



2013

# Annual Safety and Security Report



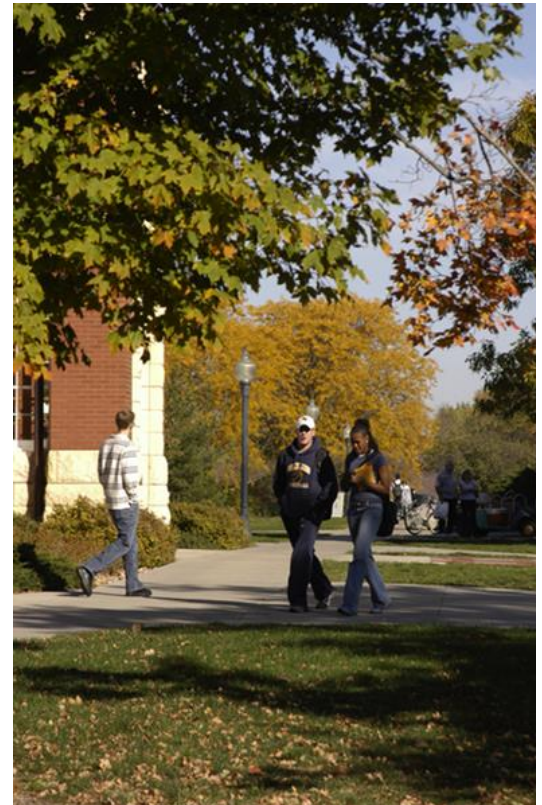
Student Life Office

Graceland University

9/30/2013

# Contents

The Clery Act.....	3
Campus Safety.....	4-5
Fire Safety.....	6-7
University Policies Related to Alcohol and Drugs.....	7
Preventing and Responding to Sexual Assault.....	8-9
Workplace Violence .....	10
Campus Crime Statistics .....	10
Appendix 1: Definitions of Reportable Crimes .....	11
Appendix 2: Graceland University Crime Statistics .....	12
Appendix 3: Campus Building Hours of Operation.....	13-15
Appendix 4: University Definition of Sexual Assault.....	16
Appendix 5: Fire Safety Definitions.....	16
Appendix 6: Description of Facilities Detection and Suppression Systems.....	17
Appendix 7: University, City, State and Federal Fire Policy Resources.....	18



## CONTACT INFORMATION:

### After-Hours Assistant

Available 24 hours a day, 7 days a week

Ph. 641.784.5199

### Dean of Students

Ph. 641.784.5104

Fax 641.784.5299

### CAP Center (Career, Academic & Personal Counseling)

Ph. 641.784.5200

### Campus Ministries

Ph. 641.784.5466

### Facility Services

Ph. 641.784.5191

### Conferences & Events Coordinator

Ph. 641.784.5230

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# CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1<sup>st</sup> that contains three years of campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and
- Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

## TIMELY WARNING NOTICES; CAMPUS SAFETY ALERTS AND CRIME ALERTS

The Dean of Students Office will issue a crime alert for any serious incident when the safety of the community is threatened and there are enough details known about the crime to provide useful information to the community. Alerts may be posted and distributed a number of ways (e.g. lobbies, academic buildings, residence halls etc.) and/or the use of emergency mass text messaging/email service called *GU Alert*.

## EMERGENCY TEXT MESSAGING

In the event of an emergency involving an imminent threat on campus, the Dean of Students Office will confirm that there is a significant emergency or dangerous situation, and will determine the appropriate segment or segments of the campus community to receive a notification; determine the content of the notification; and utilize GU Alert to notify the campus community. Students and staff can register online to receive real-time notifications of these emergency events. These messages are transmitted only during emergencies and are an additional real-time avenue of communication. GU Alert is tested campus wide at least once each major semester.

## EMERGENCY PREPAREDNESS

The Crisis Management Team (CMT) is a committee comprised of senior managers from various departments within Graceland University who meet regularly to develop and practice the implementation of emergency plans, including disaster response and evacuation. For more information about emergency preparedness, visit [My Graceland](#) under Resources in the Emergency Information folder.

**REGISTER  
YOUR CELL  
PHONE  
NUMBER  
WITH  
GU ALERT!**

*Visit*

[my.graceland.edu](http://my.graceland.edu)

*Resources*

*Emergency  
Information*

[Update  
Cell Phone](#)

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# CAMPUS SAFETY

## AFTER-HOURS ASSISTANTS

During the school year After-Hours Assistants are trained to escort students, employees or guests anywhere on campus any time, 24 hours a day/seven days a week. To arrange for assistance, please call 641.784.5199.

## CAMPUS BUILDING SECURITY AND ACCESS

Keeping our campus safe is our highest priority. Each building on campus has published hours that it is open to the public, a specific process of making sure each building is secured following the published closing time. Please refer to Appendix 3 for a list of campus buildings, hours of operation and access information.

Some of our buildings on campus are equipped with controlled access systems, meaning they are available to persons that have specifically been given access to a building based on their role on campus. The Residence Halls (Graybill, Gunsolley, Tess Morgan, and Walker) have a Card Access System that activate automatically to a set schedule locking and unlocking the outside entries. Only those personnel who have been granted specific access to a specific Residence Hall via their Graceland University ID (proximity) card can access the building. This same system is active in the Helene Center for the Visual Arts and Resch Science and Technology Hall and the Fitz Center.

A Visitation Policy is in place for each of the traditional residence halls (Graybill Hall, Gunsolley Hall, Tess Morgan Hall and Walker Hall) monitoring the visitors of the opposite gender during the hours of allowed visitation. The complete policy is available on My Graceland in the [Student Handbook/Residence Hall Rules & Regulations](#).

Access to the living areas in all residence halls is restricted to the residents of the building after midnight Sunday through Thursday and after 2:00 a.m. on Friday and Saturday. Each resident will be issued an ID card that will allow entrance to the building in which they live. Loaning an ID card to someone else, or propping a door open, jeopardizing the safety of all residents will result in disciplinary action. The main lounges in the residence halls are open 24 hours for visitation. The lounges on each floor still follow visitation hours.

Students are encouraged to contact their Residence Hall Director to have the room lock combination changed if the he/she feels the security of his/her room is in jeopardy.

The Coliseum Theatre and Choices (alternative night club) are both housed in a building that is not on our campus (or adjacent to) that is owned and operated by Graceland University. Both are staffed by University personnel during all hours of operation. These staff members are also trained to enforce university policies and federal, state, and local laws. Violations are reported and handled by the Dean of Students (or designated representative) and/or the local police.

## LOCAL POLICE AND FIRE DEPARTMENT

Graceland University maintains an excellent relationship with the Lamoni Police Department, as well as the Lamoni Fire Department to safeguard the campus. Our police department is diligent about notifying our Dean of Students if there is criminal activity off-campus that has the potential to affect our student(s). Our Residence Life staff and After-Hours Assistants are well-trained and ready to respond to emergencies of all kinds.

## REPORTING CRIMINAL INCIDENTS

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**AFTER-  
HOURS  
ASSISTANTS  
641.442.5076**

**LAMONI  
POLICE  
DEPARTMENT  
641.784.3700**

**EMERGENCY  
911**

We encourage all students, employees, and guests to report criminal incidents, accidents, and other emergencies promptly to the Dean of Students or the Residence Life Director and to local law enforcement agencies either by phone or in person.

The Dean of Students vigorously investigates all reports of crimes. This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports.

#### **REPORTING A MISSING STUDENT**

The term "missing student" is defined as any Graceland University student residing in an on-campus students housing facility who is reported missing from his or her residence. Reports of missing students should be made to representatives of any of the following: Dean of Students Office (641.784.5106) or Residence Life Office (641.784.5108). Whenever a Graceland University student is believed missing, the University will initiate steps to locate him or her or to determine why the students has not been seen. Students are under no obligation to notify the University of plans to spend time away from their residences; however, if circumstances indicate that an investigation is warranted, concerned parties may contact the Dean of Students (641.784.5106). Upon notification, the Dean of Students will make inquiries within the University and beyond.

If the University determines that the circumstances of the missing student require a police investigation, the Dean of Students will notify the local police department. If the police determine that the student should be classified as a missing person, they will initiate their own investigation. The University will support their investigation by providing whatever technical support is appropriate, including notices, photos, schedules, and any other information relevant to the search for the missing student.

#### **MISSING STUDENT CONTACT PROCEDURES**

All students residing in on-campus student housing facilities have the option of identifying a contact person or persons whom the University will notify if the student is determined to be missing by the Dean of Students or Director of Residence Life, or the local law enforcement agency. The contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed except in a missing person investigation. When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the University will:

- Notify the contact person if the student has designated one, within 24 hours;
- Notify the student's custodial parent or guardian and/or any other designated contact person within 24 hours if the student is under 18 years of age and is not emancipated; and
- Inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Students may log into My Graceland, click on Students, the Student Life folder to complete the Emergency Contact Information AND Emergency Contact Information IF MISSING forms. Or by visiting ([https://my.graceland.edu/ICS/Student/Student\\_Life/Emergency\\_Contact\\_Info.jnz](https://my.graceland.edu/ICS/Student/Student_Life/Emergency_Contact_Info.jnz)).

The complete Missing Persons Policy is available in My Graceland, under Resources/Safety at GU/[Missing Person Policy](#).

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# FIRE SAFETY

Facility Services works closely with the residence hall staff, and faculty of Graceland University as well as with the Lamoni Fire and Police Departments. Our goal is to educate the Graceland Community about fire and life safety, to prevent fire emergencies and eliminate false alarms. Definitions are identified in Appendix 5 - FIRE SAFETY DEFINITIONS.

## FIRE STATISTICS

In accordance with the Higher Education Opportunities Act of 2008, Graceland University is providing mandatory fire safety information as part of this Annual Report. (Detailed fire data for all on-campus facilities can be found in Appendix 6 at the end of this report.) All reports of fires are maintained in a database at Facility Services, Graceland University. The information collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire (as assessed by Graceland University). Please see Appendix 7 for additional resources and information on where to find full University, City, state, and federal policies.

## DESCRIPTION OF STUDENT RESIDENCE FIRE SYSTEMS

Every university student residence has:

- An interior fire alarm system with detection throughout the building, including detectors in every sleeping room.
- An interior fire alarm panel which triggers a full first alarm to the building upon activation.
- Bi-Annual testing of fire detection, suppression, and notification equipment (all test records are maintained by Facility Services, Graceland University).
- Complete building-specific fire suppression and detection information is available at Facility Services, Graceland University. Please see Appendix 6 - DESCRIPTION OF FACILITIES DETECTION AND SUPPRESSION SYSTEMS for a list of all student residence halls, their fire suppression and detection systems, and fire drills conducted. The north apartments are equipped with a sprinkler system.

## FIRE SAFETY POLICIES AND PROCEDURES

All University student residents are given a verbal briefing on fire safety and evacuation procedures specific to their residence halls during check-in at the beginning of each fall semester. The information includes the fire safety instructions, instructions on what to do if there IS a fire in their room or their building, the type of fire detection and suppression equipment for their building. Instructions are given of the proper use of the Fire Extinguishers which are located at every exit.

Graceland University policy requires building evacuation by occupants during fire alarms. To help reinforce this requirement, Facility Services has partnered with the Residence Life to ensure that all building residents are properly trained in building evacuation procedures during scheduled fire drills. Fines may be imposed for failure to evacuate when the fire alarm sounds.

## FIRE SAFETY PRECAUTIONS

- Keep doorways, corridors, and stairwells clear and unobstructed. Keep fire doors closed.
- Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.
- Never store flammable substances in your room. Unauthorized use of candles is not permitted in Graceland University facilities.
- Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, mechanical locks, or other life safety devices or to block or obstruct paths of egress.

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## WHAT TO DO IN CASE OF FIRE

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- When evacuating the building, remember to feel doors before opening them to

be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.

- Once you are safely away from danger, call 911.
- Leave the building at once, but stand by to direct emergency teams to the location of the fire.

Note: If a member of the Graceland University community finds evidence of a fire that has been extinguished and the person is not sure whether anyone has already responded, that person should notify Facility Services personnel, who will investigate and document the incident.

## FIRE RESPONSE DOS AND DON'TS

DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.

DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.

DO remain in your room if you cannot get out of the building because of heat or smoke. Call 911 immediately. Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.

DO close the door behind you if it is safe to leave your room.

DON'T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.

DON'T use an elevator during a fire emergency: always use the fire stairs.

DO make your presence known to other occupants and to Public Safety by telephone if you are injured or disabled. Emergency staff members will assist you in leaving the building.

## Plans for Future Improvements

All Graceland University buildings meet or exceed the State of Iowa fire safety requirements. In addition, as the Graceland University adds or renovates buildings, additional fire suppression and detection devices are included to bring our buildings above, or beyond, current requirements.

## University Policies Related to Alcohol and Drugs

In order to maintain a safe environment, Graceland University bans the use and/or the possession of drugs and alcohol. In addition, complies with all applicable laws concerning drugs and alcohol. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

The University recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

The University's complete policy on Drug and Alcohol Abuse Prevention and Information Program is available on [My Graceland/Resources/Safety at GU/Drug and Alcohol Abuse Prevention and Information Program](#).

**Health Services**  
641.784.5370

**CAP Center**  
(Career, Academic  
and Personal  
Counseling)  
641.784.5200

**Action Now  
Chemical  
Dependency  
Treatment  
Center**  
1.800.622.5168

**Employee  
Assistance  
Program**  
1.800.EAP.IOWA

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# Preventing and Responding to Sexual Assault

The University treats allegations of sexual assault extremely seriously and has a system in place to assist survivors in obtaining medical treatment, counseling, and legal assistance. Graceland is committed to treating survivors with care, compassion, and respect.

In a campus setting, sexual assault often occurs when one or both parties are intoxicated from alcohol or other drugs or in connection with group activities where unanticipated social pressures may develop. Therefore, it is important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) may constitute sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior.

Graceland University recognizes that sexual assault is never the fault of the survivor and encourages all students to be aware of personal safety in order to reduce the risk of victimization. Please read the information provided herein and in other publications from the Dean of Students and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

Please refer to [My Graceland/Resources/Safety at GU](#) for the most up-to-date harassment including sexual assault policy and education/prevention information. See Appendix 4 for the University and Iowa's definitions of sexual assault.

## Prevention and Education Programs

In an effort to prevent sexual harassment and proactively address these issues, Graceland University has engaged in the following educational programs:

- New students are required to attend orientation sessions about issues related to sexual responsibility, sexual assault and sexual harassment.
- Planned parenthood present programs in men's and women's residence halls each semester to educate students about sexual health (STD's, birth control, sexual responsibility and sexual safety).
- Health Services also sponsors an annual GYT (Get Yourself Tested) campaign and Health Fair.
- Literature about sexual health and safety is available to students at the CAP Center, Health Services and Student Support Services.

## Actions for Survivors of Sexual Assault

*We urge survivors of sexual assault to take the following steps:*

### **1. Get Medical Treatment**

**To get immediate medical treatment, call Health Services 641.784.5370 or 911.**

It is important that a person who has been recently assaulted receive prompt medical attention to ensure that he/she is medically well. Because physical injury is not always noticeable at first, it is important to receive a medical examination and treatment as soon as possible. This may include screening and/or treatment for sexually transmitted infection and emergency contraception if appropriate.

The examination may also include the collection of physical evidence for use in prosecution, if the survivor so chooses. Such evidence may increase the chances of successful prosecution, and its collection is therefore strongly encouraged. For this reason, survivors should not bathe, douche, or change clothes before seeking medical treatment. Forensic evidence is collected by a medical provider, usually in an emergency room, up to 96 hours following a sexual assault. Graceland University students can go the Leon Hospital – Emergency Room or any nearby hospital emergency room. The medical exam and collection of forensic evidence are done simultaneously.

Even though a survivor may be unsure about reporting to the police, many times, survivors want to report after they have had time to recover. Collecting forensic evidence makes it much easier to pursue a prosecution later. Toxicology testing for "date rape drugs" is most effective within 72 hours of an assault. Results will not be analyzed unless a police report is filed. The evidence collection kit is kept for one year. It is turned over to the police when a survivor chooses to report. It is discarded after one year.

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**Crisis  
Intervention &  
Advocacy Center**  
1.800.400.4884

**CAP Center**  
641.784.5200

**Dean of  
Students**  
641.784.5106

**Lamoni Police  
Department**  
641.784.3700

**-OR-  
911**

**Decatur  
County  
Hospital**  
641.784.4871

## **2. Report the Sexual Assault**

The safety and well-being of survivors are of paramount importance. The University strongly encourages survivors to contact trained professionals for emotional support, medical services, and advocacy with reporting and or the criminal justice system.

### **Contact options include:**

Lamoni Police Department - 641.784.3700 or 911  
Dean of Students Office - 641.784.5106  
Residence Life Director – 641.784.5108  
Residence Hall Director, House President or Apartment Manager - 641.784.5107  
CAP Center – 641.784.5200  
Crisis Intervention Advocacy Center – 1.800.400.4884  
Medical treatment facility - Decatur County Hospital – 641.446.4871  
Trusted friend, adviser, or faculty member as soon as possible

The University urges survivors to consider contacting the Lamoni Police Department to report the assault. Graceland University personnel will assist and accompany the survivor every step of the way through the process. Although the University strongly encourages pressing criminal charges, it respects the survivor's choice.

## **3. Seek Counseling**

Graceland and the community offer a variety of counseling resources to survivors of sexual assault. For more information on the full range of supportive services, contact the Crisis Intervention Advocacy Center 1.800.400.4884.

## **4. File an Internal Complaint within the University**

If the individual accused of a violation of the University's Sexual Assault Policy is a Graceland University student, a complaint may be filed with the Dean of Students.

Any student accused of a violation of the University's Sexual Assault Policy will receive written notice of the complaint and a copy of the complainant's written statement, if any, unless the University believes there may be an issue of public safety, in which case a student may be called to a preliminary hearing without advance written notice. The responding student will be advised that he or she is presumed not to have violated the Policy and that he or she is expected to cooperate in the investigation of the complaint. Additionally, both the person bringing the complaint and the responding student will be advised of their rights to a supporter from the University community and of the potential penalties if he or she is found in violation. Please refer to [www.graceland.edu/studenthandbook](http://www.graceland.edu/studenthandbook) for the full policy on Sexual Assault and Harassment.

## **5. Consider Changing Living and Academic Situations**

Survivors of sexual assault may seek alternative University housing and class arrangements, and the University is required to provide them if they are reasonably available. The Dean of Students or Director of Residence Life will arrange these accommodations. Generally, alternative University housing is available within 24 hours; alternative class arrangements depend on scheduling considerations and the availability of equivalent courses.

## **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It also mandates that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems.

A listing of all registered sex offenders in Iowa is maintained by the Iowa Department of Public Safety. This information is available online at [www.iowasexoffender.com](http://www.iowasexoffender.com).

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In addition, Graceland has a policy states that any student listed on the Iowa Sex Offender Registry will be denied permission to live in the university's residence halls. Student listed on the registry will have the right of appeal to the Dean of Students' Office.

## Workplace Violence

The Department of Public Safety investigates all reports of crimes. In serious cases, referrals are made to the Lamoni Police Department. For noncriminal workplace issues, please call Human Resources (641.784.5447) for information and assistance.

## Campus Crime Statistics

The Clery Act requires U.S. colleges and universities receiving federal student financial aid to disclose timely and annual information about crime on and around their campuses. Recent amendments to the law have added a requirement that schools afford the victims of campus sexual assault certain basic rights and have expanded reporting requirements.

The law was amended in 2000 to require schools to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained. Since 1999, our reports have also included statistics on categories for crimes that have occurred in locales adjacent to Graceland's campus. These are crimes committed in public areas such as sidewalks and streets immediately surrounding the campuses, noncampus buildings, and other off-campus property used by the University in direct support of its educational mission. These additional areas are reported separately from reports of crime on campus.

The crimes reported are not necessarily committed against a member of the University community.

### Explanation of How Statistics Are Compiled

The statistics contained herein, which include crimes on campus and crimes in adjacent public areas, are collected by the Dean of Students Office and are based on crimes reported directly to Dean of Students and information provided by the local police.

Crimes that occurred in residence halls are reported both in the "On Campus" category and in the "Residence Hall" category. Thus, "Residence Hall" is a subset of "On Campus."

The presentation of the tables is designed to enable the reader to compare crimes committed in the same locales during the past three years.

The definition of each crime can be found in Appendix 1 and may differ from the definition of comparable crimes under the Lamoni City Ordinances or Graceland's Code of Conduct and/or disciplinary policies. The Clery Act also requires reporting of hate crimes in the above categories where prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability was a factor.

# Appendix 1

## Definitions of Reportable Crimes

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

**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, personal property of another, etc.

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

**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 nonnarcotic drugs (barbiturates, benzedrine).

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

**Murder and Nonnegligent Manslaughter:** The willful (nonnegligent) killing of one human being by another.

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

**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.

**Sex Offenses—Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sex Offenses—Nonforcible:** Unlawful, nonforcible sexual intercourse.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

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

### Additional Clergy Hate Crime Definitions

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clergy Act, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

# Appendix 2

## GRACELAND UNIVERSITY CRIME STATISTICS - LAMONI CAMPUS

	On-campus			Noncampus			Public Property			Residence Halls <sup>1</sup>			Total	Total	Total
	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Nonforcible	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	3	2	0	0	0	0	0	0	0	2	2	0	3	2	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Motor Vehicle Theft	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Arrest for Alcohol	1	0	0	1	1	0	0	0	0	0	0	0	2	1	0
Discipline for Alcohol	53	59	16	3	9	0	0	0	0	53	59	16	56	68	16
Arrest for Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drugs	5	30	9	0	0	0	0	0	0	5	30	9	5	30	9
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

1. All crimes in the Residence Halls column are also represented in the On Campus column.

# Appendix 3

## Campus Building Hours and Access Information

BUILDING	AREA	DAYS	HOURS	NOTES
<b>ACKERLEY</b>	Restrooms	Mon-Sun	4:30 am - 10:00 pm	Opened & Closed by After Hours Assistance
	East Rooms			Opened & Closed by Authorized Occupants
<b>BRIGGS</b>	Entries	Mon - Fri	7:00 am - 9:30 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Entries	Sat	8:00 am - 9:30 pm	Opened & Closed by After Hours Assistance
	Offices	Mon - Sun		Opened & Closed by Authorized Occupants
	Classrooms	Mon - Fri	7:00 am - 9:30 pm	Opened by Housekeeping; Closed by After Hours Assistance
<b>CLOSSON</b>	Entries	Mon-Fri	7:00 am - 12:00 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Entries	Sat-Sun		Opened & Closed by Authorized Occupants
	Offices	Mon-Sun		Opened & Closed by Authorized Occupants
	Pool	Mon-Sun		Opened & Closed by Authorized Occupants
	Weight Room	Sun - Sat		Opened & Closed by Authorized Occupants
<b>COMMONS</b>	Entries	Sun - Sat		Opened & Closed by Authorized Occupants
	Offices	Sun - Sat		Opened & Closed by Authorized Occupants
<b>FITZ</b>	Entry	Mon - Sun	5:30 am - 12:00 am	Opened & Closed by Authorized Occupants
<b>HELENE</b>	Entries	Mon - Fri	6:00 am - 12:00 am	Opened by Housekeeping; Closed by After Hours Assistance
	Entries	Sat - Sun	10:00 am - 12:00 am	Opened & Closed by After Hours Assistance
	Classrooms	Mon - Fri	6:00 am - 12:00 am	Opened by Housekeeping; Closed by After Hours Assistance
	Classrooms	Sat - Sun	6:00 am - 12:00 am	Opened & Closed by After Hours Assistance
	Offices	Mon - Sun		Opened & Closed by Authorized After Hours Assistance
<b>HIGDON</b>	Entries	Mon - Fri	6:30 am - 7:30 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Offices	Mon - Sun		Opened & Closed by Authorized Occupants
	G-04	Mon - Fri	6:30 am - 7:30 pm	Opened by Housekeeping; Closed by After Hours Assistance
<b>GRAYBILL</b>	Lobby	Mon - Sun	Open 24 Hours	During academic school year
	Residence Halls	Sun - Thu	7:00 am - 12:00 am	Opened & Closed by Access Schedule
		Fri - Sat	7:00 am - 2:00 am	Opened & Closed by Access Schedule

<b>GUNSOLLEY</b>	Lobby	Mon - Sun	Open 24 Hours	During academic school year
	Residence Halls	Sun - Thu	7:00 am - 12:00 am	Opened & Closed by Access Schedule
		Fri - Sat	7:00 am - 2:00 am	Opened & Closed by Access Schedule
<b>KELLY</b>	Entries	Mon - Sun		Opened & Closed by Authorized Occupants
<b>LIBRARY</b>	Entries	Mon - Thu	7:45 am - 1:45 am	Opened by Library Staff; Closed by After Hours Assistance
	Entries	Fri	7:45 am - 4:45 pm	Opened & Closed by Library Staff
	Entries	Sat	1:00 pm - 4:45 pm	Opened & Closed by Library Staff
	Entries	Sun	1:00 pm - 1:45 am	Opened by Library Staff; Closed by After Hours Assistance
<b>MSC</b>	Entries	Mon - Sun	Open 24 Hours	During Academic School Year (Not Main Room Exterior Doors)
	Main	Sat	6:00 am - 12:00 pm	Opened by After Hours Assistance; Closed by MSC Staff
	Main	Sun	6:00 am - 12:00 pm	Opened by After Hours Assistance; Closed by MSC Staff
	Mail Room	Mon - Fri	10:00 am - 4:30 pm	Opened & Closed by Authorized Occupants
	Mail Room	Sat	10:00 am - 4:30 pm	Opened & Closed by Authorized Occupants
	Mail Room	Sun	CLOSED	
	Offices	Mon - Sun		Opened & Closed by Authorized Occupants
	Swarm Inn	Mon - Sun	Open 24 Hours	Study Lounge During Academic School Year
<b>PATRONESS</b>	Entries	Mon - Fri	7:00 am - 7:00 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Offices	Mon - Fri		Opened & Closed by Authorized Occupants
<b>PHYSICAL PLANT</b>	Entries	Sun - Sat		Opened & Closed by Authorized Occupants
<b>RESCH</b>	Entries	Mon - Fri	7:00 am - 10:00 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Entries	Sat - Sun	10:00 am - 10:0pm	Front door only, Opened by Access Schedule
				Opened by Housekeeping; Closed by After Hours Assistance
	Labs	Mon - Fri		Opened & Closed by Authorized Staff
	Classrooms	Mon-Fri		Opened & Closed by Authorized Staff
<b>SHAW CENTER</b>	Entries	Mon - Fri	7:00 am - 12:00 am	Opened by Housekeeping; Closed by After Hours Assistance
	Entries	Sat - Sun	8:00 am - 12:00 am	Opened & Closed by After Hours Assistance
	Class Rooms	Mon - Fri	7:00 am - 12:00 am	Opened by Housekeeping; Closed by After Hours Assistance
	Offices	Mon - Sun		Opened & Closed by Authorized Staff
<b>SMALL APTS</b>	Entries	Sun - Sat		Opened & Closed by Authorized Staff

<b>TESS MORGAN</b>	Lobby	Mon - Sun	Open 24 Hours	During academic school year
	Residence Halls	Sun - Thu	7:00 am - 12:00 am	Opened & Closed by Access Schedule
		Fri - Sat	7:00 am - 2:00 am	Opened & Closed by Access Schedule
<b>THOMAS APTS</b>				
Entries	Sun - Sat			Opened & Closed by Authorized Staff
<b>TOWER APTS</b>				
Entries	Sun - Sat			Opened & Closed by Authorized Staff
<b>WALKER</b>	Lobby	Mon - Sun	Open 24 Hours	During academic school year
	Residence Halls	Sun - Thu	7:00 am - 12:00 am	Opened & Closed by Access Schedule
		Fri - Sat	7:00 am - 2:00 am	Opened & Closed by Access Schedule
<b>WALKER SUITES</b>				
Entries	Mon - Fri	7:00 am - 7:00 pm		Opened by Housekeeping; Closed by After Hours Assistance
Offices	Mon - Sun			Opened & Closed by Authorized Occupants
<b>ZIMMERMANN</b>	Entries	Mon - Thu	7:00 am - 10:00 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Entries	Fri	7:00 am - 9:00 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Entries	Sat	7:00 am - 9:00 pm	Opened & Closed by After Hours Assistance
	Entries	Sun	1:00 pm - 10:00 pm	Opened & Closed by After Hours Assistance
	Class Rooms	Mon - Sat	7:00 am - 9:00 pm	Opened by Housekeeping; Closed by After Hours Assistance
	Offices	Mon - Sun		Opened & Closed by Authorized Staff

# Appendix 4

## UNIVERSITY DEFINITION OF SEXUAL ASSAULT

Graceland University abides by Iowa State definitions of rape, sodomy, and sexual abuse.

Additionally, the University specifically defines sexual assault as nonconsensual, intentional physical conduct of a sexual nature, such as unwelcome physical contact with a person's genitals, buttocks, or breasts. The Disciplinary Procedure for Sexual Assault is designed to respond to allegations of sexual assault.

## IOWA STATE LAW

The State of Iowa defines sexual abuse or non-consensual sexual intercourse as: Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other person.
- Such other person is suffering from a mental defect or incapacity that precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- Such other person is a child.

The State of Iowa defines incapacitation as meaning a person is disabled or deprived of ability, as follows:

- "Mentally incapacitated" means that a person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.
- "Physically helpless" means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.
- "Physically incapacitated" means that a person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

# Appendix 5

## FIRE SAFETY DEFINITIONS

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- Sprinkler or other fire extinguishing systems
- Fire detection devices
- Stand-alone smoke alarms
- Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
- Smoke-control and reduction mechanisms
- Fire doors and walls that reduce the spread of a fire

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- Contents damaged by fire
- Related damages caused by smoke, water, and overhaul
- Does *not* include indirect loss, such as business interruption

## Appendix 6

### DESCRIPTION OF FACILITIES DETECTION AND SUPPRESSION SYSTEMS

<i>Facility Name</i>	<i>Facility Usage</i>	<i>Facility Fire Alarm</i>	<i>Room Detection</i>	<i>Connected to Central Office</i>	<i>Sprinkler</i>	<i>Fire Drills Conducted</i>
<i>Ackerley</i>	<i>Athletics</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Briggs</i>	<i>Ofc/Class</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Chevillle</i>	<i>Church</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Chiller Plant</i>	<i>Mech</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Closson</i>	<i>Athletics</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Concessions</i>	<i>Dining</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>F M Smith</i>	<i>Library</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Ftiz</i>	<i>Stu Sup</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Graybill</i>	<i>Residence</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Gunsolley</i>	<i>Residence</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Hampton</i>	<i>Ofc/Class</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Helene</i>	<i>Ofc/Class</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>2</i>
<i>Higdon</i>	<i>Office</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>2</i>
<i>Kelly</i>	<i>Athletics</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>MSC</i>	<i>Stu Sup</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>McDowell</i>	<i>Dining</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>North Hall</i>	<i>Ofc/Class</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Patroness</i>	<i>Office</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Resch</i>	<i>Ofc/Class</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>2</i>
<i>Shaw</i>	<i>Ofc/Class</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>2</i>
<i>Small Apts</i>	<i>Residence</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>0</i>
<i>Tess Morgan</i>	<i>Residence</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Thomas Apts</i>	<i>Residence</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>0</i>
<i>Tower Apts</i>	<i>Residence</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Walden</i>	<i>Phy Plnt</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2</i>
<i>Walker</i>	<i>Residence</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>
<i>Zimmermann</i>	<i>Ofc/Class</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>2</i>

## Appendix 7

### UNIVERSITY, CITY, STATE, AND FEDERAL FIRE POLICY RESOURCES

SITE	LINK	INFORMATION
Center for Campus Fire Safety	<a href="http://www.campusfiresafety.org">www.campusfiresafety.org</a>	Newsletter of Center for Campus Fire safety
Campus Fire Watch	<a href="http://www.campus-firewatch.com">www.campus-firewatch.com</a>	Newsletter for complex issues of campus fire safety
Iowa Administrative Code	<a href="http://www.legis.state.ia.us/IAC.html">http://www.legis.state.ia.us/IAC.html</a>	Chapter Five; Fire Marshall

## Appendix 8

### FIRE STATISTICS

Facility	Date of Fire	Time of Fire	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
2012	NONE					
2011	NONE					
2010	NONE					
2009	NONE					
2008	NONE					