ANNUAL SECURITY AND FIRE SAFETY REPORT
2016

MAHARISHI UNIVERSITY OF MANAGEMENT
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Overview

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, as modified by the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) is a federal law that requires colleges and universities to disclose certain information about their security and fire safety policies, also about the criminal activity and fires which took place on their locales. All public and private institutions of postsecondary education participating in federal student aid programs are subject to these regulations.

This report is provided to you to satisfy those legal requirements and to inform you of Maharishi University of Management’s policies on these matters and how the University seeks, with your help, to create a secure, safe and crime-free campus.

This annual security and fire safety report summarizes the core security and fire safety policies of Maharishi University of Management, including the issues of crime prevention, security and fire safety presentations, crime and sexual assault reporting and investigation procedures, timely warnings and emergency notifications; and contains 3 years’ worth of campus crime and fire statistics, as well. This report is updated periodically as circumstances require.

The Annual Security and Fire Safety Report is provided by the MUM Department of Security and Safety and MUM Legal Department with the collaboration of the MUM Department of Student Life and the Office of the Dean of Faculty. In addition, the complete report includes criminal statistics collected from the Fairfield Police Department and Jefferson County Sheriff. Information about student housing was provided by MUM’s Department of Housing and the Management Office of Utopia Park.

Availability of the Annual Report

The report is made available automatically to all current students and employees; while prospective students and employees are notified of its existence and afforded an opportunity to request a copy. An e-mail notification is sent on September 30, 2016 to all enrolled students, members of faculty and staff providing precise instructions how to get access this report. The full text of the report is available on the MUM website at: https://www.mum.edu/security-report/. Hard copies of the Annual Security Report are available at MUM’s Enrollment Center, or you can request that a copy be mailed to you by calling (641) 472-1144.

The crime and fire statistics of this report has been provided to the U.S. Department of Education, as well.
Avert the danger which has not yet come

Maharishi University of Management is dedicated to providing an optimal learning, working and living experience for our students, faculty and staff by safeguarding a safe and secure environment. MUM has a number of approaches for creating a secure and safe campus. First, we are vigilant in meeting and surpassing all federal, state and local laws and recommendations for providing security and safety on higher education campuses. At the same time, MUM has incorporated into the curriculum and lifestyles of the students, faculty and staff a number of powerful consciousness-based tools and techniques, including Transcendental Meditation and the advanced TM-Sidhi program which have been scientifically verified to have benefits in the area of crime prevention. The Transcendental Meditation and TM-Sidhi programs have been scientifically proven to reduce stress in the brain and nervous system and thereby significantly diminish tendencies for unsocial, violent and criminal behavior — at their root cause. By incorporating the Transcendental Meditation, TM-Sidhi and other simple and enjoyable self-development programs into the daily lives of everyone on campus, individual and community stress is naturally and effortlessly reduced. MUM is unique in this way, providing a solid foundation for preventing crime and maintaining a more secure and safe college campus.

As no campus can totally isolate itself from crime, Maharishi University of Management has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect the campus community. These policies and procedures are described in the annual report below, and in a more detailed manner in handbooks for students, faculty and staff, and also on the website of the University.

Campus Security

Security services are provided by mobile and/or in-house security officers on the main campus (Fairfield, IA) and on the MUM Hawaii Semester Campus (Kapaau, HI).

Security and safety operations for all MUM locales are organized, directed and administered by the Security and Safety Office located on the main campus in Fairfield, Iowa. Administrative tasks are carried out on the MUM Hawaii Semester Campus through a security liaison person located in Kapaau HI.

Services provided on the main campus

On the main MUM campus a staffed phone number and on-campus security service is available 24 hours a day, 7 days a week, to request help and report emergencies and criminal actions. The 24-hour Security number is (641) 472-1115. This number is placed on all campus telephones along with the 911 emergency number. Campus security officers will respond as promptly as possible to your security and safety needs through this number.
The security officers patrol campus by vehicle and on foot 24 hours a day, 7 days a week. Hildenbrand Hall residence areas are patrolled by in-house security officers, as well. The security officers are trained first responders, and have several years of experience in handling emergency situations. Any incident which exceeds their base level of training is reported to the 911 Operator and handled by the authorities.

Maharishi University of Management Security personnel are authorized to act on behalf of the University in enforcing all federal, state, local laws and ordinances, University rules, regulations and policies relating to security and safety. The University Security personnel do not have authority to arrest individuals. They work closely with state and local police agencies, principally the Fairfield Police Department and the Jefferson County Sheriff’s Office, who are called to physically detain and arrest individuals if necessary. Additionally, security officers provide locking/unlocking services and rides within the MUM main campus in Fairfield, IA. Students are encouraged to use the rides at night or when the weather is extremely hot or cold.

Security and Safety Office

To report any crime (including confidential reporting), make observations and suggestions concerning any security and safety issues, or to receive information concerning the University’s security and safety policies, the Security and Safety Office can be reached in person, via phone (during regular weekday office hours from 10 am and 4pm) and via e-mail.

The Security and Safety Office is located in Henn Mansion, Rms. 201 and 209, where reports or requests for assistance can also be made. Window hours at the Security and Safety Office are from 2:30-4:15 PM, Monday through Friday. Messages for the Security and Safety Office can be left at 641-472-1117 or campus Ext. 1117; for emergencies, call Security on duty at 641-472-1115 or the Director of Security and Safety at 641-233-8594.

E-mail communication concerning reporting crimes and/or observations and recommendation in relations to security and safety issues should be addressed to Beata Nacsa (Director of Regulatory Compliance) at bnacsa@mum.edu and/or Rig Gelfand (Director of Security and Safety) rgelfand@mum.edu.

Security services on other locales

MUM Hawaii Semester Campus

Starting from October 2016, MUM commences its academic activities on the Hawaii Semester Campus, located in Kohala Institute, Kapaau HI.

The security policies of MUM as indicated in this report, in the student, faculty and staff handbooks, on the MUM portals and elsewhere fully apply to MUM Hawaii Semester Campus. Policy statements
included into this report apply to MUM Hawaii Semester campus, unless stated otherwise in this section or elsewhere in this report.

All security services which are offered on the main campus by the Security and Safety Office are continued to be provided for members of the MUM Hawaii Semester campus by the Security and Safety Office, including but not limited to issuance of timely warnings, emergency notifications, and keeping incident, crime and fire logs. Security trainings and presentations are provided for the members of the MUM Hawaii Semester campus throughout their tenure in MUM. The participants are informed about the specific hazards and risks present on the Hawaii campus throughout their preparation for their trip, and in details during the pre-departure orientation. During the pre-departure orientation an agreement is concluded with all participants about their participation on the MUM Hawaii Campus which contains specific information about the trip, including security risks and what preparation and behavior is requested from the participants in order to avoid or mitigate problems throughout the trip. All participants are encouraged to be responsible for their own safety and the safety of others.

Upon arrival to the MUM Hawaii campus, in collaboration with the Kohala Institute, further information is provided about the local security risks, and about the locally applied security procedures and practices.

Student, staff and faculty are encouraged to call 911 without delay in case of emergency. Other criminal activity must be reported to Kohala Police Station, 53-3900 Akoni Pule Highway, phone number is 808-889-6540. All incidents must be reported to the security liaison or directly to the Security and Safety Office in Fairfield IA. All incidents, arrests and emergencies on the MUM Hawaii Campus are handled by the authorities.

Student, staff and faculty are encouraged to report suspicious activity, mental health issues and other non-emergency incidents to the security liaison and/or directly to the Security and Safety Office, in order to aid further assistance, to prevent further occurrences of the incident/crime and to include the incident in the appropriate log kept by MUM Security and Safety Office. If students are travelling to a field trip from the MUM Hawaii Semester campus, and the security liaison is not travelling with the group, the report should be addressed to the course leader responsible for the field trip. MUM’s Security and Safety Office participates in the investigation of every incident that occurs on MUM Hawaii Semester Campus.

Timely warnings and emergency notifications on MUM Hawaii Semester Campus will be sent out through the main Fairfield campus RAVE system and/or the local phone tree. The phone tree for the MUM Hawaii Campus will be set up and administered by the security liaisons.

Fall Semester 2016

MUM Hawaii Semester security liaison:

Name: Cheryl Michie Director of Administration, Maharishi University of Management Hawaii Semester

1000 N 4th Street Fairfield, Iowa 52557 Tel: 641-472-7000 www.mum.edu
Persons involved in sexual violence may also call the National Sexual Assault Hotline (800) 656-HOPE (4673); for online confidential chat with a trained volunteer: https://ohl.rainn.org/online.rainn.org/, or call 24/7 crisis line of the Crisis Intervention Services at 1-800-270-1620. Further resources are available at https://hawaiisaysnomore.org/resources/.

Information on registered sex offenders in Hawaii could be obtained online at http://www.city-data.com/so/Hawaii.html, or by a search at:

http://sexoffenders.ehawaii.gov/sexoffender/welcome.html

The fire log about the MUM Hawaii Semester campus student housing facilities is kept by the Security and Safety Office in Fairfield, IA.

The Kohala Institute plans to improve its security services later in 2016 by employing a security and safety officer, who will have a station in the GRACE Center. The security and safety officer will patrol the grounds and the buildings; will lock and unlock classrooms, offices and outer gates; in case of emergency will call 911 and secure the scene of the incident/crime. The security and safety officer, a trained first responder, will not have authority to arrest individuals.

**Base Camp, Field trips and Rotating University Courses**

The security policies of MUM as indicated in this report and in student, faculty and staff handbooks, on the MUM portals and elsewhere fully apply to all locales of MUM academic activities, including but not limited to base camps, field trips and Rotating University courses. Information about the security risks of the trips is provided throughout the preparation to the trip, in details during the pre-departure orientation, and throughout the trip when specific issues arise.

Written agreements are completed with all participants before every trip which contain specific information about the trip, including security hazards and what preparation and behavior is requested from the participants in order to avoid problems and/or safeguard them throughout the trip. All participants are encouraged to be responsible for their own safety and the safety of others. Participants should report suspicious activity, incidents, crime and emergency to the course leader responsible for the trip, unless otherwise indicated during the pre-departure orientation, in order to aid in assistance, to prevent further occurrences of the incident/crime and to include the incident, crime into the appropriate log kept by MUM Security and Safety Office.
The Title IX Coordinator for all MUM sponsored trips outside the main campus is Caterina Tomaselli-Roesler, who is based in Fairfield IA and could be reached at (641) 472-1175; croesler@mum.edu.

**Special information for the First Year Team Building Course (Base Camp)**

The first year team building course (twice a year) is organized, directed and administered by the Department of Exercise & Sport Sciences. The participation in the course is based on the free choice of the individuals, who make an informed decision about their participation after learning about the nature and the purpose of the course, and the specific health and safety challenges and risks it will impose on the participants.

During the course, all large group activities are directly supervised by the Chairperson of the Department of Exercise & Sport Sciences, and all small group activities are supervised by a member of the staff or faculty, who assist the Chairperson during the course.

All base camps use commercial camping facilities which are patrolled by the campgrounds security service (park rangers and/or camp directors). Participants are warned that they must conduct themselves in a safe manner and comply with the instructions or directions of the course instructors, and adhere to the legal and environmental rules and regulations in the locations where the course takes place.

The point person for reporting health issues (including mental health), injuries, suspicious activity, incidents, crime and emergency is Prof. Ken Daley, the Chairperson of the Department of Exercise & Sport Sciences who can be reached during the course primarily in person and also via phone 641-209-9893 (cell). Please note that cell reception may not be available in all locations.

**Emergency and crime reporting**

In emergency situations, from any locales of MUM operations, call 911 without delay. When calling the local law enforcement agency and/or the Office of Security and Safety to report a crime be prepared to answer to the where, when, what and who questions, and be specific. Don't downplay the importance of your call. Remember to report immediately if anyone's life or safety is threatened; if anyone need medical assistance or an ambulance; if the suspect(s) still there; if the suspect(s) have a weapon. Don't hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders. Further instructions are provided on MUM security portal about how and what should be communicated to the emergency dispatchers.

Reports of any emergencies and criminal activities on the main campus should be made promptly to Campus Security (641) 472-1115 and it's Director Rig Gelfand at (641) 233-8594. Any criminal activity on MUM main campus should also be reported directly to the Fairfield Police / Jefferson County Sheriff. Both departments are located in Fairfield at the Law Center at 1200 West Grimes Avenue, phone number (641) 472-4146 (non-emergency) or 911 for emergencies.
From the MUM Hawaii Semester Campus contact Kohala Police Station, 53-3900 Akoni Pule Highway, phone number is 808-889-6540.

Residence hall directors/advisors should also be informed of any emergencies or criminal actions so that they can aid in providing assistance.

Reporting of criminal and disruptive behavior is a responsibility of each member of MUM community. Prompt and accurate reporting of criminal and disruptive behavior to Campus Security and Safety is appreciated so that preventative steps can be promptly taken. Failure to provide notice of crimes observed may be grounds for disciplinary action.

MUM Security reports criminal actions to the appropriate state, local or federal authorities for assistance and/or prosecution without delay.

**Campus security authorities**

Campus security authority is a term introduced by the federal Clery Act and covers certain part of the personnel to whom a crime could be reported. Members of the security operations are campus security authorities by law; further members of the personnel could be designated as campus security authorities by the institution. If a crime is brought to the attention of a campus security authority or a local law enforcement personnel by a victim, witness, other third party or the offender, the crime is considered to be “reported” and must be included into the institution’s crime log and yearly crime statistics.

**Campus security authorities on the main campus:**
- members of the Security and Safety Department,
- members of the Department of Student Life,
- Vice President of Academic Affairs,
- Vice-President for Enrollment, Business Administration & Marketing,
- Dean of Faculty,
- Director of Human Relations,
- Title IX Coordinator.

**Campus security authorities on the MUM Hawaii Semester Campus:**
- security liaison,
- administrative director of the MUM Hawaii Semester Campus,
- academic director of the MUM Hawaii Semester Campus.
Relation to state agencies

State agencies, by arrangement with the University, patrol periodically the different on campus and non-campus locales of MUM. The Fairfield Police Department and the Jefferson County Sheriff patrols the main campus; the MUM Hawaii Semester Campus is patrolled by Kohala Police Station.

These and other appropriate agencies are called to the main campus and other locales of MUM operations in case physical detention and/or arrest of individuals is necessary.

Investigation and assessment

All reports will be investigated by the Security and Safety Office. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Dean of Faculty and Dean of Students for disciplinary procedure.

When a potentially dangerous threat to the University community arises, timely warnings and/or emergency notifications will be issued through e-mail and text announcements via the MUM e-mail system and/or the RAVE system, the posting of flyers, in-class announcements, or other appropriate means, that will aid in the prevention of similar occurrences.

Timely warnings

When the Security and Safety Office receives a report of a Clery crime, it is reviewed to determine if there is a serious or continuing threat to the campus community. In the event the Security and Safety Office determines that the crime results in a serious or continuing threat to the campus community, but it does not rise to the level of a campus emergency, a campus wide timely warning will be issued in the form of a crime alert email. Timely warnings are typically issued for the following crime classifications: murder/non-negligent manslaughter, aggravated assault, robbery, forcible sex offences and major incidences of arson. All cases will be evaluated on a case-by-case basis, taking into consideration all available facts of the case, especially the nature of the crime; when, where and how the crime was committed; whether it was a stranger or a non-stranger crime; whether there is a continuing danger to the campus community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a timely warning. Even though that is not required by the law, timely warning notices may also be sent out for other crime classifications like motor vehicle theft, burglary, pick pocketing and purse snatching if the frequency of their occurrence makes it necessary to warn the larger community in order to prevent further incidences.

The Security and Safety Office will develop the crime alert and issue it to the community by mass email. The crime alert will be sent to the registered e-mail address of all MUM community members.
and will include all the important known and substantiated facts, suggestions for protective measures a person could take and, if relevant, any suspect information.

**Emergency notification and timely warning system**

Beyond the MUM own e-mail system, the RAVE system is used by the University to send out mass notifications via text and/or e-mail messages. The Enrollment Center and the Department of Human Resources arrange that the data of all students and employees will be uploaded into the system periodically. Students and employees are expected to maintain their enrollment and HR records updated, especially in case of address, phone number and e-mail address changes. Individual registration could be made to the RAVE system here: [https://www.getrave.com/login/mum](https://www.getrave.com/login/mum). All members of the MUM community are encouraged to check periodically whether their data on the RAVE system is accurate and up-to-date.

**Security and maintenance**

The MUM Security and Safety Office is involved directly in approving the design, modification, maintenance, and improvement of all MUM facilities to assure compliance with all safety codes and security needs.

All employees of facilities management go through a background check administered by their employer and their employment must be approved by MUM HR Department.

**Security Awareness Programs**

**General information**

The University undertakes programs designed to improve security awareness and encourages students, staff, and faculty to take an active role in prevention of crime. Security awareness programs are accomplished through a variety of means. The University disseminates general and specific information in writing to the University community via newsletters, booklets, leaflets, posters, etc. and presents a variety of presentations and trainings throughout the academic year, as it is scheduled by the security and safety training program developed by the Security and Safety Office. A common theme of all awareness programs is that students, faculty and staff are responsibility for their own safety and the security of others.

The University encourages MUM community members on the main campus to read regularly the police arrest reports published in the Fairfield Ledger, and to follow Jefferson County Iowa Mugshots - Fairfield Iowa and Jefferson County Sheriff’s Office-Fairfield, IA on Facebook in order to learn the most
current crime information in Fairfield and Jefferson County. Members of the MUM Hawaii Semester in Kapaau HI are encouraged to visit regularly http://www.hawaiipolice.com/ website for news releases about the local criminal activity.

**Security and Safety Education**

Students and employees are provided with handbooks at the commencement of their study or work at the University, along with this annual report, which advises them of University rules and policies, including security and safety policies. Detailed description of security policies and practices are available online on our website for all community members.

On the main campus, the Security and Safety Office provides presentations to all new students and employees about the core security policies, including but not limited to policies concerning basic crime prevention strategies; active shooting; tornado safety; traffic safety and fire safety. The length and the content of the presentations are adjusted to the needs of the particular group. These presentations are provided to those students, staff and faculty, as well, who will continue their activity later on in Kapaau HI.

Staff and faculty are further informed of relevant security policies and procedures by their department heads and/or the Security and Safety Office directly throughout their tenure in different forms, including newsletters, presentations, and meetings, according to the annual security and safety training schedule developed by the Security and Safety Office.

New students are advised during orientation and/or during their first block about security and safety policies and practices, including the importance of crime prevention and crime reporting. At the end of the presentations written information is provided to the students about core security policies, e.g. run-hide-fight in case of active shooting; fire prevention strategies; emergency evacuation procedures, etc.

All new students attend a presentation about the red flags of mental health problems and are encouraged to report all such incidents to the Director of Student Support Services and/or Security and Safety Office and/or Dean of Student Life.

For MUM community members on the main campus announcements are posted via different forms (e.g. posters, newsletters, e-mail messages) throughout the year relating to relevant issues, e.g., bicycle safety notices in the spring, driving notices and emergency snow procedures in the winter, tornado procedures in the spring and fall.

For MUM community members in Kapaau HI the electronic announcements are delivered via e-mail. During the on-site orientation procedure, the local security liaisons with the involvement of the security services of the Kohala Institute inform the students, staff and faculty about the local security procedures and practices, including crime and emergency reporting procedures, evacuation procedures, locally applied methods of emergency notifications and timely warning procedures and the
local security and safety risks. Standing emergency procedure notices relating to these and other matters are posted on public bulletin boards placed throughout both campuses in public buildings and in residence halls.

Regular student body, faculty and staff meetings conducted throughout the school year to discuss relevant security and safety issues as they arise on both campuses.

**Training on Sexual Assault Prevention**

Starting from 2015, the Sexual Assault Prevention Team, made up of “Mentors in Violence” Certified Trainers, trains all our staff, faculty and students every year about policies on preventing and attending sexual assault cases. Every new entry of students (6/year) is educated about sexual misconduct prevention on campus.

The training covers the issues of how to identify red flags about a possibly problematic situation and how to intervene safely. The training, which is provided in the format of “Mentors in Violence Prevention”, provides education about all available resources on campus and off campus, as well as the Title IX policies. Furthermore, the training includes information about the victim's rights under Title IX and the fact that MUM trains all students, staff and faculty about sexual misconduct prevention. The students are also informed about the University’s Title IX policy. All staff, faculty and student-employees are trained Mandatory Reporters and are therefore required to inform the Title IX Coordinator about anything they may learn about a sexual misconduct incident. The length of training provided to members of every standard entry is about two hours, while the master student of computer science program is provided with about one hour long training.

Within the first 6 weeks of being on campus all new students are also given an online educational program through Everfi-HavePlus that covers topics about sexual misconduct, including definitions, red flags, signs of healthy and unhealthy relationships. The completion of this approx. one hour long online course is required of all new students, including the student of the new MUM Hawaii Semester Campus. Throughout the year students will be reminded of the points they learned at orientation and about how to be an active bystander.

Members of faculty and staff receive 2 hours of sexual assault prevention training every year about including sexual misconduct prevention, red flags, resources, and what it means to be a mandatory reporter.

For more information go to [www.mum.edu/sexual-respect](http://www.mum.edu/sexual-respect)

**Crime Log**

The Security and Safety Office keeps crime log to record crimes which were committed on any locale of MUM operations (Fairfield IA main campus, Kapaaau HI and non-campus locations). The crime log
includes the information about when the crime was committed and when it was reported to Campus Security (including date and time); the nature of the crime; the general location of the crime and if available, the disposition of the complaint. The crime log is accessible upon request to any member of the MUM community by calling the Security and Safety Office at the telephone number (641) 472 1117; or visiting Security and Safety Office during office hours.

**Crime Reporting Responsibility**

The law requires that all the statistics on serious crimes be reported by Maharishi University of Management to the University community in an annual report, as below.

**Our Clery Geography**

The crime statistics are broken down geographically into legally stipulated categories like on campus, student housing facilities located on campus (it is a subset of the “on-campus” total), non-campus locations, and on public property within, or adjacent to and accessible from campus.

The on-campus category covers the main campus: 1000 N 4th Street in Fairfield, 804 Dr. Robert Keith Wallace Drive (Maharishi School) Fairfield, 1100 N. 4th Street, Fairfield (Gate Ridge Court Bldg.), 2000 N. Court Street, Fairfield (Utopia Park) and 2100 Mansion Drive (Headly Hall) in Maharishi Vedic City IA locations. Starting from 2016 October, MUM has a new campus, the MUM Hawaii Semester Campus located in the Kohala Institute, Kapaau HI. Crime statistics for this campus will be included for first time into our 2017 Annual Crime and Fire Safety Report.

In the statistical data below, in the case of MUM, the non-campus category covers university sponsored field trips and short stay away trips to frequently used sites which are controlled by MUM.

The public property located within and around MUM main campus covers Highway 1 between Reiff Grain and Feed going south to Carpenter Street; North B Street between Zimmerman and the end of Utopia Park; Fairfield Loop Trail on the North West/ West side of the campus.

**Categories of reportable crime**

Crimes are reported in the following legally specified categories: 1.) Criminal Homicide broken down by a.) Murder and Nonnegligent Manslaughter and b.) Negligent manslaughter; 2.) Rape 3.) Fondling 4.) Incest 5.) Statutory Rape 6.) Robbery; 7.) Aggravated Assault; 8.) Burglary; 9.) Motor Vehicle Theft; and 10.) Arson.

The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a **hate crime.** A hate crime is defined as a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative
opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Higher education institutions are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession. If both an arrest and referral are made only the arrest is counted.

The fourth category of statistics must be disclosed are offences stipulated by Violence Against Women Reauthorization Act of 2013: domestic violence, dating violence and stalking.

**Definitions of criminal offences used in crime statistics**

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

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

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

Arrest: A person processed by arrest, citation or summons.

Referral for Disciplinary Action: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (See applicable local liquor law ordinances below this section.)

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

Domestic violence: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

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

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Local ordinances about consumption or possession of alcoholic liquor, regulated by City of Fairfield, Iowa Code of Ordinances Chapter 9.32 Consumption or Possession of Alcoholic Liquor (online: http://cityoffairfieldiowa.com/documentcenter/home/view/123)

9.32.010 Intoxication in public. A person shall not be intoxicated nor simulate intoxication in a public place. (Ord. 708 ' 2, 1985).

9.32.020 Consumption in public prohibited. No person shall use, drink or consume beer or other intoxicating liquor, while such person is on any public street, public alley or highway, or in any public park, public place, or public area within the city, or in an automobile or other vehicle while same is on any public street, public alley, or public ground, park, or area in the city. (Ord. 455 ' 1, 1963).

9.32.030 Possession by persons under legal age. No person under legal age as defined in Sections 123.47 and 123.47(a) of the 1991 Code of Iowa shall individually or jointly have in his or their possession or control, alcoholic liquor, wine or beer as the same is defined in Section 123.3 of the 1991 Code of Iowa. The provisions of this section shall not apply to any person under legal age who: (1) Is provided alcoholic liquor, wine or beer within a private home and with the knowledge or consent
of the parent or guardian for beverage or medicinal purposes; (2) Is administered alcoholic liquor, wine or beer by either a physician or dentist for medicinal purposes; (3) Handles alcoholic liquor, wine or beer during the regular course of his or her employment by a liquor control licensee or beer permittee as defined in Chapter 123 of the Code of Iowa 1991. (Ord. 817 ' 2, 1991: Ord. 626-9-12 ' 1, 1980: Ord. 507, 1967: Ord. 455 ' 2, 1963).

**Crime statistics in 2013-2015**

The below tables contain criminal and VAWA offences which were reported to campus security authorities in the years 2013-2015.

**Criminal offences:**

<table>
<thead>
<tr>
<th>Category of crime</th>
<th>Year</th>
<th>On-campus total</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus housing facilities</td>
<td>Other on-campus</td>
</tr>
<tr>
<td>Murder/ non-negligent manslaughter</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
No **hate crimes** were reported during the years of 2013 – 2015. A crime must be considered a hate crime if the victim was intentionally selected because of the perpetrator’s bias, for any of the crimes listed above. There was no hate crime reported in the categories of larceny-theft, simple assault, or destruction/vandalism either.

There was **no unfounded crime** during 2013-2015 years. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

**Arrests:**

<table>
<thead>
<tr>
<th>Category of offence</th>
<th>Year</th>
<th>On-campus</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus housing facilities</td>
<td>Other on-campus</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Drug law violations

<table>
<thead>
<tr>
<th>Year</th>
<th>On-campus</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Liquor law violations

<table>
<thead>
<tr>
<th>Year</th>
<th>On-campus</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Disciplinary actions:

<table>
<thead>
<tr>
<th>Category of offence</th>
<th>Year</th>
<th>On-campus</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus Housing Facilities</td>
<td>Other On-campus</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>2013</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law violations</td>
<td>2013</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

### VAWA offences:

<table>
<thead>
<tr>
<th>Category of offence</th>
<th>Year</th>
<th>On-campus</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus Housing Facilities</td>
<td>Other On-campus</td>
</tr>
<tr>
<td>Domestic violence</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1000 N 4th Street Fairfield, Iowa 52557 Tel: 641-472-7000 www.mum.edu
Access to Campus

All locales of Maharishi University of Management’s are private, but open to visitors during daytime hours. The main campus in Fairfield, IA is accessible through our Visitors Center in the Dreier Building. The MUM Hawaii Semester campus is accessible through the security liaison persons in charge whose contact information is published in the section “MUM Hawaii Semester Campus” above.

Our campuses are also open to guests of residents. Visitor and guest presence on the main campus is subject to the discretion of the Security and Safety Office and on the MUM Hawaii Semester Campus to the discretion of the security liaison.

On or off-campus visitors must leave residence halls by 9:30 P.M. and may not enter residence halls before 9:15 A.M.

Campus residence halls on both the main campus and MUM Hawaii Semester Campus are closed 24 hours, with each resident having an outside door key. All individual residence rooms have locks. Keys may be obtained in Fairfield from the Campus Locksmith in Verrill Hall, Rm 67, ext. 4188 and on the MUM Hawaii Semester Campus from the security liaison persons.

Classroom buildings are locked after evening classes. All buildings are secured with locks and are checked periodically by patrols conducted by security officers during closed periods and randomly during the day.

All students, faculty, and staff have identification issued by Maharishi University of Management which enables determination of appropriate campus access for a given individual.

Missing Person Policy for Students Living On-Campus

Emergency contact notification procedure for missing students

- When a student is reported by anyone to Campus Security that the student cannot be located and there is concern for the well-being of the student, this student is immediately treated as a “missing person.”
Campus Security will forward Missing Person Report to law enforcement within 24 hours.

Campus Security will notify a) the student’s designated contact person, or b) for an unemancipated student under the age of 18, the student’s parent or guardian.

**Required notifications**

At initial on-campus registration, the Enrollment Center will require students to fill out a Personal Information Form, on which students will be advised that the following applies to all on-campus students:

- They have the option to identify a confidential contact person that MUM would contact no later than 24 hours *after the student is reported missing* and provide confidential contact information for that person.
- For any student under the age of 18 who is not emancipated, the school is required to notify a parent or guardian no later than 24 hours after the student is reported missing.
- MUM is required to notify law enforcement no later than 24 hours after the student becomes a “missing person.”

**Promoting Respectful Behavior**

Honoring diversity is one of the core values of Maharishi University of Management. We honor cultural diversity as well as diverse backgrounds and viewpoints, and welcome everyone’s contributions. We do not tolerate harassment in any form. This includes, but is not limited to, harassment on the basis of sex, race, color, religion, and disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or political belief. Should you have any concerns, please contact the Dean of Student Life or any other member of the Department of Student Life. When the University becomes aware that harassment might exist, prompt and appropriate action will be taken (e.g. the issue will be investigated, evidence will be collected, disciplinary hearing will be initiated and consequence will be applied).

**What to Do in Case of Sexual Harassment or Violence**

The University does not discriminate on the basis of sex in its education programs. As sexual harassment and sexual violence are types of sex discrimination, it is not tolerated in MUM. The University’s policy prohibiting sex discrimination applies to conduct by students, faculty and staff on
and off campus and protects students, faculty, staff, and visitors. Furthermore, any kind of sexual violence is criminal behavior that will not be tolerated.

It is the University's policy to provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment by increasing awareness of gender violence in our students during orientation in order to develop understanding and recognition of such issues.

The University also provides training to students, faculty and administration in bystander intervention.

**Sexual Harassment**

According to the Sex Discrimination Guidelines of the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance, or
2. Submission to or rejection of such conduct by an individual is used as the basis of employment or academic 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 or educational environment.

Sexual harassment, sexual assault, dating/domestic violence and stalking involving students may occur between two or more students, between students and faculty, or between students and administrators. Third party harassment, may occur when a person who is not the direct target of harassment suffers the consequences of harassment indirectly, for example, when a student overhears others in the classroom talking and joking about sexual subjects. Complaints or incidents should be reported immediately to the Dean of Student Life (641-472-1225) or any other member of the Department of Student Life, or the Title IX Coordinator (641) 472-1175.

Once the University is notified of a complaint, the Dean of Student Life, or the Title IX Coordinator or a designee will conduct a prompt review. This will be conducted as confidentially as possible keeping in mind any request for privacy, but also the wellbeing of members of the University community. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

The goal of the review will be to determine if harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent it from happening again. The review may result in a recommendation of mediation between the parties, legal action, or disciplinary action
including a warning letter, probation, suspension, or dismissal from the University. Retaliation against a person who reports harassment in good faith will not be tolerated.

If a finding of harassment is made, a record will be filed in the harasser’s file.

**Sexual Violence**

Sexual violence, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other programs.

“**Sexual violence**” is defined as attempted or actual sexual contact performed without the active, verbal consent of another individual. It includes Sexual Assault, Sexual Battery, Sexual harassment, sexual assault (sexual exploitation, stalking, domestic violence and dating violence are and any kind of “Sexual Contact”, obtained without effective consent.

“**Effective Consent**” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. This means that **Sexual activity with someone mentally or physically incapacitated (because of disability, alcohol/drug use, sleep, unconsciousness, blackout or bodily restraint) is a violation of this policy.** Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. **Silence in and of itself is not an indication of consent. Consent may be withdrawn at any time.**

“**Force**” means physical force, violence, threat, coercion, or intimidation. Intimidating someone for one of the purposes described above is a form of sexual violence, as is retaliating following an incident of alleged sexual violence or attempted sexual violence.

“**Incapacitation**” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because Incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give Effective Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.
Sexual Assault includes, making unwanted and sexually offensive contact with an intimate body part of another person, including clothing covering any intimate body part or which cause an immediate apprehension in the other person that such an act will occur, it includes but is not limited to, any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction.

“Sexual Exploitation”: Sexual Exploitation happens when a student takes non-consensual sexual advantage of another for the purpose of arousing or satisfying his/her own sexual desires or those of those of a third party.

Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in Peeping Tommery.

They also include:

Knowing Transmission of STD: Knowingly transmitting an STD (including HIV) to another student is a violation of this policy.

Possession, Use, Distribution and/or Administration of Date Rape Drugs: Possession, Use, Distribution and/or Administration of Date Rape Drugs of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, as is administering one of these drugs to another student for the purpose of inducing incapacity.

Attempts to Commit/Aiding in the Commission of Sexual and/or Relationship Misconduct: Attempts to commit Sexual or Relationship Misconduct and aiding in the commission of Sexual or Relationship Misconduct as an accomplice are also prohibited under this policy.

Retaliation: Intimidating, threatening, coercing or taking any other action that has an adverse impact on an individual’s grades, class selection or any other matter pertaining to a student’s status because she/he has sought guidance, filed a complaint or participated in an investigation under this policy.

Domestic/Dating Violence is the willful intimidation, physical assault, battery, sexual assault and/or other abusive behavior perpetrated by a domestic partner or a dating partner against the other partner.

Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Sexual violence also includes:

Knowing Transmission of STD: Knowingly transmitting an STD (including HIV) to another student is a violation of this policy.
Possession, Use, Distribution and/or Administration of Date Rape Drugs: Possession, Use, Distribution and/or Administration of Date Rape Drugs of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, as is administering one of these drugs to another student for the purpose of inducing incapacity.

Attempts to Commit/Aiding in the Commission of Sexual and/or Relationship Misconduct: Attempts to commit Sexual or Relationship Misconduct and aiding in the commission of Sexual or Relationship Misconduct as an accomplice are also prohibited under this policy.

Retaliation: Intimidating, threatening, coercing or taking any other action that has an adverse impact on an individual’s grades, class selection or any other matter pertaining to a student’s status because she/he has sought guidance, filed a complaint or participated in an investigation under this policy.

Sexual violence can be committed by anyone against a person of the same or other gender. Sexual violence can be committed by current or former lovers, friends, acquaintances, or strangers.

Students, faculty members, and administrators should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University is particularly aware of the abuse potentially inherent in sexual relationships between staff or faculty members and students, and between supervisors and their employees.

What to do if you believe you are the victim of sexual violence

Maharishi University of Management urges people who have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A person who has experienced a sexual assault involving a member of the campus community is also urged to make a complaint to the University by contacting Campus Safety and Security and/or MUM’s Title IX Coordinator.

The Title IX Coordinator is Caterina Tomaselli-Roesler. She can be reached at (641)472-1175; croesler@mum.edu

Complainants are also advised to seek medical attention as soon as possible or within 72 hours of a sexual assault, though they may do this at any time. Seeking help as quickly as possible may help ensure a student’s physical safety, as well as preserve evidence, which in turns will make it easier for the University and for law Enforcement to respond effectively.

When informed of an alleged incident of sexual violence, all University students, faculty and employees are urged to encourage and assist complainants, as needed, to report the incident to local...
law enforcement, local victim/survivor services, M.U.M.’s Sexual Assault Response and Prevention Coordinator, or a member of the Student Life Department, and/or campus security authorities. A criminal charge and an internal complaint can be pursued at the same time.

**Reporting**

**Non-confidential reporting**

Complainants are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The University considers these people to be "responsible employees." In addition, all faculty, RAs and teaching assistants, are also responsible officers. Notice to them is official notice to the institution. Complainants have the right and can expect to have incidents of sexual misconduct to be taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual. All responsible employees will promptly contact the Sexual Assault Response and Prevention Coordinator.

Upon receiving a report, the Title IX Coordinator is required to conduct an investigation by Title IX regulations, but will also inform and seek to obtain consent from the complainant before beginning.

As required by law, all disclosures to any University employee of an on-campus sexual assault are tabulated for statistical purposes by the Security and Safety Office, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually, but no names are disclosed.

**Confidential reporting**

If you wish to make a confidential anonymous report concerning a crime for inclusion in our annual disclosure of crime statistics you may mail the report to Beata Nacsa, Director of Regulatory Compliance and Rig Gelfand, Director of Security and Safety at 1000 North 4th street, Fairfield Iowa 52557. The crime report will be reviewed by the Security and Safety Office and Title IX coordinator to determine the University’s response. However, addressing such reports when the complainant chooses to remain anonymous is difficult, and we may not be able to investigate allegations based on an anonymous report. Other established university channels should be used to report these matters, whenever possible. Complainants or anyone who may want to speak to someone but require that details of an incident be kept confidential may speak with on-campus mental health counselors or off-campus rape crisis resources who can maintain confidentiality unless there is cause for fear for complainant’s safety, or the safety of others. These are individuals whom the University has not specifically designated as "responsible employees" for purposes of putting the institution on
notice and for whom mandatory reporting is not required, other than in the stated limited circumstances.

You may also wish to speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

In addition, students are encouraged to get support from local crisis centers. Their services are free and confidential and include safety planning, support through reporting process, crisis counseling, and personal advocacy. These centers are available 24/7 on the phone and in addition, they are able to meet in person during day time hours. Further available services include:

- Crisis Intervention Services, which serves victims of sexual assault and harassment. Their 24/7 crisis line is 1-800-270-1620.
- Crisis Center & Women’s Shelter, which serves victims of domestic violence. Their 24/7 crisis line is 641-683-1750.

**Medical Treatment**

A person who has experienced sexual violence is urged to seek appropriate medical evaluation as promptly as possible, ideally within 72 hours of the incident, though they may do so at any time. As needed, students should call 911 or go to the Jefferson County Health Center Emergency Department. They may also contact Liza McClure RN, in the Wellness Clinic, 1080 North 4th Street, Fairfield Iowa 52556, (641) 472-7000, ext. 3411, nurse@mum.edu, for advice, first aid, and assistance in obtaining medical care. Clinic hours are generally Monday through Friday 1-4 PM. They may also call the security officer at (641) 472-1115 who will assist them in seeking medical attention.

University counselors and Campus Safety and Security will also assist students who have been the victim of sexual violence in obtaining further assistance, including help with transportation to the Jefferson County Health Center, or local law enforcement. Please note that members of Campus Safety and Security cannot guarantee confidentiality as they have, by law, been designated as "responsible employees" who must alert the IX coordinator that an alleged sexual offence has occurred. University health care provider will maintain confidential the identity of a student who as sought their help for sexual violence, but will report the incident to the University’s Title IX Coordinator to enable the University to understand the existence and extent of the problem. Crimes are also reported to Campus Safety and Security without any identifying information for inclusion in the daily crime log and annual statistical report and for issuance of any warning, if needed.

A sexual assault exam is a specific form of medical attention that is available at the hospital emergency room. Sexual assault exams have two purposes. First the nurse makes sure that people who have experienced sexual assault are physically alright and addresses health concerns. Second, the nurse can collect and store forensic evidence should the individual later decide to make a police
Counseling (Confidential)

Students involved in a case of sexual violence are encouraged to seek counseling. On campus, they may contact Dr. Jonathan Shapiro, Director of Student Support Services, 641-472-1241 jshapiro@mum.edu. Dr. Shapiro can refer students to Victoria Knight, licensed therapist, or Optimae Life Services, both in Fairfield; the University will pay for three to five visits per semester for students whose insurance does not cover such visits. Students may also contact Victoria J Knight, 320-428-0957, or Optimae Life Services, 301 W. Burlington Ave., Fairfield, 641-472-5771, directly.

Persons involved in sexual violence may also call the Iowa Sexual Abuse Hotline (800) 284-7821 or the National Sexual Assault Hotline (800) 656-HOPE (4673); for online confidential chat with a trained volunteer: https://ohl.rainn.org/online.rainn.org/ Other sources include the Crisis Intervention Services, which serves victims of sexual assault and harassment. Their 24/7 crisis line is 1-800-270-1620. Another resource is Crisis Center & Women's Shelter, which serves victims of domestic violence. Their 24/7 crisis line is 641-683-1750.

Procedure

Upon receiving a report, the Title IX Coordinator (“Coordinator”) will conduct an investigation into the incident and use a preponderance of the evidence standard (i.e., more likely than not) to analyze the information received.

The Coordinator will meet with the complainant to review the details of the allegation and to explain the subsequent steps involved in a sexual assault investigation. The Coordinator will also initiate an immediate response to separate the complainant and respondent (i.e., the accuser and the person accused of sexual misconduct) from engaging each other in common areas, residence halls, campus buildings, and student activities.

The Coordinator has the discretion to remove the complainant or respondent from a hostile living situation. Consequently, a student who believes he or she has been the victim of sexual misconduct, as well as a student who has been accused of sexual misconduct, may contact the coordinators to request any of the following, when related to the incident or accusation of sexual misconduct:

(1) A change of the student's on-campus housing location to a different on-campus location if alternate on-campus housing is available;

(2) Assistance in exploring alternative housing off campus;

(3) Assistance in securing a transfer of class sections or, arrangement for independent study courses;
(4) Assistance in arranging grades of incomplete, leaves, or withdrawal;

(5) Assistance in arranging alternate transportation, if needed;

(6) Assistance in changing a working situation;

(7) Issuance of a no-contact directive: Such a directive may occur if the University determines that continued contact between a student who has made a complaint, a student who has been accused of sexual misconduct, and/or a witness would be detrimental to any of the parties' welfare. Additionally, directives of no contact may be issued by the University if the university determines that such a directive is in the best interest of a student.

(8) Other interim actions, when necessary to protect student welfare, such as interim suspensions.

The Coordinator will set up separate interviews with complainant, respondent, and any identified witnesses. Should this questioning not produce reasonable cause to charge the accused individual, the hearing will not proceed. However, complainants may still seek options such as reporting the incident to the Fairfield Police or Jefferson County Sheriff's Office. At the conclusion of the interviews, the Coordinator will prepare a report which will be shared with the complainant and respondent.

As directed by federal law, mediation cannot be used as an option in cases involving sexual and domestic violence.

During any stage of the investigation, if the Coordinator reasonably suspects that the person or persons identified by the complainant poses an imminent threat of harm or disruption to the campus community, she may immediately remove the respondent from campus, campus housing and/or restrict the respondent's movement on campus.

Any University investigation of sexual violence will proceed independently of any action taken in criminal or civil courts. The University will not delay its proceedings while a parallel legal action is ongoing. If a criminal proceeding involving the alleged incident is ongoing, the Coordinator may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for University procedures. The University expects that, barring special circumstances, an investigation will take no more than 60 days, though it may take longer in appropriate circumstances, in which case both Complainant and Respondent would be apprised of the delay and of the modified timeline.

Investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall afford both parties the same rights, which include:

- Be respectful of the needs and rights of individuals involved;
- Proceed as promptly as possible;
- Receive a copy of this policy for their inspection and review;
- Permit a complainant and a respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with applicable reporting laws;
- Participate or decline to participate in the investigation; (However, a decision to refrain from participating in the process cannot not prevent the process from continuing with the information available.)
- Be conducted in accordance with applicable due process standards and privacy laws;
- Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law;
- Appeal the decision made by the Coordinator/Hearing Committee;
- Report the incident to law enforcement at any time;
- Understand that information collected in the process may be subpoenaed in criminal or civil proceedings.

At the conclusion of the preliminary investigation, if the report determines that sexual assault may have taken place, the investigation will proceed. There may be more interviews as needed. Should the investigation prove to be inconclusive, however, neither party would be subject to disciplinary action.

Once the information has been gathered, the Coordinator will convene a hearing following the procedures outlined for a Student Support Meeting for Serious Infractions in the M.U.M. Student Handbook under General Remedial Procedures.

If, at the conclusion of the hearing, a respondent is found to have committed sexual misconduct, the hearing committee will determine sanctions which will vary depending on the severity of the violation.

Action against a respondent found to have committed sexual misconduct may include probation, suspension, dismissal from the University, termination from employment, and any other appropriate measure to redress the situation.

Both the complainant and respondent will be informed of the outcome of a sexual assault proceeding within three (3) business days of the decision. To assist the Coordinator in formulating appropriate sanctions, the complainant may make a statement of the impact of the assault.

**Appeal Process**

Any disciplinary action against a student who has violated the Sexual Violence Policy may be appealed by filing a request in writing within 5 business days of receiving the written decision for a review of the decision or the sanctions imposed, with Dr. Craig Pearson, Vice President of Academic Affairs, cpearson@mum.edu (641) 472-1186. Complainants may also appeal following the same process.

The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential
impact must be included; if the Vice President of Academic Affairs determines that new evidence should be considered, he will return the complaint to the Coordinator who shall return it to the hearing committee that heard the original complaint to reconsider in light of the new evidence, only. The reconsideration of the hearing committee is not appealable.

If the Vice President of Academic Affairs determines that a material, procedural or substantive error occurred, he may return the complaint to the Coordinator with instructions to cure the error. In rare cases, where the procedural or substantive error cannot be cured, the Vice President of Academic Affairs may order a new hearing on the complaint with a new hearing committee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the four applicable grounds for appeals.

Retaliation prohibited

Actions by a student, faculty or staff member intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Training for individuals charged with decision-making authority

Individuals charged with decision-making responsibilities under applicable procedures shall receive appropriate training in order to facilitate a fair, respectful, and confidential procedure to address allegations of sexual violence, in accordance with this and other applicable policies, procedures and laws.

Information regarding registered sex offenders

Information on registered sex offenders in Iowa, including the town of Fairfield can be obtained online at http://www.city-data.com/so/Iowa.html and/or http://www.iowasexoffender.com/

Information on registered sex offenders in Hawaii could be obtain online at http://www.city-data.com/so/Hawaii.html, or by a search at

http://sexoffenders.ehawaii.gov/sexoffender/welcome.html

FAQ's: questions and answers

Here are some commonly asked questions regarding the University’s sexual violence policy and procedures.
• **Does information about a complaint remain private?**

The privacy of all parties to a complaint of sexual misconduct must be respected by the University, except insofar as it interferes with the University's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to action by the University.

In all complaints of sexual violence, all parties will be informed of the outcome. In some instances, the administration may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged complainant. Certain administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the University, Deans of Students, Director of Campus Security and Safety). If there is a report of an act of alleged sexual violence and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a complainant must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

• **Will my parents be told?**

Generally no, not unless you tell them. Whether you are the complainant or the accused individual, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, or in a life-threatening situation, or if an accused individual has signed the permission form at registration that allows such communication.

• **Will the accused individual know my identity?**

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged complainant. If there is a hearing, the University does provide options for questioning without confrontation, including Skype or using a room divider.

• **Do I have to name the perpetrator?**

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the University's legal obligations depending on what information you share with different University officials). Complainants should be aware that not
identifying the perpetrator may limit the institution's ability to respond comprehensively and protect others.

- **What do I do if I am accused of sexual misconduct?**

DO NOT contact the alleged complainant. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Department of Student Life, which can explain the University's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor or seek other community assistance.

- **Will I (as a complainant) have to pay for counseling/or medical care?**

Not typically, if the institution provides these services already. If a complainant is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

- **What about legal advice?**

Complainants of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the County Attorney. You may want to retain an attorney if you are the accused individual or you are a complainant considering filing a civil action. Accused individuals may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

- **What about changing residence hall rooms?**

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been subjected to sexual misconduct you must be willing to pursue a formal or informal University complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:

-- Assistance from college support staff in completing the relocation;
-- Arranging to dissolve a housing contract and adjusting room charges;
-- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
-- Taking an incomplete (if available) in a class;
-- Assistance with transferring class sections;
-- Temporary withdrawal;
-- Assistance with alternative course completion options;
-- Other accommodations for safety as necessary.

- **What should I do about preserving evidence of a sexual assault?**

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged complainant's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe
you have been subjected to a criminal sexual assault, you should go to the local hospital Emergency Room, before washing yourself or your clothing. A Campus Security officer or someone through the Department of Student Life can also accompany you to the hospital and law enforcement or Student Life staff can provide transportation. If a complainant goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a complainant, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the complainant decide later to do so.

For the Complainant: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the examination, if you want. Do not disturb the crime scene: leave all sheets, towels, etc. that may bear evidence for the police to collect.

- Will a person be sanctioned when reporting a sexual violence policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the University's response, but whenever possible the University will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the University does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

- Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- What should I do if I am uncertain about what happened?
If you believe that you have experienced sexual violence, but are unsure of whether it was a violation of the institution's policy, you should contact the Department of Student Life who can help you to define and clarify the event(s), and advise you of your options.

**Mandatory child abuse reporting policy**

### Purpose and Scope

The purpose of this policy is to explain who is required to report child abuse, when child abuse reporting is required, and the process for reporting. Maharishi University Management wants to protect all minors on campus. This includes minors who are visitors on campus, participating on campus programs, or off-campus University-sponsored programs, as well as, children of faculty, administrators, or any other child residing or visiting the campus for any reason.

### Report

Consistent with Iowa Code 261.9, and Senate File 2225 this policy requires anyone who, in the scope of their employment responsibilities, examines, attends, counsels, or treats a child, to report suspected physical or sexual abuse of a child. This includes most University employees, including, but not limited to, faculty, coaches, student employees, administrators and staff "University Reporters". If you are not sure whether you are required to report, you are encouraged to err on the side of caution and report.

You do not need to have proof that abuse has occurred in order to be required to report.

### When to Report

University Reporters must report child abuse when they see, know about, or reasonably suspect the abuse of a child. A report should be made as soon as possible and within twenty-four hours after becoming aware of the suspected abuse. The types of abuse that are required to be reported under this policy include any physical or sexual abuse of a child.

"Child" means any person under the age of eighteen years.

"Physical abuse" means non-accidental acts or omissions that cause, or fail to prevent, physical injury to a child.

"Sexual abuse" means the commission of a sexual offense according to Iowa law, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment by another person.
Reporting Procedures

In the event of an emergency, first call 911.

Suspected abuse must be reported to

MUM’s Title IX Coordinator Caterina Tomaselli-Roesler (641) 472-1175, croesler@mum.edu

AND/OR

Campus Safety and Security ext. 1115 or (641)472-1115 or (641)472-1117

When making a report of child abuse under this policy the University Reporter shall provide the following information to the best of their knowledge:

- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
- Time and date of the incidents being reported
- Location where the incidents occurred
- Any additional information known about the abuse

Mandatory Reporters under Iowa Code 232.69

It is possible that some University Reporters, as well as others who interact with minors who are on the University campus or participating in off-campus University-sponsored programs may be Mandatory Reporters of child abuse under Iowa Code §232.69. These individuals have additional responsibilities to report all forms of child abuse as described in Iowa Code § 232.68(2). Under §232.69, Mandatory Reporters must report suspected abuse to the Department of Human Services. Child Abuse can be reported to the Department of Human Services by calling the toll-free child abuse reporting hotline 24 hours a day: 1-800-362-2178.

The University encourages everybody, including those who are not Mandatory Reporters under Iowa Code §232.69, to report all forms of child abuse to the Department of Human Services in addition to reporting to the Title IX Coordinator and to the Campus Safety and Security under this policy.

Prohibition on Retaliation

Consistent with Iowa law, the University will take no retaliatory action against an employee who makes a good faith report of child abuse.
Drug-Free Workplace Notice

Federal law requires that all organizations receiving grants from federal agencies adopt a policy of maintaining a drug-free workplace by taking certain action. As Maharishi University of Management receives such grants we are complying with these legal requirements by giving notice to all faculty and staff that the University has adopted the following policies:

- Please be on notice as an employee of the University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at this University and anyone violating this prohibition will be subject to dismissal.

- Please also be on notice that as a condition of being an employee of the University that you are required to abide by the terms of paragraph 1 above and you must notify the director of the University personnel office of any drug statute conviction occurring at Maharishi University of Management no later than five days after such conviction.

Maharishi University of Management’s drug-free awareness program is designed to inform you about several things including the dangers of drug abuse, the University’s policy of maintaining a drug-free workplace, along with counseling, rehabilitation, and assistance programs for drug abuse, and advising you of the penalties which may be imposed for drug abuse violations. Please contact your department head or any University faculty member for any information relating to the University’s drug-free awareness program.

Alcohol and Drug Use

Because the University is committed to supporting maximum growth of our students, we have a stringent policy regarding alcohol and non-prescribed drug use.

Note: Students taking any prescribed medications should continue until their health care provider recommends otherwise.

Students seeking assistance with substance abuse issues are strongly encourage to visit privately the Director of our Student Support Services, Campus Nurse, or any other member of our Student Life team. See our list of local resources.

Iowa laws

In the state of Iowa, the possession, use, or distribution of alcohol is illegal for anyone under age 21. Students in violation of any alcohol-related laws will be subject to remedial action, and may also be prosecuted under state or federal law.
Alcohol policy: on campus

The possession, use, or distribution of alcohol is prohibited on campus. If a student of any age has alcohol in his or her possession on campus (either carrying it or having already consumed it), this is regarded as a serious breach of conduct. Students are also not allowed to be in the company of those who are using or distributing alcohol on campus. Violation of this policy will result in immediate remedial action.

Alcohol policy: off campus

The University strongly recommends that students of all ages abstain from the possession, use, or distribution of alcohol off campus as well as on campus. The underage possession or use of alcohol off campus, distribution to students under the age of 21 off campus, and driving while under the influence of alcohol anywhere are prohibited and subject to immediate remedial action. Note: the policy of no alcohol or drug consumption is in effect during all field trips, Rotating University classes, other University-sponsored events, and internships.

Health risks of alcohol consumption

Alcohol slows down brain functioning leading to poor decision-making and slower reaction times. This can lead to serious accidents when drunk. In addition, alcohol kills brain cells. By drinking you are damaging the very means of gaining new knowledge and being most successful in your life.

According to the National Institute of Chemical Dependency, "Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described."

"Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms — including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics."
Drug Policy

In the state of Iowa, the possession, use, or distribution of certain non-prescribed drugs (such as marijuana, cocaine, methamphetamine, etc.) is illegal. The University’s policy is that the possession, use, distribution, manufacturing and/or growth of illegal drugs and the possession of drug paraphernalia are prohibited. Being in the company of those who are using or distributing illegal drugs or misusing prescriptions drugs is also prohibited. This policy applies to all students, on and off campus, during the school year and during vacations, whether they are here or elsewhere. The University views this infraction of rules as a serious breach of conduct subject to remedial action. Students may also be prosecuted under state or federal law. Note regarding federal law: if you are convicted for illegal drug use and the offense occurred while you were receiving Federal Student Aid, you may become ineligible for Federal Student Aid for one to three years.

Iowa laws

Both state and federal laws prohibit distribution of, manufacture of, or possession with intent to distribute a controlled substance or a counterfeit controlled substance. State penalties range from 5 years to life confinement and a fine of $1,000 to $1,000,000, depending upon the type and quantity of drug involved. Conviction may also result in the loss of state and federal benefits, such as grants, school loans, or work assistance, during the time periods required by federal law. Specific drugs, amounts, and penalties are described in Iowa Code § 124. Maximum federal penalties range from 1 year confinement to life imprisonment and a fine of $250,000 to $4,000,000, depending upon the type and quantity of drug involved. State and federal legal sanctions are subject to change by the General Assembly and Congress, respectively.

The maximum term and fine increase significantly if state or federal penalty enhancement rules apply. Factors which raise maximum penalties under federal penalty enhancement rules include death or serious bodily injury; prior drug conviction; placing at risk or distributing a drug to a person under 21 years old; using a person under 18 years of age to assist in the drug violation; and distributing or manufacturing a drug within 1,000 feet of school property. Penalty enhancement rules apply to defendants age 18 years or older. Factors which raise maximum penalties under state penalty enhancement rules include using firearms or dangerous weapons in the commission of the offense; distributing or possessing with intent to distribute within 1,000 feet of school, public pool, or recreation center.

Both state and federal laws prohibit possession of a controlled substance. The maximum state and federal penalty for possession is confinement for 1 year and a fine of $1,500. The maximum term and fine increase significantly in the event that state or federal penalty enhancement rules apply. A person in possession of a small amount of a controlled substance for personal use may be assessed a civil fine up to $10,000 in addition to any criminal fine.
Alcohol and drug use corrective procedures

Maharishi University of Management offers an alcohol and drug prevention program that aims at creating a completely alcohol-free and drug-free campus. The program includes: (a) collective practice of the Transcendental Meditation and TM-Sidhi programs by all students, faculty, and administrative staff, (b) standardized policy communication, including explicitly addressing our ‘no tolerance’ policy during student orientation, (c) confidential and free Support Services, (d) specialized meetings for individual students with advisors and student Deans, (e) mandatory meetings in all dorms with our Directors of Residential Life where policy and consequences are discussed, and (f) policy vigilance by Residence Hall Directors, Resident Advisors, and Campus Security in student residence halls. The Biennial Review of Alcohol and Drug Prevention Program is available at https://www.mum.edu/wp-content/uploads/2016/03/Biennial-AlcDrugReprt-2016.pdf.

The University wishes to promote early intervention for students who seem to be using alcohol or drugs in violation of university policy, but have not been caught violating university policy. Therefore, faculty, Resident Directors and Advisors, fellow students, and others who suspect alcohol or drug usage by a student, including improper use of prescription drugs, are strongly encouraged to call the Director of Student Support Services, the Director of the Student Success Center, or any other member of the Department of Student Life team to share the concern.

If warranted, a member of the Student Life team will meet with the student privately, and consider with the student how best to address the concern. As long as the student has not been caught in violation of university policy, this meeting will not result in any disciplinary sanctions for the student.

See the Student Handbook for general procedures and policies related to alcohol and drug policy infractions, including consequences for infractions.

Emergency Response and Evacuation Procedures

Statement of Intention

It is the intention of Maharishi University of Management to notify without delay the residents of the University and the population of Fairfield in the event that an emergency situation has arisen which, by delaying notification, would worsen the situation and put a greater number of individuals in peril. It is the university’s intention to initiate a notification system that will advise in an appropriate and timely manner the entire community that would be affected by the emergency, as determined by an ongoing assessment of the emergency.

The content and means of notification will be appropriate to the potential severity and nature of the emergency. Selected administrators, faculty and Facilities personnel will be called in to make a
determination about the nature of the emergency; and in situations where the greater Fairfield community may be at risk, the Sheriff’s Department and Police Department will be called to make a determination on specific courses of action.

**Emergency notifications**

The University established procedures for immediate emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, comprise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Emergency notification will be sent out for example in case of approaching tornado, earthquake, explosion, civil unrest or other highly dangerous situations. Emergency notifications may be sent out in case of classifications listed in the Clery Act such as: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses, thought these cases will be considered on a case-by-case basis, depending on whether they may be a threat to the campus community.

If emergency notification is necessary, all students, staff and faculty will be notified via email and/or text messages through the RAVE system or MUM e-mail system. The notifications will include a description of the crime or other dangerous situation; the time, date, location of its occurrence; instructions about what to do, and crime prevention tips if needed. When applicable, the notification will include information on law enforcement agency has been notified.

Timely warnings will be sent out in case campus community must be alerted about Clery Act crimes and other crimes committed on campus which would pose a continuing danger to the campus community. Warning will be issued in a timely manner which will aid in the prevention of similar crimes. Timely warnings, including advice on how to promote safety and prevent similar crimes, will be sent out via e-mail and text messages to all students, staff and faculty as soon as the pertinent information is available. Timely warnings are discussed above in more detail.

**Procedures for disseminating information to the larger community**

From the Office of the President, in conjunction with the University Council, text of the emergency situation will be generated to be sent by email and/or personal contact to the newspaper, radio station, Police and Fire Departments, and the Mayor’s Office. Information will also be conveyed by phone and by the University Public Relations offices in contact with the Fairfield community and other communities, as appropriate.
Emergency Responses

The emergency operations plan includes the activation of the Information Center, Henn Mansion, Rms. 201 and 209, where a phone bank will be made operational to receive updates and input and disseminate vital information as required. The Security and Safety Offices in Henn Mansion, Rms. 201 and 209 will be the Command and Coordination Center for first responders, inspection and assessment teams for damage, and planning and coordination for shelter, hygiene and meals for campus residents.

Information will also be disseminated to the public through the campus radio station, KHOE, located in Verrill Hall. While the RAVE system is being implemented through the Safety and Security Department, individuals (entire residence halls or classrooms) are advised by Security personnel of the danger and what action they should take or not take to protect themselves from any immediate threat to the health and safety of the students, faculty and staff. In addition to Security notifying groups of individuals in buildings, the local Police Department and/or the Sheriff’s Department are contacted to act in concert with the Safety Department to maintain order, to isolate buildings and control situations so that the danger is contained.

Additionally the Security and Safety Department will post written notices and warnings in all the residence halls and public buildings, explaining the situation, with a directive to take a certain action or actions to insure their safety, as it is explained below.

On Campus Notification

Upon confirmation of a significant emergency or dangerous situation, the Campus Security and Department will:

- In addition to the activation of the RAVE text and email notification system described above, contact through Email and Phone Tree the Deans of Faculty and Students, Legal Department and Human Resources Director and advise them of the nature of the emergency. These faculty and administrative chairs and department heads will in turn notify their colleagues of the nature of the problem and will galvanize their staff to respond appropriately.

- While the notification process is proceeding, as appropriate, the Campus Security and Safety Department will immediately post written notifications on the inside and outside of the entry/exit doors of the appropriate buildings and in the hallways, as well as notices left at the Resident Advisors’ and Residence Hall Directors’ doors. The content of the notices will include the nature of the problem and what actions should be taken to minimize or correct the perceived danger, the expected duration of the condition, and the options for accommodations that are available on and off campus. While Security is moving through the residence halls and appropriate administrative buildings posting notices, they will call
the phone number or speak in person to the Resident Advisors and Residence Hall Directors, advising them of the situation.

- As appropriate, the Security and Safety Director will notify all building managers in non-student living areas (Phone Tree). (This is a prominent feature during tornado season.)

- Whenever there is anticipation of a problem (heavy storms, periods of extreme cold, tornadoes), the Security and Safety Department may use a scrolling message bar in the Student Union building (dining hall for entire campus), advising of the potential emergency and what appropriate action to take.

### Notification of Local Authorities

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance service will be advised by the Security and Safety Director of the nature and scope of the emergency (911). At least once a year maps of the campus layout are supplied to all emergency responders, giving notice of new buildings, their type and location, street closings, long-term functions or construction which may change routing and access strategies. Additionally, notices are placed in the newspaper and meetings are held with the Chief of Police, Sheriff and the Post Office regarding all such changes.

In addition to maps, all emergency services personnel are encouraged to drive through campus periodically to maintain a personal familiarity with the campus functioning. Meetings are held with the county-wide Homeland Security emergency group, who may be called in for extreme situations which may involve terrorist activities and the like. There is a yearly table top exercise which the county coordinates with the state to insure maximum support during extraordinary circumstances.

The procedure for disseminating emergency information to the larger community will be through phone calls to emergency response groups, releases to the radio and newspaper which will be accomplished through University Counsel’s office, Security and Safety Department, Public Relations Department and Campus Nurse.

### Description of the process

**Confirmation of Significant Emergency or Danger.** Security personnel are trained in First Aid, CPR, use of fire extinguishers, etc. Any development which exceeds their base level of training is reported to the 911 Operator. Additionally, the Security and Safety Director will determine potential danger sites based on hazard assessment criteria (areas where gasoline and fuel oil are dispensed, power substations, natural gas regulators, etc.). If any of these substances become compromised, an emergency notification process will ensue to evacuate the appropriate areas, notify the local authorities and advise utility companies of irregularities.
The Security and Safety Department, upon receiving any call or complaint, will go to the site and advise the Security and Safety Director and the Facilities Management group of any compromise in systems which, if left unchecked, could result in a worsening development which could be a threat to life or health. For example, perception of gas leaks, electrical malfunctions whose source cannot be located, etc.

Determining the appropriate segment of the community to receive notification:

Some emergencies could potentially affect a greater portion of the campus than others. This will be a joint assessment by the Security and Safety Department and the Facilities Management. The guiding principle will be to accept the possibility that the worst possible situation could develop and to take the necessary precautions in that area.

EXAMPLE 1: If there is a suspected fire in a building whose source cannot be located, that building will be evacuated through the fire alarm system; all occupants will be instructed to go to the assembly area for that building, where a head count will be conducted. The Security and Safety Department will go through the building to be sure that all occupants have been evacuated. The building and the surrounding grounds will be cordoned off, and once the Fire Department and Police arrive, the situation will be turned over to the Fire Chief; and if he requests, all building electrical and/or gas systems will be shut down.

EXAMPLE 2: If there is an emergency which would affect a larger segment or portion of the campus, that portion of the campus will be evacuated and moved to the appropriate large assembly building for shelter, while the investigation or repairs are under way; for example, if there were a major power outage due to extreme storms or other difficulties that is projected to last for days, in addition to the large assembly area, any room in appropriate residential buildings will be filled.

EXAMPLE 3: If there is an emergency affecting most individuals on campus such as an explosion at gas dispensing facility, or when possible off campus situations occur involving hazardous waste shipments, such as a train derailment or an accident on Highway 1 involving materials such as propane, anhydrous ammonia, etc. In these extreme incidents, the county-wide response team will be notified, or the university will be notified by the county. Police, Ambulance and Fire Department will assume complete control and advise the university administration as to the appropriate action, based on information as to the size and location of the spill; wind direction; the ability of the first responders to have access to the site; any complicating factors such as weather; and staging areas for victim assistance and accommodations for mutual aid responders from other cities and counties. In an extreme crisis, many of the campus residents would be evacuated if appropriate to sites off campus such as public high school and elementary school buildings, fair grounds, hotels, and sharing residence with private homeowners in the city.
Content of the Notification

The content of the notification depends on the nature or level of the emergency. Such information will be given as to inform and instruct those affected campus residents of appropriate action, whom to contact, cautioning not to overload phone circuits, which could impede response to the problem or resolution of the emergency. Whenever appropriate, parents and next of kin will be notified by university officials (established procedure through the Dean of Faculty, Dean of Students and Human Resources Office). Psychological counseling will be available for those individuals who are affected or traumatized; campus-wide group meetings will be held for updates and any additional information and instruction which will be helpful. During and following those meetings, special considerations or needs will be addressed on a person-to-person basis.

EXAMPLE 1: Bomb Threat. An alleged bomb threat could trigger a situation where students, staff and faculty are channeled into an area where they could all become victims of individuals or organizations looking for such a response; that is to say, the safety assembly area itself may be the area where the bombs are contained, not the building; or that through exiting the building, explosive devices or other hazards are placed near the exit-ways.

EXAMPLE 2: In a bomb threat situation, it can be foreseen that activating the emergency evacuation alarms (fire, etc.) could be an audible or electronic signal that could detonate the bomb or create confusion. The close proximity of any powered equipment or vehicles of the first responders could make the situation worse.

EXAMPLE 3: A significant breach has occurred in a tank and the highly flammable fumes are migrating through the lower areas of campus. Any ignition source would trigger a massive explosion.

Initiate the Notification System

At any level of crisis, activation of the notification system is immediate, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. Campus Security and Safety personnel will contact the following people, the order depending on the nature of the threat and which population segments need to be notified.

Contact Personnel on Campus

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Vice President for Operations</td>
<td>Thomas Brooks</td>
</tr>
<tr>
<td>Vice President of Academic Affairs</td>
<td>Craig Pearson</td>
</tr>
<tr>
<td>Vice-President for Enrollment, Business Administration &amp; Marketing</td>
<td>Rod Eason</td>
</tr>
<tr>
<td>Chief Administrative Officer</td>
<td>David Todt</td>
</tr>
<tr>
<td>Legal Counsel</td>
<td>Bill Goldstein</td>
</tr>
</tbody>
</table>

1000 N 4th Street Fairfield, Iowa 52557 Tel: 641-472-7000 www.mum.edu
Future plans

There is a strong desire to use additional technologies that will further facilitate notification of the campus population. It is our feeling that no one method will work in every situation, so we want to build in redundancy to err on the side of trying to reach everyone, even if some get multiple notifications.

Research has been completed for the implementation of the following systems which will be purchased when resources are available:

**Public Address System** which will be configured to address occupants of every building singly or collectively. Enunciator horns will be on each floor of each building — residence halls first. The residents will be advised of any mass evacuation or instructed to lock their exit doors and their room doors and stay in their rooms, or to go to the lower level away from the windows in each building in case of tornado. Additionally, enunciators will be placed outdoors on or near buildings. The placement of the external public address horns will take into account wind directions, open areas, pathos of travel around campus, etc. The notification system will consist of both pre-recorded and at-
the-moment announcements advising the campus residents of the difficulty and appropriate action to be taken. Examples of application are:

- Instructions that their exterior doors should be or will be locked;
- Advice to be wary of individuals, with a description;
- Advice on numbers to call to receive updates on emergency conditions and to pass along information from their side of any critical observations;
- Instructions to email or text message their friends;
- Instructions to not over burden the phone system with unnecessary calls.

This system will be operated from a single station which will be receiving filtering and disseminating information as necessary or appropriate. During times of city-wide and county-wide emergencies, the Incident Commander (Police Chief, Fire Chief or Sheriff) can make announcements to the general campus population.

The following systems are under consideration:

- Small monitors which can be placed in strategic locations in each building where wireless signals can be regenerated into visual messages advising of the difficulty and appropriate action to be taken.
- Card entry system on exterior doors with controls to lock and unlock each door, barring entry of unwanted individuals. A card entry system with exterior camera support would help us to locate individuals of interest who may be trying to gain entry to any building, especially residence halls.

The university’s intention is to maintain the current notification system even as more sophisticated systems are brought into play, because the personal contact procedures work even when there is loss of power.

**Buildings assigned for emergency conversion use**

Certain buildings on campus were selected for emergency conversion use. Except for full evacuation of the campus, these buildings will serve as open barracks sleeping facilities (gender specific); makeshift dining facilities and classrooms; staging area for medical evaluation and evacuation; quarantining facilities during pandemics; supply depot for materials used in emergencies (as collected from county-wide sources); and for processing and coordinating information and emergency volunteer personnel. These facilities can also be used by the city and county for the same purposes if an emergency evacuation is necessary for Fairfield or other cities within the county.
Testing of emergency response evacuation procedure

The Security and Safety Department will be conducting in-house testing of emergency evacuation procedures and, whenever it can be coordinated, the university will participate in the county-wide and/or state-wide review of emergency response drills. The university is in contact with the Emergency Response Coordinator for the county as sanctioned by Homeland Security; and the Security and Safety Department’s participation in these drills will consist of following instructions and coordinating equipment and supplies and other orders as directed by the Emergency Response Coordinator. When county and state-wide drills are announced, the university academic and administrative departments will be advised of the university’s role in the drills.

University in-house testing of evacuation procedures

Periodically the Security and Safety Director will generate a mock crisis. This test situation will be announced to all the academic and administrative personnel and appropriate student groups. Those who are participating in the drill will be told of the situation and queried on the steps they would take in response to the assessed danger.

Security personnel will notify all the occupants of any affected building of the situation and the course of action (as appropriate to the type of test).

The exercises on campus will be part table top and part location-oriented.

After each drill, the involved departments will convene to assess weaknesses in procedure, unforeseen difficulties which may have arisen, staffing levels relative to response time, the role that weather played in the procedure, and a review of the role stress and fatigue played in the performance of the job.

Records will be kept of every campus drill and each drill coordinated with the county. Results will be shared with the Campus Safety Committee and recommendations passed on regarding procedures, equipment and training.
Annual Fire Safety Report

Disclosure of Fire Safety Standards and Measures

HEOA section 388(g) HEA 485(i)

Annual Fire Safety Reports on Student Housing

On-Campus Student Housing Facilities by Building Class:

“Frat” Residential buildings (14 buildings): Each building is 2 stories with partial basement, 17,920 square feet, and has a 40-room capacity, although some rooms have been converted into apartments. These buildings were built in approximately 1965 and are a combination of concrete block with brick facing on the lower 50% of the building, and wood frame and T-111 siding on the upper portion of the building.

These buildings have an automatic smoke and fire notification system, with the alarm system ringing local to the buildings. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This class of building does not have a sprinkler system.

Hi-Rise Residence Halls (5 buildings): There are 5 of these buildings, 20,270 square feet each, with 67 rooms, and 3 floors. They were constructed in 1965. Construction is concrete block with brick facing, pre-stressed concrete floors, with external fire escapes.

These buildings have an automatic smoke and fire notification system, with the alarm system ringing local to the buildings. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This class of building does not have a sprinkler system.

Hildenbrand Hall (1 building): This building is 58,100 square feet, with 152 rooms, and 2-1/2 floors, constructed 1960-1965. Construction is concrete block with brick facing and steel reinforcement throughout.

This building has an automatic smoke and fire notification system, with the alarm system ringing local to the building. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This building does not have a sprinkler system.

Modular Residence Halls: There are 5 of these buildings; each is 2,200 square feet, single story, with 8 rooms. They were constructed in 2004. They are modular construction wood frames, with concrete hardiboard siding.

These buildings have an automatic smoke and fire notification system, with the alarm system ringing local to the buildings. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors,
air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This class of building does not have a sprinkler system.

**Mobile Homes:** Some mobile homes in the Utopia Park, located within the campus, are used by students in every year. There buildings are 925 square feet, single story, with 2 or 3 bedrooms. They were constructed in 1983-84. Construction is sheet metal and wood frame.

These buildings have smoke detector fire alarm systems. This class of building does not have a sprinkler system.

**Fire prevention policies**

Maharishi University of Management prohibits cooking of any kind in student rooms. The university has implemented and maintains a no smoking policy throughout the campus (as also required by Iowa law) and does not permit the burning of candles or any open flames in the residence hall rooms or any of the common spaces.

The university does permit electrical appliances for personal hygiene (hair dryers) and entertainment in the dorm rooms.

**Fire safety precautions**

Use appropriate holders for incense.

When you leave the room, extinguish any burning materials and turn off lights and electrical appliances (especially irons).

Extension cords may not be used as permanent wiring.

One possible cause of fires on campus is the use of sesame seed oil. Always use extreme caution when storing towels or other linens which have absorbed oil. Never machine dry oily towels at the hot setting; this often causes the towels to heat up and catch fire. Remove clothes from dryer immediately when dry.

Familiarize yourself with your room and building; be familiar with all principal and alternate exits from your building, as well as the main routes to all exits. Locate and memorize your building’s “Designated Assembly Area” (posted with fire exit diagrams).

Observe all posted regulations and policies.

Keep room entries, fire exits, and hallways free of potential obstructions, such as boxes, bicycles, and mattresses.

Take fire drills seriously. They are exercises to promote safe, smooth, and rapid departure from your building according to the fire escape plan.
Students will be held financially responsible for any damage to University property due to negligence on their part. Smoke detectors and their batteries are required in every dorm room and must not be tampered with or damaged. Failure to comply with this State regulation will result in the offender paying for the damaged material, and possibly fines imposed by the State for tampering with life safety devices.

**Supervised fire drills**

The university conducts regular mandatory supervised fire drills for each residential building, at least once during every academic year.

The Facilities Management on campus inspects and maintains the fire alarm systems and accompanies the Department of Security and Safety during fire drills to correct any electrical/mechanical difficulties which may arise during the course of the drill.

**Fire safety education**

The Department of Security and Safety conducts fire prevention and fire safety presentations for all new students during orientation and/or first block on campus. Annual training on fire safety, proper use of fire extinguishers and evacuation procedure is required for Facilities Services staff and Kitchen and Dining staff. Fire safety presentation is included into the residential life orientation for the residential staff, which includes a video on fire safety, the use of a fire extinguisher, building evacuation procedures and the process for conducting fire safety checks in student dorm rooms and fire drill procedures. Periodically, fire trainings are provided to faculty and staff, as well. Fire emergency procedures are posted in each student room.

**What to do in the event of a fire**

- Close your windows and doors and go quickly to the nearest exit.
- At the exit, pull the faceplate on the red pull station to sound the alarm.
- Once outside, go to the nearest building to call the Fire Department (911) and Campus Security (641-472-1115 or ext. 1115).
- Do not go back in your building until there is an official All Clear.
- Never assume that you’re hearing a false alarm.
- Always leave the building when the alarm sounds.

(At no time should the closing of windows and doors or the activation of the alarm delay the exit from the building.)
Reporting fire

According to federal law, Maharishi University of Management is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. To report fires that have already been extinguished in on-campus student housing (if you are unsure whether the Maharishi University of Management Campus Security and Safety Office is already aware of such a fire), please call the following number:

Campus Safety/Security Director: (641) 233-8594

If you find evidence of such a fire or if you hear about such a fire, please call the number above. Please provide as much information as possible about the location, date, time and cause of the fire.

Plans for future improvements in fire safety

As new residence halls are constructed they will be equipped with automatic sprinkler systems.

Fire Log

The Security and Safety Office keeps fire log to record all fires on MUM main campus wherever they occur, and on-campus student housing facilities in Kapaau HI. The fire log includes the information about when the fire occurred and when it was reported (including date and time); the nature of the fire and the general location of the fire. The fire log is accessible upon request to any member of the MUM community by calling the Security and Safety Office at the telephone number (641) 472 1117, or visiting Security and Safety Office during office hours.

Maharishi University of Management annually submits online to the Department of Education a copy of the fire safety statistics.

Relation to the Fire Department

The university is in contact with the local fire department, who is invited to tour the campus and review the systems without appointment. The campus is inspected by the State Fire Marshal’s Office at least every 2 years.

Fire Statistics

There were no fires reported on campus during the years of 2013, 2014, and 2015.
<table>
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<tr>
<th>Name of Facility</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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<td>Utopia Park (mobile homes)</td>
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