

# Safety Policies

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### I. Policy

The purpose of this policy is to promote the highest level of personal safety and security for our students, faculty, staff and guests and to safeguard their personal property and the property of Capital University.

This policy applies to all individuals who have been granted access to any university buildings, including visitors and guests.

### II. Definitions

**Academic Year:** Fall and Spring Semesters

**Access Point:** The designated entrance to a building to be used after normal operating hours when buildings are secured (at least one per building); equipped with card access and camera monitoring.

**Administration Buildings (Bexley Campus):** These buildings include Yochum Hall, Admissions, and Facilities Management.

**DPS: Department of Public Safety**

**Essential Personnel:** All employees of Facilities Management, Food Services, Housekeeping, Public Safety and Residence Life. Department heads may choose to deem some individuals within their department as nonessential.

**Public Spaces:** These spaces are generally open to the public and include parking lots; the Capital Commons and other outdoor areas; waiting areas open to the public; and spaces that host publicly accessible events while in use for such purposes.

**Non-Public Spaces:** These spaces generally include areas where access is restricted by keycard, University ID, or membership in the University community; monitored entryways; back office spaces, including administrator and faculty offices; administrative and operational spaces (e.g., boiler or server room); classrooms and laboratories; and residence halls and dorm rooms. Access to non-public spaces should only be granted after securing supervisory approval. In the event law enforcement requests access to a non-public space, please contact the University's police department for assistance.

### III. Policy Details

This policy defines normal working hours for specific University buildings. All buildings shall be locked outside of normal working hours to maximize the security of the buildings, occupants, and building contents. Public and Non-public spaces are defined above.

The University President may declare an emergency due to other circumstances after which the access to a building could be denied. States of emergency may be declared by the president of the University, government officials of the City of Bexley, Franklin County or the State of Ohio.

Generally, academic and other campus facilities are open to students, employees and guests during normal business hours. As an independent institution, Capital University's campus is private property, and persons who do not have legitimate business on campus may be removed or arrested as trespassers. There is no formal policy requiring identification and admission of visitors on campus generally, although specific policies may govern access to particular buildings such as university residence halls and the Law School.

All buildings are equipped with call boxes located near entrances that enable anyone in need to call Public Safety. The boxes have signs with the phone number for Public Safety and the location of the box. The Department of Public Safety plays an important part in university decisions regarding facilities, landscaping and lighting. The university regularly updates the locking and door alarm systems for its buildings, and has instituted key card access to buildings.

In addition, the university has a weapons policy which generally prohibits individuals who are not university law enforcement officers (or law enforcement officers assisting university officers) from possessing, displaying, or using firearms, weapons, ammunition, or fireworks on campus at any time. All buildings have no weapons signs located at entrances.

#### Bexley Campus

Requests for exceptions to the operating hours referenced in this policy are to be submitted in writing to University Counsel or the Building Manager at least 48 hours in advance of the change. The approver will notify DPS. Requests should be carefully considered and authorized in light of, and evaluated for, critical needs due to programmatic needs, and medical, security, and fire safety concerns.

Individuals who have been issued University access cards or who are specifically authorized to use the facilities within a particular building may do so on an individual basis after the designated closing time without prior notification of DPS. Individuals with access cards who enter buildings after the designated closing time must accept the responsibility for immediately securing the door after entering and upon leaving the building. Such individuals should be prepared to provide DPS personnel with appropriate identification if requested.

Contractors must check in with the Office of Facilities Management for afterhours or weekend work, or with DPS if Facilities personnel are unavailable. Facilities Management will notify DPS in writing that such company will be on campus and to provide the contractor information (company name, contact information, where they will be working and schedule). Upon completion of the work, contractors are to sign out with Facilities Management.

University police may remove unauthorized persons from a building or take other action as may be appropriate if such persons do not have specific authorization to be in the building.

#### Law School

Outside established business hours, faculty staff and students must use their access ID to enter the building. Access is available at the main Broad Street entrance, the Broad Street entrance near the Legal Clinic, and at the Capital Street entrance.

Law School Security officers may remove unauthorized persons from the building.

Contractors working at the Law School for afterhours or weekend work, must check in with Security at the security desk at the Capital Street entrance, and with Law School facilities personnel. Upon completion of the work, contractors are to notify facilities personnel before leaving and sign out at the security desk.

#### **IV. Procedures**

##### Academic Buildings-Bexley Campus

Fall/Spring Semesters: Access is available from 7:00 am to 7:30 pm through most building doors, and from 7:30 pm to 10:00 pm through designated access points to the building

Summer Semester: Access hours are reduced in the summer consistent with class meeting times and scheduled events or meetings.

##### Residence Halls

As the "home away from home" for students, Residence Halls provide all residents with a sense of privacy, security and community and these policies are based on the premise that residents share responsibility for their community's security concerns.

##### Access:

Residence Hall card access is limited to building residents, and necessary Student Affairs, Facilities, and Public Safety personnel. Capital University students who are assigned housing on main campus will be issued an access card that allows them to open the outside door of their assigned residence building at all times during the academic year. Outside doors without a card reader are generally locked and are monitored for unauthorized entries. Students may not prop open exterior doors or provide access to the residence halls to persons who are not authorized to enter, and violators are subject to disciplinary action under the Student Code of Conduct. Each student room is equipped with standard door locks. Guests and visitors may only be permitted into the building where their host lives. All guests in residence halls must have a student host and are subject to university rules and policies. Hosts are responsible for the actions and damages caused by their guests. Lobby desks are staffed in the evening in each hall to assist with security-related concerns and to monitor and restrict building access only to residents and visitors escorted by residents, persons with a valid Capital ID, or persons recognized as authorized guests.

##### Residence Life Personnel:

The university has four Area Directors (ADs) who oversee the residence hall facilities. Student resident assistants (RAs) live on each floor section of every hall. These personnel receive basic training in security, crime prevention, and emergency procedures, assist in creating a safe and secure living environment and are instructed to call Public Safety or maintenance offices regarding any significant security or safety concerns. Monthly community meetings are held to review housing security rules, enforcement procedures and crime prevention. In addition, Residential Life is led by an Assistant Director and a Director of Residential and Commuter Life.

##### Fire Protection:

All residence halls are equipped with three fire protection systems: pull box alarms; zone smoke alarms in hallways, stairwells, storerooms; and smoke alarms in each student room. Fire extinguishers and other safety equipment are routinely inspected by university personnel and state and local authorities.

#### Call Boxes:

All residence halls are equipped with call boxes located near entrances that enable anyone in need to call Public Safety. The boxes have signs with the phone number for Public Safety and the location of the box.

Residence Halls will be closed during holiday breaks and during the breaks between semesters. Capital University may provide residential accommodations during certain vacation periods to a limited number of students by prior arrangement through the Residence Life Office. Students remaining on campus between fall and spring semester will have 24-hour access, via their card, only to the residence to which they are assigned.

Meeting and Event Services will schedule the Residence Halls for summer events.

#### Information on Other Residential Facilities

Capital Commons: This university-owned apartment complex, which houses approximately 92 students, became part of Capital's campus housing in 1998. The university installed high visibility lighting in its parking lot and constructed a well-lit sidewalk on its adjacent property to facilitate access to other campus buildings. This housing unit is patrolled by Public Safety officers and escorts are available to students by request. Two Resident Assistants live in this complex.

Capital University Apartments: This is a university-owned apartment complex, two blocks from central campus, which houses 90 students in the 30 apartment units within the building. The building is card access only and is patrolled by Public Safety officers, escorts are available to students by request, and a shuttle service is provided. Two Resident Assistants live in this complex.

College Avenue Houses and Sheridan Avenue Apartments and Houses: The university owns residences on College Avenue, immediately adjacent to campus, and on Sheridan Avenue, one block from central campus, which are part of student housing through Residential Life and students are assigned to live in these residences. The homes are patrolled by Public Safety officers, and escorts are available to students by request. Two Resident Assistants live in this area.

#### Administration Buildings – Bexley Campus

Normal hours of operation in administrative areas are defined as Monday through Friday from 7:00 am to 5:00 pm. Access to these buildings during afterhours or weekends should be through the designated access points.

#### Department of Public Safety

Normal hours of operation are from 8:00 am until 9pm, Monday through Friday, during the academic year. In addition limited services are available from the dispatch center at the Public Safety office 24 hours/7 days a week. At all times public safety officers may be reached by calling (614) 236-6666, which is answered by the Public Safety dispatch center.

#### Moore's Student Union (Campus Center)

During the Academic Year, access to the building is granted from 6:30 am to 11:30 pm everyday through the approved access doors.

During the summer break, access to the building will be granted according to the summer schedule or by accessing the building through the card access doors.

#### Capital Center

During the Academic Year, access to the building is as follows:

Monday -Thursday:	6:00 am to 11:00 pm
Friday:	6:00 am to 11:00 pm
Saturday:	9:00 am to 8:00 pm
Sunday:	11:00am to 8:00 pm

During the summer break, access to the building is Monday - Thursday from 6 am - 7 pm.

#### Blackmore Library

During the Academic Year, Library hours are as follows:

Monday-Thursday:	7:30 am to midnight
Friday:	7:30 am to 6:00 pm
Saturday:	1:00 pm to 5:00 pm
Sunday:	1:00 pm to 11:00 pm

During the summer break, Library hours are as follows:

Monday-Thursday:	7:30 am to 10:00 pm
Friday:	7:30 am to 4:30 pm
Saturday:	1:00 pm to 5:00 pm
Sunday:	1:00 pm to 5:00 pm

The first-floor of the Library is a 24 hour space available to faculty, staff and students after Library hours by access card.

#### Law School

The established Law School is open to students and employees with current law school identification cards 24 hours a day, 7 days a week. The building is locked from 9:00pm to 7:00am Monday through Friday and all day Saturday and Sunday, but card accessible to students and employees. Law School facilities, like the main campus, are private property, and persons who do not have legitimate business at the Law School may be removed or arrested as trespassers. Guests (non-students or employees) must check in at the security desk at the Capital Street entrance when using the building. An indoor security officer is on duty 24 hours a day/ 7 days a week.

### Building Access After Hours/Weekends/Holidays/Breaks

#### Bexley Campus

Each building will have a designated access point, which is to be used for entry after the building is closed and secured. Entry through these access points is available only with a University access card.

During breaks and holidays, when there is an event in public spaces that attracts large numbers of attendees, event organizers should coordinate with Meeting and Event Services, University Counsel, Building Manager (if applicable) and DPS about procedures that are responsive to the needs of the event.

#### Law School

Faculty, staff and students must use their law school ID to enter the building when the building is secured. Card access is available at the main Broad Street entrance, the Broad Street entrance near the Legal Clinic, and the Capital Street entrance.

### **V. Responsibilities**

- A. The Capital University Department of Public Safety will periodically review building hours and safety requirements.

### **VI. Resources**

- A. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- B. Higher Education Opportunity Act (HEOA)
- C. The Ohio Revised code section 1713.50



**I. Policy**

Capital University recognizes the need to provide safety and security for the campus community. To ensure timely response to unlawful acts, as well as the ability to provide proactive preventative measures, the University has established and maintains as a division of the Capital University Department of Public Safety, a certified campus police force, hereinafter known as the Division of Police.

The University employs a Police Chief who is responsible for all aspects of campus public safety. Public Safety officers are trained in first aid and are empowered by the State of Ohio to perform all proper procedures for protecting and enforcing laws in Capital's university community. The Department of Public Safety also employs non-officer staff, including dispatchers, to staff a 24 hour/7 days a week dispatch center.

The Public Safety Office is located at 661 College Avenue (on the corner of College Ave. and Mound St.) and is normally open during the academic year from 8:00am until 9:00pm on Monday through Friday, and 9:00am to 5:00pm on Saturday and Sunday. In addition limited services are available from the dispatch center at the Public Safety office 24 hours/7 days a week. At all times Public Safety officers may be reached by calling (614) 236-6666, which is answered by the Public Safety dispatch center.

**II. Definitions**

a. "Felony" means any of the following:

1. An offense committed in this state that is a felony under the law of this state;
2. An offense committed in a state other than this state, or under the law of the United States, that, if committed in this state, would be a felony under the law of this state.

b. "Political subdivision" means a county, municipal corporation, or township.

c. Capital University Police Officer Jurisdiction:

Sworn members of the Capital University Division of Police may exercise, concurrently with sworn officers of the Bexley Police Department, the powers and authority granted to them by the Division of Police necessary to preserve the peace, protect persons and property, enforce the laws of the State of Ohio, and enforce the ordinances and regulations of the City of Bexley, but only on property owned by Capital University, to include the main campus, the Law School, and other University-owned property that is used for student housing, and on University-rented property used for parking.

d. Capital University Police Officer Arrest Authority:

Each member of the Capital University Division of Police is vested, while directly in the discharge of that member's duties as a police officer, with the same powers and authority that are vested in a police officer of a municipal corporation or a county sheriff under Title XXIX of the Ohio Revised Code and Rules of Criminal Procedure, including the same powers and authority relating to the operation of a public safety vehicle that are vested in a police officer of a municipal corporation or a county sheriff under chapter 4511 of the Ohio Revised Code, except as otherwise provided in ORC 1713.50.

### **III. Policy Details**

In order to comply with the Student Right to Know, Campus Security Act and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA) the university will develop and administer policy related to the following.

- a. Campus Law Enforcement Authority (For Institutions whose Police Have Arrest Authority)
- b. Working Relationships with Local Law Enforcement for an Institution that has an MOU

### **IV. Procedures**

a. Campus Law Enforcement Authority

- 1. The Capital University Department of Public Safety, Division of Police is established in accordance with section 1713.50 of the Ohio Revised Code (O.R.C.). Each member of the Division of Police appointed under 1713.50(B) is vested, while directly in the discharge of that member's duties as a police officer, with the same powers and authority that are vested in a police officer of a municipal corporation or a county sheriff under Title XXIX of the Revised Code and the Rules of Criminal Procedure, including the same powers and authority relating to the operation of a public safety vehicle that are vested in a police officer of a municipal corporation or a county sheriff under Chapter 4511 of the Revised Code. Except as otherwise provided in this division, members of the Capital University Department of Public safety, Division of Police may exercise, concurrently with the law enforcement officers of the City of Bexley, the powers and authority granted to them under this division in order to preserve the peace, protect persons and property, enforce the laws of this state, and enforce the ordinances and regulations of the City of Bexley, but only on Capital University property. A member of the Capital University Division of Police has no authority to serve civil process.

In addition, officers of the DPS Division of Police are empowered by the University to take administrative action against any member of the University community who is in violation of the University's various codes of conduct for staff and students.

2. The Capital University Board of Trustees has approved the establishment of the Capital University Department of Public Safety, Division of Police. The Board of Trustees has authorized the university to appoint members of the Division of Police to act as police officers. Authorized duties assigned to the members of the Division of Police include enforcement of the rules and regulations of Capital University. Individuals appointed as members of the Division of Police are only those persons who have successfully completed a training program approved by the Ohio Peace Officer Training Commission and have been certified as having done so or who have previously successfully completed a police officer basic training program certified by the Commission and have been awarded a certificate to that effect by the Commission.

The University will not appoint a person as a member of the Division of Police on a permanent basis, a temporary basis, for a probationary term, or on other than a permanent basis if the person previously has been convicted of or has pleaded guilty to a felony.

3. Department of Public Safety, Division of Police sworn officers shall preserve the peace, protect person and property, and obey and enforce all laws of the State of Ohio and ordinance of the City of Bexley on the property of Capital University and within geographical boundaries set forth in memorandums of understanding (MOUs) or mutual aid agreements approved by the Capital Board of Trustees and the City of Bexley.
4. Capital University Department of Public Safety, Division of Police personnel when acting with the authority granted to any citizen in Ohio, may arrest person(s) off campus property whom the officer observes or has probable cause to believe is committing or has committed a felony crime.
  - a. Ohio Revised Code Section 2935.04 provides "when a felony has been committed, or there is reasonable ground to believe that a felony has been committed, any person without a warrant may arrest another whom he has reasonable cause to believe is guilty of the offense, and detain him until a warrant can be obtained."
  - b. Capital University Department of Public Safety, Division of Police personnel while acting as a citizen, should restrain person(s) arrested off-campus until the arrival of a police officer or sheriff with authority to arrest within that jurisdiction.
5. Unless indicated otherwise through general orders or approved mutual aid agreements, when Capital University Department of Public Safety, Division of Police personnel are off-campus, they shall exercise the same authority (i.e. not a law enforcement officer) and exert no greater force against persons than what citizens are authorized to do, which includes making warrantless felony arrests as provided in O. R. C. 2935.04.

b. Working Relationships with Local Law Enforcement

1. Capital University Department of Public Safety, Division of Police sworn officers' powers and duties can be expanded outside the property of the University to include any political subdivision to which the Capital Board of Trustees have entered into a memorandum of understanding or mutual aid agreement.
2. The Capital University Department of Public Safety, Division of Police shall establish a strong working relationship with local, state and federal law enforcement agencies in order to work cooperatively with these agencies and have regular contacts on matters of mutual interest and concern.
3. Capital University has entered into a mutual aid agreement with the City of Bexley. The Capital University Department of Public Safety, Division of Police personnel shall utilize this agreement to assist in the investigation of criminal offenses and perform other police functions under certain circumstances, as well as engage in crime interdiction and joint crime prevention projects to benefit the campus safety and security posture.

c. Security Guards

The Capital University Law School has uniformed security guards operating 24 hours, seven days a week, to assist in maintaining a safe and orderly environment. The private security officers are not commissioned police officers; they do not carry weapons; they do not have the power to arrest. The security guards are equipped to help people, with proper identification, who cannot get into their offices. They also assist with patrol of assigned areas, checking for fires, fire hazards, vandalism, suspicious activity or persons. Security personnel also respond to alarms and dispatched calls; decide what actions to take based on the situation, facts known and position limitations. When members from the Law School campus community need help, they can call the security guards at 614-236-6161.

The Capital University Law School contracts and provides security guard services. The Law School will also manage, supervise, equip and schedule most security guard services. The guards are not employed by the Capital University Department of Public Safety however university police officers assist them with dispatching and training. Security guards are not Campus Law Enforcement Authorities but report to the university's Department of Public Safety regarding law enforcement issues. Law School Security will report hazards, unusual or suspicious circumstances to the university police unit for correction or follow-up actions, and will maintain contact with university police.

d. Criminal Activity off Campus Involving Students

The university does not operate off-campus housing and does not recognize off-campus student organizations and therefore has no policy for monitoring the activity of such organizations. Some students live in private rental residences near the

university, but not owned by the University. Capital Police do not have jurisdiction in off campus areas, so the Bexley Police Department is the agency for handling off campus incidents. Through a mutual aid agreement, Capital Police can respond, in a supportive or backup role, when the Bexley Police Department requests aid.

**V. Responsibilities**

- a. The Capital University Department of Public Safety, Division of Police personnel shall function within the authority established in accordance with O.R.C. section 1713.50 and will maintain certification as required by the Ohio Peace Officer Training Commission.
- b. The Capital University Board of Trustees shall approve the establishment of the Capital University Department of Public Safety, Division of Police and all mutual aid agreements entered into with political subdivisions.
- c. University Counsel shall assist in the establishment and review of all mutual aid agreements and offer guidance related to campus police authority where needed.

**VI. Resources**

- A. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- B. Higher Education Opportunity Act (HEOA)
- C. The Ohio Revised code section 1713.50

## **Crime and Fire Prevention and Awareness**

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### **I. Policy**

The University is committed to providing a safe environment for students and employees while they are on or near campus. In doing so, all students, faculty and staff will have access to security awareness and crime prevention training and related materials. Capital University Department of Public Safety (DPS) will maintain liaison with local law enforcement to monitor off campus criminal activity and communicate pertinent trends to the campus population.

### **II. Policy Details**

Capital University is concerned about the safety and welfare of its students, faculty, staff and guests, and seeks to provide a safe campus environment. The university has developed policies and procedures designed to enhance campus public safety for members and guests of the campus community. A significant part of every campus public safety program is prevention, including cooperative and precautionary steps by university community members. Accordingly, Capital sponsors on-going programs and information on public safety-related issues, and provides information on personal safety such as information entitled “Keeping Yourself Safe” posted on the university’s Public Safety webpage at <http://www.capital.edu/campus-safety/>

In order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA) the Director of Public Safety (DPS) will develop and administer the following programs.

- a. Security Awareness Programs for Students and Employees
- b. Crime Prevention Programs for Students and Employees
- c. Criminal Activity Monitoring Program with local law enforcement
- d. Fire Safety Awareness Programs for Students and Employees

### **III. Procedure**

#### **a. Security Awareness Programs for Students, Faculty and Staff**

During student orientation, students shall be informed of services offered by the university’s Department of Public Safety (DPS). The security awareness training materials will outline ways to maintain personal safety and residence hall security. New students, faculty and staff shall be provided information related to crime on-campus and in surrounding neighborhoods. Similar information shall be made available to existing students, faculty and staff. Security awareness materials and information will be offered to students, faculty, and staff on a continual basis via the University’s Safety Bulletin located at <http://www.capital.edu/safety-bulletin/> as well as other means of communication.

b. Crime Prevention Training and Awareness for Students, Faculty, Staff

Periodically during the academic year, the Department of Public Safety (DPS), working in cooperation with other university organizations and departments, shall present crime prevention awareness sessions on such topics as active shooter incidents, sexual assault (rape and acquaintance rape), theft, and vandalism, personal safety, and others. As part of the training, students, faculty and staff will be made aware of how they may contribute to improving the safety and security environment of the University. The training will be made available to students, faculty, staff, new employee orientation, student organizations, and community organizations.

c. Sexual Misconduct Training

The university provides educational programming to incoming students at orientation, and to new faculty and staff at employee orientation on the university's sexual misconduct policies and procedures, which includes sexual assault, dating violence, domestic violence, stalking, and sexual harassment. The university will provide programming for new and continuing students and employees which promotes awareness of sexual misconduct and provides training on how to handle such misconduct.

d. Criminal Activity Monitoring

In the event a Capital University student is involved in an off-campus offense, Public Safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement. DPS shall establish and maintain regular communications with local police, fire department, and ambulance services to facilitate rapid response in any emergency situation. In an effort to be proactive, DPS shall establish relationships with local law enforcement to monitor criminal activity trends surrounding Capital University locations and properties. DPS will convey and make the findings of criminal trends available to students, faculty and staff in the most timely and appropriate manner possible.

e. Fire Safety Awareness Programs for Students, Faculty and Staff

During student orientation, students are informed of services offered by the university's Department of Public Safety (DPS), and Residence Life staff will provide information on fire safety, fire safety-related rules, and evacuation procedures in case of a fire. New students, faculty and staff shall be provided information related to fire safety. Similar information shall be made available to existing students, faculty and staff. Fire Safety training and information will be offered to students, faculty, and staff on a regular basis through workshops/trainings, as well as other means of communication.

- 1) Fire safety protocols are maintained on the university's website at: <http://www.capital.edu/emergency/>. In case of a fire, student and employees should follow the fire evacuation procedures, which are:

**Fire Evacuation Procedures**

A continuous emphasis is placed on fire prevention. However, when prevention fails, we must be prepared for evacuation to assure survival. A clear understanding of the characteristics of fire and smoke is essential for escape in a fire situation.

Take note that ceiling-level temperatures are hottest. Oxygen is burned at high levels first, so air is available on the floor. Smoke that is produced banks down to knee level and hovers there even in serious fires. If you remain in a prone position or crawl, you will likely be able to breathe and even see across the floor to a fire exit or area of safety.

#### **Steps to Follow**

- Before a fire occurs:
  - Know at least two exits other than the elevators.
  - Know how to use a fire extinguisher.
  - Know the designated assembly area outside the building where your department or group will meet.
  - Know the location and operation of the fire alarm system.
- If you see an active fire, pull the nearest fire alarm as quickly as possible. If the fire alarm system fails, evacuate and call the Department of Public Safety (236-6666).
- If you hear the fire alarm system, evacuate the building immediately and proceed to designated assembly area outside the building.
- If you are in a room and a fire alarm sounds, feel the door from top to bottom for heat before opening.
- Brace yourself behind the door and open it slowly to determine if the environment is safe to exit.
- If it is safe, enter the hallway and make your way to the nearest exit. Do not use elevators.
- If it isn't favorable for you to exit your room, pack your doorframe with wet towels, sheets, whatever you have to retard smoke from entering your room. Keep a towel to your face as well.
- Stay close to the floor. Proceed to your window and open.
- Let everyone within hearing distance know that you are trapped. Yell, wave a towel outside but most of all stay near the window.
- Stop, drop and roll, if your clothes catch fire.
- Use cool tap water immediately on burns. Don't use ointment.
- Report any hazardous chemicals or materials that may be in a building that is on fire.
- Remain outside the building until an all-clear signal is given by Public Safety and Residence Life and Housing.

#### **IV. Responsibilities**

- a. Capital University Department of Public Safety (DPS) to maintain updated Security, Crime Prevention programs and develop appropriate training materials.
- b. Office of Student Affairs will coordinate training and information sessions with DPS for incoming and current students
- c. Office of Human Resources will coordinate information sessions with DPS for all new and current employees

#### **V. Resources**

- a. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
- b. Higher Education Opportunity Act (HEOA)



## **Crime and Fire Statistics and Reporting**

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### **I. Policy**

Capital University is concerned about the safety and welfare of its students, faculty, staff and guests, and seeks to provide a safe campus environment. The university shall develop and maintain policies and procedures designed to enhance campus public safety and comply with the requirements of the federal Student Right to Know, Campus Security Act as well as the Clery Act through accurate reporting and dissemination of crime statistics for both the Bexley Campus and Law School campus.

### **II. Policy Details**

In order to comply with the Student Right to Know, Campus Security Act and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA) the university will develop and administer policy related to the following.

- i. Preparation and Disclosure of Crime Statistics
- ii. How to Report Criminal Offenses
- iii. Voluntary Confidential Reporting
- iv. Policy Regarding Counselors
- v. Maintaining a Crime Log
- vi. Maintaining a Fire Log
- vii. Advising the University Community on Sex Offenders
- viii. Disclosures to Victims of Crimes of Violence or Non-forcible Sex Offenses
- ix. Definitions Used for Collecting Clery Crime Statistics

### **VI. Procedures**

- i. Preparation of the Annual Report for Disclosure of Crime Statistics

The University prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act. The report is prepared in cooperation with the university's Department of Public Safety, the Bexley Police Department, Columbus Police Department, University Counsel, the university's Facilities Department, the Student Affairs division, and Law School administration. Each entity provides updated information on their training and awareness efforts and programs, and crime and fire statistics to comply with the Acts.

In addition to safety policies/procedures and awareness programs, information to be outlined in the Reports includes campus crime, arrest and referral statistics. These statistics include those incidents/crimes reported to the university's Department of Public Safety, Student Affairs division (including the office of Residential and Commuter Life), Campus Security Authorities, and local law enforcement. Ohio law (ORC 2921.22.B) requires prompt,

mandatory reporting to the local law enforcement agency by health care practitioners (such as those at the University's Center for Health and Wellness) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of an offense of violence. Health and Wellness counseling staff shall inform their clients of the procedures to report crime to the University Police on a voluntary or confidential basis in the event the staff member feels it is in the best interest of the client. Capital University shall make available a procedure to anonymously capture crime statistics disclosed confidentially during such a session.

A report for both the Bexley Campus and the Law School campus will be completed no later than October 1 for the previous calendar year. Each year the University shall send an e-mail notification to all students, faculty, and staff that provides access to the Annual Security Report. The report is also made available to students, faculty, staff and general public by annually posting the information on the University's web site at <http://www.capital.edu/security-reports/>. Copies of the reports may be obtained at the Department of Public Safety office located at 661 College Avenue or by calling (614) 236-6011. Prospective employees and students may also obtain a copy of the report through the Department of Public Safety.

#### ii. How to Report Criminal Offenses

The University encourages the prompt reporting of criminal activities to the university's Department of Public Safety or local law enforcement agencies by victims, witnesses, or others who have knowledge of a crime.

A report of criminal activity should contain sufficient information to provide reasonable grounds for the university to pursue an investigation, or to refer the matter to local authorities for investigation and prosecution. The university will investigate reports of criminal activity and will prosecute or further investigate reports of the crimes of murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson, among others, as required by law.

Capital University Police, the Bexley Police Department and the Columbus Police Department have a mutual aid and working agreements. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions. University Police personnel shall attend regular meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the University community. Local law enforcement can be reached for non-emergencies by calling the following non-emergency number:

- Bexley Police Department, 614-559-4444
- Columbus Police Department, 614-645-4545

#### Bexley Campus:

Criminal actions on campus may be reported and requests for assistance made to any Public Safety Officer or to the university's Public Safety Office (phone number: 614-236-6666) at any time, 24 hours a day, 7 days a week. Emergencies may be reported at any time to the Bexley Police Department by using the 911 number.

In addition, the reports/calls for assistance can be made using the **Code Blue telephones** located in parking lots or the **emergency call boxes** located at the following locations:

BUILDING	LOCATION ON BUILDING
Learning Center	North doors (breezeway entrance)
Battelle Hall	South doors (facing the quad)
Blackmore Library	Main Entrance
Cotterman Hall	Main Entrance
Schaaf Hall	Northeast Entrance
Schaaf Hall	Northwest Entrance
Bexley-Mees	South Entrance
Campus Center	Northeast Entrance (facing Cotterman)
Huber-Spielman Hall	North Entrance (Mound Street)
Schoedinger-Setterlin Hall	Main Entrance (Mound Street)
College Avenue Res. Hall	East Entrance (College Avenue)
College Avenue Res. Hall	West Entrance (Sheridan Avenue)
Public Safety	Front Door (661 College Avenue)
Alumni House	North and South entrances
Renner Hall	South Entrance
Admission	Main Entrance

When you activate an emergency phone please provide the following information:

- Your location
- The nature of the emergency
- Be prepared to respond to communications from the officer

Campus Security Authorities: Also, crimes may be reported to any Campus Security Authority, which is defined as an official of the institution who has significant responsibility for student and campus activities. In addition to the Public Safety officers, the Campus Security Authorities are:

Bexley Campus:

- Director of Residential and Commuter Life
- Assistant Director of Residential and Commuter Life
- Area Directors of Residential Life
- Resident Assistants
- Director of Student and Community Engagement
- Assistant Director of Student and Community Engagement
- Director of Diversity and Inclusion
- Director of Athletics
- Head Coaches
- Assistant Coaches

Law School Campus:

Suspected criminal activity at the Law School may be reported and requests for assistance made to any Security Officer or to the Security Desk (614-236-6161) at any time, 24 hours a day, 7 days a week. Emergencies may be reported at any time to the Columbus Police Department using the 911 number. Non-emergency reports/requests for assistance may be directed to the Discovery Special Improvement District Hotline (614-228-5718) Monday–Friday from 6:30am–2am and Saturday from 8am–2am, or to the Columbus Police Department (614-645-4545) at any time. Reports and requests for assistance may also be made to the university's Department of Public Safety, Dispatch Center (614-236-6666).

Law School Campus Security Authorities: In addition, crimes may be reported to any Campus Security Authority, which is defined as an official of the institution who has significant responsibility for student and campus activities. In addition to the Security Guards and university Public Safety officers, the Campus Security Authorities are:

Law School:

Dean

Associate Dean

Assistant Dean of Student Administration

Associate Director of Diversity & Inclusion

Reports/calls for assistance can also be made using the **emergency telephones** located throughout the Law School at the following locations:

LAW SCHOOL EMERGENCY PHONE LOCATIONS

First Floor	Locker Room Near North Elevator First floor Library
Second Floor	Broad Street entrance
Third Floor	Near Library elevator
Fourth Floor	Near Room 450 (North elevator area) Across from Room 425 (Library elevator area) Inside Library main entrance
Fifth Floor	Outside mailroom Across from Law Review office (Room 581)
Sixth Floor	Across from bank of 3 elevators
Basement	South wall across from Room 014
Lot #2	In front of guard shack
Lot #3	West side of guard shack
Elevators (inside)	Bank of 3, Annex, North, Library
Outside Capital entrance	West side of doors
Clinic entrance	East side of door
Loading Dock	South side of dock

When you activate an emergency phone please provide the following information:

- Your location
- The nature of the emergency
- Be prepared to respond to communications from the officer

**Things to do when Reporting a Crime:**

- Call Public Safety at 614-236-6666 and communicate details of the incident
- Provide the location of the incident
- Describe the suspect. Note the appearance, male/female, clothing, height, weight, ethnicity or race, scars, tattoos, and other noticeable features
- Describe vehicles involved, if any. Include make, model, color, license plate number, and direction of travel
- Do not put yourself in harm's way.

**If you observe a crime or suspicious incident, call immediately.** Don't assume that someone else has or will call. Try to provide as much accurate detailed information that you can. Try to stay as calm as possible. **STAY ON THE LINE** until the dispatcher says it is okay to hang up.

**Calling when you see a crime or something suspicious can help prevent crime and harm.**

iii. Voluntary Confidential Reporting

The University shall ensure a process is in place to allow victims or witnesses of a crime to make a confidential report on the incident, but not formally pursue the action within the University's or local jurisdiction's criminal justice system. With the victim's permission, the Chief or a designee of Capital University Police may file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's or witness's wishes to keep the matter confidential, while taking steps to help ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where 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.

- iv. Policy Statement Regarding Counselors: University Pastoral Counselors and Professional Counselors, when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes. As a matter of policy, they are encouraged to report crimes by providing only aggregate information (no personally identifiable information) for inclusion into the annual crime statistics.

v. Maintaining a Crime Log

Both the Bexley and Law School campuses will maintain Crime Logs. The Bexley log will be kept at the Department of Public Safety. The Law School log will be kept at the Security Guard desk at the Capital Street entrance.

The Crime Log will include:

- The nature, date, time and general location of each crime
- The disposition of the complaint, if known

Entries to the logs will be made within two business day of the report of the information to DPS or Law School security, unless the disclosure in the log is prohibited by law or would jeopardize the confidentiality of the victim.

The university does not typically, but may withhold information from the Crime Logs if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

If information is withheld, the university will disclose that information once the adverse effect that caused the information to be withheld is no longer likely to occur.

The Crime Logs for the most recent 60-day period will be kept available at each campus to be open to public inspection during normal business hours. Any portion of the log older than 60 days will be made available within two business days of a request for public inspection.

vi. Maintaining a Fire Log

The Bexley Campus maintains on-campus student housing and therefore maintains a Fire Log at the Department of Public Safety which records any fire that occurs in an on-campus student housing facility.

The Fire Log includes: the nature, date, time and general location of each fire. Entries to the Fire Log will be made within two business day of the report of the information to DPS.

The Fire Log for the most recent 60-day period will be kept available at DPS to be open to public inspection during normal business hours. Any portion of the log older than 60 days will be made available within two business days of a request for public inspection.

All students and employees are expected to report any on-campus fires to the Department of Public Safety (614-236-6666) immediately. Such reports enhance campus safety through the ability of DPS to act as first responders. These reports will also be used to include a fire in the statistics report in the university's annual fire safety report.

vii. Advising the University Community about Sex Offenders

Federal law requires universities to issue a statement advising the university community where law enforcement information provided by the state in which the institution is located concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

In compliance with requirements to advise the university community on how to access information on sex offenders, the Capital University Department of Public Safety provides links to electronic Sex Offender Registry and Notification (eSORN) sites maintained by the Ohio Attorney General and the Franklin County, Ohio, Sheriff's Office. This information will also be provided in the Annual Security Reports of the university.

Ohio Attorney General site located at:  
[www.communitynotification.com/cap\\_main.php?office=55149](http://www.communitynotification.com/cap_main.php?office=55149)

Franklin County Sheriff site located at:

<http://sheriff.franklincountyohio.gov/services/sex-offender-registry/>

viii. Disclosures to Victims of Crimes of Violence or Non-forcible Sex Offenses

Capital University will, upon written request, disclose to the victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the victim is deceased as a result of the crime or offense, Capital University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

ix. Definitions used for collecting Clery crime statistics:

**Clery Act Reportable Crimes:**

*Murder and Non-negligent Manslaughter.* The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiably homicides are excluded.

*Manslaughter by Negligence.* The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

*Sex Offenses.* Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- *Rape.* The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- *Fondling.* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- *Incest.* Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape.* Nonforcible sexual intercourse with a person who is under the statutory age of consent (age 16 in Ohio).

*Robbery.* The taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or putting the victim in fear. The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear. (Includes attempts).

*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 or

probably would result in a serious potential injury if the crime were successfully completed. An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury. (Includes attempts, and whether or not an injury occurred).

*Burglary.* The unlawful entry of a structure with intent to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

*Motor Vehicle Theft.* The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where vehicles are taken by a person not having lawful access even though the vehicle may later be abandoned, including joyriding).

*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, or personal property of another.

*Domestic Violence.* A felony or misdemeanor crime of violence committed by: (1) a current or former spouse of the victim, (2) by a person with whom the victim shares a child in common, (3) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Ohio or the jurisdiction in which the crime of violence occurred, (5) or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

*Dating Violence.* Violence committed by a person – (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, (iii) the frequency of interaction between the persons involved in the relationship.

*Stalking.* Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

### **Clery Act Reportable Hate Crimes:**

*Hate Crimes.* A crime involving one or more of the above listed Clery Reportable Crimes, the crimes of larceny-theft, simple assault, intimidation and/or vandalism (defined below) that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender-identity, sexual orientation, ethnicity, national origin, and disability.

- *Larceny-theft.* (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing. Attempted



larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc. are excluded.

- *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 aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- *Intimidation.* 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.
- *Destruction/Damage/Vandalism of Property.* 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.

### **Clery Act Reportable Arrests and Referrals**

*Weapons Law Violations.* The violation of laws or ordinances dealing with weapon offenses, regulatory in nature such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possession deadly weapons; and all attempts to commit any of the aforementioned.

*Drug Abuse Violations.* The violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Liquor Law Violations.* The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Driving under the influence and drunkenness are not included in this definition).

## **Emergency Notification and Timely Warnings**

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### **I. Policy**

Capital University is committed to maintaining a safe and secure campus environment. In order to be proactive, the University is committed to providing emergency notifications of significant emergencies or dangerous situations and timely warnings of crimes that may present a serious or ongoing threat to the campus community. The emergency notifications/timely warnings will be given to students, faculty and staff to heighten safety awareness.

### **II. Policy Details**

In order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA) the University's Department of Public Safety (DPS) develops and administers policy related to Emergency Notifications and Timely Warnings.

### **III. Procedures for Issuing Emergency Notifications or Timely Warnings**

Anyone with information warranting an Emergency Notification/Timely Warning should report the circumstances to the Capital University Department of Public Safety at (614)-236-6666 or in person at the dispatch desk within Public Safety, located at 661 College Avenue, Bexley, Ohio.

#### **A. Emergency Notification**

1. The Department of Public Safety receives information from various offices on campus – such as Facilities, Student Affairs, Center for Health and Wellness – and from local law enforcement agencies. **The Police Chief or a designee uses his/her professional judgment to review the information received and confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. Once confirmed, DPS shall issue an emergency notification to the campus community.**
  - a. An “**immediate**” threat as used here encompasses an imminent or impending threat, such as but not limited to a fire, approaching tornado, hurricane or other extreme weather conditions, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, explosion, etc.
  - b. The Police Chief may consult as appropriate with other agencies – such as Bexley Police, Columbus Police or Fire, Homeland Security, National Weather Service, FBI, etc. – to confirm a significant emergency or dangerous situation for the campus.
2. The Police Chief or a designee, without delay and taking into account the safety of the community and the content of the notification, will issue the emergency notification.
  - a. The DPS dispatch center may issue emergency notifications related to imminent threats and extreme weather directly upon confirmation of the event or threat.

- b. DPS may collaborate with the Director of Communication to determine the content of the notification.
  - c. Generally, the entire university community will be notified so that all members have information relevant to their safety; unless the emergency is so contained that only a segment of the community should be notified.
3. The Emergency Notification will be issued through one or more of the following:
- a. CapAlert – an emergency notification system that provides notification of an emergency on campus by sending a text message to Short Message Service (SMS) devices (Ex: cell phone, pager, etc.) and/or e-mail accounts
  - b. Email notification – all university email accounts are enrolled in the emergency notification system
  - c. The campus safety bulletin at [www.capital.edu/safety-bulletin](http://www.capital.edu/safety-bulletin)
  - d. University Facebook and Twitter accounts
  - e. Alertus – notification on university computer
  - f. Big Voice - a commercial public address system installed on a central campus building, which allows the broadcast of prerecorded or live messages and announcements. The system is designed to be clearly heard throughout the campus grounds
  - g. Capital web site—[www.capital.edu](http://www.capital.edu); or the emergency page — [www.capital.edu/emergency](http://www.capital.edu/emergency)
4. A notification may not be issued if in the judgment of first responders (including but not limited to DPS, Bexley Police, and Columbus Police) a notification would compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

## B. Timely Warnings

1. Timely Warnings are provided to give students, faculty and staff **notification of crimes occurring on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and that are considered by the university to represent a serious or ongoing threat to the safety of students, faculty and staff.**
  - a. The crimes to be included for Timely Warnings are all Clery Act offenses: criminal homicide, sex offenses (including rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, dating violence, domestic violence, stalking, and arrests and referrals for disciplinary actions for liquor law violations, drug law violations, and illegal weapons possession. These offenses will result in a Timely Warning if they are determined by the university to represent a serious or ongoing threat to the safety of students and employees.
2. The Police Chief or a designee is responsible for preparing the Timely Warning when a crime is reported to or brought to the attention of DPS and that crime represents a continuing threat to the safety of students and employees.
  - a. Information for a Timely Warning may also come from other law enforcement agencies or other offices, including Campus Security Authorities.

- b. The university's Communication office may assist in developing the content of the notification and in distributing the Timely Warning.
3. Every attempt will be made to distribute the warning as soon as possible after an incident(s) is reported. The release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability of accurate facts concerning the incident(s).
4. Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to DPS. DPS may, within its discretion, consult with appropriate individuals or offices to determine whether an incident represents a serious or continuing threat or to determine the appropriate content of a Timely Warning notice.
5. Information to be included in Timely Warnings:
  - a. A succinct statement of the incident.
  - b. Possible connection to previous incidents, if applicable.
  - c. Physical description of the suspect, if available.
  - d. Photo or composite drawing of the suspect, if available.
  - e. Other relevant and important information about the crime.
  - f. Information on whom to contact about the investigation.
  - g. Appropriate safety tips.
6. DPS may not include some information in a Timely Warning if providing that information could risk compromising law enforcement efforts. Also, updates may be sent out if new or more accurate information becomes available.
7. DPS withholds as confidential the names and other identifying information of victims and does not include this information in Timely Warnings.
8. The Timely Warning will be issued through one or more of the following:
  - a. CapAlert – an emergency notification system that provides notification of an emergency on campus by sending a text message to Short Message Service (SMS) devices (Ex: cell phone, pager, etc.) and/or e-mail accounts
  - b. Email notification – all university email accounts are enrolled in the emergency notification system
  - c. The campus safety bulletin at [www.capital.edu/safety-bulletin](http://www.capital.edu/safety-bulletin)
  - d. University Facebook and Twitter accounts
  - e. Alertus – notification on university computer
  - f. Big Voice - a commercial public address system installed on a central campus building, which allows the broadcast of prerecorded or live messages and announcements. The system is designed to be clearly heard throughout the campus grounds
  - g. Capital web site—[www.capital.edu](http://www.capital.edu); or the emergency page — [www.capital.edu/emergency](http://www.capital.edu/emergency)

DPS does not issue an Emergency Notifications or Timely Warnings for any of the following:

- Law enforcement apprehends the subject(s) and the threat of imminent danger for members of the Capital University community has been mitigated by the apprehension prior to issuing a Notification.
- If a crime report was not filed with DPS or if DPS was not notified of the crime in a manner that would allow the department to post a Timely Warning for the community, e.g. DPS receives information of the crime after it no longer presents a serious or continuing threat to students or employees. This type of situation will be evaluated on a case-by-case basis.

#### **IV. Responsibilities**

1. The University Police Chief will ensure a process is in place to receive information and disseminate Emergency Notifications/ Timely Warnings in compliance with this policy.
2. The Communication office will assist in developing dissemination materials where appropriate.

#### **V. Resources**

1. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act)
2. Higher Education Opportunity Act (HEOA)

## Emergency Preparedness and Operations

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### I. Policy

It's impossible to anticipate every critical incident or emergency that can occur on a college campus, however, Capital University recognizes the potential exists for a critical incident or emergency. In order to effectively prepare for, respond to and recover from those events, whether natural or man-made, the university will establish emergency preparedness plans as well as routinely test and exercise the preparedness plans.

### II. Definitions

**1. Critical Incident, Crisis or Emergency:** A sudden, unforeseen occurrence of a serious and urgent nature that requires immediate action to protect lives and/or property associated with Capital University. It has the potential to cause significant injury or death, or to shut down the university, disrupt operations, cause physical or environmental damage, or threaten Capital's reputation or financial standing.

### III. Policy Details

In order to comply with the Student Right to Know, Campus Security Act and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA) the Director of Public Safety (DPS) along with the Office of Facility management will develop and administer a policy related to Emergency Preparedness Protocols. This includes establishment of a Critical Incident Response Team, formalizing drills/exercises (evacuation, shelter-in-place, lock-down, etc.), drafting of Emergency Operations Plans, Emergency Response Guides, and other emergency preparedness protocols.

It is impossible to anticipate every emergency that can occur on a college campus. Therefore, the university has developed protocols that represent, in some detail, emergencies that might arise and steps that students, faculty or staff should take in encountering and/or reporting a critical incident. The actual circumstances — the nature, scope and duration of the incident — will determine the appropriate response. Each protocol is designed with two goals in mind:

- to ensure the health, safety and security of the campus community
- to minimize damage to university property

The university emergency response protocols and procedures are described and available on the university website at: <http://www.capital.edu/emergency/>, including procedures for general emergencies as well as specific types of incidents such as utility outages,

tornado/severe weather, fire, flooding, gas leaks, hazardous materials, bomb threats, lockdowns, evacuations, and pandemics.

In addition, the university has an “Emergency Operations Plan (EOP)” to guide the management of a critical incident or emergency. The university’s Police Chief serves as the Incident Commander. In the event of an emergency, the Police Chief will serve as the first point of contact. The Police Chief will determine the emergency level and will communicate to the appropriate individuals. In the event that the Police Chief is not on duty, the officer on duty or the dispatcher will assume responsibility for contacting the Police Chief.

All University incidents/emergencies should be immediately reported to Public Safety at 614.236.6666. Counseling situations will be handled on a case-by-case basis due to the issue of confidentiality. Emergencies can also be dialed through the 9-1-1 system.

Since emergencies do not always abide by normal business hours, it is understood that the Department of Public Safety or Facilities Management will make every attempt to contact the resources and assets necessary to mitigate an emergency or critical incident.

#### **IV. Procedures**

##### **a. Critical Incident Management Team**

The University shall establish a Critical Incident Management Team (CIMT) which is comprised of University leaders that the President of the University shall collaborate with to manage the consequences of the emergency or crisis. This group shall make the critical decisions to manage the crisis or emergency. The CIMT shall also have the responsibility for the release of information regarding the incident to the media. The CIMT shall participate in regular training.

The University’s Critical Incident Management Team is made up of the following:

- 1) Incident Commander: Police Chief
- 2) Emergency Operations Center (EOC):
  - EOC Manager
  - Public Information Officer (PIO)
  - Liaison Officer
  - Operations Section Chief
  - Logistics Section Chief
  - Planning section Chief
  - Finance/Admin Section Chief
- 3) Executive Policy Group:
  - President
  - Provost, Vice President for Academic and Student Affairs
  - Vice President for Business and Finance
  - Vice President for Strategic Enrollment Management
  - Vice President for Advancement
  - University Counsel
  - Dean of the Law School

For incidents contained to the Law School, members of the law school administration may participate as part of the university's EOC to respond to the incident. The Law School administrators include:

Dean  
Associate Dean  
Assistant Dean of Student Administration  
Associate Director of Business Services

b. Emergency Operations Plan

The University maintains an Emergency Operations Plan (EOP) which shall define roles and responsibilities for preparing for, responding to and recovering from a crisis/emergency. The EOP shall define the levels of an emergency, the procedures/steps to be followed in an emergency, the roles of each of the Crisis Management Team members, and communications plans. The Plan shall be made available to CIMT members and appropriate crisis response partners. The CIMT shall review the Plan on a regular basis.

c. Emergency Response Guides

The University maintains an Emergency Response Guide (ERG). The ERGs (flipcharts) shall be made available to students, faculty, staff and visitors. ERG shall provide appropriate information to allow individuals to understand what to do in the event of a specific incident (tornado, fire, active shooter, chemical spill, etc.). ERGs shall be customized to the Main Campus, Law School and other locations as appropriate. ERGs shall be made available to personnel in hard copy format by posting the ERGs in all buildings (common areas, hallways, classrooms, stairwells, shelter areas, etc.). The ERG shall also be posted on the Capital University website at [www.capital.edu/emergency](http://www.capital.edu/emergency). The Police Chief shall coordinate the regular review and updating of the ERGs.

d. Tests, Trainings and Exercises

The University will regularly provide tests, trainings and exercises on emergency procedures and protocols.

1. Tests

At least once annually, the University – through workshops, drills, tabletop exercises, and/or functional exercises – will test the emergency response and evacuation procedures. Tests of the emergency response plan may be announced or unannounced prior to occurring. For at least one test per calendar year, the university will publicize its emergency response and evacuation procedures in conjunction with the test to enhance the training and information available to the university community. The Department of Public Safety will maintain documentation of each test. The documentation will contain a description of the exercise, the date and time of the test, and whether the test was announced or unannounced. The University will generate improvement plans as part of its drills and exercises. The University will formalize a method in which improvement items are incorporated into policies, procedures and operations and appropriate updates are tracked and distributed.

- Building and Campus Evacuation procedures will be posted online at [www.capital.edu/emergency](http://www.capital.edu/emergency).



2. Drills (evacuation, shelter-in-place, duck and cover, etc.)

The purpose of a drill is to prepare participants for an organized action in case of an emergency. Drills are also used as a way to educate and train occupants on issues specific to their building. During the drill, occupants should familiarize themselves with the location of exits, the sound of the fire or severe weather alarms, shelter locations, and evacuation routes. The University shall use drills to test the operation of life safety and notification system components.

Drills shall be monitored by the Department of Public Safety and Office of Facility Management to evaluate egress, sheltering location occupancy levels, and behavioral patterns. Follow-up reports shall be completed by participating departments which identify deficient equipment to allow for immediate repairs as well as protocols that may require changes. Recommendations for improvement and lessons learned shall be submitted to the Safety Committee for review and implementation.

3. Workshops / Exercises (Workshops, Tabletop Exercises, Functional Exercises)

The University shall complete at least one workshop/exercise annually. The workshop/exercise shall provide the University and first responders an opportunity to validate various elements of the EOP in a no-fault environment. The University may utilize the Homeland Security Exercise and Evaluation Program (HSEEP) methodology for designing, facilitating, conducting and evaluating exercises.

**V. Responsibilities**

- a. Critical Incident Management Team shall review the EOP and other emergency preparedness materials. The team shall participate in preparedness training.
- b. Safety Committee shall help draft the emergency preparedness materials. The Safety Committee, in partnership with the CIMT and Public Safety department, shall schedule trainings and exercises, as well as review and update the EOP and ERGs on a regular basis.
- c. Department of Public Safety and Office of Facility Management, in partnership with the Safety Committee, shall support exercises by serving as evaluators, as well as review and update the EOP and ERGs on a regular basis.
- d. DPS to train students during orientation on emergency response guides and related preparedness materials.
- e. Office of Residential Services shall train staff and resident assistants on emergency response and drill protocols.

**VII. Resources**

- A. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
- B. Higher Education Opportunity Act (HEOA)
- C. University Emergency Operations Plan