



**ASBURY UNIVERSITY**

*Academic Excellence & Spiritual Vitality*

**Annual Campus Security  
& Fire Safety Report**  
Activity Reported for Calendar Year 2018

Compiled in **2019**

# **Annual Campus Security & Fire Safety Report Activity Reported for Calendar Year 2018**

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The *Campus Security & Fire Safety Report* covering the period of January 1 through December 31, 2018 is compiled annually in compliance with the Clery Act, and contains crime statistics and statements of university security policy. In addition, fire safety statistics, fire safety systems and fire safety policies are provided.

## **ANNUAL CAMPUS SECURITY REPORT - 2018**

### **Section 1: Campus Security Authority**

#### **(a) Campus security authority personnel:**

Personnel at Asbury University who meet the definition as “Campus Security Authority” include:

Vice President of Business Affairs  
Director of Safety & Security  
Campus Safety & Security Officers  
Director, Risk Management/ Human Resources  
Vice President of Student Development  
Dean, Associate Dean Wholeness and Wellness, Staff Counselors  
Director, Student Health Services, Physician, Nurses  
Associate Dean - Leadership Studies  
Associate Dean - Campus Ministries  
Associate Dean - Resident Life  
Resident Directors  
Assistant Resident Directors  
Resident Assistants  
Vice President for Intercollegiate Athletics  
Asst. Athletic Director, All Coaches  
Athletic Facility Director, Asst. Directors, Building Coordinators  
Title IX Investigators/Coordinator/ Asst. Coordinators

**(b) Enforcement authority of campus security authority personnel:**

Asbury University Campus Safety & Security Officers are not peace officers as defined under the Kentucky Revised Statutes. Campus Safety & Security officers function as a service group rather than a law enforcement agency, and works closely with the City of Wilmore Police Department, the Jessamine County Sheriff's Office, in all matters involving law enforcement, investigations, and/or arrests.

**(c) Campus security authority personnel and state and local agencies:**

The City of Wilmore Police Department, the City of Wilmore Fire Department, and the Jessamine County Sheriff's Office are in receipt of a Letter of Agreement to help The University comply with the letter and intent of the law. This letter describes University boundaries, as well as other nearby properties over which Asbury University has ownership, control, or responsibility. State and local police agencies have been requested to provide appropriate support to enable the University to comply with these regulations.

All campus security authorities are instructed to report incidents and/or crimes to appropriate campus authorities (Director of Safety & Security, Vice President for Student Development, Vice President of Business Affairs) for referral to law enforcement authorities and student and/or personnel disciplinary action as necessary. In emergency situations, all campus security authorities are authorized to contact appropriate law enforcement agencies as necessary.

**(d) Reporting a crime/ emergencies:**

Any crime or emergency which is observed, or of which a person has knowledge, must be reported immediately to the University switchboard operator (859) 858-3511 ext. "0". The University Switchboard is the central information center for campus. Depending on the nature of the crime/ emergency the switchboard operator will contact 911 and/or contact the security officer on duty to respond to the crime/ emergency. If an employee or student contacts 911 directly, the switchboard still needs to be contacted so safety/security officers can assist arriving first responders. The Director of Safety/Security is notified by Switchboard/ safety & security officers of all crimes reported on campus.

All criminal activity in dormitories or rooms must be reported at once to the appropriate resident director, assistant resident director, resident assistant, or the nearest campus security authority. The resident staff and appropriate security authorities listed in Section 1 will make a concerted effort to assist as necessary. Per University policy, all campus crimes are posted to the Asbury University Crime Web site within 24 hours of being reported.

Asbury University is required by state and federal law to provide crime reporting information for public inspection, and may meet these requirements without revealing the identity of the reporting

person. The definition of all reported crimes reflects the Federal Bureau of Investigation's (FBI) updated definitions in the Uniform Crime Reporting (UCR) System.

Witnesses or victims reporting a crime to campus security authorities are confidential and shared with university employees on a need-to-know basis. All crimes reported to campus security authorities will be reported on the institution's website and in the annual crime statistics without witness or victim identifiers (i.e., a student reported...). Campus security authorities, primarily led by the Director of Safety and Security, may assist employees and students in contacting law enforcement as needed, and/ or if an employee or student is unable to report to law enforcement, and law enforcement needs to be notified.

Asbury University campus crime statistics for 2016 through 2018 are available in sections 4 through 7 of this report, and may also be found on the Asbury University website at:

<https://www.asbury.edu/about-us/safety-and-security/crime-reports>

**(e) Preventing crime:**

Each person has the main responsibility of safeguarding their personal property and possessions by keeping vehicles and residence hall rooms locked, and by labeling and recording serial numbers where applicable. Students receive various forms of information/ instruction throughout the year on personal safety and how to protect personal property, which includes freshmen orientation, residence hall meetings, emails, and articles written in the school newspaper.

No student or employee may bring tobacco products, alcoholic beverages, firearms, or illegal drugs to the campus in accordance with campus policy and state law. Confirmation of possession, use or sale of alcoholic beverages or illegal drugs, will result in disciplinary action, and may result in dismissal from the University. Firearms or other weapons are not permitted on campus in accordance with state law.

University policy regarding safety and security issues are explained to students during student orientation and to new employees during employee orientation. Information from the University Personal Safety Brochure is provided to them at this time. The Personal Safety Brochure is made available on the Asbury University Web site at <https://www.asbury.edu/about/offices/campus-services/security/reports-personal-safety-plan/>.

Security personnel are available to answer questions 24 hours a day by calling the University Switchboard (859) 858-3511 ext. "0", which can then contact the officer on duty via two-way radio. Asbury University provides information to all members of the campus community on culturally relevant issues, including diversity, and holds periodic events throughout the semester coordinated through both the Global Engagement Office and the Intercultural Programs Office. Furthermore, Asbury University strictly prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Uniform Crime Reporting System of the FBI, and state law.

**(f) Emergency Notifications and Timely Warnings (emergency texting):**

In the event of any known emergency on/ near campus which may immediately threaten the safety and/ or security of the campus, an **emergency notification** will be made campus-wide for the purpose of notifying all students, faculty, and staff of the situation. This announcement may be made by any one of the Security Authorities listed in Section 1. The methods of announcement will primarily be text messaging and email, but may also include the "asbury.edu" web site, college cable network, and other means as necessary.

In the event that a crime or potential crime which may present an on-going threat to the safety and/or security of the campus, a **timely warning** will be made campus-wide for the purpose of notifying all students, faculty, and staff of the situation as soon as possible. This announcement may be made by any one of the Security Authorities listed in Section 1. The methods of announcement will primarily be text messaging and email, but may also include the "asbury.edu" web site, college cable network, and other means as necessary.

**(g) Preparing annual disclosure of crime statistics**

The Director of Safety/ Security maintains a crime log, available on the website, and updates the crime log within 24hrs of being notified of a crime. In addition, the Kentucky State Police Records Branch is contacted yearly, and crime statistics are requested for properties adjacent to Asbury owned property. The data from the crime log and information supplied by the Kentucky State Police is used to prepare the Annual Fire and Safety Report.

## **Section 2: Description of Information Programs**

### **(a) Campus safety and security:**

Asbury University publishes a “Personal Safety and Security” brochure, which is updated annually. This brochure is made available to all students and employees on-line at <https://www.asbury.edu/about/offices/campus-services/security/reports-personal-safety-plan/>. In addition to statistics of incidents and crimes both on and contingent to the campus during the last three years, this brochure contains information on personal safety of all members of the college community. It gives specific information concerning the Campus Safety & Security Department, security officers in general, their working relationship with the local police, and schedule of times when buildings are normally open. The brochure also describes the functions of the university Switchboard, which serves as dispatch, the fire alarm control center, and is staffed 24 hours a day throughout the year.

The Director of Safety & Security attends meetings of the Campus Safety Committee, which meets regularly and includes members from multiple areas of the University. The Committee function is to examine all accidents, incidents, and safety concerns, and discuss ways of improving general campus safety for both students and employees, and to recommend policies and procedures to achieve this goal.

The Student Development Office holds informational meetings in conjunction with student orientation where safety concerns are addressed, and discusses safety issues on an ongoing basis.

## **Section 3: Statements of Policies and Procedures**

### **(a) Special Reports to the campus community.**

In the event that a crime or potential crime presents a threat to the safety and/or security of the campus, a special announcement (timely warning) is made campus-wide for the purpose of notifying all students, faculty, and staff of the situation. This announcement can be made by any one of the Security Authorities listed in Section 1.

### **(b) On-campus housing assignment for students with disabilities.**

Asbury University provides housing facilities for students with disabilities. Housing policies for students with disabilities are described in the "Handbook for Residence Life" which is made available to every student at the beginning of each school year. First floor housing is provided to students with a disability for the purpose of a safe evacuation from the building in the event of a fire.

The Student Development Office provides the Campus Security Office and the University Switchboard with the name and location of any student with disabilities whenever a student moves into a housing facility.

**(c) Access to campus facilities and residence halls.**

Campus residence halls have community hours with a desk monitor in each residence hall. During other times the residence halls remain secured and are accessible only via keycards.

Other campus buildings are opened during the semester based on the class and activities schedules posted by the Registrar's office and other campus departments. Buildings with no activities or meetings are secured on a set schedule.

**(d) Reporting of crimes discovered through counseling**

The Director of Safety/Security has spoken with the Student Development Office, which oversees the Center for Wholeness and Health, and encouraged anonymous reporting of crimes without personal identifiers. It is possible crimes brought up during counseling may not appear in the official annual security report.

**(e) Non-campus locations of student organizations officially recognized by the University**

Asbury University student organizations do not have non-campus housing facilities, or other official locations recognized by the University.

**(f) Description of drug/alcohol abuse education programs**

The Office of Student Development provides information and materials to students via email, which also complies with the Drug Free Schools and Communities Acts of 1989. The University also partners with 3<sup>rd</sup> Millennium Classrooms for a number of online courses including drug, alcohol, smoking prevention, conflict resolution, domestic violence prevention, and sexual assault prevention.

## Section 4: Crimes - Wilmore Campus – 2016

	ON CAMPUS	ON CAMPUS	OFF CAMPUS	OFF CAMPUS
Crime Category	Total Campus Crimes	Residential Facility Crimes	Recognized, Leased, Owned, Controlled Property Crimes	Public Property Crimes
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	4	0	0	0
<b>Criminal Damage</b>	<b>5</b>	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	3	2	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	2	0	0	0
Terroristic Threatening	1	0	0	0
<b>Theft</b>	<b>5</b>	2	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0
Arrest Only: Drug-related Violations	0	0	0	0
Arrest Only: Liquor-law Violations	0	0	0	0
Arrest Only: Other Alcohol Violations	0	0	0	0



## Section 4: Crimes – Wilmore Campus – 2017

	ON CAMPUS	ON CAMPUS	OFF CAMPUS	OFF CAMPUS
Crime Category	Total Campus Crimes	Residential Facility Crimes	Recognized, Leased, Owned, Controlled Property Crimes	Public Property Crimes
Arson	0	0	0	0
Assault	1	1	0	0
Burglary	0	0	0	0
<b>Criminal Damage</b>	<b>1</b>	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	2	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
<b>Theft</b>	<b>7</b>	<b>2</b>	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0
Arrest Only: Drug-related Violations	0	0	0	0
Arrest Only: Liquor-law Violations	0	0	0	0
Arrest Only: Other Alcohol Violations	0	0	0	0

## Section 4: Crimes – Wilmore Campus – 2018

	ON CAMPUS	ON CAMPUS	OFF CAMPUS	OFF CAMPUS
Crime Category	Total Campus Crimes	Residential Facility Crimes	Recognized, Leased, Owned, Controlled Property Crimes	Public Property Crimes
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	2	0	0	0
Criminal Damage	4	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	1	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	1	0	0	0
Theft	13	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0
Arrest Only: Drug-related Violations	0	0	0	0
Arrest Only: Liquor-law Violations	0	0	0	0
Arrest Only: Other Alcohol Violations	0	0	0	0

## Section 5: Criminal Attempts – Wilmore Campus – 2016

<b>Crime Category</b>	<b>Total Campus Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0

## Section 5: Criminal Attempts – Wilmore Campus – 2017

<b>Crime Category</b>	<b>Total Campus Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	2	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0

## Section 5: Criminal Attempts – Wilmore Campus – 2018

<b>Crime Category</b>	<b>Total Campus Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0

## Section 6: Incidents – Wilmore Campus – 2016

<b>Crime Category</b>	<b>Total Campus Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias – Race	0	0	0	0
Prejudice: Bias – Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias – Sexual Orientation	0	0	0	0
Prejudice: Bias – Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0
Drug-Related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

## Section 6: Incidents – Wilmore Campus – 2017

<b>Crime Category</b>	<b>Total Campus Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias – Race	0	0	0	0
Prejudice: Bias – Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias – Sexual Orientation	0	0	0	0
Prejudice: Bias – Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0
Drug-Related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

## Section 6: Incidents – Wilmore Campus – 2018

<b>Crime Category</b>	<b>Total Campus Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias – Race	0	0	0	0
Prejudice: Bias – Gender	0	0	0	0
Prejudice: Bias – Religion	0	0	0	0
Prejudice: Bias – Sexual Orientation	0	0	0	0
Prejudice: Bias – Ethnic	0	0	0	0
Prejudice: Bias – Disability	0	0	0	0
Drug-Related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0



## **Section 7: Additional Crime Statistics and information**

### **(a) Crime Statistics for ATS Wilmore campus – 2016**

ATS reported zero criminal activity on campus for 2016.

<https://asburyseminary.edu/wp-content/uploads/Annual-Security-and-Fire-Safety-Report.pdf>

### **(b) Crime Statistics for ATS Wilmore campus – 2017**

ATS reported zero criminal activity on campus for 2017.

<https://asburyseminary.edu/wp-content/uploads/Annual-Security-and-Fire-Safety-Report.pdf>

### **(c) Crime Statistics for ATS Wilmore campus – 2018**

No criminal activity had been reported by ATS at the time of this report.

- (d) There have been no reports of crimes from 2016-2018, which have been amended to unfounded. If a reported crime were to be reported as unfounded in the future, those instances will be updated on the University crime report on the website, and reported within the Annual Security Report. Moreover, law enforcement officials will make the determination if any reported crime may be designated as unfounded.

## **Section 8 - Missing Student Notification Policy**

The University, under the direction of the Vice President for Student Development, has implemented a “Missing Student Notification” policy and procedure.

The policy includes:

- A list of titles of the persons or organizations to which individuals should report, that a student has been missing for 24 hours.
- Specific procedures that the institution will follow when a student residing in a campus housing facility is determined to have been missing for 24 hours.
- A system for each student living in student housing to have the option of registering a confidential contact person to be notified in the event that the student is determined to be missing. Only authorized campus officials and law enforcement officers in the furtherance of a missing person investigation, or other emergency may have access to this information.

- A process where parents of students under the age of 18, will be notified in addition to any requested contacts.
- Instructions, that upon receiving information that a student is missing, that University officials shall immediately report the information to Safety & Security.
- Notification that all students, even if they have not registered a contact person, will be reported to local law enforcement agencies by Safety & Security within 24 hours of confirming that the student is missing.

## **Section 9 – Sexual Assault Policy and Information**

### **(a) Sexual Harassment**

Asbury University is committed to providing an environment free of unlawful discrimination or harassment. Asbury University does not condone sexual harassment or discrimination on the basis of race, color, gender, age, national or ethnic origin, or disability.

Sexual harassment initiated by or toward any member of the Asbury University community, whether student or employee, is prohibited by law and will not be tolerated. Individuals who fail to comply with this policy will be subject to disciplinary action up to and including dismissal (student) and termination (employee).

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or verbal, visual or physical conduct or written communications of an intimidating, hostile or offensive nature; or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

1. Submission to such conduct is made a term or condition of person's employment or academic progress; or
2. Submission to or rejection of such conduct by a person is used as a basis for academic or employment decisions affecting the person; or
3. Such conduct has the purpose or effect of substantially interfering with a person's work, or academic performance, or creating an intimidating, hostile or offensive work or academic environment.

Sexual harassment includes, but is not limited to, unwelcome verbal, visual or physical behaviors. These behaviors may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, physical abuse or sexual assault. The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship. Individuals should be aware that comments or conduct that one person finds merely amusing may offend or upset another person.

### **Reporting Procedures**

Any person who believes that they have been the recipient of, or witness to, harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to institutional complaint coordinators listed below, and if they so desire, to the local law enforcement authorities. If a student is more comfortable reporting the incident to a resident director, associate dean, or faculty member, they

are encouraged to do so immediately, and then that person should inform the appropriate complaint coordinator. If the appropriate complaint coordinator is unavailable, incidents should be reported to any available coordinator. The following is a listing of assigned coordinators based on whom complaints are against:

- a. Complaints against Asbury University students should be directed to The Vice President for Student Development, whose office is located in the Fletcher/ Early Building, and may be contacted at (859) 858-3511 ext. 2116.
- b. Complaints against Asbury University faculty should be directed to The Provost, whose office is located in the Hager Administration Building at (859) 858-3511 ext. 2500.
- c. Complaints against Asbury University staff or vendor should be directed to The Vice President for Business Affairs. The Vice President for Business Affairs also serves as the lead Title IX Coordinator and may be reached in the University Business Office in the Hager Administration Building at (859)858-3511 ext. 2106.

## **Resolution Process**

Complaints about sexual harassment will be responded to promptly, thoroughly and equitably as the law requires. The right to confidentiality of all members of the University community will be respected insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment.

## **Formal Complaint Process**

1. The complaint coordinator will request that the complainant provide a detailed written account that describes the circumstances and facts, including witnesses, surrounding the complaint.
2. The complaint coordinator will take appropriate steps to attempt to ensure that no further contact occurs between the complainant and the accused.
3. Upon receiving a written formal complaint, the complaint coordinator will contact one of the Title IX coordinators for an investigative committee to be established. Both genders will be represented on the investigative committee. Students directly involved in the investigation will have an advocate appointed by the V.P. of Student Development (or designee) to guide those students through the complaint process.
  - a. The Title IX coordinator(s) will assign investigators to conduct an inquiry in a manner appropriate under the circumstances.
  - b. After a timely and thorough investigation is completed, the Title IX coordinator(s) will review the results and determine whether the complaint has merit. If the complaint is without merit, the accused will be promptly notified of such determination. If the complaint is determined to have merit, the Title IX coordinator(s) will recommend appropriate disciplinary action to the complaint coordinator. The complaint coordinator will then determine the disciplinary action to be imposed and promptly advise the accused of such decision. Such disciplinary action may range from a formal written reprimand to dismissal, or termination.

4. The accused individual has the right to appeal the disciplinary action imposed by following the appropriate appeals process provided by the institution.

5. The individual who brings the complaint will be informed of the outcome of the complaint to the degree permitted by law. In the event of a victim's death, disclosure will be made to a victim's next of kin upon written request to the degree permitted by law.

### **(b) Sex Offenders Registry in Kentucky**

The Kentucky State Police maintain a Sex/Criminal Offenders Registry Website.

This website is provided as a result of changes in KRS Chapter 17, Kentucky's version of "Megan's Law". The Kentucky State Police is now providing sex/criminal offender registration information to the public through this website. The intent of this site is public safety and awareness. This database is made available to alert possible victims of potential danger, not to punish or embarrass offenders.

The Kentucky State Police Sex Offenders Web site is available at: <http://kspSOR.state.ky.us/>

### **(c) Programs/ positions that promote awareness and educate**

Student Development has a campus victim's advocate, and a mental health counselor who conduct Intervention Training at various times throughout the year to discuss dating violence, domestic violence, sexual assault, and stalking. These classes are posted on various bulletin boards around campus and emails are sent out to notify students of training opportunities. The University also partners with 3<sup>rd</sup> Millennium Classrooms for a number of online courses including drug, alcohol, smoking prevention, conflict resolution, domestic violence prevention, and sexual assault prevention.

Asbury University has a women's Self-Defense Club, which promotes situational awareness, pro-active decision making, close-quarters self-defense, and provides role-playing opportunities, which are aligned with Bystander Intervention Training and meets weekly on-campus. The club sponsors co-ed nights at various times in the semester. The club is sponsored by the Director of Safety/Security.

## **Section 10 - Emergency Response, Notification and Evacuation**

### **(a) Emergency Notification Policy:**

The Asbury University Emergency Response Plan establishes policies, procedures and the organizational structure for response to emergencies. The plan contains clear strategies and the responsibilities of various departments (Administration, Security, Physical Plant, Health Services, Residential Life, etc.) during the initial response and throughout an emergency. The plan and organization shall be subordinate to Municipal, County, State and Federal plans during a disaster declaration by those authorities.

Emergency notifications to the University and community will be issued without delay by a University Administrator, the Director of Security, the Director of Physical Plant or designee unless

doing so will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of a serious incident which poses an immediate threat to members of the Asbury University community, the University has various systems in place for communicating emergency information quickly to those individuals. Some or all of these methods of communicating may be activated in the event of an immediate threat. The warning may be issued via the university web site, "asbury.edu", campus email, mass text messaging, college cable channels, university radio station, WACW, and/or other means deemed appropriate. Depending on the particular circumstances of the emergency, additional notices may be posted in each residential facility and within academic buildings.

**(b) Emergency Evacuation Guidelines**

In non-fire emergencies, a decision to evacuate will be based on the information available at the time, i.e. the specific threat type, its context (time of day, location, likelihood, etc.) and the recommendations of the University Crisis Response Team. When an order is given to evacuate a building for any reason occupants shall be instructed to not to use elevators, and to evacuate by way of the nearest safe stairway or egress point. Occupants will be instructed to exit the building and proceed to a pre-designated Emergency Assembly Area (EAA). Emergency Assembly areas are indicated on the Evacuation Plans posted in each building. Safety & security officers, building coordinators, resident directors/assistants, and University staff all have responsibilities during an evacuation, including assisting those with disabilities.

The University will test the emergency response and evacuation procedures through a variety of exercises, which may include table top and/or functional exercises.

**ANNUAL CAMPUS FIRE SAFETY REPORT - 2018**

**(a) On-Campus Student Housing Fire Safety System:**

Asbury University is a residential campus. Policy information related to fire alarms, fire extinguishers, fire drills, smoke detectors, and other safety equipment is provided in the "Handbook for Residence Life" which is given to every student at the beginning of each school year. College policy regarding the fire suppression system in each residence hall is explained to students during student orientation week each semester. All on-campus resident halls are equipped with an automatic fire suppression system that is monitored locally by the Switchboard and by the outside monitoring firms. Fire alarms, fire extinguishers, smoke detectors and other safety equipment are maintained in all residence halls by the Physical Plant.

Table 1 provides a description of the Fire Safety System for each On-Campus Student Housing facility for the years 2016-2018.

**(b) Fire Alarm Statistics:**

During the 2018 reporting period there were a total of fourteen (14) fire alarms reported in student housing. There were no actual fires. All fire statistics are collected and maintained annually by Campus Safety & Security. All Fire Alarms are reported by email correspondence to the Kentucky State Fire Marshal, and placed on the University website within 24 hours of the alarm. All records are maintained for three years.

Table 2 provides the Fire Alarm Statistics for 2018 for On-Campus Student Housing. Information includes: location of fire, category & cause, as well as any resultant injuries, deaths, and property damage. Tables 3 and 4 provide fire alarm statistics for each on-campus student housing facility for years 2016 and 2017.

**(c) Supervised Fire Drills:**

Fire Drills are held every semester in all on-campus undergraduate housing facilities at the beginning of each semester. Resident Life staff provides residents with specific instructions concerning fire procedures, and the use of fire equipment, as well as evacuation instructions and directions via marked exits during a drill or fire emergency. During a drill or fire emergency, the Student development staff and/or Campus Safety & Security personnel would assist persons with disabilities who may require assistance evacuating a building as needed.

**(d) Fire Safety Education & Training:**

Annual fire safety education and training is provided for the Resident Life staff. Staff members conduct mandatory meetings for their communities and are the first line of defense in residence hall fire safety. The training includes information on fire prevention, emergency and evacuation procedures, basics of the fire safety systems, and conducting fire safety sessions for residents.

Physical Plant personnel involved in welding or other hot work operations receive mandatory fire prevention and fire extinguisher training. All custodial services staff members receive fire prevention, fire safety, and hands-on fire extinguisher training. Faculty, staff, and student groups periodically receive fire safety training customized for their situation.

**(e) University Policies related to Fire Safety:**

The University as well as state health and fire regulations prohibit cooking and the use of microwave ovens in resident's rooms, burning of candles, incense or other open flame items, and the storage or use of flammable liquids.

University policy also prohibits smoking or the use of smoking products, possession of fireworks, the use of alcoholic beverages or illegal drugs, and the possession of firearms, or other weapons anywhere on campus applicable with law.

(f) **Annual Fire Alarm Log:**

An annual Fire Alarm Log is maintained on the Asbury University web site at the following location:

<http://www.asbury.edu/about-us/safety-and-security/fire-reports>

(g) **Future Plans for Fire Safety Improvements:**

Older Fire Panels in the Glide Crawford Residence Hall, Hughes-Morrison-Reasoner, the Center for Wholeness and Wellness, the Luce Physical Activities Center, and McCreless Fine Arts Building were upgraded in the past few years.

Future improvements in fire safety will include continued upgrade and replacement of older fire panels in Student Housing, and Hamann-Ray Science Building.

**Table 1**

**Fire Safety System**

**On-Campus Student Housing Facilities – 2016-2018**

Residential Facility	On-site Fire Alarm Monitoring 1	Partial Sprinkler System 2	Full Sprinkler System 3	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan/ Placards	Fire Drills/ Year
Aldersgate Apartments	Y		Y	Y	Y	Y	2
Glide Crawford Residence Hall	Y		Y	Y	Y	Y	2
Johnson Residence Hall	Y		Y	Y	Y	Y	2
Kresge Residence Hall	Y		Y	Y	Y	Y	2
Trustees Residence Hall	Y		Y	Y	Y	Y	2
Kenyon House				Y	Y	Y	
Spanish House				Y	Y	Y	
Married Student Apartments				Y	Y	Y	

1. Main Fire Panel is monitored locally at the Switchboard.

Simplex-Grinnell monitors the Fire Alarm System remotely.

2. Partial Sprinkler system is defined as having sprinklers in the common areas only.

3. Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.



**Table 2****Residence Hall Fire Statistics 2018**

<b>Facility</b>	<b>Number of alarms</b>	<b>Category &amp; Cause</b>	<b>Injuries</b>	<b>Death</b>	<b>Property Damage</b>
Glide Crawford Residence Hall	4	Cooking, construction	0	0	\$0.00
Kresge Residence Hall	2	Blocked sensor, overloaded washing machine	0	0	\$0.00
Trustees Residence Hall	3	Cooking, overloaded washing machine	0	0	\$0.00
Johnson Residence Hall	3	Cooking, smoking washing machine, not deactivated in time during a test by Simplex	0	0	\$0.00
Aldersgate Student Apartments	2	Laundry/ dryer smoke	Na	Na	\$0.00
Total residence halls	14	various	0	0	\$0.00

**Table 3****Residence Hall Fire Statistics 2017**

<b>Facility</b>	<b>Number of alarms</b>	<b>Category &amp; Cause</b>	<b>Injuries</b>	<b>Death</b>	<b>Property Damage</b>
Glide Crawford Residence Hall	3	cooking/ burst pipe	0	0	\$0.00
Kresge Residence Hall	1	Failed air conditioning unit	0	0	\$0.00
Trustees Residence Hall	4	cooking	0	0	\$0.00
Johnson Residence Hall	4	Washing machine overload/ cooking/ blocked sensor/ sensor malfunction	0	0	\$0.00
Aldersgate Student Apartments	0	none	Na	Na	\$0.00
Total residence halls	12	various	0	0	\$0.00

**Table 4**

**Residence Hall Fire Statistics 2016**

<b>Facility</b>	<b>Number of alarms</b>	<b>Category &amp; Cause</b>	<b>Injuries</b>	<b>Death</b>	<b>Property Damage</b>
Glide Crawford Residence Hall	4	cooking/ false signal	0	0	\$0.00
Kresge Residence Hall	6	false signal/ maintenance	0	0	\$0.00
Trustees Residence Hall	1	cooking	0	0	\$0.00
Johnson Residence Hall	3	construction	0	0	\$0.00
Aldersgate Student Apartments	1	child pulled station	0	0	\$0.00
Total residence halls	15	various	0	0	\$0.00