

## ***Annual Security Report 2018***

Below you will find the 2017 Annual Security Report for Berea College. This report is required by the Federal Government from all schools and requires the publications of the different policies, procedures, and crime statistics to the staff, faculty, students and parents of the College. Should you have any questions regarding any policies, procedures, or other information, please contact Public Safety at (859)985-3333.

### **Alcohol and Drug Policies**

Berea College complies with the federal Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations in prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on Berea College Campus.

Federal, state, and local laws prohibit non-medical use and trafficking in drugs, hallucinogens, and narcotics. Kentucky state laws prohibit persons less than 21 years of age from using or possessing alcoholic beverages. Providing alcohol to persons under 21 years of age is illegal. In Kentucky, operating a motor vehicle while under the influence of alcohol or any other substance is against the law.

The use of drugs and alcoholic beverages is inimical to the aims and purposes of our educational community. It can also be detrimental to individual members of the community. For both these reasons, Berea College prohibits the use of drugs and the use or possession of alcoholic beverages on campus or other College-owned property or when engaged in College-related activities. Smoking tobacco is prohibited on campus grounds except in certain designated areas.

Policies and laws on drug use and use of alcohol on campus property apply to all students, faculty, and staff persons. Any student, faculty, or staff person found to be in possession of or using drugs or alcohol will be subject to judicial action through the appropriate judicial body or disciplinary personnel actions. One suspected to be in possession of illegal drugs might be detained until authorization is given to search. Students selling or trafficking these drugs are liable for the most serious judicial actions—dismissal from the College. Students, faculty, or staff persons who possess or use drugs in violation of state and federal laws are also in jeopardy of criminal prosecution.

Because of the serious problems which can arise from alcohol and drug use, the College provides educational programs on these matters. No person should hesitate to seek answers to questions relating to drugs or to seek help from the College's counseling or medical services. Students who seek counseling or medical assistance on campus as a result of use of drugs or alcohol can do so with assurance that strict counseling and medical confidentiality will be observed. No campus disciplinary action will result from information which is disclosed within the bounds of mental health counseling or medical confidentiality.

## **Alcohol and Drug Education**

Berea College complies with the federal Drug-Free Schools and Drug-Free Workplace Act and prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on Berea College Campus.

In informative reports such as this one, Public Safety endeavors to provide information in reference to alcohol and drug use. Crimes, injuries, and accidents are commonly associated with the use of alcohol and/or other drugs. Besides the connection between alcohol/drugs and crime, use of these substances causes many other problems.

Marijuana use may damage reproductive organs, brain functions, and lungs. It impairs physical reflexes, mental powers, and memory. The ability to judge time and space is impaired.

Cocaine damages the immune system and lungs. It can cause nutrition and brain disorders, convulsions, and sometimes, death. Cocaine use is characterized by emotional highs and lows and a temporary sensation of great power, causing poor judgment and decisions.

Alcohol can cause permanent damage to the liver, brain and heart. It impairs concentration, coordination, judgment, learning, and memory. Alcohol consumption during pregnancy can damage an unborn child. Drinking too much alcohol in a brief period of time can result in death.

Smoking tobacco is considered to be the leading preventable cause of death in the United States. Some debilitating effects are cancer and heart and lung disease.

Other illegal drugs such as amphetamines, sedatives, inhalants, and steroids are also harmful causing brain, kidney, and liver damage. These drugs decrease mental processes, impair vision, and can lead to heart attacks, strokes, and death.

Federal, state, and local laws prohibit non-medical use and trafficking in drugs, hallucinogens, and narcotics. Kentucky state laws prohibit persons under 21 years of age from using or possessing alcoholic beverages. Providing alcohol to persons under 21 years of age is illegal. In Kentucky, operating a motor vehicle while under the influence of alcohol or any other substance is against the law.

The use of drugs and alcoholic beverages is inimical to the aims and purposes of our educational community. It can also be detrimental to individual members of the community. For both these reasons, Berea College prohibits the use of drugs and the use or possession of alcoholic beverages on campus or other College-owned property or when engaged in College-related activities. Smoking tobacco is prohibited on campus grounds and in buildings except in certain designated areas.

Policies and laws on drug use and use of alcohol on campus property applies to all students, faculty and staff persons. Any student, faculty or staff person found to be in possession of or using drugs or alcohol will be subject to judicial action through the appropriate judicial body or disciplinary personnel actions. One suspected to be in possession of illegal drugs might be

detained until authorization is given to search. Students selling or trafficking these drugs are liable for the most serious judicial actions—dismissal from the College. Students, faculty or staff persons who possess or use drugs in violation of state and federal laws are also in jeopardy of criminal prosecution.

Because of the serious problems which can arise from alcohol and drug use, the College provides educational programs for the student community on these matters. The Counseling and Psychological Services and Wellness Program offer alcohol education for students who elect to participate and for those who are referred from elsewhere. Sessions are scheduled whenever there is a need. All first-year students participate in the FRESHStart Program, which includes alcohol and drug abuse informational training sessions. All students are required to take a basic wellness course which includes units on drugs and alcohol. Various brochures include information about local counseling and self-help services such as A.A., Al-Anon, ACoA, etc.

No person should hesitate to seek answers to questions relating to drugs or to seek help from the College's counseling or medical service if that person becomes involved in the use of drugs. Students who seek counseling or medical assistance on campus as a result of use of drugs or alcohol can do so with the assurance that strict counseling and medical confidentiality will be observed. No campus disciplinary action will result from information which is disclosed within the bounds of mental health counseling or medical confidentiality. Drug and alcohol services are also available on campus through the Wellness Program, residence hall staff and Campus Ministry.

## **Building Access Policy**

Public Safety should be notified immediately at ext. 3333 if you become aware of any threat to persons or property. Crime prevention in college buildings and grounds is a shared community responsibility, and all efforts in this regard are coordinated and facilitated through Public Safety.

Non-residential buildings are cleared and locked at regularly scheduled times by a building monitor or a Public Safety Officer. Supervised access to buildings after-hours will be provided by the Public Safety office pending receipt of proper identification and authorization. Academic buildings are cleared and closed after 11:00 p.m. Woods-Penniman remains open 24 hours a day.

Public Safety is the point-of-contact for all campus key access. Requests for keys may be made to Public Safety at [keyrequests@bera.edu](mailto:keyrequests@bera.edu).

## **Residence Hall Security**

Residence hall exterior doors are locked around the clock. Residents have key or card access and visitors must page residents via an outdoor telephone to gain entrance. Fines are levied for propping doors and for use of alarmed doors.

After hours building access is limited to one guest per resident, signed in and accompanied by the resident. Upper class halls allow in-room visitors during limited periods, and in-room visitors are permitted during hall-sponsored open houses.

While the College respects the personal privacy of students in their residence hall rooms, provisions are made for staff to enter rooms in the event of a clear and present danger and, under certain conditions, when a search for prohibited items has been authorized. Residence halls can be entered for routine maintenance or safety inspections.

Students enjoy dual citizenship in general society and in an academic community. Berea College makes no attempt to shield its students from consequences of their actions, thus status as a Berea student does not exempt anyone from local, state, or federal laws. In fact, being a member of an educational institution imposes an additional obligation to abide by all the rules of the institution. Laws and the College's conduct rules operate independently, though Public Safety and law enforcement agencies work cooperatively. When a crime has been committed, the College is obligated to notify the proper authorities so they may discharge their duty under the law. In such a case, the law does not substitute for Berea College's rules and the College may pursue its own procedures for adjudicating alleged violations of the College's conduct rules independent of any legal proceedings. Public Safety reports to the appropriate department on violations of College policies and regulations.

## **Residence Hall Security and Keys**

### **Keys & Locks**

Under no circumstances is any student permitted to have duplicate keys made for any College lock. Keys issued to students by the College are not to be transferred to individuals who are not authorized to possess the keys. Students are responsible for the loss or misuse of all keys issued to them.

Students may not replace, damage, tamper with or vandalize any College lock or security device. If your keys are missing, please report this to your hall staff or Student Life Team Member for assistance.

There is a charge of \$35.00 when the lock and keys must be replaced.

Each resident is allowed three lockouts per academic year with no penalty. For any subsequent lockouts, the Student Life Team Member may assess a \$20.00 charge per lockout.

## **Security**

Part of the responsibility of residents living in a residence hall community is to help safeguard the living environment. Because of this, residents are encouraged to keep their rooms locked at all times (even while they are in the room). Residents should report individuals who seem to be suspicious, tampering with locks, etc., to a staff member or to Public Safety (ext. 3333) right away. Doors are not to be propped open. Residents are advised to be particularly security minded during check-in/check-out, holiday breaks or whenever fewer residents are in the halls. Public Safety officers' duties include securing building entrances and aiding in the resolution of disturbances.

## Annual Crime Statistics

Clery Reportable Crimes	Year	On Campus Property	On-Campus in Student Housing Facilities	Non-Campus Properties	Public Property
Murder	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Manslaughter	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Sexual Assault- Rape	2015	9	9	0	0
	2016	12	7	3	0
	2017	11	1	0	0
Sexual Assault- Forcible Fondling	2015	2	1	0	0
	2016	1	1	0	0
	2017	2	1	0	0
Incest	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Robbery	2015	2	0	0	0
	2016	0	0	0	0
	2017	1	0	0	0
Aggravated Assault	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Burglary	2015	6	2	2	0
	2016	18	7	0	0
	2017	4	3	1	0
Motor Vehicle Theft	2015	1	0	0	0
	2016	3	0	0	0
	2017	0	0	0	0
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
VAWA Offenses	Year	On Campus Property	On-Campus Student Housing Facilities	Non-Campus Properties	Public Property
Domestic Violence	2015	0	0	0	0
	2016	3	3	0	0
	2017	2	2	0	0
Dating Violence	2015	0	0	0	0
	2016	3	0	0	0
	2017	2	1	0	0
Stalking	2015	3	0	0	0
	2016	5	1	0	0
	2017	1	0	0	0

Arrests and Disciplinary Referrals	Year	On-Campus Property	On-Campus Student Housing Facilities	Non Campus Properties	Public Property
Arrests: Weapons: Carrying, Possessing, etc	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, possessing, etc	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Arrests: Drug Abuse	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	7	0
Disciplinary Referrals: Drug Abuse	2015	6	4	0	0
	2016	15	8	0	0
	2017	21	20	0	0
Arrests: Liquor Law Violations	2015	0	0	0	0
	2016	1	1	0	0
	2017	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	21	19	0	0
	2016	30	25	0	1
	2017	14	13	0	0
Minger Act Crimes (Kentucky Only)	Year	On Campus Property	On-Campus Student Housing Facilities	Non-Campus Properties	Public Property
Criminal Damage	2015	11	3	1	0
	2016	19	1	0	0
	2017	6	0	2	0
Menacing	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Reckless Homicide	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Terroristic Threatening	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Theft	2015	55	2	2	0
	2016	48	5	2	1
	2017	56	3	1	0
Wanton Endangerment	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Simple Assault	2015	2	1	0	0
	2016	6	1	0	0
	2017	2	1	1	0

## **Campus Security Authorities**

The following positions are identified as Campus Security Authorities:

- Vice President for Labor and Student Life
- Assistant Vice President for Student Life
- Associate Dean of Student Life
- Director and Residential Life/ Student Life Team Member
- Residence Hall Student Staff
- Faculty and staff advisors to clubs and organizations
- Director, Black Cultural Center
- Director, International Student Adviser, and Education Abroad Adviser of the Center for International Education
- Athletics Director and Coaches for: Baseball, Women's Softball, Women's Golf, Volleyball, Women's Track, Men's Track, Men's Soccer, Women's Soccer, Cross Country, Men's Tennis, Women's Tennis, Country Dancers, Swimming, Dance Group, Cheerleading
- Intramural Director and Athletic Trainers
- Director, Seabury Center
- Trio Program Director and Upward Bound Director
- CELTS Staff
- College Deans
- Academic Services Director
- Members of the Administrative Committee
- Labor supervisors

### **Responsibilities**

As a Student Life Staff Member, Athletic Coach, or Advisor to a student club or organization, under new state and federal law you are identified as a Campus Security Authority and therefore have certain legal responsibility for reporting any crimes of which you become aware.

These laws (Kentucky's Minger Act and the Federal Campus Security/Clery Act) contain requirements for all campuses regarding reporting of criminal activity within twenty-four hours. All employees identified by legislation as Campus Security Authorities have responsibility and liability under the law to report incidents of crime. In addition, the

Department of Public Safety has responsibility for notifying the campus and the public through daily campus crime logs about all incidents on or around the campus.

Because of your position relative to our students you have been identified as one who might receive information about incidents of crime. Included among reportable crimes are property crimes, crimes of violence, hate crimes, and drug and alcohol crimes, including underage consumption of alcohol. Specific crimes which must be reported can be found on our [Reportable Crimes page](#).

Your responsibility as a Campus Security Authority:

- Report crime incidents to Public Safety (859-985-3333) as soon as you become aware of them even if you do not yet have complete or verified information.

The intent of the laws is to make sure the campus has timely (within 24 hours) notice of criminal activity that has taken place in the vicinity of where we all live, study, or work. Reported information is included in the daily crime log and under certain circumstances given out in special alerts to the campus. The names of the victims or perpetrators are not given out to the public as a matter of course. What is most important for reporting purposes is the nature of the crime and possible implications for the safety of others.

- Location of reportable crimes includes all campus-owned property and public property adjacent to college property (i.e. streets, sidewalks, parking lots, etc.).
- Reports should be made by immediately contacting the Department of Public Safety by phone (ext. 3333 if on campus or 859-985-3333 if off campus) or coming to our office in Woods-Penn.

An Officer is available 24 hours a day, 7 days a week to take the report. It is always helpful to instruct the person relaying the information to you to also report to Public Safety.

If you have any questions about your responsibilities as a Campus Security Authority, state and federal laws, or reportable crimes, please contact the Department of Public Safety.

## **Emergency Response and Evacuation Policy**

It is the policy of Berea College that upon confirmation of a significant emergency or dangerous situation which poses an immediate threat to the health and safety of any segment of the campus community the institution will, without undue delay, undertake measures to notify the community of the dangers present. Such notification applies to a wide range of emergency situations such as imminent threat from violent crimes, gas leaks, highly contagious viruses, tornados or hazardous chemicals release incidents.

The Director of Public Safety, or other appropriate official, acting as Emergency Coordinator will confer with the designated Emergency Response Director (i.e., the President of the College or designee) to determine whether a confirmed situation exists requiring an immediate Emergency Notification to be issued. The Emergency Director or designee and the Emergency Coordinator will determine content and distribution of the notification, depending upon the nature and extent of the situation. Other appropriate officials of the institution, including the Vice President for Labor and Student Life, will be consulted as time permits and as appropriate in determining emergency confirmation, content of notification messages and appropriate communication modes. Determination as to appropriateness of campus wide evacuation rests on approval by the Emergency Director or designee.

When determination is made that an imminent threat exists, the Department of Public Safety will immediately convey emergency notification of the dangers present unless, in the professional judgment of the responsible authorities, doing so would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Notification methods, depending upon the nature and extent of the emergency and populations at risk, may include but are not limited to a combination of the following: activation of emergency outdoor sirens with tonal and voice capabilities; notification through the e2Campus Emergency Alert system which includes phone text messages, email and voice mail for both cell and land line phones; campus email; messages posted on the college's web page; fire alarms; phone trees for residence hall staff, divisional personnel, and building contact persons; posted notices in prominent areas of campus; vehicle loud speakers; and notification by word of mouth. Once Emergency Notification has been made, the institution does not also issue a Timely Warning Statement on the same situation. The institution will issue appropriate follow-up communication, as needed, advising as to the status of the situation and concerns deemed relevant to the campus population.

Employees and Residence Hall staff should make themselves aware of physical limitations of students and coworkers which could impede their timely egress from buildings. Persons in these roles should notify available emergency response personnel of the location of the person and nature of limitations.

The emergency response plan will be tested annually and the campus community will be advised of the outcome of the test. These tests can take different forms and may be announced or unannounced. The tests are intended as learning experiences for responders and the community at large.

## **Full Emergency Procedures Guide**

The full text of the Berea College Emergency Operations Plan can be found at the following link:  
<https://webapps.berea.edu/public-safety/Login.aspx?ReturnUrl=%2fpublic-safety%2f>

## **Emergency Notifications and Timely Warnings**

When an incident occurs which may have a bearing on the present safety of the campus community, the College, within 24 hours of the first report of the incident, notifies members of the campus community. Information on the type of incident and threat is given, along with recommended prudent safety practices and procedures related to the incident. Information is sent directly to students, faculty and staff persons by use of the college email system and the E2 Campus Emergency Alert system and is also posted on the Berea College Public Safety electronic sign board outside of the Public Safety Office. Depending on the perceived needs at the time, the school may additionally choose to post written notices in residence halls, distribute information through the campus web site, post information in the Berea College Post Office or notify through appropriate media.

The community is urged to heed any advisories issued by the institution and work together in the joint effort to make the campus a safe place to live, work and learn. All accidents and injuries involving students, guests, or employees should be reported to Public Safety as soon as possible. Investigative reports at accident scenes are made to help in determining if a situation exists which could pose a threat of injury or illness to others. When the institution is aware of a potential hazard, its officials take appropriate steps to provide timely warning to members of the campus community. Any criminal activity occurring on campus must be reported to Public Safety. All reports are investigated. Students and staff, of course, have the option of reporting crime directly to the city police (859-624-4776) or 911 and to request police assistance at any time during an investigation.

## **How to Sign Up For Emergency Notifications**

To receive safety and emergency alerts as text messages to your mobile phone, sign on to the myBerea portal, navigate to the My Accounts tab, click on the Safety and Emergency Alert Subscriptions menu entry and follow these steps:

OR

Go to [https://webapps.berea.edu/portal/my\\_e2campus/Default.aspx#](https://webapps.berea.edu/portal/my_e2campus/Default.aspx#)

### **Activating One Phone Number:**

To subscribe to e2Campus and activate one mobile phone text message number for safety and emergency alert messages:

- Your user id is automatically the same as your myBerea portal ID and cannot be changed.
- Enter your first and last name, and the password you want to use for your e2Campus access.
- If you choose to also receive non-emergency warnings as mobile phone text messages for timely notification of potential dangers, check the box provided.
- Enter your mobile phone number in the space provided and select your carrier from the pull-down list.
- Check the Agree to Terms of Service box and click Create Account to send the request. You will be automatically logged into the e2Campus system.
- Check your mobile phone text messages to confirm receipt of a validation text message showing your unique validation code.
- Enter the validation code from the text message and click Validate to confirm your request.
- Your account is now validated and you will receive urgent safety alert messages.

If you have difficulty getting registered with e2Campus, contact the IS&S Help Desk by calling 3343 or coming to the Computer Center.

### **Activating Additional Phone Numbers:**

To register additional text message phone numbers, e-mail addresses, or voice phone numbers:

Additional text message phone numbers:

For each additional phone, enter the number in the Phone box, select the carrier from the pull-down list and click the Add SMS button. Check your mobile phone text messages to confirm receipt of a validation text message showing your unique validation code. Enter the validation code from the text message and click Validate to confirm your request.

### **E-mail addresses:**

For each e-mail address, enter the address in the Email Address box and click the Add Email button. Check your e-mail to confirm receipt of a validation e-mail message. Simply reply to the email message to confirm your request.

NOTE: All campus safety and emergency alerts will automatically be sent to Berea College e-mail addresses so there is no need to register your berea.edu e-mail address on the e2Campus system unless it is the only address you want to register and you did not register a mobile phone for text messages.

### **Voice phone numbers:**

For each cell phone, office phone or other land line phone on which you wish to receive alerts, enter the phone number in the Phone box and click the Add Voice button. Voice phone registrations do not require validation.

## **Reporting Crimes on Campus**

Criminal, threatening or suspicious activity, as well as injury or serious illness, should be reported promptly by calling Public Safety at 859-985-3333. Officers have direct radio contact with Berea and Madison County emergency response personnel and can contact other agencies for assistance when conditions necessitate.

Public Safety is the central reporting and data management office for a criminal activity relating to the campus community. Incident reports are entered into an electronic database and compiled by the department at the end of each calendar year for purposes of crime reporting.

**If 911 is dialed in error, be sure to stay on the line and tell the operator that it is not an emergency.**

911 is to be used only for a confirmed emergency situation which require immediate assistance of police, ambulance or fire personnel. 911 rings directly to the Madison County Emergency Response Center 24 hours a day. An enhanced 911 system is also in operation in Berea and Madison County. Please use discretion and dial 911 only in cases of true emergency. If 911 is dialed in error, be sure to stay on the line and tell the operator that it is not an emergency.

Students and employees are notified by brochures, materials printed in the student handbook and email related to reporting crimes to campus Public Safety and to [local law enforcement](#) officials.

The Public Safety Director is the person responsible for the proper notification to State Fire Marshall's Office for all fires and threats of fire.

All accidents and injuries involving students, guests, or employees should be reported to Public Safety as soon as possible. Investigative reports at accident scenes are made to help in

determining if a situation exists which could pose a threat of injury or illness to others. When the institution is aware of a potential hazard, its officials take appropriate steps to provide timely warning to members of the campus community. Any criminal activity occurring on campus must be reported to Public Safety. All reports are investigated. Students and staff, of course, have the option of reporting crime directly to the city police (859-624-4776) or 911 and to request police assistance at any time during an investigation. The Berea Police Department is given an electronic copy of campus criminal activity reports.

Reports of incidents can be made via phone to Public Safety at (859)985-3333, email at [public\\_safety@bereda.edu](mailto:public_safety@bereda.edu), or through the LiveSafe App, which can be downloaded from the iTunes Store or Google Playstore.

## **Crime Prevention Tips**

### **Campus Safety**

- Don't walk alone late in the evening.
- Don't study alone in classroom buildings at night.
- Do walk in well-lit areas.
- Do walk with confidence and self-assurance.
- Do know where emergency callboxes are located.
- Do read all caution and warning labels on containers.

### **Vehicle Safety**

- Do wear your safety belt.
- Don't travel alone for long distances.
- Do carry keys to the vehicle in-hand for quick access to car if necessary.
- Do park in well-lit areas.

### **Bike Safety**

- Do record serial numbers, the make, and the model.
- Do lock bike to bike racks.
- Do engrave your name on your bicycle.
- Do cross the street at crosswalks.
- Do wear a helmet.

### **Residence Halls**

- Do lock your room door, even if you plan to be away only a short period of time.
- Do record serial numbers on all electronic equipment.
- Do un-prop and close any residence hall doors found open.

- Do report immediately any suspicious activity or crime in or around the residence hall.
- Do avoid placing yourself in dangerous situations.

## **Fire Prevention**

- Don't attempt to exit a room if door handle is hot or smoke is in the hall.
- Don't use a fire extinguisher on other than very small fires (example: trash cans)
- Do activate fire alarm pull station immediately.
- Do become familiar with fire evacuation procedures posted on residence hall doors.
- Do know where fire extinguishers and pull stations are located.
- Do call ext. 911 or 3333 when alarm sounds in any building.

## **Crosswalk Safety**

- Don't enter a crosswalk if the "Don't Walk" sign is flashing.
- Do cross only at crosswalks and whenever possible, cross only at signaled crosswalks.
- Do wait until traffic stops before entering a crosswalk.
- Do push the button once to request a "Walk" signal.
- Don't expect the "Walk" signal immediately.
- Do remember that motorists are also trying to get somewhere and we need mutual respect in these busy intersections.

## **Department of Public Safety**

The Department of Public Safety provides 24-hour service to the campus employing 15 full-time staff which includes a Director, two team leaders, Coordinator of Operations and Communications, seven full-time Officers, four full-time Telecommunicators, and fifteen Student Associates who work 10 hours or more each week. None are sworn law enforcement officials. The department works closely with the Berea Police Department and other local law enforcement agencies when appropriate and necessary. Current signed agreements with local and state law enforcement agencies are limited to radio communication and motor vehicle license information.

Officers' expertise includes law enforcement, criminal and accident investigation, security patrol and crime prevention, fire safety, hazardous materials, defensive driving, parking and traffic control, basic first aid, and CPR/AED.

Public Safety is located inside Woods-Penniman on the first floor. Dispatchers are on duty at the office 24 hours a day to answer calls for assistance and information. The department also has maps and brochures available with general information on the College and College Square businesses.

## **Missing Person Notification Policy for Residential Students**

Berea College has established a policy and procedures for responding to reports of missing students, as required under the Higher Education Act of 2008. This policy applies to students who reside on campus and are deemed to be missing from the College for more than 24 hours without known reason.

Reports on students suspected to be missing should be directed to the Public Safety Office, which will conduct an investigation in cooperation with the Labor & Student Life Office. All resident students shall be given an opportunity to identify an individual to be contacted by the College in case the student is determined to be missing. Contact designations registered under this policy will be confidential. If a student is determined to be missing, Berea College will notify the designated contact person within 24 hours of such determination. If the student is under 18 years of age, the College is required to also notify the parent or guardian. Public Safety will also notify the Berea Police Department.

### **Missing Person Reporting Procedures**

- Reports of missing persons should be directed to the Public Safety Office.
- Public Safety, working with the Assistant Vice President for Student Life, will investigate the report.
- If the student is deemed missing, the Assistant VP for Student Life will make every reasonable effort to notify the student's designated missing person contact within 24 hours. If the student is under the age of 18, the student's parent or guardian must also be notified.
- If the student is deemed missing, the Director of Public Safety will notify the Berea City Police within 24 hours
- The Assistant VP for Student Life will also notify appropriate college officials and initiate any additional actions deemed in the best interest of the student.

### **Procedures for Designation of Missing Person Emergency Contact Information**

All residential first year students will be given the opportunity to designate confidential contact information as part of a required on-line orientation process. Thereafter, the student will be responsible for updating contact information as needed. All current and continuing students will be given the opportunity to provide and update confidential contact information within the first two weeks of every fall term.

# Sexual Offense Policies and Regulations

## Awareness, Prevention, and Education

### Section 8: Prevention and Education

This policy shall be accessible to persons with disabilities. This policy, reporting forms, information and training shall be accessible to students who are English language learners. This policy shall be distributed on campus in such a way that all persons, regardless of their immigration status, including undocumented students and international students, are aware of their rights under applicable law. State and federal laws prohibit retaliation against the Complainant, anyone who files a third-party report, any witness or anyone who otherwise participates in the investigative and/or disciplinary process, and the College will take steps to prevent retaliation and strong responsive action if it occurs, including any retaliatory actions by College officials. The College must routinely take steps to inform students that the College's primary concern is student safety and that the use of alcohol and drugs never makes the survivor at fault for Sexual Violence.

a. Resident Advisors – As noted above, RAs are Responsible Employees. In cases of Sexual Misconduct involving students, RAs shall explain to the student (before the student reveals confidential information) that although the RA must report the names of the perpetrator and the Complainant and other relevant facts to the Title IX Coordinator or other designated College officials, the College will protect the student's confidentiality to the greatest extent possible. RAs shall provide students with information regarding on-campus resources, including victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and the local rape crisis center or other off-campus resources.

b. Sexual Violence and Prevention Program – The College's Sexual Violence and Prevention Program (SVPP) shall clearly identify the offices or individuals with whom students, faculty, and staff can speak confidentially. The SVPP shall clearly identify the offices or individuals who can provide resources such as victim advocacy, housing assistance, academic support, counseling disability services, health and mental health services, and referrals for legal assistance. The SVPP shall identify the College's Responsible Employees. The SVPP shall explain that if an incident is reported to a Responsible Employee, that employee is required to report the incident to the Title IX Coordinator or other appropriate official, including the names of the alleged perpetrator and victims involved in the Sexual Violence, the date, time, and location. Information concerning the College's SVPP is available online at: <http://www.berea.edu/>.

c. Bystander Intervention – The College shall utilize bystander intervention as a tool to prevent Sexual Misconduct. In implementing the bystander-focused prevention methods, the College shall implement the common components of bystander intervention and delivery methods found at: <https://www.notalone.gov/assets/bystander-summary.pdf>.

d. Campus Assessments – The College shall conduct climate surveys in accordance with the guidelines found at: <https://www.notalone.gov/assets/ovw-climate-survey.pdf>. In addition, the

College shall aggregate data about Sexual Violence incidents on campus in order to identify patterns or systemic problems related to Sexual Violence.

e. Educating Students – The College shall conduct programs to educate students about the College’s Sexual Misconduct policy at least once each calendar year. At Sexual Violence awareness events, the College shall provide information on (a) Title IX, (b) how to file a Title IX complaint with the College, (c) resources available to Sexual Violence victims such as counseling, mental health and health services, and (d) options for reporting an incident of Sexual Violence to campus or local law enforcement. The College shall provide education programs for students to promote the awareness of rape, acquaintance rape, Domestic Violence, Sexual Assault, and stalking, which shall include:

1. primary prevention and awareness programs for all incoming students and new employees, which shall include:

(a) a statement that the College prohibits the offenses of Domestic Violence, Dating Violence, Sexual Assault, and stalking;

(b) the definition of Domestic Violence, Dating Violence, Sexual Assault, and stalking in the state of Kentucky and under this policy;

(c) the definition of consent, in reference to sexual activity, in the state of Kentucky and under this policy;

(d) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Domestic Violence, Dating Violence, Sexual Assault, or stalking against a person other than such individual;

(e) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

(f) information described in 20 U.S.C. 1092(f)(8)(B)(ii) through (vii); and

2. ongoing prevention and awareness campaigns for students, faculty and staff, including the information described in clauses (a) through (f) of subparagraph 1 above.

## **Sexual Assault Response Procedures**

The College offers assistance and non-judgmental support to any party involved in a claim of Sexual Misconduct. Both Complainants and respondents can expect to be treated with care and respect from the time the College becomes aware of an incident, through the entire process and afterwards. All parties are encouraged to utilize both on-campus and off-campus resources for assistance.

The College shall take prompt steps, as necessary, to protect a Complainant once the College has notice of a claim of Sexual Misconduct. The College shall take interim measures, including academic, residential, labor, and workplace accommodations, to protect the Complainant and witnesses as necessary while any criminal or campus investigation is underway and before the final outcome of any investigation. In the event of an alleged off-campus Sexual Misconduct incident involving a College program or activity, the College shall endeavor to protect the Complainant and the College community in the same manner as if the Sexual Misconduct had occurred on campus.

a. Immediate Assistance – In the event of Sexual Violence, various resources are available to students and other victims:

i. Trained on- and off-campus counselors who can provide an immediate confidential response in a crisis situation:

**College Counseling Services:** 859-985-3212 (on-campus, ext. 3212) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to the on-call counselor.

**College Chaplains** (in the Campus Christian Center): 859-985-3134 (on-campus, ext. 3134)  
\*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to a chaplain

**Bluegrass Rape Crisis Center:** 1-800-656-4673

**Bluegrass Regional Comprehensive Care, Richmond:** 859-623-9367

ii. Emergency phone numbers for on and off-campus safety, law enforcement and other first responders, including the Title IX Coordinator:

**Campus Safety/Police:** 859-985-3333 (on-campus ext. 3333)

**Local (Berea) Police:** 859-986-8456

**Ambulance:** 911

**Title IX Coordinator:** 859-228-2323 (on-campus ext. 2323)

iii. Persons who can accompany a victim to the hospital or other health care provider:

**College Counseling Services:** 859-985-3212 (on-campus, ext. 3212) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to the on-call counselor.

**College Chaplains** (in the Campus Christian Center): 859-985-3134 (on-campus, ext. 3134)

\*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to a chaplain

**Bluegrass Rape Crisis Center:** 1-800-656-4673

**Public Safety:** 859-985-3333 (on-campus extension 3333)

iv. The Sexual Assault Response Team (SART) can provide the following resources and support and can be accessed by contacting: the Title IX Coordinator, a member of the Student Life Staff (Assistant Vice President for Labor and Student Life, Student Life Team Member), Public Safety, Counseling Services, or College Chaplain.

v. Health care services are available as follows:

Off-Campus: (White House Clinic): 859-985-1415 \*After hours/holidays, call St. Joseph Hospital (859-986-3151) and ask for the Physician on-call for Berea College health services

Off-Campus: (St. Joseph's Hospital – Berea): 859-986-3151

vi. A Sexual Assault Nurse Examiner (SANE) can be found or a rape kit can be obtained at:

Off-Campus: (St. Joseph's Hospital – Berea): Can be requested in the Emergency Room, 859-986-3151 (Hospital Main number) or 859-986-6527/6528 (Emergency Room)

Off- Campus: (Baptist Health – Richmond): Can be requested in the Emergency Room, 859-623-3131 (Hospital Main number) or 859-625-3290 (Emergency Services)

Any victim of Sexual Violence should be aware of the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other services. Victims are encouraged to discuss with health care providers, campus officials, and/or first responders the option of seeking medical treatment in order to preserve evidence.

The College will provide counseling services without charge to a Complainant if the College determines that counseling is necessary as a part of its obligation to protect the Complainant while the investigation is ongoing. First responders shall consult with Complainants regarding what information needs to be withheld to protect each person's identity. The College shall notify the Complainant of options to avoid contact with the alleged perpetrator and allow Complainant to change academic and extracurricular activities or Complainant's living, transportation, labor, or workplace situation as feasible. The College shall ensure that the Complainant is aware of (a) Complainant's Title VII or Title IX rights, (b) any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and referrals to legal assistance, and (c) the right to report a crime to campus or local law enforcement. The College shall not dissuade a Complainant from filing a criminal complaint at any time before, during or after the College's internal investigation.

b. Ongoing Assistance

i. Counseling, Advocacy and Support (On and Off Campus)

1. Counseling and support services for victims of Sexual Misconduct determined to be reasonably necessary by the College, whether or not a victim chooses to make an official report or participate in the College's disciplinary process or criminal process, include:

College Counseling Services: 859-985-3212 (on-campus, ext. 3212) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to the on-call counselor.

College Chaplains (in the Campus Christian Center): 859-985-3134 (on-campus, ext. 3134)  
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Bluegrass Rape Crisis Center: 1-800-656-4673

Bluegrass Regional Comprehensive Care, Richmond: 859-623-9367

2. Confidential counseling, advocacy, health, mental health, or sexual-misconduct-related sources, can be found both on and off campus as follows:

College Counseling Services: 859-985-3212 (on-campus, ext. 3212) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to the on-call counselor.

College Chaplains (in the Campus Christian Center): 859-985-3134 (on-campus, ext. 3134)  
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Bluegrass Rape Crisis Center: 1-800-656-4673

Bluegrass Regional Comprehensive Care, Richmond: 859-623-9367

3. Ongoing support during the College's disciplinary process or the criminal process can be found as follows:

College Counseling Services: 859-985-3212 (on-campus, ext. 3212) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to the on-call counselor.

College Chaplains (in the Campus Christian Center): 859-985-3134 (on-campus, ext. 3134)  
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Bluegrass Rape Crisis Center: 1-800-656-4673

Bluegrass Regional Comprehensive Care, Richmond: 859-623-9367

ii. Academic Accommodation and Other Interim Measures

1. The College can provide immediate steps and interim measures to ensure the safety and well-being of the victim, such as the ability (for students) to change residence halls, labor schedules, alter academic schedules, withdraw from/retake a class without penalty, access academic support (e.g., tutoring) and (for faculty or staff) change workplace schedules/arrangements.

2. The College may be able to provide additional interim measures for a Complainant while an investigation is pending, such as no contact orders and (for students) changing the alleged perpetrator's living arrangements, course schedule, or labor assignment or (for faculty or staff) changing workplace schedules/arrangements.

## **Sexual Misconduct Victim's Rights**

The Sexual Misconduct Victim's Rights form can be located at

[www.berea.edu/public-safety/files/2015/09/Victims-Rights-02-02-15.pdf](http://www.berea.edu/public-safety/files/2015/09/Victims-Rights-02-02-15.pdf)

## **Sexual Misconduct Accused's Rights**

The Sexual Misconduct Accused's Rights form can be located at

<http://www.berea.edu/public-safety/files/2015/09/Accused-Rights-Form-02-02-15.pdf>

## **Sex Offender Registry for Kentucky**

Information on Sex Offenders in the area can be located either by name, city, county or zip code on the Kentucky Sex Offender Registry at <http://kspsor.state.ky.us>

## **Campus Sexual Misconduct Policy**

### **Section 1: Introduction**

Berea College (the "College") prohibits all forms of sexual discrimination, including Sexual Misconduct as described in this policy. The College is committed to addressing Sexual Misconduct in a manner consistent with applicable law. The College also is committed to raising awareness of issues relating to Sexual Misconduct and its prevention, providing training and continuing education for students, staff and faculty, and providing adequate resources for prompt assistance to victims of Sexual Misconduct.

Specifically, it is the policy of the College that designated faculty and staff members take immediate and appropriate steps to investigate and take action when the College knows or reasonably should know of possible Sexual Misconduct. When Sexual Misconduct is determined to have occurred, the College shall take prompt and effective steps reasonably calculated to end the misconduct, prevent its recurrence, and, as appropriate, remedy its effects. All complaints shall be processed in accordance with the procedures established in this policy.

It is also the policy of the College to protect any student, faculty, or staff member filing a complaint alleging Sexual Misconduct and to ensure that person's safety as necessary, including taking interim steps to protect the person prior to the final outcome of any investigation.

The College is committed to resolving complaints promptly and equitably and to providing a safe and nondiscriminatory environment for all students, faculty, or staff members, free from Sexual Misconduct. This also includes complaints involving parties of the same sex.

## **Section 2: Scope of Policy**

All of the College's students, faculty, staff, and campus visitors are covered by this policy. This policy applies on all College property, on all property at which the College holds educational programs or activities, and on all means of transport utilized by or on behalf of the College for students, faculty, and staff. This policy applies to all of the College's educational programs and other activities. For purposes of this policy, all references to the campus shall include the College forest, farms, and other real property owned by Berea College.

## **Section 3: Assistance Following an Incident of Sexual Misconduct**

The College offers assistance and non-judgmental support to any party involved in a claim of Sexual Misconduct. Both Complainants and respondents can expect to be treated with care and respect from the time the College becomes aware of an incident, through the entire process and afterwards. All parties are encouraged to utilize both on-campus and off-campus resources for assistance.

The College shall take prompt steps, as necessary, to protect a Complainant once the College has notice of a claim of Sexual Misconduct. The College shall take interim measures, including academic, residential, labor, and workplace accommodations, to protect the Complainant and witnesses as necessary while any criminal or campus investigation is underway and before the final outcome of any investigation. In the event of an alleged off-campus Sexual Misconduct incident involving a College program or activity, the College shall endeavor to protect the Complainant and the College community in the same manner as if the Sexual Misconduct had occurred on campus.

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iv. The Sexual Assault Response Team (SART) can provide the following resources and support and can be accessed by contacting: the Title IX Coordinator, a member of the Student Life Staff (Assistant Vice President for Labor and Student Life, Student Life Team Member), Public Safety, Counseling Services, or College Chaplain.

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Any victim of Sexual Violence should be aware of the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other services. Victims are encouraged to discuss with health care providers, campus officials, and/or first responders the option of seeking medical treatment in order to preserve evidence.

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law enforcement. The College shall not dissuade a Complainant from filing a criminal complaint at any time before, during or after the College's internal investigation.

b. Ongoing Assistance

i. Counseling, Advocacy and Support (On and Off Campus)

1. Counseling and support services for victims of Sexual Misconduct determined to be reasonably necessary by the College, whether or not a victim chooses to make an official report or participate in the College's disciplinary process or criminal process, include:

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3. Ongoing support during the College's disciplinary process or the criminal process can be found as follows:

College Counseling Services: 859-985-3212 (on-campus, ext. 3212) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to the on-call counselor.

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Bluegrass Rape Crisis Center: 1-800-656-4673

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ii. Academic Accommodation and Other Interim Measures

1. The College can provide immediate steps and interim measures to ensure the safety and well-being of the victim, such as the ability (for students) to change residence halls, labor schedules,

alter academic schedules, withdraw from/retake a class without penalty, access academic support (e.g., tutoring) and (for faculty or staff) change workplace schedules/arrangements.

2. The College may be able to provide additional interim measures for a Complainant while an investigation is pending, such as no contact orders and (for students) changing the alleged perpetrator's living arrangements, course schedule, or labor assignment or (for faculty or staff) changing workplace schedules/arrangements.

#### **Section 4: Title IX Coordinator**

The President shall designate at least one employee to coordinate the College's efforts to comply with and carry out responsibilities under Title IX. The current Title IX Coordinator is Joslyn Glover. Through publication of this Policy and other means, the College shall notify all students, faculty, and staff of the name and contact information for the Title IX Coordinator and other persons designated to assist as Title IX officers. The coordinator shall have knowledge of Title IX requirements, of the College's policies and procedures on sex discrimination and of all complaints raising Title IX issues throughout the College. The College shall appropriately train the coordinator in all areas over which the coordinator has responsibility. The coordinator shall be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation is to be conducted by another individual or office. The Title IX Coordinator shall have the same knowledge, training and responsibilities as concerns the College's obligations under Title VII.

#### **Section 5: Definitions**

As used in this policy, the following phrases and words shall have the meanings set forth below:

Complainant(s) – This term includes persons claiming to be a victim of Sexual Misconduct and, as appropriate, persons reporting Sexual Misconduct.

Consent - Verbal statements that a reasonable person would understand to mean a voluntary agreement to engage in sexual activity. Someone who is incapacitated, by age, intoxication, or other circumstances, cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Counseling Employees - Pastoral and professional counselors employed by the College in these roles who are licensed by the Commonwealth of Kentucky and other non-licensed employees working under the direct supervision and control of licensed employees such that non-licensed employees are covered by the licensed employees' statutory privilege.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and Violence includes, but is not limited to, sexual or

physical abuse or the threat of such abuse, but it does not include acts covered under the definition of Domestic Violence.

Domestic Violence - A felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of the victim, (b) a person with whom the victim shares a child in common, (c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (d) a person similarly situated to a spouse of the victim under any applicable domestic or family violence laws, or (e) any other person against an adult or youth victim who is protected from that person's acts under any applicable domestic or family violence laws.

Educational Setting - All of the College's academic programs and other activities of whatever nature on the College's campus, the College's farms, forest, other property owned by the College and at every other location where the College conducts authorized programs or activities.

Incapacitation - Any situation in which a person is incapable of giving consent due to the person's age, state of consciousness, use of drugs or alcohol, or an intellectual or other disability.

Intimidation - The intentional act of coercing or frightening someone to engage or not engage in conduct of a sexual nature against that person's will.

Hostile Environment - "Hostile Environment" means activity or conduct involving Sexual Harassment that is sufficiently serious that it interferes with or limits a person's ability to participate in or benefit from the College's program.

Non-Consensual Sexual Contact - Any physical touching of a sexual nature that is not preceded by consent or that continues after a previous consent is withdrawn.

Non-consensual sexual intercourse - Any sexual intercourse that is not preceded by consent or which continues after a previous consent is withdrawn. "Sexual intercourse" includes vaginal or anal penetration by a penis, object, tongue, or finger and oral copulation.

Responsible Employees - The President, Vice Presidents of the College, the Title IX Coordinator and Title IX Officers, faculty members, labor supervisors, Student Life Team Member members, resident advisors (RAs) and their supervisors, and College security officers are Responsible Employees.

Retaliation - The act of seeking revenge upon another person.

Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

Sexual Exploitation - The abuse of a position of vulnerability, differential power, or trust for sexual purposes.

Sexual Harassment - Unwelcome conduct of a sexual nature. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a requirement of employment or participation in a College program or activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment, grading or

other College decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or campus environment.

The College recognizes two types of sexual harassment: quid pro quo (something for something) and hostile environment misconduct. Quid pro quo harassment occurs where sexual activity is sought in exchange for an actual, tangible job or academic benefit. Hostile environment misconduct takes place where the conduct creates an environment in which an individual's professional or academic performance is impaired or such person's ability to function within the College community is hindered.

Sexual Violence - Physical sexual acts perpetrated against a person's will or with a person who suffers from incapacitation. "Sexual Violence also means same-sex conduct that violates the College's prohibition on Sexual Violence. Sexual Violence includes, but is not limited to, instances of Sexual Assault.

Sexual Misconduct - Any act of Sexual Harassment, Sexual Violence, Sexual Assault, Non-consensual Sexual Contact, non-consensual sexual intercourse, Sexual Exploitation, stalking, intimidation, Dating Violence, or Domestic Violence, or any act that creates a Hostile Environment or any act of retaliation against a Complainant or anyone involved in a grievance procedure under this policy.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others, or (b) suffer substantial emotional distress. As used in this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property; "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and "reasonable person" means a person under similar circumstances and with similar identities to the victim.

Title IX Coordinator - The person designated as such by the President of the College or a person temporarily designated by the Title IX Coordinator to serve in that capacity during the Title IX Coordinator's incapacity or absence from the College's campus.

## **Section 6: Reporting Policies and Protocols**

The College encourages victims of Sexual Misconduct to talk to somebody about what happened so victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality:

- Some employees (Counseling Employees) are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."

- Some employees (Responsible Employees) are required to report all of the details of an incident (including the identities of both the victim and the alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “Responsible Employees”) constitutes a report to the College - and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
- Other employees (employees that are neither Counseling Employees or Responsible Employees) may talk to a victim in confidence, and report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not necessarily trigger a College investigation into an incident against the victim’s wishes.

This policy is intended to make all persons, including students and their parents, if appropriate, aware of the various means of reporting and confidential policies available to them - so they can make informed choices about where to turn should they become a victim of Sexual Violence and so they will know how to report any problems which may subsequently arise.

- a. Reporting Required - All College faculty and staff must be aware of their own reporting responsibilities and the importance of informing Complainants of (a) the reporting requirements of Responsible Employees, (b) Complainants’ option to request confidentiality and available confidential advocacy, counseling, or other support service, and (c) Complainants’ right to file a Title IX complaint with the College and to report a crime to campus or local law enforcement. All Responsible Employees shall report incidents of Sexual Violence to the Title IX Coordinator, subject to the exemption for the College’s Counseling Employees.
- b. Responsible Employees - Responsible Employees shall report to the Title IX Coordinator all relevant details about the alleged Sexual Violence that the student or other person has shared and that the College will need to determine what occurred and to resolve the situation. Before a person reveals information that the person wishes to keep confidential, a Responsible Employee should make effort to ensure that the victim understands: (a) the Responsible Employee’s obligation to report the names of the alleged perpetrator and victim involved in the alleged Sexual Violence, as well as relevant facts regarding the alleged incident to the Title IX Coordinator or other appropriate College officials, (b) the victim’s option to request that the College maintain the victim’s confidentiality which the College will consider, and (c) the victim’s ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services. Student Life Team Members and all Responsible Employees shall report the names of the alleged perpetrator (if known), the person(s) who experienced the alleged Sexual Violence, others involved in the alleged Sexual Violence, as well as relevant facts, including the date, time and location to the Title IX Coordinator. Responsible Employees do not need to determine whether the alleged Sexual Harassment or Sexual Violence actually occurred or that a Hostile Environment has been created before reporting an incident to the Title IX Coordinator.
- c. Requests for Confidentiality - Upon receipt of a complaint of Sexual Violence, the College must act immediately to protect the Complainant while keeping the identity of the Complainant

as confidential as reasonably possible. The Title IX Coordinator and other appropriate College personnel shall determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified. The coordinator shall evaluate requests for confidentiality and determine when such requests shall be honored. The coordinator shall make reasonable efforts to respect requests for confidentiality. In the event the College determines that it can respect the Complainant's request for confidentiality, the College shall take all reasonable steps to respond to the complaint consistent with the request and to determine what interim measures are appropriate or necessary. In the event the College determines it must disclose the Complainant's identity to an alleged perpetrator, the College shall inform the Complainant prior to making the disclosure.

d. Reporting Options - Complainants may use any combination of the following options to report Sexual Misconduct:

1. Criminal Complaint - Criminal complaints are filed with local law enforcement officials and the College is not involved in that process. Criminal complaints can be filed with the following agencies:

Berea City Police: 859-986-8456

Kentucky State Police: 859-623-2404

2. Institutional Complaint - Institutional complaints are filed with the College, and upon receipt of the complaint, the College will initiate an investigation by the College in accordance with this policy. If you wish to file an institutional complaint, you may file a complaint with the Title IX Coordinator. The names and contact information for the College's Title IX Coordinator and assisting Title IX Officers are:

Title IX Coordinator:

Joslyn Glover

859-228-2323 (on-campus, ext. 2323)

[titleix@berea.edu](mailto:titleix@berea.edu)

Title IX Co-Investigators:

Shai Anderson

859-985-3114 (on-campus, ext. 3114)

[Shai\\_Anderson@berea.edu](mailto:Shai_Anderson@berea.edu)

Dr. Kennaria Brown

859-985-3760 (on-campus, ext. 3760)

[Kennaria\\_Brown@bera.edu](mailto:Kennaria_Brown@bera.edu)

Sam Cole

859-985-3210 (on-campus, ext. 3210)

[Sam\\_cole@bera.edu](mailto:Sam_cole@bera.edu)

Eric Davis

859-985-3333 (on-campus, ext. 3333)

[Eric\\_davis@bera.edu](mailto:Eric_davis@bera.edu)

Steve Lawson

859-985-3050 (on-campus, ext. 3050)

[Steve\\_lawson@bera.edu](mailto:Steve_lawson@bera.edu)

Institutional complaints can also be filed with the following offices:

Labor and Student Life: 859-985-3158

Public Safety: 859-985-3333

Human Resources: 859-985-3070

3. Report to Responsible Employees - Reports made to Responsible Employees, including Student Life Team Members are required by federal law to be relayed to the College's Title IX Coordinator and will initiate an investigation by the College in accordance with this policy. Responsible Employees are identified in Section 5. Responsible Employees can be found around campus. The Title IX Coordinator is a Responsible Employee. You can report Sexual Misconduct to any responsible employee.

4. Privileged and Confidential Reporting - Either as an alternative to the reporting options listed above or in lieu of reporting Sexual Misconduct to the individuals or offices listed above, persons may make privileged and confidential reports of Sexual Misconduct to certain health or mental health providers or to certain pastoral counselors. Reports to these persons are privileged and will remain confidential so long as the alleged perpetrator does not represent a threat to his/herself or to others. Privileged and confidential reports may be made to:

Off Campus Health Provider and Contact Information:

White House Clinic: 859-985-1415 \*After hours/holidays, call St. Joseph Hospital (859-986-3151) and ask for the Physician on-call for Berea College health services

On Campus Mental Health Care Provider and Contact Information:

Counseling Services: 859-985-3212 (on-campus, extension 3212) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to the on-call counselor.

Off Campus Mental Health Care Provider and Contact Information:

Bluegrass Rape Crisis Center: 1-800-656-4673

Bluegrass Regional Comprehensive Care, Richmond: 859-623-9367

On-Campus Pastoral Counselor and Contact Information:

College Chaplains (in the Campus Christian Center) – 859-985-3134 (on-campus, extension 3134) \*After hours/holidays, call Public Safety (ext. 3333) and ask to speak to a chaplain

Reports of Sexual Misconduct may be made by third parties (individuals who were not the alleged victim or perpetrator) or anonymously to the Title IX Coordinator or any other Responsible Employee. Requests for amnesty from drug, alcohol, and other student conduct policies should be directed to the Title IX Coordinator who shall consider the request and make a recommendation to the President or Vice President for Labor and Student Life if the coordinator believes the request should be approved in order to further the objectives of this policy. The President or Vice President for Labor and Student Life may approve or disapprove the request after considering all of the College's interests.

e. Reporting under the Clery Act - The College has various reporting obligations under the Clery Act which promotes campus safety by ensuring that students, employees, parents and the broader community are well-informed about important public safety and crime prevention matters. Details about the College's reporting obligations under Clery may be obtained at:

<https://www.notalone.gov/assets/ferpa-clerychart.pdf>.

Depending on the circumstances, the Clery Act may also require the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. Certain Campus Security Authorities (CSAs) are required to report information gathered during the investigation of criminal activity. These CSAs include Berea College Public Safety Officers and local law enforcement officers. These CSAs will typically be required to document incidents in a fashion that contains personally identifiable information about the parties involved and witnesses. Other CSAs, such as College officials, are not typically required to report personally identifiable information.

## **Section 7: Investigation and Grievance Procedures**

The College has adopted and published institutional procedures for the investigation and resolution of discrimination and other complaints, including complaints of Sexual Misconduct under this policy. These procedures are published online at: <http://www.berea.edu/>.

## **Section 8: Prevention and Education**

This policy shall be accessible to persons with disabilities. This policy, reporting forms, information and training shall be accessible to students who are English language learners. This policy shall be distributed on campus in such a way that all persons, regardless of their immigration status, including undocumented students and international students, are aware of their rights under applicable law. State and federal laws prohibit retaliation against the Complainant, anyone who files a third-party report, any witness or anyone who otherwise participates in the investigative and/or disciplinary process, and the College will take steps to prevent retaliation and strong responsive action if it occurs, including any retaliatory actions by College officials. The College must routinely take steps to inform students that the College's primary concern is student safety and that the use of alcohol and drugs never makes the survivor at fault for Sexual Violence.

a. Resident Advisors - As noted above, RAs are Responsible Employees. In cases of Sexual Misconduct involving students, RAs shall explain to the student (before the student reveals confidential information) that although the RA must report the names of the perpetrator and the Complainant and other relevant facts to the Title IX Coordinator or other designated College officials, the College will protect the student's confidentiality to the greatest extent possible. RAs shall provide students with information regarding on-campus resources, including victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and the local rape crisis center or other off-campus resources.

b. Sexual Violence and Prevention Program - The College's Sexual Violence and Prevention Program (SVPP) shall clearly identify the offices or individuals with whom students, faculty, and staff can speak confidentially. The SVPP shall clearly identify the offices or individuals who can provide resources such as victim advocacy, housing assistance, academic support, counseling disability services, health and mental health services, and referrals for legal assistance. The SVPP shall identify the College's Responsible Employees. The SVPP shall explain that if an incident is reported to a Responsible Employee, that employee is required to report the incident to the Title IX Coordinator or other appropriate official, including the names of the alleged perpetrator and victims involved in the Sexual Violence, the date, time, and location. Information concerning the College's SVPP is available online at: <http://www.berea.edu/>.

c. Bystander Intervention - The College shall utilize bystander intervention as a tool to prevent Sexual Misconduct. In implementing the bystander-focused prevention methods, the College shall implement the common components of bystander intervention and delivery methods found at: <https://www.notalone.gov/assets/bystander-summary.pdf>.

d. Campus Assessments - The College shall conduct climate surveys in accordance with the guidelines found at: <https://www.notalone.gov/assets/ovw-climate-survey.pdf>. In addition, the College shall aggregate data about Sexual Violence incidents on campus in order to identify patterns or systemic problems related to Sexual Violence.

e. Educating Students - The College shall conduct programs to educate students about the College's Sexual Misconduct policy at least once each calendar year. At Sexual Violence awareness events, the College shall provide information on (a) Title IX, (b) how to file a Title IX complaint with the College, (c) resources available to Sexual Violence victims such as counseling, mental health and health services, and (d) options for reporting an incident of Sexual Violence to campus or local law enforcement. The College shall provide education programs for students to promote the awareness of rape, acquaintance rape, Domestic Violence, Sexual Assault, and stalking, which shall include:

1. primary prevention and awareness programs for all incoming students and new employees, which shall include:

(a) a statement that the College prohibits the offenses of Domestic Violence, Dating Violence, Sexual Assault, and stalking;

(b) the definition of Domestic Violence, Dating Violence, Sexual Assault, and stalking in the state of Kentucky and under this policy;

(c) the definition of consent, in reference to sexual activity, in the state of Kentucky and under this policy;

(d) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Domestic Violence, Dating Violence, Sexual Assault, or stalking against a person other than such individual;

(e) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

(f) information described in 20 U.S.C. 1092(f)(8)(B)(ii) through (vii); and

2. ongoing prevention and awareness campaigns for students, faculty and staff, including the information described in clauses (a) through (f) of subparagraph 1 above.

## **Section 9: Training**

**Student Training** - The College shall provide training for students, which shall include: (a) encouragement to report incidents of Sexual Violence, (b) information on how to report Sexual Violence to campus safety or local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX grievance, (c) general information on Title IX, (d) what constitutes Sexual Violence under the College's policies, (e) the College's definition of consent as applicable to sexual conduct, including examples, (f) information on when unwelcome sexual conduct creates a Hostile Environment, (g) places where students can seek confidential support services, (h) reporting and confidential disclosure options, (i) grievance procedures used to process complaints of Sexual Violence (and other forms of Sexual Misconduct), (j) disciplinary code provisions relating to Sexual Violence (and other forms of Sexual Misconduct) as well as the consequences of violating those provisions, (k) effects of trauma on victims (l) the role alcohol and drugs often play in Sexual Violence incidents, including the deliberate use of alcohol and/or other drugs to perpetuate Sexual Violence, (m)

strategies and skills for bystanders to intervene to prevent possible Sexual Violence, (n) Title IX's protections against retaliation, (o) persons on campus to whom students can confidentially report incidents of Sexual Violence, (p) an explanation that students do not need to determine whether incidents of Sexual Violence or other Sexual Harassment created a Hostile Environment before reporting the incident, and (q) other information relevant to reducing or eliminating incidents of Sexual Misconduct and mitigating its effects.

**Resident Advisers Training** - The College shall provide the following training for Resident Advisers: (a) information on how and where students can seek confidential support services, (b) contact information for local rape crisis centers or other off-campus resources so that RAs can provide this information to students, and (c) reporting and other responsibilities for RAs as Responsible Employees under this policy.

**Faculty and Staff Training** - The College shall provide training, on an annual basis, for all faculty and staff about Sexual Misconduct and the prohibition of sexual discrimination, including Sexual Misconduct, under this policy. Training shall include practical information about (a) how to prevent and identify Sexual Violence, including same-sex Sexual Violence. (b) behaviors that may lead to and result in Sexual Violence; (c) the attitudes of bystanders that may allow conduct to continue; (d) the potential for revictimization by responders and its effect on students or other victims; (e) appropriate methods for responding to a student or other victim who may have experienced Sexual Violence, including the use of nonjudgmental language; (f) the impact of trauma on victims; and (g) the person(s) to whom such misconduct must be reported.

**Special Training for Responsible Employees** - Responsible Employees are those employees defined in Section 5. Responsible Employees shall be trained so that they will know how to respond properly to Sexual Misconduct complaints.

**Special Training for Title IX Coordinator and Others Involved in Grievance Procedure** - The College shall require training for the Title IX Coordinator, others who receive complaints, investigators, and grievance adjudicators

**Special Training for Pastoral and Professional Counselors** - The College shall instruct pastoral and professional counselors to inform students:

- Of their right to file a Title IX complaint with the College and a separate complaint with campus or local law enforcement.
- They are available to assist the student in filing such complaints.
- Title IX includes protections against retaliation.
- College officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

Pastoral and professional counselors shall be trained to ensure that they understand the extent to which they may keep a report confidential and to avoid disclosing personally identifiable information.

## **Annual Fire Safety Report for Student Housing (Updated Fall 2018)**

Each year, Berea College publishes a Fire Safety Report and a Campus Security Report to the community in compliance with the Higher Education Act (HEA), as amended in 2009, and with Kentucky's Minger Act. The required policy information and statistics for both crime and residence hall fire related issues are available in the form of a printable brochure on the Berea College Public Safety web page. The fire safety report outlines fire safety practices, standards, training measures and all required residence hall fire statistics. The report provides information on the fire suppression and notification systems and policies related to portable electrical appliances, smoking and open flames in student housing facilities. Individual residence hall data is presented in the matrix titled Residence Hall Fire Safety.

The fire alarm systems of 15 residence halls are monitored 24 hours a day by contract with an off-site alarm-monitoring firm, which notifies Berea Fire Department and Berea College Public Safety of alarm activations. Automatic fire suppression sprinkler systems and electrically wired smoke detectors with battery backups are located in individual living units and in the public areas of each of these 15 halls. The remaining locations, Home Management House, SENS House, the three newly utilized Hillside Drive Houses, and the Eco-Village Married Student Housing locations are on local fire alarm systems only, and do not call out alarms to a central monitoring location. These residences do, however, have both wired in smoke detectors and battery backups for these detectors. Danforth Residence Hall was demolished in the beginning of the summer of 2018. This residence hall housed students during the 2017-2018 school year, but will be unoccupied during the 2018-2019 school year. It will house students in the fall of 2019.

Fire extinguishers are located in prominent and public locations in all residence halls and housing facilities. Environmental Health and Safety coordinates monthly scheduled checking and reporting by trained hall staff on the status of residence hall fire extinguishers, emergency lights and fire egress systems.

Twenty-eight of the fifty apartments in the Ecovillage, designed for families and single parents, have automatic sprinkler systems. All apartments have fire extinguishers and two or more smoke detectors. Fire extinguishers are checked quarterly in each apartment and the Commons House.

### **Evacuation Procedures**

Students must evacuate during a fire alarm and proceed to a designated assembly point until notified that it is safe to return to the building and rooms. Building evacuation routes are posted on the back of the door of each room and in the public areas. It is the responsibility of every member of the residence hall community and their guests to know how to safely evacuate the residence hall. This includes being familiar with evacuation routes and the locations of exits, stairwells, phones, and elevators. Students who fail to evacuate during a fire alarm may be subject to disciplinary action and or a fine.

Persons with disabilities who may need assistance should inform College personnel, including the Director of Disability and Accessibility Services and the Department of Public Safety, of the nature of the disability and type of assistance that may be needed. Residential students also must inform

their Hall Coordinator and professional Student Life Team Member of the accommodations needed. Students also should notify labor supervisors and instructors because evacuation may be required from the workplace, classroom, or laboratory. Individuals who must stay in place until emergency personnel arrive should be sure to inform another person of their specific location so they can inform the emergency responders. They also can call Public Safety and 911.

### **Fire Prevention**

It is the policy of Berea College to provide students, faculty, staff, and visitors with the safest possible environment, free from known fire hazards. The college's goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by conducting periodic safety inspections of fire systems, residence hall facilities, keeping facilities in compliance with all applicable state and federal fire codes, and increasing the fire safety awareness of residents by conducting fire drills. The State Fire Marshal's Office, Public Safety, Facilities Management, Environmental Health and Safety, and Residence Life conduct periodic inspections. All Student Residence Life Staff are provided fire extinguisher training at the beginning of each academic year. Supervised fire exit drills are conducted in residence halls at least two times a year and, in most cases, two times a semester. The Berea Fire Department is also involved with fire drills in the residence halls.

### **Residence Hall Fire Safety Regulations**

To minimize the potential for fires, Berea College prohibits smoking in all residence halls, classrooms, laboratories, hallways, staircases, campus grounds and walkways. Smoking is allowed only in gazebos positioned in strategic locations around campus. Any open flames, candles, incense, electrical wax pots, potpourri pots, candle burners and electric plates are prohibited. Candles and explosives are not permitted in the residence halls. Appliances in rooms must be in good working order and have the Underwriters' Laboratories seal of approval. Appliances that are not permitted include popcorn poppers, coffeepots, teapots, electric frying pans, microwaves, deep fryers, grills, halogen lamps, etc. Extension cords must be in good working order and have the U.L. seal of approval. Cords must not be spliced or changed in any way. Extension cords should not be used under rugs or furniture or behind/around hot water/heating pipes. Surge protectors or circuit breakers must be used any time an extension cord is used. Curling irons, etc., are to be used in the bathroom and are not to be left plugged in even if they are turned off. Appliances with three-prong plugs may not be altered to fit a receptacle that does not provide for a ground plug. U.L. adapters may be used. Irons are to be used only in laundry rooms or other designated areas within the residence halls.

### **Plans for Improving Fire Safety**

In the 2017-2018 academic year, as part of the Berea College Safety Week, fire drills were initiated in all buildings on campus, including Academic and Administrative buildings. This ensured that almost all students were involved in at least one, but for most multiple, fire drills on campus during that week. This is an annual event to increase knowledge of students' responsibilities during fire alarms. The College has a good working relationship with the Berea City Fire Department and two evacuation drills will be planned per semester with them, as well as pre-planning done in conjunction with the Fire Department for academic and residential buildings. Walk-through tours of the upcoming renovation of Danforth Residence Hall will be conducted with Berea College Fire Safety personnel and members of the Berea Fire Department to aid in pre-planning for incidents occurring there.

### **Reporting**

All students and employees must immediately report fires to the Public Safety Office (ext. 3333 from a campus phone) or 9-1-1. All students and employees must report all potential fire hazards to Public Safety, Facilities Management, or Residence Life. Persons aware of evidence suggesting a previously unreported residence hall fire of any magnitude should report the incident to Public Safety. Knowledge of all fire situations is an important aid to investigation and follow up aimed at prevention of similar future incidents and to alerting others in the halls to potential dangers. A daily fire log is maintained and updated on the Public Safety webpage. A copy of the log is also posted on an electronic bulletin board outside the Public Safety main office.

### **Statistical Reporting of Fire Incidents in Individual Residence Halls**

For the 2017 Calendar year there were two fires reported in residence halls on campus. Both of these fires occurred in the Eco-Village. The first, occurring in the 117 Jefferson Street Apartment, was caused by a pizza box being left on the gas stove. This was extinguished outside of the apartment and did not cause any damage to the apartment. The second fire occurred in the 111 Jefferson Street Apartment crawl space under the floor of the unoccupied apartment. This was caused by an electrical issue. Repairs for this fire cost \$8,104.82. There were no injuries or deaths from either fire.

### **Helpful Numbers**

Public Safety Office (859)985-3333  
Emergency Dispatch 9-1-1  
Facilities Management (859) 985-3827  
Residence Life/ Student Life Team Member (859) 985-3115

A table is included, which provides detailed descriptions of the fire protection and notification systems in each individual residence hall.

Residence Hall	Fire Alarm Monitoring	Partial Sprinkler System	Full Sprinkler System	Fire Extinguisher Devices	Evac Plans	Evac Drills Per Year	Horns	Strobe Lights	Fire Doors
Anna Smith	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Bingham	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Blue Ridge	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Dana	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Danforth	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Deep Green	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Edwards	Yes		Yes	Yes	Yes	4	Yes	Yes	No
Elizabeth Rogers	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Fairchild Hall	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Hillside Drive Homes	No	No	No	Yes	Yes	2	No	No	No
Home Management	Yes		Yes	Yes	Yes	4	Yes	Yes	No
James	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Kentucky	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Kettering	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Pearsons	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Seabury	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
SENS House	No		No	Yes	Yes	1	No	No	No
Talcott	Yes		Yes	Yes	Yes	4	Yes	Yes	Yes
Eco Village	No	Yes*		Yes	Yes	1	No	No	No

\*28 of 50 Apartments have partial sprinkler systems