



**Annual Security and Fire
Safety Report
For Calendar Year
2010**

Contents of the Annual Security Report

The Annual Security and Fire Safety Report contains the following information regarding campus security policies and crime statistics:

Campus Policies Regarding Reporting Criminal Actions and Emergencies

Public Safety officers are on duty to address security concerns 24 hours a day/seven days a week. All security concerns should be reported directly to the Department of Public Safety. They can be contacted by campus landline (ext. 6446 on campus or 913-758-4346 off campus) or cell phone (913-683-5201). Reports of criminal actions can be made on a voluntary, confidential basis, however, confidentiality cannot be guaranteed depending on the danger the crime presents to self or others. These voluntary, confidential reports of criminal actions can still be included in this report and made public. In the event of a crime or emergency situation that is life threatening, the Leavenworth Police Department should be called directly at 911 (9-911 on campus). Crime reports are investigated by the Department of Public safety.

In the event that a situation arises—either on or off campus—that, in the judgment of the Department of Public Safety, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued by this department. The warning, especially in circumstances that could pose an immediate threat to the community and individuals, will be issued through the college e-mail and mass texting systems to students, faculty, and staff.

The Environmental, Health & Safety Engineer prepares this report to comply with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act. Crime statistics are collected from campus security crime/fire logs maintained by the Department of Public Safety and local law enforcement agencies responsible for serving the campus. These local law enforcement agencies are contacted annually and asked to provide crime statistics for inclusion in this report.

Campus Security and Facility Access Policies

During business hours (8 a.m.-5 p.m.), the university will be open to students, parents, employees, and guests. During non-business hours, access is by key or by using a University of Saint Mary identification swipe card. Public Safety locks and unlocks all academic buildings daily.

The university has two residence halls, Maria and Berkel, which are locked 24 hours a day/seven days a week. Access to these halls requires a University of Saint Mary identification swipe card.

Public Safety officers make hourly rounds to check for any issues that may pose a security threat or are a maintenance issue. Maintenance issues include checking exit and emergency lighting as well as outdoor pathway lighting that are out. These issues are reported to the Environmental, Health, and Safety Engineer, who oversees the correction of these problems.

Campus Policies Concerning Law Enforcement

Public Safety officers are present on campus to provide security coverage and to

enforce the policies of the university as they relate to student life, visitors, parking and traffic regulations. The University of Saint Mary contracts with a professional company (UniGuard) to provide the campus with security. While officers do not have power to arrest, they can detain individuals and gather information to assist the local police in the investigation of incidents.

In the event a crime occurs on campus, the Department of Public Safety works closely with the Student Life Office and has verbal (not written) agreements with local and state police to investigate and resolve problems as necessary. When incidents occur on campus, individuals are encouraged to promptly file an Incident Report with the Department of Public Safety and if necessary, call the Leavenworth Police Department to file a report or request assistance. The university does not have any off-campus student organizations that local police would have to monitor.

The campus counselor is not considered to be a campus security authority and is not required to report crimes for inclusion into the Annual Security and Fire Safety Report. This person has, however, been verbally encouraged—if and when they deem appropriate—to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Security Awareness and Crime Prevention Programs

During freshman and transfer student orientation at the beginning of the fall semester, students are informed of services offered, crime reporting and crime prevention. Every student receives a copy of the student handbook, which can be found online. Residential students also receive security awareness training during floor meetings regarding crime prevention. The theme of all awareness and crime prevention training is to encourage students and employees to be aware of their responsibility for their own security and the security of others as well as ways to protect themselves from being a victim of a crime. Once a year at a required event for faculty and staff, crime prevention and security awareness training is provided (e.g. what to do in the event of a shooter on campus). Both students and employees are encouraged to contact Public Safety for an escort at anytime.

The University of Saint Mary Emergency Management Plan is updated regularly and each year all employees are made aware of its location on the shared files (internal computer network). Employees are encouraged to read the plan and become familiar with the contents of this document.

Alcohol and Drug Policies

The University of Saint Mary considers its students to be adults who will comply with its Alcohol and Other Drug policy (AOD) and federal, state, and local laws regulating alcohol and drug use.

As part of a drug abuse and prevention program, the university attempts to educate members of the university community (both students and staff) as to the health risks associated with alcohol and drugs and the effects of alcohol and drug use and abuse on themselves, their families, their friends, and their colleagues. This education comes in

the form of brochures available to all students and staff and through floor meeting for residential students. The University of Saint Mary also tries to teach students to be responsible for their behavior and make them aware of the effects of their behavior on others within and outside of the university community. The University of Saint Mary also provides confidential counseling services with the university counselor for alcohol and drug-related problems where needed. All employees can receive counseling through "New Directions," a service paid for by the University.

In the State of Kansas, the legal drinking age is 21. Consumption of alcohol by a minor is punishable by a minimum \$200 fine. Furnishing alcohol to a minor is also punishable by a minimum \$200 fine. Violation of the Kansas drinking law can result in increased fines and incarceration. A "minor in possession" is defined as a person of less than 21 years of age who has in their possession (for example, car, room, or person) containers of alcoholic beverages. A minor whose breath smells of alcohol will also be considered "in possession." In the State of Kansas, it is also illegal to be involved with controlled substances (i.e. illicit drugs), including prescription drugs obtained or used contrary to the prescription. Violation of the Kansas drug laws also may result in incarceration and a \$2,500 fine.

Students who reside in Maria Hall are not permitted to possess or drink alcohol in this building. Maria Hall is a completely dry facility. Even students 21 years of age and older are not permitted to have alcohol. Students who live in Berkel Hall are allowed to both possess and drink alcohol (if 21 years or older) only in their apartment. However, if a student chooses to share an apartment with a student who is under the legal drinking age, the entire apartment must be alcohol-free until all parties are of legal age and both parties consent to the use of alcohol in the room. Walking around the campus grounds, including inside campus buildings, with alcohol or selling alcohol on campus is prohibited.

The university voluntarily complies with the substantive provisions of the federal *Safe and Drug-Free Schools and Communities Act of 1994*, which prohibits the unlawful possession, use, or distribution of illicit drugs by all students on the property of the University of Saint Mary or as part of any educational program or activity. Federal law contains other elaborate, detailed laws regulating drugs and controlled substances. Conviction for violation of federal drug laws may result in fines and incarceration and may result in loss of federal aid for financing education.

All drugs and drug paraphernalia will be confiscated by the university and turned over to law officials. Any student violating this policy will be subject to university disciplinary procedures. The university cooperates with local law enforcement in these matters.

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

The University of Saint Mary will, upon written request, disclose to the alleged 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 alleged victim is deceased as a result of the crime or offense, the University of Saint Mary will provide the results of the disciplinary hearing to the

victim's next of kin, if so requested.

Emergency Response and Evacuation Procedures

Should an emergency occur that requires immediate notification to the campus community, upon the confirmation of a significant emergency or dangerous situation, notification will be immediately made either through the loud speaker system installed in the residence halls, via e-mail or through a mass text, depending on the nature of the situation. Everyone is encouraged but not required to sign up for texting. To sign up, students can go to the following web address: <http://www.stmary.edu/safety-security/default.asp>. Such emergencies include but are not limited to weather, gas leaks, bomb threats, and armed intruders. Announcements will be issued without delay, unless issuing such a statement might compromise remediation efforts or put others in danger. The content of the announcements will include directions to safety, how the campus is being made secure and ways to stay safe during the emergency.

Students and staff are instructed to report all emergencies to the Department of Public Safety first before contacting anyone else. Once an emergency has been reported, the Department of Public Safety will confirm that such an emergency has occurred and communicate this to university administration. A determination will then be made as to the type of notification that will be made. The Department of Public Safety, university administration and the Marketing Department will determine what information to disseminate based on the type of emergency and will initiate the system. The nature of the emergency will dictate the response, whether the response be to seek shelter or evacuate a building. Depending on the nature of the emergency, students, faculty, and staff will all be notified together and receive the same message. Should an announcement need to be made to the outside community, the Marketing Department will be responsible for making such statements and disseminate the appropriate information through text, email, or public announcement to the media. Local law enforcement authorities might also be contacted for confirmation of a significant emergency.

As soon as the university has confirmed that a significant emergency has occurred, the university will take into account the safety of the campus community, determine what information to release so as to not compromise efforts to assist a victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency, and begin the notification process. Should local law enforcement or fire authorities determine certain information should not be released, the University will take their recommendation into strong consideration before beginning the notification process.

The following people are responsible for carrying out the procedures for making an emergency notification: Department of Public Safety, Environmental, Health and Safety Engineer, Director of Facilities, University President, or Marketing Department.

These emergency notification systems will be tested annually. All tests will be unannounced. A test will include some scenario followed by directions for a campus wide evacuation or emergency response. The date, time and description of the exercise will be recorded with logs kept.

The university publishes its emergency response and evacuation procedures on its website. After the annual tests are conducted of the notification systems, a mass email and text will be sent directing people to the exact location of this information.

Missing Student Notification

Should it be determined a student living in on-campus student housing is missing for more than 24 hours—or less than 24 hours in certain circumstances—the Department of Public Safety or the Residence Life staff must immediately be notified so further actions can be taken. Such actions will include trying to contact the student and talking with those who know the student. In every missing student case, local law enforcement authorities will be contacted. Students who move into on-campus housing fill out emergency notification cards when they move in. Students are asked if they want to designate a person who can be contacted in the event they are determined to be missing. Should a student be determined missing, this contact will be notified no later than 24 hours after the determination is made the student is missing. These cards will be kept confidential and are available only to designated staff in emergency situations. If the student is under the age of 18 and not emancipated, the university will notify a custodial parent or guardian within 24 hours. Even if no emergency notification card is filled out, the local police will still be contacted.

Sexual Assault Programs and Procedures

A sex offense is any sexual act directed against another person, forcible and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent

Reporting Violations

Should a sex offense occur, students should immediately contact the Department of Public Safety or local law enforcement authorities to report the offense. Public Safety officers will assist the student in notifying the proper authorities and have been trained in the importance of preserving evidence. Public Safety officers will assist the student in preserving this evidence. Preserving evidence is important so as to assist local law enforcement authorities in the investigation. The campus counselor is available on campus to handle sexual assault issues and can assist with finding help off-campus, if needed. The Department of Public Safety knows how to contact this person. After an alleged sex offense, the university is obligated to allow the student to change their academic or living situation whether that be moving rooms or breaking the housing contract.

Students have the option to notify local law enforcement authorities about the sexual offense. Should a student decide to contact local authorities, the Department of Public Safety will assist the student in doing and filling out a police report. A police report gathers information on the offender, victim, and details of the offense.

Students who live in the residence halls learn about educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses through floor meetings conducted by the Residence Life staff. Also, the campus counselor's office has various pamphlets available on this topic to all students

(resident and commuters).

Those accused of a sex offense are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding regarding an alleged sex offense.

Any person accused of an alleged sexual offense will go through the university's discipline process. These procedures can be found in the Student Handbook. University sanctions could include mandatory counseling, disciplinary fines, monetary restitution, disciplinary probation, disciplinary suspension, disciplinary dismissal, dismissal from resident housing, referral to local law enforcement authorities, and parent notification.

Information about registered sex offenders can be obtained by going to the Kansas Bureau of Investigations website at http://www.accesskansas.org/kbi/offender_registry/.

Crime Statistics

Each Annual Security and Fire Safety Report includes crime statistics (**SEE APPENDIX**) of the most recent calendar year and the previous two calendar years.

1) Statistics concerning the occurrence on campus or in/on university buildings or property (as defined by the Campus Security Act) of the following criminal offenses reported to campus police or local police agencies for which data are available:

- (a) Murder/Non-negligent manslaughter
- (b) Negligent manslaughter
- (c) Sex offenses, forcible and non-forcible
- (c) Robbery
- (d) Aggravated assault
- (e) Burglary
- (f) Motor vehicle theft
- (h) Arson
- (i) Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.

2) The crimes in (a) through (h) above, in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that was reported to campus police or local police agencies; and crimes involving bodily injury to any person in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim. This also includes bias. Larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property are also included in this.

The statistics in this section shall be reported according to the location of the crime as follows:

- (a) On Campus
- (b) In or on a non-campus buildings or property
- (c) On public property
- (d) In dormitories or the residential facilities for students on campus

Daily Security Logs

A daily campus security log is completed by Public Safety officers during their respective shift and distributed for general information and intelligence, or for action on items if necessary.

The Department of Public Safety will maintain a database on incident reports, written in a format that can be easily understood, recording all crimes reported to the Department of Public Safety. These forms shall constitute a log that shall include the nature, date, time, general location of each crime, and the disposition of the complaint, if known.

The Department of Public Safety or university officials may withhold information in the logs from the public under any of the following circumstances:

1. Where the law prohibits the university from releasing the information
2. Where releasing the information would jeopardize the confidentiality of the victim
3. Where there is clear and convincing evidence that releasing the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection and result in the destruction of evidence

Annual Fire Safety Report and Log

Should a fire be detected or even after a fire has occurred and has been extinguished in any building on campus, including the residence halls, it should immediately be reported to the Department of Public Safety or the local fire department. Maria Hall is equipped with a fire alarm system consisting of smoke detectors and horns/strobes located throughout the building. Berkel Hall is equipped with a fire alarm system consisting of smoke detectors, a sprinkler system and horns/strobes. Fire extinguishers are also located throughout both residence halls. In the previous calendar year there were two fire drills conducted in each building, once in the fall and spring semesters.

The following items are not permitted in student rooms: open element appliances such as hot plates, George Foreman grills, broilers, space heaters, immersion heaters, ovens, electric woks, toasters, kerosene heaters, sun lamps, outside antennae, rice cookers, or halogen lights of more than 300 watts as well as any halogen light that does not meet

current UL approval that is equipped with a protective cover over the bulb. Non-compliant devices will be confiscated until the student can remove them from campus.

Devices using an open flame such as candles, camping stoves, grills, fondue pots, incense, and gas lanterns are not permitted in or around the residence halls. Containers of flammable liquids or volatile toxic materials like gasoline or kerosene are not permitted in the residence halls. Smoking is not allowed in any building on campus.

In floor meetings, residents are taught fire safety education and evacuation procedures. Students and staff are instructed that when the fire alarm rings, they should remain calm and evacuate the building, closing doors behind them, never using the elevator. They are told to evacuate the building as quickly and safely as possible and to congregate in a designated area (next to the trash dumpster across from Maria Hall or the lounge of the opposite building) where they can be accounted for. Only certain staff or RA's are instructed on using a fire extinguisher, only if they can do so safely. Otherwise they are instructed to evacuate the building and let the Fire Department handle the situation.

Failure to evacuate the building for a fire drill or actual fire will result in disciplinary procedures. Tampering with fire safety equipment, including extinguishers, alarms, or detectors (cutting or disconnecting of wires) is a federal offense, not just a University of Saint Mary policy. Fines start at \$5,000 and may include jail time. Tampering with fire safety equipment is also subject to a minimum \$300 fine.

Posted in the residence halls and throughout campus are Emergency Response Guides that educate students, faculty, and staff on what to do in the event of a fire. Once a year, a campus-wide fire drill is conducted. Should any student, faculty or staff member require any additional fire safety education or training, they can contact the Department of Public Safety who will conduct a training session.

APPENDIX
Campus Crime Statistics 2010

Annual Security Report

Criminal Offenses - On-campus	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	1
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	3	0	0
h. Motor vehicle theft	0	1	0
i. Arson	0	0	0
Criminal Offenses - (On campus Student Housing Facilities)	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	1
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	3	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Criminal Offenses - Public Property	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Hate Crimes

(If the hate crime is the result of bias, it will be indicated so)

Hate Crimes - On-campus	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny-theft	-	0	0
l. Intimidation	-	0	1
m. Destruction/damage/vandalism of property	-	0	0
Hate Crimes – On Campus Student Housing Facilities	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny-theft	-	0	0
l. Intimidation	-	0	1
m. Destruction/damage/vandalism of property	-	0	0
Hate Crimes – Public Property	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0

i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny-theft	-	0	0
l. Intimidation	-	0	0
m. Destruction/damage/vandalism of property	-	0	0

Arrests – On Campus	2008	2009	2010
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a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – On Campus Student Housing Facilities	2008	2009	2010
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a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property	2008	2009	2010
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a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – On Campus	2008	2009	2010
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a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	8
c. Liquor law violations	16	10	5

Disciplinary Actions – On Campus Student Housing Facilities	2008	2009	2010
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a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	8
c. Liquor law violations	16	10	5

Disciplinary Actions – Public Property	2008	2009	2010
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a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Annual Fire Safety Report – On Campus Student Housing Facilities

Maria Hall – 4100 S. 4th St.	2009	Deaths	Injuries	Damage \$
a. Unintentional fire	0	0	0	0
Cooking	0	0	0	0
Smoking materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous products	0	0	0	0
Machinery/Industrial	0	0	0	0

Natural	0	0	0	0
Other	0	0	0	0
b. Intentional fire	0	0	0	0
c. Undetermined fire	0	0	0	0

Fires – On Campus Student Housing Facilities

Berkel Hall – 4100 S. 4th St.	2009	Deaths	Injuries	Damage \$
a. Unintentional fire	0	0	0	0
Cooking	0	0	0	0
Smoking materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
b. Intentional fire	0	0	0	0
c. Undetermined fire	0	0	0	0

Annual Fire Safety Report – On Campus Student Housing Facilities

Maria Hall – 4100 S. 4th St.	2010	Deaths	Injuries	Damage \$
d. Unintentional fire	0	0	0	0
Cooking	0	0	0	0
Smoking materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
e. Intentional fire	0	0	0	0
f. Undetermined fire	0	0	0	0

Fires – On Campus Student Housing Facilities

Berkel Hall – 4100 S. 4th St.	2010	Deaths	Injuries	Damage \$
d. Unintentional fire	0	0	0	0
Cooking	0	0	0	0
Smoking materials	0	0	0	0
Open Flames	0	0	0	0
Electrical	0	0	0	0

Heating Equipment	0	0	0	0
Hazardous products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
e. Intentional fire	0	0	0	0
f. Undetermined fire	0	0	0	0