential option for single mothers and their children who would like to pursue a college degree, full-time, while living on campus. This program is for women who have up to two children, (under the age of 10 by the mother's graduation year) are dedicated to continuing their education, and seeking community living opportunities that recognize they are parents as well as college students.



The academic programs at College of Saint Mary are primarily career-focused, with majors offered in fields, such as: nursing, occupational therapy, medical technology, and paralegal studies (to name a few). Courses of study in the liberal arts are also available, including English and education. Students can receive an Associate's, Bachelor's, Master's degree, or Doctor of Education upon graduation from CSM.





2014 ANNUAL SECURITY REPORT
2011-2013 STATISTICS

Campus Safety & Security “Is A Shared Responsibility At CSM”

Safety and Security at College of Saint Mary is a shared responsibility. Clearly, the best protection against campus crime is an aware, informed, alert campus community—students, faculty and staff who use reason and caution—along with a strong security presence.

The vast majority of our students, faculty, staff, and visitors do not experience crime at College of Saint Mary. However, despite our best efforts, crimes may occur. This information is provided because of CSM’s commitment to campus safety and security, and in compliance with the federal law: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act). It is meant to be useful to you. If you have concerns, questions, or comments about federal or state law requirements, or CSM’s compliance with these laws, please contact the Director of Safety and Security at csmsecurity@csm.edu.

Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and safety and security policies. The material that follows is designed to familiarize you with issues of safety and security at College of Saint Mary. The CSM Safety and Security Department is responsible for preparing and distributing this report. We work with a number of other CSM Departments and outside agencies such as Student Development, Athletic Department, Residence Life, and Omaha Police Departments to compile this information.

The CSM Safety and Security Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This act requires colleges and universities to:

- Publish an annual report containing three years of crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to campus, and specific non-campus facilities. These statistics are gathered from campus security, local law enforcement, and other university officials who have significant responsibility for student and campus activities.
- Provide campus safety alerts pertaining to crimes that have been committed and pose ongoing threats to students and employees.
- Disclose in a public campus crime log any reported crime occurring on campus or within the patrol boundaries of the campus police or campus security department. The Safety and Security Department maintains responsibility for preparing and distributing this report by Oct. 1 of each year. The report is prepared in cooperation with other college departments and local law enforcement agencies. College of Saint Mary annual crime statistics can be viewed or copies of the report can be requested, via e-mail at csmsecurity@csm.edu, by

calling the Safety and Security Department at 402-670-8848, or by viewing the report online at <http://www.csm.edu/student-life/campus-living/campus-safety-and-security>.

Department of Safety and Security

The safety and security of College of Saint Mary community and guests are a primary concern of the University, and a principle responsibility of the Safety and Security Department. A fully trained safety and security officer is on duty 24 hours a day, seven days a week.

We want all of our students, faculty, staff, and visitors to be safe on our campus. That's why we provide 24/7 campus security. We patrol the campus regularly, enforce College of Saint Mary policies, and continually assess our safety and security practices, policies, and requirements.

Our mission is to provide the highest level of safety and security for students, faculty, staff, and visitors. This is accomplished by regular patrols of the campus, enforcement of CSM policies, ensuring all facilities are safe and properly secured, investigation of any crimes occurring on campus, and the continuous assessment of our safety and security needs and programs.



Training

College of Saint Mary Safety and Security Officers have experience and receive training in the areas of safety and security. In-service workshops are conducted to ensure a prompt, professional response to incidents. Topics include patrol techniques, report writing, emergency preparedness, and first aid certification. Safety and Security Officers provide a highly visible security presence through frequent patrols of and through the campus. They are also available to respond and provide assistance during emergency situations. All Safety and Security Officers receive training in Incident Command, Active Shooter, Bomb Threat, First Aid, CPR, AED, and Bloodborne Pathogens (to name a few).

Bike Patrol

The CSM Bike Patrol is a common and welcome sight on the university campus, providing community contact, cycling education, and general/special patrol services. The bike patrol is available all hours of the day or night, in most weather conditions, and is effective at sporting events and other special occasions.

CSM Bike Patrol officers use specially equipped mountain bikes to provide safety and security services to the CSM Community. All members are trained in the safe, proper, and effective use of mountain bikes for patrol purposes.

The bike unit can patrol walkways and courtyards that are inaccessible to vehicle traffic, and can quickly respond in areas congested with vehicle or pedestrian traffic. The bike patrol is particularly well suited to enforce rules and regulations covering bicycle and pedestrian safety; also, increasing the public's awareness of the importance of safety and considerably sharing the road.



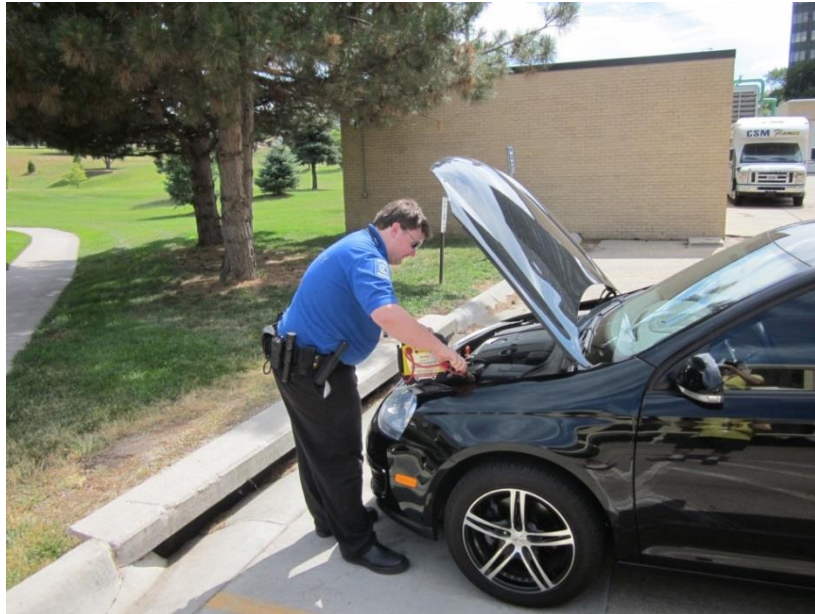
Authority of Safety and Security

College of Saint Mary Safety and Security Staff have the authority to ask persons for identification and to determine whether individuals have lawful business at CSM. Safety and Security Staff also have the authority to enforce campus rules and regulations, as well as issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Safety and Security Officers do not have powers of arrest. Criminal incidents are referred to the Omaha City Police Department or other law enforcement agencies that have jurisdiction on the campus. The Safety and Security Department at College of Saint Mary reports to the Vice President of Student Development.

All crime victims and witnesses are strongly encouraged to immediately report any crime to the CSM Safety and Security Department and the Omaha City Police Department. Prompt reporting will assure timely posting of warning notices on campus and timely disclosures of crime statistics.

Resources and Services

Safety and Security Officers can be reached seven days a week, 24 hours a day, to respond to calls for assistance, campus incidents, building alarms, crimes, injuries, safety hazards, coordinate with local law enforcement, crowd control, parking enforcement, and related activities. The Safety and Security Department will also provide assistance to students and staff by jump starting their vehicles as needed.



Parking and Traffic Control

Our well-lit parking areas at CSM are patrolled by the Safety and Security Department and we encourage all of our students, staff, and faculty to park on our campus as a way to increase personal safety for everyone. The Safety and Security Department also oversees all parking enforcement on campus, as well as directing traffic during special events like graduation and all home sporting events.



Campus Security Authority (CSA)

A Campus Security Authority (CSA) is an individual who is an official of the institution that has significant responsibility for student and campus activities, including but not limited to:

- Director of Residence Life
- Director of Safety and Security
- Lozier Hall Director
- Assistant Dean of Students
- Director of Athletics
- Assistant Director of Athletics
- Athletic Coaches
- Advisors to our student groups and organizations
- Resident Advisor (RA)
- Residence Life Graduate Intern Assistant
- Residence Life Front Desk Workers
- Campus Ministry
- Student Development Staff
- Safety and Security Officers

Under the Clery Act, a crime is reported when a victim, witness, other third party, or even the offender brings it to the attention of a CSA, Safety and Security Officer, or local law enforcement personnel. It does not matter whether or not the individual/s involved in the crime or reporting the crime are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should document it as a crime report and provide this report to the Director of Safety and Security. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. There are two (2) individuals who, although they have significant responsibilities for student and campus activities, are not considered CSAs under Clery. They are pastoral counselors and professional counselors. A pastoral counselor is defined as a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of recognition as a pastoral counselor. A professional counselor is defined as a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Although pastoral counselors and professional counselors do not have to report crimes that are brought to their attention, while serving in an official capacity, they are encouraged to inform their client/s of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Security Authority (CSA) Training

The role of CSA is crucial to the effective and accurate reporting of criminal incidents that occur on our campus, adjoining public property, or other properties owned, controlled, or leased by College of Saint Mary. We recognize that CSAs are not law enforcement or security personnel; however, training is a vital part in being effective in this role.

Every year, Campus Security Authorities at CSM go through training which covers who are “campus security authorities” and what are their reporting obligations. Who is included and exempt from the reporting? Training also includes understanding the geographic locations of CSM and understanding the geography for which criminal offenses need to be collected. In addition, they learn about classification of incidents, definition of crimes, and collection crime stats for our crime reports. The training also covers topics related to issues for CSA’s regarding arrests and judicial referrals, as well as timely warning requirements, why we as an institution keep a daily log, and our annual disclosure requirements.

Reporting of Criminal Incidents

Members of the university community are encouraged to promptly report emergencies and criminal or suspicious activities to the Safety and Security Office, which is located in Room 144 in the Hixson-Lied Commons or by calling (402) 670-8848 or by dialing “1” on any campus phone. Prompt reporting of emergency, criminal, or suspicious activities will allow campus authorities to determine if a timely warning or emergency notification is an appropriate course of action as well as for accurate annual statistical disclosure. The Safety and Security Department can serve as a liaison between CSM students or employees and the Omaha City Police Department, which is located a short distance away. The Safety and Security Department encourages students and employees to file reports with the Omaha City Police Department, particularly in the aftermath of a serious or sensitive incident.

Voluntary/Confidential Reporting

If you are the victim of a crime or breach of college policy, and you do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Safety and Security or designee can file a report on the details of the incident without revealing your identity. In the event that a crime had taken place, we are required by law to notify Omaha City Police, however, you may decline pressing charges. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information the college can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Campus Upkeep

Campus Lighting is another important part of the College of Saint Mary commitment to safety and security. There are two campus lighting tours conducted each year, which include members of Student Senate, the Safety Committee, and the Director of Safety and Security . Lighting problems or inefficiencies are immediately reported to the CSM Facilities Department for corrective action. A comprehensive survey of all exterior lighting is annually conducted by members of the Safety Committee and the Safety and Security Department.

Landscaping on campus is maintained by trimming shrubbery and trees to enhance safety and security. The staff of the Safety and Security Department and Facilities Department inspects campus facilities regularly. Any conditions which affect the safety and security of the campus such as broken windows or locks, burned-out lights, and malfunctioning fire safety equipment are reported and repaired immediately.

We encourage community members to report any deficiency in lighting to the Maintenance Department via the workorder process at workorder@csm.edu . Any community member who has a concern about physical security should contact the Safety and Security Department at 402-670-8848 or by dialing “1” on any campus phone.

Daily Crime Log

The CSM Safety and Security Department maintains a Daily Campus Crime Log that records, by the date the incident was reported, all crimes and other serious incidents reported to Safety and Security. This includes crimes that occurred on campus, in or on non-campus, college-owned buildings or property, on public property within the campus or immediately adjacent to and accessible from the campus, as well as crimes that occurred within the patrol jurisdiction of the CSM Safety and Security Department. The Campus Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint (if the information is known at the time of publication). The department updates the Campus Crime Log daily as crimes are reported. The College of Saint Mary Safety and Security Department reserves the right to withhold information under certain circumstances. The Campus Crime Log is available for public inspection during normal business hours, at the department’s office in Room 144 of the Hixson-Lied Commons.

Off-Campus Efforts

Although not directly responsible for off-campus security, the College of Saint Mary Safety and Security Department works closely with the Omaha City Police Department in monitoring the neighborhood surrounding the College of Saint Mary Campus.

When responding to criminal incidents (both on campus and off) that involve or affect the university, the Omaha City Police Department routinely advises the Safety and Security Department for informational and/or follow-up purposes.

Emergency Notification System

College of Saint Mary has a multi-tiered emergency notification system that allows the College of Saint Mary Senior Leadership Team and the Safety and Security Department to contact the university community within minutes via e-mail, text messaging, and posting on MyCSM. . It is our belief that rapid notification is one of the best protections available for members of our campus community.

The success of the system depends on the community receiving the timely information. With this system, members of the College of Saint Mary Community will receive an emergency text message on their personal cell phone.

Safety and Security recommends that all students, faculty, and staff log into their MyCSM Account and click on CSM Alert to add their cell phone to the CSM Emergency Notification System. This technology allows for cell phones to be notified first in the event of an emergency. Any contact information provided will be kept secure and will be used only for emergency notification purposes.

In addition to emergency text messaging communication, the campus is equipped with the ability to interrupt computer systems in case of an emergency. This computer interrupt system will send a message to every computer screen that is logged into the university network. The Safety and Security Department will also post CSM Alerts on MyCSM, the Safety and Security website, as well as sending campus wide emails to all students, faculty, and staff. This multi-tiered system is designed with the intention of reaching every person on campus in the event of an emergency.

Timely Warning

College of Saint Mary wants to ensure that all students and staff are aware of any threats that may pose a risk to the campus community (i.e. a rash of a specific crime, outbreak of a serious illness). To make sure that notification is provided and to be in compliance with the Clery Act, the University will issue timely warnings whenever necessary. The College of Saint Mary Safety and Security Department **will** be responsible for providing timely warnings to the campus community, and providing the warnings in a manner that will aid in the prevention of similar crimes. The College of Saint Mary Safety and Security Department will retain copies of all issued timely warnings on file.

The Director of Safety and Security will review all reports taken by the Safety and Security Department or information received from the Omaha Police Department in an expedient manner to determine any incidents that are subject to disclosure and represent an imminent threat to students, faculty, and staff of the campus community. If it is determined that there is an imminent threat, the Director of Safety and Security, or his/her designee, will issue a timely warning. All timely warnings must include information on the incident that triggered the warning and methods to help prevent similar future crimes/health concerns.

The CSM Safety and Security Department shall communicate the Timely Warnings to; On campus property, Public Property, Non Campus buildings or property. These are defined as follows:

On Campus; Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; including residence halls and any building that is within or reasonably contiguous to the above, that is owned by the institution but is controlled by another person.

Public Property; All property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus Buildings or properties; Any building or property owned by or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The Timely Warnings shall be published and distributed by these methods;

1. The Timely Warning shall be posted on the CSM Safety and Security Department website: http://www.csm.edu/Campus_Services/Safety_and_Security/.
2. The Timely Warning shall be sent via e-mail and or text message to those subscribers of the CSM Alert service as well as those having CSM-email accounts.
3. The Timely Warning shall be posted on the MyCSM Announcement Page section for all members of the CSM Community to read.
4. Timely Warnings shall be posted on paper on the Crime Prevention Bulletin Boards which are located in Residence buildings across campus.

The timely warning will remain posted for the duration of the ongoing threat. The Director of Safety and Security will be ultimately responsible for determining when the threat is over.

All timely warnings must include information on the incident that triggered the warning and methods to help prevent similar future crimes/health concerns. The Timely warnings will provide the following information if possible;

1. A succinct statement of the incident
2. The date which the alert was issued
3. Physical description of the suspects
4. Other relevant and important information

Emergency Response and Evacuation Procedures

Every potential emergency requires a unique response. The College of Saint Mary Safety and Security Department is available 24-hours-a-day, 7-days-a-week. In addition the Safety and Security Department works closely with the City of Omaha Police Department, City of Omaha Fire Department, Douglas County Sheriff Department, and Douglas County Department of Emergency Management for their assistance in the event of an emergency. College of Saint Mary also has

partnerships with CHI Health to assist with any counseling assistance programs needed due to an emergency situation.

The Director of Safety and Security coordinates emergency management planning for College of Saint Mary. This plan lists inventories, staffing requirements, procedures, and policies used to provide guidance for immediate response and the ensuing recovery process in the event of an emergency.

The University has been involved in preparing guidelines for continuity of operations in the event of an emergency situation which requires response of longer duration. College of Saint Mary follows the National Incident Command System for managing emergency events.

Fire drills will be conducted in every residence hall twice a year, one each semester. These drills will require a complete evacuation of the building and will test and evaluate the response to a fire alarm. Tests of the CSM Alert Emergency Notification System are conducted twice a year, once each semester.

College of Saint Mary understands the importance of being able to immediately notify students and staff of any confirmed emergency situation that may arise on campus. The Director of Safety and Security along with the Safety and Security Department is responsible for determining when a situation warrants an emergency notification, initiating the campus emergency notification system, and providing any follow-up information as necessary.

In the event of any threatening situation, the Safety and Security Department will, after taking into account the safety of the campus community, immediately determine the content of and issue alert notifications to any and all parts of the campus community that may be affected; unless it has been determined that issuing such an alert would hinder efforts to help victims and/or contain the situation. Any notifications are distributed through the CSM Alert system. All students, faculty, and staff are highly encouraged to sign up to be part of the CSM Alert system.

CSM Alert is the name of College of Saint Mary's emergency notification system. It is a collection of available communications resources that includes but is not limited to:

- E-mail
- Text message via cell phone

Other forms of emergency notification on College of Saint Mary Campus:

- Verbal in person
- Fire alarms
- Flat screen TV
- Residence Hall Speaker System
- Campus Telephones

Upon occurrence of an emergency, the Director of Safety and Security will be responsible for determining whether or not the situation poses an immediate threat to the health or safety of the campus community, and also those segments of the campus community that need to receive the

warning. It will also be the director's responsibility to determine the content of the alert and which portions of the CSM Alert systems to use.

To determine whether or not the situation is an emergency, the director will take into account issues such as the nature of the threat, if the threat will be on-going, and the number of people that are affected. The director may confer with the Vice President for Student Development and/or other University officials.

When deciding the content of the emergency notification, the director will determine how much information is warranted at the current time, who is to be notified, and what measures will most likely be taken in the future (i.e. will more alerts be issued).

Examples of potential emergency situations include, but are not limited to:

- Fire
- Bomb Threat
- Civil Disturbance
- Chemical Spill/Hazard
- Act of Violence with ongoing threats to campus
- Tornados

In cases where the supervisor determines that immediate action must be taken as a delay would pose a further threat to the safety of students or staff, the director or his/her designee will authorize distribution of CSM Alert messages. In instances where sufficient time exists (such as an impending winter storm), authorization to distribute the CSM Alert message will be obtained from the Vice President for Student Development.

Once it has been determined that an emergency notification is needed, the Director of Safety and Security will issue an immediate notice to appropriate segments of the campus community. The appropriate segments are determined by taking into account such things as what the emergency is, its location and current size of the area affected, and if the area affected by the emergency has the potential to grow larger in a short amount of time. If further developments warrant, additional segments of the campus will be notified.

Prior to issuing any emergency alert, it will be the responsibility of the Director to consult with other responsible authorities (i.e. law enforcement agencies) to determine if the issuing of the alert will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Update notifications will be distributed whenever additional and pertinent information is received, such as changes in location of the original threat or descriptions of persons responsible for criminal acts. In all cases except snow closings, whenever an emergency notification has been issued, an "all clear" or final message is sent through the same systems once it has been determined that the emergency or threat is over.

It is the responsibility of the Director of Safety and Security to ensure that copies of the emergency alerts are kept on file.

The Evacuation Policy

A crisis on campus may require College of Saint Mary to implement an emergency evacuation of specific areas. An evacuation may be implemented in the face of a hazardous or life-threatening situation in a campus building. These fire alarms are put in place to alert building occupants of a harmful situation. The purpose is to remove occupants from harm and to increase safety and reduce possible victimization.

The safety of the students, faculty and staff of College of Saint Mary is of utmost importance. When a fire alarm sounds within a campus building, all occupants must leave the building for their own safety. Safety and Security and Residence Life Staff members will assist as appropriate according to the following procedure.

Follow these building emergency protocols when you receive an emergency evacuation message and/or hear an evacuation alarm:

- In the event of a building evacuation, all individuals who can safely do so are required to exit the building immediately.
- Take your keys and CSM ID card with you, if you have time.
- Take personal items (backpack, briefcase, purse, etc.), if you have time.
- Carefully, calmly exit via the closest fire exit route. **DO NOT USE ELEVATORS.**
- If you cannot negotiate the exit, move laterally away from any obvious danger and to an enclosed stairwell, if available.
- Assist others, including persons with disabilities, if you feel it is safe to do so.
- Check each door for heat with the back of your hand prior to opening.
- If a door feels hot, do not open it. Remain in the room.
- If the exit path is hazardous, leave the door closed and remain in the room.
- If there is a designated fire exit through your window, use it to exit the building. Contain smoke or fire by closing all windows and doors to rooms, stairwells, and corridors.
- Report the status and location of anyone remaining in the building to campus responders (i.e., Safety and Security) and public officials (i.e., police officers, fire department personnel).
- Repeat this message often. Stay together at a safe distance (50-100 yards, upwind) from the building until Safety and Security or public officials indicate you can return to the building.
- Anyone who remains in the building, whether because of disability, injury, or the exit path is hazardous, must do the following to the extent possible:

If You Are Trapped

- Stay calm. There are many things you can do to protect yourself.
- If possible, go to a room with an outside window and use a flash light or light to get people's attention.

- Close the door between you and the fire. Stuff the cracks around the door with towels, rags, or bedding and cover vents to keep the smoke out of the room.
- Use your cell phone or a land line to call the fire department and tell them exactly where you are. Do this even if you can see fire trucks on the street below.
- Wait at window and signal for help with a flashlight, if you have one, or by waving a sheet or other light-colored cloth.
- Be patient. Rescuing all the occupants of a residence hall can take some time.

Evacuation Preparedness

- Study and remember important locations in each building you enter, including exits, stairways, phones, and elevators. Identify two routes out of each building, excluding the elevator.
- Carry emergency health information and emergency contacts with you at all times.
- Carry a cell phone preprogrammed with the Safety and Security number (402-670-8848) and the off-campus number for police, fire, and/or ambulance assistance (911).
- If you need to work in isolated areas after hours, determine telephone availability.
- If none is available, notify Safety and Security of your location in advance, including building name, floor, and room number, as well as the time you will be in that location.

Definitions

Evacuation: The removal of persons or things from an endangered area.

Emergency: Any unexpected situation or incident that requires prompt action to prevent loss of life, injury or significant property damage.

Fire Alarm: The audible and visual alarm system set off by either a smoke detector or pull station. The alarm is recognized by horns and flashing lights.

Occupants: Anyone inside the building at the time of a fire alarm that is not considered emergency personnel or CSM staff members.

Emergency Personnel: CSM Safety and Security, Omaha Police Department, Omaha Fire Department, Douglas County Sheriff Department.

“Shelter in Place”

A crisis on campus may require College of Saint Mary to implement an emergency lockdown of specific areas or the entire campus. Shelter in Place may be implemented in the face of a hazardous or life-threatening situation, either on campus or near campus. It is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

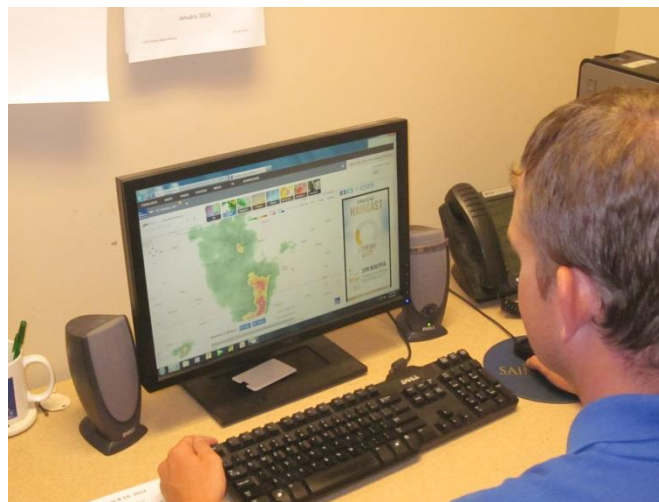
The safety of the students, faculty, and staff of College of Saint Mary is of utmost importance. When an incident occurs that may jeopardize the safety of the university community, consideration will be made as to the best reaction to the emergency. When evacuation is impractical, a lockdown of specific rooms, buildings or the entire university will be considered.

- The College of Saint Mary Senior Leadership Team or the Director of Safety and Security calls for a Shelter or lockdown.
- Upon declaration of a Shelter in Place Situation or lockdown, all CSM community members are to move into the closest classroom, office, or residence room as quickly as possible.
- Lock the door. If the door cannot be locked, and the situation identifies an intruder or shooter, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door or using a belt or other item to tie the door handle to something stable.
- Turn off room lights.
- Attempt to make the room appear unoccupied.
- Put cell phones on vibrate, and if communication is needed, use text messaging only.
- If you hear a fire alarm, stay put unless you see fire, smell smoke or you are directed to evacuate.

Remain under Shelter in Place until advised by the CSM Senior Leadership Team, Safety and Security Department, or Law Enforcement Personnel that the crisis has been resolved. CSM Alert will be used to issue an “All Clear” message.

Weather Emergencies

Weather Emergencies are sometimes overlooked and most people’s plans are to stay indoors until the storm passes. While that sounds like a great plan, the situation may not be that easy. Nebraska is known for its beautiful and enjoyable outdoor environment; however, Nebraska is also known for its extreme and fast weather shifts. Some even say if you don’t like Nebraska’s weather, wait ten minutes.



To start, what does it mean when you hear watch, warning, and advisory alerts?

WATCH A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for further information and possible warnings especially when planning travel or outdoor activities.

WARNING A warning is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life and/or property. People in the path of the storm need to take protective action.

ADVISORY Advisories are sort of in between a WATCH and WARNING. The expected weather condition has a pretty good chance of occurring, even a likely chance of occurring, but typically an advisory is used for “less” severe type of weather conditions.

Tornadoes

Tornadoes are powerful and one of nature’s most violent storms. They can strike quickly and with little or no warning. Tornado season in Nebraska is spring to summer with May having the most recorded tornadoes. Nebraska is ranked 5th in the U.S. for total number of tornadoes, and ranked 23rd for number of tornado fatalities and 24th for number of tornado injuries. The state of Nebraska averages almost 50 tornadoes a year.

Before a tornado:

- To begin preparing, you should build an emergency kit and make sure you are aware of the tornado shelters on campus.
- Look for the following danger signs:
 - Dark, often greenish sky.
 - Large hail.
 - A large, dark, low-lying cloud (particularly if rotating).
 - Loud roar, similar to a freight train.
- Be prepared to take shelter immediately.

Designated Shelter Areas

- Hill Macaluso-Evacuate to the ground floor and/or CSM tunnel system
- Walsh Hall-Evacuate to the ground floor north hallway and/or CSM tunnel system
- Hixson-Lied Commons-if safe to do so, evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system. If it is not safe, remain in the HLC and go into the women’s or men’s restroom. Stay away from windows!
- Madonna Hall-Evacuate to CSM tunnel system

- Lied Fitness Center-Evacuate to the lowest level hallway. Use both the restrooms and locker rooms as needed.
- Mercy Hall- if safe to do so, evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system or remain on the ground floor. If it is not safe remain in Mercy Hall and evacuate to the basement landing which is located on the north side of the building. Stay away from windows!
- Lozier Hall-Evacuate to CSM tunnel system or ground floor hallway. Stay out of the rooms on the East side of the hallway.
- Spellman Child Development Center-Evacuate to the restrooms or lactation room

Action taken in case of TORNADO WARNING AT CSM

Everyone will leave the area they are in and go directly to their designated area of shelter. Do not go outside! Listen to the Weather Radio for updates, which can be found in every designated shelter area on campus. Once the National Weather Service allows the warning to expire, you are free to leave your designated area of shelter. Be sure that you are alert and looking in your immediate area for debris, glass, or downed power lines.

Weather Radio Locations

- Hill-Macaluso Hall-Ground floor near break room and or tunnel
- Walsh Hall-Tunnel near the storage rooms
- Hixson-Lied Commons-Library staff lunch room, and Achievement Center
- Lozier Tower-Ground Floor, McAuley, near computer center
- Madonna Hall-Tunnel
- Lied Fitness Center-Ground floor near coaches locker room
- Mercy Hall-Basement landing in north stairwell, mounted to the step
- Spellman Child Development Center-kitchen storage area

If you are in a structure off of Campus:

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest level of a building.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

If you are outside without shelter:

- Lie flat in a nearby ditch or depression and cover your head with your hands. Do not get under an overpass or bridge because these structures can intensify the wind.
- Never try to outrun a tornado in a car or truck if you are in urban or congested areas. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes the most fatalities and injuries.

Tornado Drills

Tornadoes can happen anytime, anywhere, with little or no warning. Knowing what to do when seconds count can save lives. In many cases advance warnings can be issued for tornadoes, it is important to be aware that tornadoes can change direction, speed, and intensity very quickly; which is why it's really important to practice tornado safety by holding tornado drills. Here at College of Saint Mary we conduct two tornado drills per academic year. The drills are conducted at the start of tornado season with the other occurring in the middle of tornado season.

Residence Hall Security

Exterior doors of all of our residence halls are locked at all times and all are controlled electronically by card access readers. Some suites are equipped with separate entrance and individual room locks. Safety and Security Officers receive text message alerts if any of the residence hall exterior doors are held open longer than thirty seconds. Student desk workers are assigned at the entrance of each residence hall during posted visitor hours and are responsible for signing in all guests.

Each residence hall room, or suite, has its own lock and key. Keys do not contain room numbers, so if lost, they cannot be identified with a particular room. All rooms have locking windows.

Safety and Security Officers patrol the hallways of each residence hall throughout their shift, and in addition RA's conduct floor checks throughout the night time hours. The Director of Residence Life and Lozier Hall Director are full-time professionals trained in the area of student learning and personal development.

The Director of Safety and Security works closely with the Director of Residence Life to provide residents with information on safety issues through programs, educational bulletin boards, floor meetings, and posters.

All members of the Safety and Security Team attend the first all hall meetings at the start of each academic year. In addition members of the safety and security team attend various floor meetings throughout the year as well.

Missing Student Notification

College of Saint Mary recognizes that there may be times when students are at-risk or are missing and are reported to the University by roommates, family members, or other concerned persons.

In compliance with the Missing Person Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Student Development and the Safety and Security Department to investigate any report of a missing student who resides at College of Saint Mary. CSM's practice, procedures, and policy are as follows:

The term missing student shall refer to any College of Saint Mary student living on campus who is reported missing from her residence.

Upon check-in to the campus residence halls, all students will have the opportunity to identify an individual to be contacted by CSM in case the student is determined to be missing. Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers, in the furtherance of a missing person investigation, may have access to this information.

- For students under the age of 18, that notification will be made to the student's parent or guardian within 24 hours of the time that the student is determined to be missing.
- Any notification to parents, guardians, or designated contacts will be made by the Vice President for Student Development or Assistant Dean of Students.

If a member of the CSM community has reason to believe that a student is missing, a report should be made to the Vice President for Student Development at 402-399-2422 and/or tknudsoncarl@csm.edu; or the Assistant Dean of Students at 402-399-2411 and/or vpetak@csm.edu, who will in turn notify the Safety and Security Department. All possible efforts will be made to locate the student to determine her state of health and well-being through collaboration of the Division of Student Development, the Safety and Security Department, and the missing student's friends and floor mates. Within 24 hours, a University official will call the emergency contact for this purpose on file in the student's confidential records to report the student missing.

If not located after 24 hours have passed, appropriate family members, associates, or a University official will make a confidential official missing person report to the law enforcement agency with jurisdiction. The University will also contact the missing student's custodial parent or guardian. The Safety and Security Department will cooperate with, aid, and assist the primary investigative agency in all ways prescribed by law.

Security and Access to Campus Facilities

The College of Saint Mary Academic Building Access Policy is designed to increase the safety of all faculty, staff, and students who work and study in our academic buildings. It also attempts to increase the physical security of the university's buildings and properties. This policy establishes normal building access hours as well as procedures for requesting access outside of normal academic building access hours. During business hours, College of Saint Mary administrative and academic buildings are open to students, parents, employees, contractors, guests, and the general public.

College of Saint Mary After Hours Building Access Policy provides guidelines for entrance into campus buildings, offices, classrooms, library, and labs after normal operating hours at College of Saint Mary. In order to provide the CSM community with as much convenience as possible and to maintain a secure and safe campus, faculty, staff, and students are asked to comply with the following guidelines when requesting access to a locked room or building.

Employees requesting access to a locked building, room, or lab must have their CSM ID Card present. A driver's license is insufficient. Safety and Security personnel may deny access to anyone unable to produce proper identification or to anyone they believe has no legitimate business on campus. Faculty and staff desiring entrance into a building to access their office when their building is closed must contact the Safety and Security Department at 402-670-8848 for assistance. This process allows Safety and Security Officers the opportunity to know who is on campus after normal hours of operation and it adds to the overall safety and security of everyone involved.

Outside of normal operating hours, if a room is reserved in advance, then the room will be unlocked. If the room is reserved and is not unlocked, please dial "1" on any campus phone or dial 402-670-8848 and a member of the Safety and Security Department will assist you.

Outside of normal operating hours, if a room is not reserved in advance, the room will be unlocked by a Safety and Security Officer only if a faculty or staff member is physically present with their CSM ID Card. Students will be allowed access only upon presentation of the student's CSM ID Card after having secured permission from the appropriate faculty or staff member. The faculty or staff member providing authority shall contact Safety and Security via email at CSMSecurity@csm.edu to prearrange student access. If Safety and Security has not received written permission via an email the student will not be allowed access to locked lab, building, or classroom. In all circumstances, the student who is allowed access outside of normal operating hours must have at least one other individual with them. The Safety and Security Department will not leave a student unattended in a normally locked space outside of normal operating hours. Visitors and guests will not be allowed access to any room outside of normal operating hours.

College of Saint Mary utilizes access control systems as a way of limiting access to certain buildings on campus. The benefits of using an access control system include the prevention of loss or damage to capital assets and the reduced risk of personal injury to staff and visitors.

Safety also ranks as a high priority for the university's facilities department. College of Saint Mary employs its own staff for regular building maintenance and repair of doors, windows, lighting, and related safety items. Great care is taken to ensure keys are issued only to appropriate faculty, staff, and students. Safety and Security Officers are responsible for the daily locking and unlocking of all campus academic and administrative buildings and follows the Academic Building Access Policy. Safety and Security maintains a contact listing for on-call facilities staff and outside contractors for after-hours response if needed.

CSM Safety and Security Officers and Maintenance work together to identify inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency to the Safety and Security Department via email at CSMSecurity@csm.edu or by calling 402-670-8848.

Safety and Security Officers as well as CSM Maintenance Staff Members are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

Crime Prevention Programs

The Safety and Security Department strives to educate the College of Saint Mary Community on a variety of topics so students and employees develop sound safety habits. Programs offered include new student orientation, RA Training, personal safety tips and fire safety. The CSM Safety and Security Department is available to hold training sessions on various safety topics upon request.

Active Shooter Awareness: College of Saint Mary aims to enhance preparedness through a "whole community" approach by providing training to a broad range of stakeholders on issues such as active shooter awareness. In this training we cover understanding what an active shooter incident is, and developing a survival mindset, understanding the importance of preparedness, knowing your three options (Run, Fight, Hide) and finally how to survive.

Being Safe while at CSM: This program focuses on common safety practices to assist both the Safety and Security Department and CSM Students in providing the safest learning environment possible. This informational session takes place during National Campus Safety Awareness Month and is open to all CSM Students.

Bystander Intervention: empowers and mobilizes participants to recognize, intervene, prevent and/or stop inappropriate comments, actions, and behaviors. The entire campus community plays a valuable role in preventing acts that violate the basic dignity of an individual.

The goals of bystander intervention training are to:

- Raise awareness of helping behaviors
- Increase one's motivation to help
- Develop skills and confidence when responding to problems or concerns
- Ensure the safety and well-being of self and others

Clean Car Campaign: We have learned through experience that many thefts from the parking lots are simply opportunity thefts. Catching these opportunistic thieves is difficult at best so a different approach is required. We ask for everyone to put forth a little effort in a "Clean Car" initiative. Simply put, by removing all viewable valuables from your vehicle, prior to leaving your vehicle, you will reduce the odds of your vehicle being illegally entered by nearly 95%! Additionally, please help us to reduce the opportunity of theft by reminding other students, co-workers, visitors, and friends to remove ALL items from their car!

GOTCHA: The GOTCHA program is conducted through the CSM Safety and Security Department along with the Director of Residence Life. The program is designed to find unlocked doors in residential units and alert students living in these residences that their door(s) were found unlocked.

If I Were a Thief: Members of the CSM Safety and Security Department will be handing out “If I were a Thief” cards in campus study areas across campus. Theft is the number one reported crime on campus and the “If I were a Thief” cards identify ways students can reduce the risk of becoming a victim of theft.

Self-Defense Training: CSM offers Self Defense training for all of our students, staff, and faculty. This program not only instructs attendees in basic self-defense but it also provides them with the knowledge of how to avoid bad situations both on and off campus.

Sex Offenses, Domestic and Dating Violence, and Stalking Training: Comprehensive education and prevention programs that inform the university community about the risks and myths that contribute to sexual assaults, domestic violence, dating violence, and stalking. These training sessions are held with all incoming students to CSM as well as offered throughout the year to returning students, staff, and faculty. In addition they learn about University Procedures, why it’s important to report, and the availability of medical, counseling, and support services, and alternative remedies such as housing and academic accommodation, if reasonably available; and University disciplinary sanctions for those who commit sexual assault, domestic violence, dating violence, and stalking.

Stranger Danger: This program is conducted by the Safety and Security Department with our Mother’s Living & Learning Program. In the program we teach both the mothers and children who is a stranger? Who are safe strangers? We also address the importance of recognizing and properly responding to dangerous situations.

Student orientation: Each semester, the Director of Safety and Security conducts informational sessions to familiarize new students with the department, available services, reporting procedures, and university policies. The presentation also includes risk reduction strategies and role-playing exercises focused towards managing the transition to the college experience and urban living.

Whistle Stop: College of Saint Mary is a participant in the National Whistle Stop Program. This program provides whistles for all incoming CSM students. Returning students and other CSM community members may obtain whistles upon request from the Safety and Security Office. This program instructs participants to blow the whistle if they feel they are in imminent danger. The campus is sensitized to the fact that the sound of a whistle blast means an emergency. Persons hearing a whistle have been instructed to contact CSM Safety and Security, and then, in a group, proceed to the scene of the whistle blast. Whistle abuse is considered a student conduct violation.



National Campus Safety Month

In 2013, College of Saint Mary started to participate in The “Safe Campus, Strong Voices” Campaign which is a national initiative for Campus Safety Awareness Month in September. The goal of this program is to raise awareness and increase advocacy on the issue of college sexual violence and the vast amount of underreported cases as well as the injustices that many survivors face.

Safe Walk Program



Purpose of the Safe Walk Program

Safe Walk is a Safety and Security Department Crime Prevention Program designed to assist the College of Saint Mary Community by providing walking escort services from one campus location to another. Members of the Safety and Security Department will provide the escort as needed.

Who can use the program?

Any member of the College of Saint Mary Community who desires a need to be assisted with this added level of security and safety.

When are Safe Walks available?

Safe Walks are available 24 hours a day, 7 days a week, 365 days a year.

How do I get a Safe Walk?

1. Contact the Safety and Security Department by dialing "1" on any campus phone or by calling 402-670-8848 on your cell phone to request a Safe Walk escort.
2. Give your destination and where the Safety and Security Officer can meet you.
3. Please be at the location when the Safety and Security Officer arrives. The officer may wait for a few minutes, but a "No Show" will negatively impact the ability we have to provide this service in a prompt and efficient manner.

Nebraska Safety Belt Honor Roll

College of Saint Mary received a signed *proclamation* from Nebraska's Governor which inducted College of Saint Mary as a member of the Nebraska Safety Belt Honor Roll. The Nebraska Safety Belt Honor Roll is a joint effort between the Governor's Office and Click It Don't Risk It to recognize those dedicated to saving lives through seat belt use. Nebraska businesses, schools, and groups are encouraged to apply. We are happy to say that over 98% of CSM Community Members utilized seat belts during unannounced checks.



Automatic External Defibrillators (AED)

College of Saint Mary has carefully placed five automated external defibrillators (AED) throughout its campus. The authorized (AED) program will enable targeted responders in a campus setting to deliver early defibrillation to patients experiencing a sudden cardiac arrest. Responders' use of the AED does not replace the care provided by professional emergency medical services (EMS) providers, but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of EMS providers, patient care will be transferred. Every year the College of Saint Mary Safety Committee purchases a new AED to be placed on campus.

Daily Inspection checks are performed by College of Saint Mary Safety and Security Officers:

- Green “indicator light” represents active
- Red “indicator light” represents inactive

Monthly Inspection checks are performed by the Director of Safety and Security:

- Visual checks of the unit and the alarm cabinet.
- Verify battery and pads are within the expiration date.
- Inspect emergency supplies (nitrile gloves, razor, scissors, electrode pads, CPR barrier masks).
- Perform the AED Unit’s Self-Diagnostic Test.

AED Location	Building
Walsh Hall	2 nd Floor Near 220
Mercy Hall	1 st floor near Room 112
Hixson-Lied Commons	Near Room 126
Lied Fitness Center	Lower level near Room 3
Hill-Macaluso Hall	1 st Floor near Gross Conference Center



Weapons Policy

Explosives, firearms, and weapons of any kind are prohibited on College of Saint Mary property or at University-sponsored events. All faculty, staff, students, and all other persons visiting campus are prohibited from carrying a weapon of any kind, including a concealed weapon, onto College of Saint Mary property or into any College of Saint Mary facility. A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Conduct. Further, CSM may contact the appropriate law enforcement agency if it learns that a student has violated this policy. If you believe that a fellow CSM Community Member intends to or has brought a weapon or a concealed handgun onto the premise you should alert the Safety and Security Department and/or Student Development immediately.

Preventing and Responding to Sexual Assault

If a sexual assault does occur, the victim is encouraged to report the incident to the appropriate campus and municipal agencies. While the university respects the wishes of the victim in each situation, the option of involving law enforcement authorities is encouraged. Assistance and support will be provided to the victim throughout the reporting process, should they choose to pursue the matter in this way.

College of Saint Mary educates the student community about sexual assaults and date rape through student orientation and programs offered each year. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment.

If you need medical transport to an area hospital, call Safety and Security by dialing “1” from any campus phone or 402-670-8848 from your cell phone. Visits to hospitals for medical treatment and counseling are confidential. The Safety and Security Office strongly advocates that a victim of sexual assault report the incident in a timely manner as time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Safety and Security Officer and/or to any university official.

College of Saint Mary will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim. Methodist Women's Hospital offers adult and teen victims of sexual assault a place to go where they can receive immediate, comprehensive and compassionate care and evidence collection from health care professionals specifically trained and educated to meet their special needs. This service is **available 24 hours per day, 7 days per week**. Methodist Women's Hospital is located at 707 N 190th Plaza.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later
- Assure the victim has access to free confidential counseling from counselors

When a sexual assault victim contacts the Safety and Security Office, the Omaha Police Department will be notified as well. A representative from the Office of Residence Life will also be notified if

appropriate. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. A representative from Student Development will guide the victim through the available options and support the victim in her decision. Various counseling options are available from CHI Health Counseling Assistance Program.

Filing a report with the Safety and Security Officer

If the victim or witness elects to contact the Safety and Security Department to file a formal report of the assault, an officer will work with the individual to gather the pertinent information. The victim always retains the right to decide whether she or he wants to proceed with criminal prosecution.

The officer will ensure that the victim is made aware of the counseling and other assistance she or he needs. The safety of the victim will always remain the top priority of the Safety and Security Office when dealing with assault cases. College of Saint Mary has an obligation to investigate conduct regarding any possible harassment.

Filing an incident report with the Safety and Security Department will not obligate the victim to prosecute, nor will it subject the victim to scrutiny.

Contacting Other Law Enforcement Agencies

Students may also contact local law enforcement agencies. Members of the Safety and Security Office and other University officials will assist the student in notifying the appropriate agency in the applicable jurisdiction.

Registered Sex Offenders

The university complies with federal legislation that requires institutions of higher education to inform interested persons within the campus community about how information regarding registered sex offenders within the state can be obtained. This information can be found at the *Nebraska Sex Offender Registry Database* which is located at <https://sor.nebraska.gov/>

Harassment and Discrimination

Policy Statement:

CSM is committed to maintaining a humane atmosphere in which individuals do not abuse their personal power in interpersonal relationships. CSM will not condone actions or words that a reasonable person would regard as discrimination or harassment.

Definitions:

Harassment is a deliberate act, verbal or non-verbal, which is threatening, abusive, or physically harmful to another person.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or

pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment. (Source: Department of Education guidelines.)

Discrimination may be defined as any distinction, derogatory reference, or favor for or against an individual compared to others that is based upon an individual's gender, race, color, sexual orientation, creed, national or ethnic origin, or physical or mental disability.

Title IX

Every College and University receiving Federal Financial Assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaint of sex discrimination. The Human Resources Director is the individual designated by College of Saint Mary to coordinate its efforts to comply with Title IX, Section 504, and other equal opportunity and affirmative action regulations and laws. Questions or concerns about Title IX, Section 504, or other aspects of the university's equal opportunity or affirmative action or harassment policy should be directed to:

Sarah Marie Livingston
Human Resources Director
Walsh Administration Building
7000 Mercy Road
Omaha, NE 68106
(402) 399-2430
slivingston@csm.edu

Duties and Responsibilities of Title IX Coordinator:

Monitoring and oversight of overall implementation of Title IX Compliance at CSM, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students, and other members of the CSM community.

If a student or employee experiences any unlawful harassment, violence, or discrimination, she/he should promptly report it to a faculty member, a supervisor, or department head, or to the Title IX Coordinator listed above. An investigation of the matter will be initiated and appropriate action taken. No student or employee may retaliate against someone who files a complaint of unlawful harassment; such retaliation will subject the offender to additional charges and sanctions under the policy. However, if the university determines that an intentionally false or malicious complaint has been made under this policy, disciplinary action will be taken against the individuals filing the complaint or providing false information regarding the complaint.

Sexual harassment, which encompasses sexual harassment and sexual violence, is illegal under state and federal law. Learning and working in a harassment-free environment is the right of every College of Saint Mary student and employee.

Alcohol and Drugs

College of Saint Mary does not encourage consumption of alcoholic beverages, nor does it promote the use or abuse of them. The University adheres to the laws of the state of Nebraska and does not permit students under the age of 21 to possess or consume alcoholic beverages on campus. The following policies are in effect:

- Students 21 years of age or older may consume alcohol in their own residence hall room, or the room of another resident who is 21 years of age or older, with no more than five individuals present.
- Students 21 years of age or older may not possess or consume alcohol in the presence of minors (under 21).
- Students 21 years of age or older are strictly forbidden from offering, providing, or selling alcohol to minors.
- Consumption of alcohol and/or possession of open containers in public areas, including parking lots and residence hall lounges, are not permitted on campus. Exceptions will be made for events sponsored by Student Senate, RHC, or others where the Director of Student Leadership & Organizations grants specific permission for the event. Provisions for compliance with the legal age, safety, security, and availability of food and alternative beverages will be considered in determining approval. For these events, students must obtain a third-party vendor and there must be a separate section where only those students 21 years of age or older who wish to consume alcohol are allowed.
- Kegs, beer balls, and all other common bulk alcohol containers are not permitted on campus.
- Any student who becomes intoxicated or who, while under the influence of alcohol, acts in a manner detrimental to her own good name or the good name of the University, will be subject to disciplinary sanctions; including potential notification of parents and possible expulsion. This expectation exists regardless of the location of the behavior (on-or off-campus), or whether the student is participating in University-related or sponsored activities.

College of Saint Mary prohibits the unlawful possession, use, or distribution of illicit drugs by any student on University's property or as part of any of the University's activities on or off campus.

As it is stated in our mission, CSM calls us to pay attention to the development of mind, body, and spirit. Therefore, CSM recognizes that the use of alcohol and drugs have potential health risks. There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression.

These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents. Consequently, when appropriate, CSM will refer students to CAP (Counseling Assistance Program) for an evaluation. Students will be expected to follow through with the recommendations CAP may suggest. Any student in violation of our alcohol and drug policy will be referred to the judicial process outlined in the code of conduct section.

Children on Campus

Responsibility for the safety and well-being of children on the CSM campus rests with parents/guardians or assigned chaperones. A parent, guardian, or caregiver must supervise children at all times while on campus. Children must be accompanied by a person 14 years of age or older. Parents, guardians, or caregivers are responsible for the behavior of accompanying children. If a child is with a parent, guardian, or caregiver, but is not being actively supervised and/or is acting inappropriately (such as distracting others or making noise), College of Saint Mary staff will attempt to locate the adult and inform him/her that the child must be supervised. If a child is left in the building without any caregiver or adult present, a staff member will ask the child for his/her telephone number and attempt to reach the child's parent or guardian by telephone. Children are not allowed in the classroom.

CSM Code of Conduct

A student enrolled at College of Saint Mary assumes an obligation to conduct herself/himself in a manner compatible with the University's function as an educational institution. Misconduct, for which students are subject to discipline ranging from verbal reprimand to expulsion and referral for prosecution, includes but is not limited to, the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities including its public service functions or other authorized activities on University premises;
2. Abuse of any person on University -owned or University -controlled property, or a University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, including self;
3. Intentionally harassing any person in such a way as to interfere with that person's emotional, or academic pursuits; creating a hostile, abusive, coercive or intimidating environment; and/or slander or defaming another's character; this includes online/digital communication;
4. Intentionally and substantially interfering with others' freedom of expression;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expressions on University -owned or controlled property or at University -sponsored or supervised functions;
6. Conduct which adversely affects the student's suitability as a member of the academic community;
7. Dishonesty, such as cheating, plagiarism or knowingly furnishing false academic information (see also Policy for Academic Honesty);this also includes furnishing false information to any University official, faculty member, or office;
8. Unauthorized access, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in University computer

- systems;
9. Forgery, alteration or misuse of University documents, records, or identification;
 10. Theft or unauthorized possession of, or damage to, property of the University or of a member of the University community or campus visitor;
 11. Unauthorized entry or use of University facilities or unauthorized possession or duplication of University keys, access cards, and codes;
 12. Use, possession, or distribution of marijuana, narcotics or dangerous drugs; use, possession, verbal or written threat of weapons or explosives of any kind;
 13. Violation of rules governing residence in University-owned or controlled property;
 14. Violation of University policies or of campus regulations including, but not limited to the provisions of the student handbook, other University publications and residence hall rules and regulations;
 15. Failure to comply with directions of University officials acting in the performance of their duties;
 16. Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person;
 17. Illegal or authorized possession of firearms, explosives, or other weapons, on University premises;
 18. Violation of any federal, state or local law;
 19. Manipulation of the Disciplinary Review Process, including but not limited to:
 - Failure to comply with the notice from a University official to appear for a meeting or a hearing as part of the Disciplinary Review Process.
 - Falsification, distortion, or misrepresentation of any information during the Disciplinary Review Process.
 - Disruption or interference with the orderly conduct of a disciplinary Review proceeding.
 - Attempting to discourage an individual's proper participation in, our use of, the Disciplinary Review System
 - Attempting to influence the impartiality of a member of the review, prior to, and/or during and after the course of the Disciplinary Review proceeding
 - Harassment (verbal, physical, or written) and/or intimidation to any student or professional prior to, during and/or after the Disciplinary Review proceeding
 - Failure to comply with the sanction(s) imposed under the Disciplinary Review System.

A student of College of Saint Mary must abide by this code of conduct, as well as the following sets of policies and agreements: student handbook, academic catalog, residence hall contract, community agreement, and Federal, state and local laws. Any student engaging in any manner of conduct prohibited under these guidelines shall be subject to one or more of the following sanctions, as well as others that may be deemed appropriate at the university's discretion: warning, fines, financial restitution, community service, mandatory counseling or participation in an appropriate treatment program or testing service, research and/or reflection, reprimand, disciplinary probation, disciplinary removal from university residence halls, disciplinary suspension, disciplinary expulsion, referral for prosecution, or any other appropriate sanction.

Parents may be notified if it is anticipated that a student infraction may result in disciplinary probation, removal, suspension and/or expulsion, if the student is: (1) age 18 or younger, and/or (2) financially dependent on her parent(s) (as defined by the Federal government for income tax purposes), or (3) when the student is in violation of law or policy governing the use of alcohol or drugs, if the student is under 21.

When a student is suspected of being involved in an infraction, she will be expected to participate in its resolution. The nature of the infraction and the student's situation will help determine whether the opportunity for discussion of responsibility will occur in an administrative hearing or mediation with a staff member designated by the Vice President for Student Development.

Disciplinary Review

Students at the university are regarded as adults and citizens of the community as a whole. The main premise of the process is that we expect students to take responsibility for their behavior. The disciplinary process is fundamentally a learning process for the students. For the staff who work with students in question, the process provide the challenge and support necessary for students to learn from the experience. Typically, the Assistant Dean of Students will review disciplinary cases.

Appeal Process

A student has the right to appeal a judicial decision; to do so; she must prepare and hand deliver a written appeal to the Vice President for Student Development within five working days. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property.

The student may appeal **only** on the following grounds:

1. Procedural due process;
2. Absence of sufficient evidence to support the decision;
3. Submission of new evidence.

Note that concern as to the severity of the sanction is not considered an acceptable reason to appeal. Appeal letters must be complete enough so that a personal appearance will not be necessary. A letter which merely lists the grounds of appeal, without description of the merits or concern for the individual case at hand is not sufficient. A meeting will be held with the student to share the appeal decision within ten days, unless unusual circumstances are present.

The standards and procedures set forth in this document are those the University normally applies to disciplinary matters. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without specific charge or hearing, subject only to the student's right to request review of the decision.

Your Responsibility Related to Campus Safety

The cooperation and involvement of students, faculty and staff in campus security is absolutely necessary. All members of the community must assume a part of the responsibility for their own personal safety and the security of their personal belongings.

Student, faculty and staff responsibilities include, but are not limited to:

- Taking reasonable precautions to ensure their own personal safety.
- Protecting the security of buildings and offices by not letting strangers in or propping doors open.
- Locking offices and room doors.
- Marking valuable items and recording serial numbers.
- Locking vehicles and bicycles.
- Participating in campus and college crime prevention programs.
- Reporting all security-related maintenance problems.
- Staying aware of campus crime trends (reading bulletins and statistics).
- Reporting suspicious persons or activities to the Safety and Security Department.
- Reporting crimes promptly to the Safety and Security Department

In short, it is incumbent upon all members of the College of Saint Mary community to take proactive measures to protect themselves and their property. Remember, if you remove the opportunity, you eliminate the crime.

Clery Act Crime Definitions

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary - The unlawful entry 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.

Dating Violence - means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence - includes asserted violence misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-habitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through gross negligence.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including 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.

Sex Offense Forcible (F) - 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: forcible rape; forcible sodomy; sexual assault with an object; forcible fondling and attempted rape.

Sex Offense Non Forcible (N) – Unlawful, non-forcible sexual intercourse: incest; statutory rape.

Stalking - a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress.

Disciplinary Referrals - Incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, or illegal weapons possession. Do not include disciplinary referrals for violation of university policy if there was no violation of the law. For example, if a student of legal drinking age violates a "dry campus" policy and is referred for disciplinary action, this statistic should not be included in the crime statistics.

Liquor Law Violation - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or 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; any attempts to commit any of the foregoing violations. This list does not include public drunkenness and driving under the influence.

Drug Law Violation - Violations of State and local laws related to the 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's); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Weapon Law Violation - The violation of laws or ordinances regulating weapons.

Hate Crimes - Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race; religion; gender; sexual orientation; ethnicity; national origin; gender identity or physical/mental disabilities.

The following crimes only apply to hate crime reporting

Simple Assault - Assaults and attempted assaults where no weapon was used and which did not result in serious or aggravated injury to the victim. (This only applies in hate crime reporting).

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

Vandalism - To willfully or maliciously destroy, injure, disfigure, or deface any public or private property; real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation - To intentionally say or do something which would cause a person of ordinary sensibilities to be fearful of bodily harm.

Clery Act Location Definitions

Campus – (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

Housing - Residence halls or other university-owned residences.

Affiliated/Non-Campus - (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Include in this category repeated use of a non-campus location. For example, if every year students in the debate club take a trip to Washington, DC and stay at the same hotel, you must report any Clery crimes occurring in certain portions of the hotel such as hotel rooms rented to students, elevators, lobbies, etc.

Public Property - "Public property" is defined by the Clery Act regulations as all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. Include the sidewalk across the street from the campus, but do not include public property beyond the sidewalk.

State Statutes

State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below.

Crimes Involving Minors: Any person 18 years of age or older who distributes, delivers, or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

Being Under the Influence of Any Controlled Substance for Unauthorized Purpose: It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

Drug Paraphernalia Offenses: It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Imitation Controlled Substances: It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver, or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by a three-Month imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months

imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Controlled Substance Analogue: For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

Selected Nebraska Alcohol Offenses

Minor In Possession: It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is punishable by a three-month imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 2-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998).

Procuring Alcohol: It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1 year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

Clery Act Statistical Information

A federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, establishes the requirements for collecting and reporting campus crime statistics. The classifications of crimes used in these reports are defined in the United States Department of Justice, Federal Bureau of Investigation Unified Crime Reports or for sex offenses, the National Incident Based Reporting System. The College of Saint Mary Clery Reporting Officer is the Director of Safety and Security and works with not only the Safety and Security Department but with the Student Development, Residence Life, Judicial Affairs, and Omaha City Police Department to compile an accurate account of campus crimes for the designated year.

The following is the report of statistics for years 2011 through 2013.

Offense	Location	2011	2012	2013
Aggravated Assault	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	3	0	0
	Residence Halls	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	2	0
	Residence Halls	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Manslaughter- Negligent	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Murder / Non-Negligent Manslaughter	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	1	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Forcible)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Non-Forcible)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	1
	Residence Halls	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0

Hate Crimes

Regarding Hate Crimes Statistics for 2011, 2012, and 2013—College of Saint Mary is required by federal law to include in this report all incidents reported to the Safety and Security Department or to other campus security authorities that involved any of the crimes listed above, as well as for larceny-theft, simple assault, intimidation, and vandalism of property, if these crimes also manifested evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, or disability.

Reported Hate Crimes

Hate crimes on campus:

- 2011—No hate crimes were reported.
- 2012—No hate crimes were reported.
- 2013—No hate crimes were reported.

Hate crimes in on-campus housing:

- 2011—No hate crimes were reported.
- 2012—No hate crimes were reported.
- 2013—No hate crimes were reported.

Hate crimes non-campus:

- 2011—No hate crimes were reported.
- 2012—No hate crimes were reported.
- 2013—No hate crimes were reported.

Hate crimes on public property:

- 2011—No hate crimes were reported.
- 2012—No hate crimes were reported.
- 2013—No hate crimes were reported.

ARRESTS

Offense	Location	2011	2012	2013
Liquor Law Violations	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations	On Campus	0	1	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possessions	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

REFERRED FOR DISCIPLINARY ACTIONS

Offense	Location	2011	2012	2013
Liquor Law Violations	On Campus	2	2	0
	Residence Halls	2	2	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations	On Campus	5	0	1
	Residence Halls	5	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possessions	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Crimes reported in the *Residence Halls* are also included in the *On-Campus* category.

Per federal mandate, requests for crime statistics were made to the Omaha Police Department

±



2014 ANNUAL FIRE SAFETY REPORT 2011-2013 STATISTICS

Introduction

Fire prevention on the College of Saint Mary campus is led by the CSM Safety and Security Department. Other partners include College of Saint Mary Student Development Department, CSM Maintenance Department, CSM Residence Life Staff and, the City of Omaha Division of Fire and the State of Nebraska Fire Marshal's Office. Together, along with the support of students, faculty, and staff, we can foster a culture of fire prevention and promote the safety and well-being of our campus community.

Purpose

This report provides information and data pertaining to fire safety at College of Saint Mary. The data and information contained in this document are reported annually in compliance with legal requirements set forth by the Higher Education Opportunity Act. Information in this report, as well as the College of Saint Mary Annual Campus Security Report, aim to provide the information and data required by Federal law, as well as the situational awareness required to further develop and enhance the culture of safety and preparedness on the campus of CSM. For further information or questions pertaining to information submitted in this report, please call the Safety and Security Department at 402-670-8848 or by dialing "1" on any campus phone.

DEFINITIONS

Cause of fire — the factor or factors that give rise to a fire. The causal factor may be, but is not limited to: the result of an intentional or unintentional action, mechanical failure, or act of nature (34 C.F.R. 668.49 (a)).

Fire — any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (34 C.F.R. 668.49 (a)).

Fire drill — A supervised practice of a mandatory evacuation of a building for a fire (34 C.F.R. 668.49 (a)).

Fire log —(1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. (2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under §668.46(a), of the receipt of the information. (3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection. (4) An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section (34 C.F.R. 668.49 (d))

Fire-related death — Any instance in which a person —(1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) Dies within one year of injuries sustained as a result of the fire (34 C.F.R. 668.49 (a)).

Fire-related injury — Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals (34 C.F.R. 668.49 (a)).

Fire safety system —Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire (34 C.F.R. 668.49 (a)).

Fire statistics —(1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning — (i) The number of fires and the cause of each fire; (ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; (iii) The number of deaths related to a fire; and (iv) The value of property damage caused by a fire. (2) An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis (34 C.F.R. 668.49 (c)).

Value of property damage —The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption (34 C.F.R. 668.49 (a)).

Fire Log

The College of Saint Mary Safety and Security Department maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

Fire Safety

College of Saint Mary has many systems, policies and procedures in place to enhance fire safety at the university. On the next few pages you will find information on the fire safety system for each on-campus student housing facility, as well as fire statistics for the past three years. You will also find policies on portable electrical appliances, procedures for student housing evacuation as well as plans for future improvements in fire safety. Please use this information to make informed decisions and to keep the College of Saint Mary campus community safer.

Annual On-Campus Housing Fire Safety Systems

Location	Fire Alarm Monitoring System	Alarm strobe lighting	Audio Alarm	Full Sprinkler System	Smoke Detection (hardwired)	Marked Fire Exits
Lozier Hall	YES	YES	YES	YES	YES	YES
Madonna Hall	YES	YES	YES	YES	YES	YES

Fire Prevention

The goal of fire prevention at College of Saint Mary is to educate students, staff, and faculty to take precautions to prevent potentially harmful fires, and be educated about surviving them. It is a proactive method of reducing emergencies and the damage caused by them.

Fire Safety in College of Saint Mary Residence Halls

College of Saint Mary is committed to making campus residence halls safe and secure, and demonstrates this commitment through its financial investments in fire sprinkler, fire alarm, and emergency power systems. The Safety and Security Department and Residence Life Department further this commitment with their joint fire safety training and inspection program for residence halls, which is briefly overviewed below.

Fire Sprinkler Systems

All residence halls at College of Saint Mary are protected by automatic fire sprinkler systems. A fire sprinkler system is an active fire protection measure, consisting of a water supply system, providing adequate pressure and flow-rate to a water distribution piping system, onto which fire sprinklers are connected. Each sprinkler head has a glass tube, which can be broken by a blow or intense heat. The success of these fire suppression systems depends in part on students' commitment to respect the system as well as the safety rules of the residence halls. Please read and follow the Fire Suppression System Guidelines to keep sprinkler systems intact and help ensure your protection.



Fire Alarm Systems

All residence halls have automatic fire alarm systems to alert residence hall students should a fire occur. These systems typically consist of manual pull-boxes located at exit doors, with smoke detector systems in corridors and common areas. Single-station, hard-wired smoke detectors are installed in all residence halls rooms as well.



Fire Extinguishers

Multi-purpose ABC fire extinguishers are located throughout all the university buildings and residence halls for use by the occupants on most types of small fires. Members of the Safety and Security Department inspect each fire extinguisher monthly to make sure they are in proper working condition.

When using a fire extinguisher use the P.A.S.S. method:

- P** - Pull the pin.
- A** - Aim.
- S** - Squeeze the trigger.
- S** - Sweep the fire.



Emergency Lighting Systems

All residence halls are provided with emergency lighting systems, which activate if primary power is lost. These emergency lighting systems can be found in hallways and exit stairwells.

Fire Doors

Stairwell fire doors should be kept closed at all times. During a fire the stairwells will provide a place of refuge and will protect you during your escape from the building. If the fire doors are left open, the stairwells will act as chimneys, rapidly spreading the fire and smoke throughout the building.

Exits

Each exit or exit access should be kept clearly marked with a lighted or fluorescent exit sign. You should familiarize yourself with all exit routes in your facility when you move in.

Evacuation Drills

All residence halls have emergency evacuation plans and conduct fire drills each semester to ensure residents are familiar with evacuation procedures.

Fire Safety Guidelines

Fire safety guidelines are established for all residence halls. Examples include prohibitions on smoking, using candles, and certain electrical appliances. You may view complete health, fire, and safety guidelines for residence halls in the CSM Residence Life Handbook.

Fire Safety Training:

All residence hall students are provided information regarding fire safety guidelines with their Residence Hall Handbook. The Director of Safety and Security meets with all incoming freshmen and transfer students to discuss fire safety at CSM. During this meeting students learn about fire

prevention and how to evacuate in case of a fire. In addition, residence assistants (RAs) receive special training in fire extinguisher usage, residence hall fire safety guidelines and evacuation.



Fire Safety Management

Residence Life Staff conduct inspections of every residence hall rooms twice each semester. Safety hazards noted during these inspections are identified and corrected. Students who violate fire safety regulations receive additional safety training, and repeated violations may result in disciplinary action.

Elevators are Hazardous to Use in Fires

Elevators should not be used during an actual emergency. The elevator shaft could act as a chimney in transmitting heat and smoke from floor to floor. Also, elevators may malfunction and stop at the floor involved in the fire, opening automatically, and exposing the passengers to heat and smoke.

Fire Safety Month

It is a nationwide effort to raise fire and life safety awareness on campus. September is designated as “Campus Fire Safety Month.” August and September are typically the worst time of year for fatal campus-related housing fires. Unfortunately, some students do not realize how quickly a fire can occur, and most have not received fire safety education since elementary school. We hope through Campus Fire Safety Month that students at CSM will realize they are not invincible, that fires do happen in campus-related settings, and that students should take steps to protect themselves no matter where they live.”

Fire System Inspections

During the fall of 2013 all fire alarm systems, fire extinguishers, and sprinkler systems in all applicable College of Saint Mary buildings were inspected and certified by authorized companies contracted by College of Saint Mary. In addition College of Saint Mary Safety and Security Officers conduct monthly inspections of all fire extinguishers to make sure they are fully charged, and are in proper working condition.



Fire Watch

A fire watch is a temporary measure for the purposes of ensuring the fire-safety of a building or premises in the event of any act or situation which creates an increased risk to persons or property. The term fire watch is also used to describe a dedicated person or persons whose sole responsibility is to look for fires and other hazards within a building, specific area, or premises.

The purpose of a fire watch is to provide temporary surveillance in a building or premises for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, initiating alarms or evacuation procedures, and notifying the fire department.

Policy on Portable Electrical Appliances, Smoking and Open Flames in Residence Halls

The following appliances are allowed in a resident's room:

- personal computer items
- television
- stereo
- air circulation fan
- pop-up toaster
- coffeepot

- hotpot
- a refrigerator under three feet (6.0 cubic feet)
- microwave that is 700 watts or less.

All before mentioned items must be Underwriters Laboratory (UL) approved and in good physical condition.

Due to fire prevention guidelines and ventilation restrictions, the following appliances are prohibited from use in individual rooms including but not limited to the following:

- any cooking appliance with exposed burners
- heating surfaces including hotplates (even with a flat surface)
- toaster ovens
- lamps with halogen light bulbs
- space heaters/ heater fans.

If any of these appliances are found in a resident's room, they will be confiscated.

It is impossible to list all electrical appliances which are hazardous for use in the residence halls, although a general guideline is that any appliance is prohibited if it is rated over six amps (700 watts), if it has an exposed heating element, or if it is not UL listed. Halogen lights are not permitted because they present a fire hazard.

Tobacco-Free Campus Policy

As a women's university, College of Saint Mary has a special responsibility to lead efforts in recognizing and addressing smoking as a significant issue affecting women's health. CSM also has a responsibility to its employees and students to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing second hand-smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning/maintenance costs, and costs associated with student and employee absenteeism, health care, and medical insurance. Consequently, **SMOKING IS PROHIBITED IN ALL CAMPUS BUILDINGS AND ANYWHERE ON CAMPUS PROPERTY.** College of Saint Mary will pursue avenues to provide free, accessible tobacco cessation treatment on campus –and will publicize the availability of such resources. College of Saint Mary asks its faculty, staff and student leaders to become advocates for the above policy to ensure a safe and healthy environment for all who study, work, or visit the campus.

Open Flames

Because of the risk of fire, anything with an open flame, as well as flammable materials (incense, candles, potpourri pots, etc.) is prohibited in the residence halls. In case of power failure, emergency lights will activate, and the residence life staff will have flashlights for assisting residents. Any decorative candles in a student's room, must have a white wick or a removed wick. Students may have candle warmers.

Explosives

Gasoline, paint, ether, propane or any other flammable liquids or gasses are not allowed in any of the residential halls for any reason. Fireworks, gunpowder or any other explosives are not allowed on campus under State Fire Codes and may not be stored on campus for any reason.

Fire Procedure

If a fire alarms sounds, the Omaha City Fire Department and Safety and Security will respond to the affected building. Every building on campus including the residence halls are connected directly to safety and security by electronic monitoring. If you notice a fire in your building you should still contact both the Safety and Security Department and 911 for Omaha City Fire.

When a fire or other evacuation alarm sounds, every person must follow these procedures:

- Take your keys and CSM ID with you, if you have time.
- Carefully and calmly exit via the closet fire exit route.
- **DO NOT USE THE ELEVATORS.**
- Check each door for heat or hazard prior to opening. If your door feels hot or the exit path is hazardous, remain in the building.
- If there is a designated fire exit through your window, use it.
- Leave the room door closed.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- If you notice that individuals cannot negotiate the exit, move them laterally away from any obvious danger to a safe place.
- Person with disabilities, such as those who cannot walk or must be assisted down the stairs, may elect to remain in the building until emergency personnel arrive.
- Report the status and location of anyone remaining in the building to campus responders (Safety and Security) and public officials (Police, Fire). Repeat this message often.

Stay together at a safe distance (100 yards, upwind) from the building until Safety and Security indicates you can return to the building.

In The Event of a Fire:

If you notice a fire: Alert others in the immediate area and activate the nearest fire alarm on your way out of the building.

- Call 911; State that you wish to report a fire. (You do not need to dial 9 first) State your name, building name, street address (7000 Mercy Road), street intersection (72nd Street and Mercy Road), office number, location of fire, extent of fire, and your telephone number. Then call Safety and Security by dialing “1” on campus phones or on your cell phone at 402-670-8848.
- Do not fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.

- Remember to never fight a spreading or growing fire and never block your escape.
- Close doors to help prevent the fire from spreading.
- Advise emergency personnel about the size and location of the fire.
- Do not re-enter a building that is on fire.
- Advise emergency personnel if you know that someone is in the building.

The Alarm May Not Sound Continuously:

- If by some chance the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- Leave the building and move at least 100 yards up wind away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter the building until given the all-clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make him/herself available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

Evacuation Procedures

The evacuation procedures shall be as follows:

- Never Ignore a Fire Alarm!
- It shall be the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists.
- All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.
- Feel the door from top to bottom
 - If hot, stay calm and do not open door, see tips below for if you are trapped.
 - If door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present. If clear, exit via nearest stairwell. Stay low if smoke conditions exist.
- If you encounter heavy smoke in stairwell, go back and use an alternate route
- Never use an Elevator during a fire
- Once outside of building go directly to a safe assembly point
 - **100 yards, upwind away from the building**
 - Keep away from power lines, poles, gas lines

If You Are Trapped

- Stay calm. There are many things you can do to protect yourself.
- If possible, go to a room with an outside window and use a flash light or light to get people's attention
- Close the door between you and the fire. Stuff the cracks around the door with towels, rags, or bedding and cover vents to keep the smoke out of the room.
- Use your cell phone or a land line to call the fire department and tell them exactly where you are. Do this even if you can see fire trucks on the street below.

- Wait at window and signal for help with a flashlight, if you have one, or by waving a sheet or other light-colored cloth.
- Be patient. Rescuing all the occupants of a residence hall can take some time.

Do Not Jump from the Room - Any rescue attempts will be made by the Fire Department.

If You Are On Fire:

- **Stop, Drop, and Roll** - If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.



Using a Fire Extinguisher

If a slight fire seems controllable, instantly contact the Omaha Fire Department and Safety and Security at CSM. Never try to fight even a small fire until the alarm system has been activated, evacuation has begun, and the fire department has been called. Then only if you have been trained promptly direct the charge of the fire extinguisher toward the base of the flame. Ideally you should have one person make the emergency phone calls while the trained person uses the fire extinguisher. When using an extinguisher, always have a clear escape route at your back. If the fire doesn't die down immediately or starts to spread, leave at once.

Multi-purpose ABC fire extinguishers are located throughout all the university buildings and residence halls for use by trained persons on most types of small fires.

From a safe location (Assembly point) call 911 and be prepared to give:

- Building Name
- Floor
- Room Number
- Type of Incident

Know the Location

Fire extinguishers: _____

Fire alarms: _____

Fire exits: _____

Responding to Residence Hall Fire

Safety and Security staff will respond and perform the following steps when responding to fire alarms in a Residence Hall:

- Safety and Security Officer (s) will proceed to the fire alarm panel and determine where the alarm originated.
- Safety and Security Officer (s) will then proceed to the area of origin to determine if there is a fire or what set off the alarm. If at any time, a real fire is suspected or confirmed, Safety and Security will again call 911 and make sure everyone has finished evacuating the building.
- If there is no apparent cause or the cause of the alarm is contained, Safety and Security Officer (s) will notify Residence Life Staff appropriately. Safety and Security Officer (s) will then reset the fire alarm panel and silence the alarm.

Residence Life Staff will respond and perform the following steps when responding to a fire alarm in a Residence Hall:

- During an alarm or actual fire emergency, staff will carry out agreed-upon protocols, knocking on doors to awaken sleeping residents, but not putting themselves in danger.
- CSM Students still in a room are required to vacate immediately.
- CSM Students who refuse to vacate the room or who are found to be hiding somewhere in the room, will be held accountable for their actions and sanctioned accordingly by the appropriate CSM Judicial Hearing (at a later date).
- CSM Students should not wait for Residence Life Staff or Safety and Security to come to their room. Each resident is expected to provide for their own safety.
- At no time are Residence Life Staff allowed to place themselves at risk. Staff members are required to vacate a building immediately if their own safety is in jeopardy.
- Once procedures have been completed, exit the building and direct residents 100 yards, upwind away from the building and continue crowd control.

After the “All Clear” signal is given by either the Fire Department or Safety and Security, allow CSM Students to enter the hall. This signal must come from a member of the fire department or the hall director.

In the event of a residence hall fire, an academic building will be opened by Safety and Security personnel to provide shelter until the building is either deemed safe to re-enter or temporary living arrangements can be made.

2013- Campus Housing Fire Statistic Report	Arson	Mechanical	Electrical	Act of Natur e	Smoke Investigate d	Other	Treated Injuries	Death	Property Damage
Lozier Hall	0	0	0	0	0	0	0	0	0
Madonna Hall	0	0	0	0	0	0	0	0	0

2012- Campus Housing Fire Statistic Report	Arson	Mechanical	Electrical	Act of Natur e	Smoke Investigate d	Other	Treated Injuries	Death	Property Damage
Lozier Hall	0	0	0	0	0	0	0	0	0
Madonna Hall	0	0	0	0	0	0	0	0	0

2011- Campus Housing Fire Statistic Report	Arson	Mechanical	Electrical	Act of Natur e	Smoke Investigate d	Other	Treated Injuries	Death	Property Damage
Lozier Hall	0	0	0	0	0	0	0	0	0
Madonna Hall	0	0	0	0	0	0	0	0	0

Summary

College of Saint Mary works hard to ensure the safety of all individuals within its campus community. Everyone; students, faculty, and staff plays an important role in preventing and reporting crime. It is our belief that information, personal awareness and the elimination of “opportunity” are key elements in staying safe and reducing crime. Similarly, fire safety is extremely important to the university. Students, faculty, and staff must familiarize themselves with policies, equipment, and evacuation procedures to ensure the safety of the entire College of Saint Mary campus community. For more information, please feel free to contact the Director of Safety and Security, David Ferber, at (402) 399-2319.

