

# Alma College Annual Security and Fire Safety Report

## The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) requires Manor College to provide students and employees with information on its security policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information and statistics available to prospective students and employees upon request. It is important to note that the crime classifications for which colleges and universities must provide statistics differ under state and federal law. Statistics for certain crime classifications might appear to be different. For example, the federal statistics for motor vehicle theft differ from the state statistics for the same category because the federal classification includes attempted motor vehicle thefts, while state law requires institutions to separately report attempted motor vehicle thefts.

The crime statistics reported under the Jeanne Clery Act include the following:

**Criminal homicide** Murder, Non negligent manslaughter, **Sex offenses**, Forcible Rape: *Sodomy, Sexual assault with an object, Fondling*, Non forcible rape: *Incest, Statutory rape*, **Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson**

### **Hate Crimes**

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

In August of 2008, HOEA S 488, 20 U.S.C.S 1092 (f) (1) F (ii) modified the above hate crimes to include the following additional crimes under the hate crime category:

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

**Threats:** Intimidation (includes Stalking); To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Vandalism:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggrieved bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

## **College Crime Statistics for Alma College**

Greetings Campus Community:

Every fall each college and university is required to publish its crime statistics for the previous calendar year to the campus community and to any applicant who requests this information. This requirement is part of the Student Right To Know and Campus Security Act of 1990. The law requires institutions to report statistics on the following crimes: murder, sex offenses, robbery, aggravated assault, burglary, and motor vehicle theft. In addition, the institution must report the number of arrests and college judicial actions on campus for liquor law violations, drug abuse violations, and weapons possessions. Institutions are also required to collect and report information regarding incidents of dating violence, domestic violence, sexual assault, and stalking that occur on an institution's Clery Geography as part of the Violence Against Women Act (VAWA).

*\*The Clery Act defines Campus as "any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution and is owned by the institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor." On-Campus Residential is a sub-category of Campus showing the number of on-campus incidents that occur "in dormitories or other residential facilities for students on campus." The law defines Non-Campus Building or Property as "any building or property owned or controlled by a student organization recognized by the institution; and any building or property other than a branch campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the*

*institution.” It defines Public Property as “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”*

## **Statistics**

The definition of crimes is taken from the FBI's Uniform Crime Reporting Handbook. A crime or violation of college policy becomes a statistic when the Vice President for Student Affairs the Civil Rights/Title IX Coordinator, Campus Safety, or the Alma Police Department determines that a crime or policy violation has occurred.

Alma College works closely with the Alma Police Department and strongly encourages students, faculty, and staff to report suspected criminal activity to the Vice President for Student Affairs, Civil Rights/Title IX Coordinator, Campus Safety, or the Police Department. Please see the Student Life Handbook for further information. The Student Handbook is available at [Alma College Student Handbook](#)

The most recent data regarding campus crime and fire statistics is available at the following link: <http://ope.ed.gov/campussafety/#/> .

The college is continually attempting to educate students regarding crime prevention and the dangers of alcohol and drug abuse. Orientation workshops, residence hall programs, residence hall bulletin board displays, Resident Assistant training sessions, fraternity and sorority new-member programs, risk management related to alcohol and alcohol related events training, and the student conduct process are a few of the vehicles used to provide this ongoing educational effort. The Alma College Alcohol Policy and the policy on drugs and narcotics are also found in the [Alma College Student Handbook](#) on pages 3 and 13 respectively.

## **Missing Student Notification**

Any individual on campus who has information that a student may be missing from Alma College must notify Campus Safety as soon as possible. To report a missing person to Alma College Campus Safety call (989) 463-7777 or you can contact the Alma Police Department at (989) 463-8317. You may report a missing student in person to the Campus Safety Office in Tyler VanDusen. Campus Safety will conduct a thorough investigation and obtain all necessary information.

Campus Safety may also request assistance from the Administrator on Duty (AOD) or others to assist in a search for the student.

## **Emergency Response and Evacuation Procedures**

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the

Crisis Management Team, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued through telephone contact, the e-mail system, in the residence halls, and to and through faculty and staff. You can update your Emergency contact information at [inside.alma.edu](http://inside.alma.edu)

### **Emergency Preparedness**

Emergency preparedness at Alma College is managed by the Vice President for Student Affairs and the Crisis Response Team. The Crisis Response Team's responsibilities are to prevent, prepare for, respond to and recover from any and all emergencies that could affect the Alma College campus. This means having a comprehensive plan, extending from all levels of emergency personnel, down through the individuals that make up our community, to prevent situations that cause emergencies. Team responsibilities are to prepare people on the procedures to follow should a crisis occur; develop a well collaborated response approach from College officials, as well as city, state and federal agencies, and to effectively mitigate any crisis.

### **Emergency Lock-Down Procedures**

In the event that an emergency lock-down alert is issued to the campus community, the following guidelines should be implemented:

- Evacuation IS NOT recommended.
- Go to the nearest room/office and lock or block doors.
- Stay away from windows and doors.
- Keep down and stay quiet.
- Set cell phones to vibrate.
- Do not open the door
- If Possible call 911 and stay on the line until the dispatcher tells you otherwise.

### **Fire/Emergency Evacuation Procedures**

In the event that an emergency evacuation is ordered for any campus building:

- When the alarm is sounded, all occupants of the building must exit immediately, regardless of the nature of the alarm.
- Evacuation must be made quickly, calmly and orderly.
- When exiting a smoke filled room or building, stay low to the ground and exit quickly.
- Once outside of the building(s), all evacuees must not be within 35 feet of the building
- Re-entry is permitted only after the "All Clear" Signal has been given by a college official.

### **Shelter-In-Place Procedures**

In the event that a shelter-in-place directive is issued to the campus community, the following guidelines should be quickly implemented:

- Remain indoors, potentially for an extended period of time, because it is safer inside a building or a room than outside.
- Do not attempt to leave the building.
- Maintain Shelter-in-place position until the “all clear” signal has been given by emergency personnel or a college official.

### **Active Shooter**

- Learn the signs of a potentially volatile situation and ways to prevent an incident by reporting concerns to campus safety or the police.
  - Warning signs might be that the subject may make verbal and/or written threats to harm the target
  - Stalking or harassing behavior
  - Physically aggressive acts toward the targets
  - Other possible concerning behaviors could include paranoid ideas, delusional statements, changes in personality or performance, disciplinary problems, depressed mood, suicidal ideation, nonspecific threats of violence, increased isolation, “odd” or “bizarre” behavior, and interest in or acquisition of weapons
- Learn the best steps for survival when faced with an active shooter situation. **RUN-HIDE-FIGHT**
  - Run if it is safe to do so. Run out of the building and move far away until you are in a safe location.
    - Leave personal belongings behind
    - Visualize possible escape routes
    - Take others with you but do not stay behind because others will not go
    - Call 911 when safe to do so & give your location
  - Hide If running is not a safe option, hide in as safe a place as possible.
    - Lock the doors
    - Barricade the doors with heavy furniture
    - Close and lock windows, and close blinds or cover windows
    - Turn off lights
    - Silence all electronic devices
    - Remain silent
    - Use strategies to silently communicate with first responders if possible (e.g., in rooms with exterior windows, make signs to silently signal law enforcement to indicate the status of the room’s occupants)
    - Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)
    - Remain in place until given an all clear by identifiable law enforcement
  - Fight If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguisher, chairs, etc.

- Be prepared to work with law enforcement during the response. When 911 arrives: Remain calm & follow instructions, keep your hands visible at all times, avoid pointing or yelling and know that help for the injured is on its way.

## **Daily Crime and Fire Log**

Campus Safety maintains a log of all incidents reported to Campus Safety. This includes all crimes, fire-related incidents and other serious incidents that occur on campus, including areas jointly patrolled by the Alma Police Department, in non-campus buildings or properties, and on public property immediately surrounding the College campus.

The log includes the incident type, date incident is reported, date and time of the occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known.

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

## **Annual Fire Safety Report**

Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Alma College complies with this regulation by including all fire-related incidents occurring at on-campus student housing facilities as part of the *Annual Security & Fire Safety Report*. Information contained in this annual report includes: number and causes of fires at all on-campus housing facilities; number of fire related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each on-campus housing facility; number of mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The *Annual Security & Fire Safety Report* must include (3) years of data.

You can find Alma College's Fire Safety Codes & Fire Drills Policy on pages 16 and 17 of the [Alma College Student Handbook](#). You can find statistics related to fire on the Alma College campus at <http://ope.ed.gov/security/>

## **Residence Hall Safety and Security**

Campus Safety, the Student Affairs Office, and the residents themselves share responsibility for the safety and security of the residence halls.

All Alma College residence halls are equipped with electronic security cameras and monitoring system. In addition to Campus Safety, the AOD and Resident Assistants are trained to handle a variety of situations.

Residents are obligated to observe all security measures put in place by the Student Affairs Department and Campus Safety. In an emergency, Campus Safety should be notified immediately by calling (989)463-7777

For the safety of all residents, security policies will be strictly enforced. Specific information regarding policies and procedures for the residence halls can be found in the [Alma College Student Handbook](#).

## **Safety Policies and Procedures**

Alma College expects all members of the campus community to comply with federal, state and local laws. The College's policies and procedures are designed to preserve personal responsibility for oneself and one's actions, as well as respect for the rights of others.

Alma College insures that campus safety officers are on duty 24-hours a day, seven days a week. In addition the Alma Police Department also patrols the campus. Officers are trained in CPR and AED, as well as National Incident Management and Incident Command Systems. Further, Alma College has established working relationships with local law enforcement as part of our Crisis Response Plan.

## **Statement on Non-Discrimination, Civil Rights and Title IX**

All members of the Alma College campus are expected to conduct themselves in a manner that does not infringe upon the rights of others. Alma College does not tolerate discrimination on the basis of race, color, sex, religion, national or ethnic origin, physical or mental disability, age, height, weight, marital status, sexual orientation, gender, gender identity, parental status, pregnancy or related condition, arrest record, genetic information, and any other protected category under applicable local, state or federal law.

This includes protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Alma College does not tolerate harassment, sexual harassment, sexual violence, sexual assault, domestic violence or stalking.

When an allegation of sexual misconduct is brought to the attention of a college official, including faculty and staff, the Civil Right & Title IX Coordinator will be notified and the college will act promptly to respond to the allegation, prevent its recurrence, and address its effects.

For the full policy regarding Civil Rights & Title IX please use the following link: [Civil Rights/Title IX Full Policy](#)

For more information regarding campus safety please go to the following link  
<https://www.alma.edu/life-at-alma/campus-safety/>

### **Sex Offender Registry and Access to Related Information**

The Campus Sex Crimes Prevention Act (CSPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education.

Alma College is required to inform the campus community that a list of registered sexual offenders in Michigan is available from Michigan Sex Offenders Registry PSOR at <https://mspsor.com/>

At Alma College, students who are victims of crimes or who bring charges against another student through the campus conduct systems for violations of college policies will be informed of the results of criminal or disciplinary proceedings at the discretion of the college official in charge of the process.

Any questions regarding any of the above information, policies, procedures or statistics should be directed to the Vice President for Student Affairs at x7247.