

# **2017 COMBINED ANNUAL SECURITY REPORT & FIRE SAFETY REPORT**

## **Introduction**

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Kettering College ("College") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

## **Policy for Preparing the Annual Report**

This report is prepared by Director of Student Activities in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Director of Communications 3737 Southern Blvd Kettering OH 45429 (937) 395-8601.

The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

## **General Safety and Security Policies**

### **Policies Concerning the Law Enforcement Authority of Campus Security Personnel**

KMC Security is responsible for campus safety at the College. Its personnel does not have arrest authority.

KMC Security provides for the security, safety, crime prevention, fire safety, and premise access on the Kettering College campus 24 hours a day, seven days a week. The security department's jurisdiction covers all of the institution's property and the neighborhoods surrounding the campus. KMC Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Kettering College. They also have the authority to issue parking citations, which are billed to the financial accounts of students and employees. Criminal incidents are investigated with cooperation of local law enforcement agencies. . Criminal arrests made on campus are handled by the Kettering Police Department with assistance from KMC Security. KMC Security also assists the Montgomery County District Attorney's Office, who possesses the legal authority to prosecute. All arrests that occur on campus are reported to the Chief of Security, who will notify other college

personnel as needed. KMC Security is located next to the Kettering Medical Center Emergency Department. The phone number is 937-298-3399, extension 55095. On campus, one may dial 55095.

While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

All crimes occurring on campus, on non-campus property owned by the College or on nearby public property should be reported immediately to the KMC Security. The number to contact is 937-298-3399, extension 55095.

In an emergency, it is also appropriate to contact local law enforcement by calling 911. If calling from a cell phone, it is important to also give the location of the emergency.

### **Other Officials to Whom Crimes May Be Reported**

The College also has designated other officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported to the KMC Security for collection as part of the College's annual report of crime statistics. The additional campus security authorities to whom the College would prefer that crimes be reported are as follows:

**Victor Brown** – Dean for Enrollment Management and Student Affairs – 937-395-8601 ext.57653

Cell 937-241-8939

**Sarah Bayer** – Director of Residence Hall – 937-395-8601 ext.55665

### **Policies on Reporting a Crime or Emergency**

The College encourages accurate and prompt reporting of all criminal actions, accidents, injuries, or other emergencies occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so. Such reports should be made as follows:

- Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling 911 from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of College staff will assist a student in making the report to the police.

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

### **Confidential Reporting**

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Any victim of a crime who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. With the victim's permission, a report of the details of the incident can be filed without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College encourages its pastoral counselors and other professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

### **Timely Warning**

In the event of criminal activity occurring either on campus or off campus that in the judgment of the KMC Security constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples would be a rash of motor vehicle thefts or sexual assaults in the area that merit a warning because they present a continuing threat to the campus community.

This warning will be communicated to students and employees via the following method(s) as deemed appropriate:

| <b>Method</b>                           | <b>Sign-Up Instructions</b>  |
|---|--|
| Wens communications (text alert system) | Automatically signed up using contact information given to the College |
| Email instructions                      | Each student and employee is issued a college email                    |
| College Website                         | <a href="http://kc.edu/">http://kc.edu/</a>                            |

Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- KMC Security, 937-298-3399, ext. 55095

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

### **Security of and Access to Campus Facilities**

The front desk, adjacent to Kettering College's front entrance, is staffed during posted hours. During the hours that the front desk is staffed, the receptionist serves as a general resource to students, visitors,

faculty, and staff. Audible alarms that can be reset only by KMC Security are activated during certain hours on the security doors that provide access to Kettering College. A security check is performed each evening to assure that ground-level doors and windows are locked. The outside area of the College is patrolled 24 hours a day by KMC security.

Residence Hall students returning after the doors are secured can gain access to the college only through the front entrance or the tunnel entrance. Both entrances are monitored with video cameras by KMC Security. Entrance will only be granted to individuals who can verify that they are Residence Hall students.

Security of all student residents is a responsibility shared by staff and the students who reside in the Residence Hall. Access doors are locked each evening at 9:00. Residents gain access by use of the Kettering College ID badge. Guests are required to check in with the dormitory staff. At 9:00, the front doors of the college are locked, as are the doors in the tunnel from the cafeteria. After this time, doors must not be propped open. Residents should stop and question any stranger in the building (e.g., "Who are you here to see?") and notify Residence Hall staff and KMC Security immediately of any suspicious activity. All security and lock issues should be reported the Residence Hall staff as soon as the issues are discovered. Anyone who loses their ID badge should immediately report it to the front desk attendant, who will replace it at a small charge. Plant Engineering staff may access the Residence Hall in the event of an emergency. All Plant Engineering workers should have ID badges visible.

The off-campus residence on Big Hill Road is secured by locks on all doors. All residents have keys, and are instructed to keep doors locked at all times. KMC Security has keys to these doors as well. Security at this location is enhanced by bright lighting on the exterior of the building.

### **Security Considerations in the Maintenance of Facilities**

Security also is a consideration in maintaining campus facilities.

Maintenance issues that have an impact on security are monitored by KMC Security, KMC Plant Engineering, and Kettering College Facilities Management. KMC Security checks locks on all access doors each evening. All three of these entities check exterior lights, stairwell lights, and other security-related areas during regular rounds.

### **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. A description of those programs and their frequency of presentation follows:

- Crime prevention information is given at the beginning of the year to students and employees. Additional information is given to those that reside in the residence hall. In addition, periodical e-mail blasts are sent out to students and employees with crime prevention and other safety tips.

### **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged

perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

## **Drug and Alcohol Policy**

We are committed to creating and maintaining an environment that is free of alcohol abuse. The College enforces the state's underage drinking laws and complies with state law and other applicable regulations governing alcoholic beverages for those on the College's premises or participating in its activities. The College strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse. In addition, the College is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare.

Manufacturing, distributing, possessing, and using alcohol and are strictly prohibited. Serving alcohol is forbidden at any college function. The Dean for Enrollment and Student Life and Residence Hall directors, or other school administrators or program directors, may require a chemical screening when evidence or a reasonable suspicion of alcohol use exists.

The College enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited under both state and federal laws. Such laws will be enforced by the College's law enforcement authority on campus. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

Illicit drugs include substances such as opium derivatives, hallucinogens (e.g., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs prohibited by law. Lawfully prescribed drugs being taken under a physician's directions are permitted. Abuse of prescribed drugs will be considered the same as abuse of illicit drugs.

According to the Ohio Revised Code (Section 2925.11), any individuals who knowingly make, obtain, possess, use, or sell controlled substances are subject to legal penalties. In addition, as a result of the Anti-Drug Abuse Act of 1988, a court of law may suspend or terminate an individual's eligibility for federal benefits, including student financial assistance, if that individual is convicted of certain drug offenses.

## **Drug and Alcohol Abuse Prevention Program**

The College has a drug abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. More information about the program, including the College's drug and alcohol policies, can be located at: <http://kc.edu/campus-resources/student-handbook/>

## **Policy, Procedures and Programs Related to Various Sex-Related Offenses, including Sexual Assault, and Domestic Violence, Dating Violence, and Stalking**

Consistent with the requirements of Title IX of the Education Amendments of 1972, the Clery Act, and the Violence Against Women Act ("VAWA"), the College prohibits discrimination based on sex in its educational programs and activities, including sexual harassment, and acts of domestic violence, dating violence, sexual violence (including sexual assault) and stalking. The College also prohibits any

retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to these laws and institutional policy. The College’s SEXUAL MISCONDUCT POLICY is used to address complaints of this nature. This policy and the procedures for filing, investigating and resolving complaints for violations of this policy may be found at: SEXUAL MISCONDUCT POLICY (<http://kc.edu/campus-resources/title-ix/>).

The following discusses the College’s educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

**Primary Prevention and Awareness Program:**

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. In it they are specifically advised that the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. In that regard, they are informed of the following definitions that apply within the state of Ohio:

| Crime Type<br>(Ohio Revised Code)                  | Definitions  |
|--|--|
| Dating Violence                                    | The institution has determined, based on good-faith research, that Ohio law does not define the term dating violence.  |
| Domestic Violence<br>(Ohio Revised Code § 2919.25) | <p>A person is guilty of domestic violence if violating any of the following provisions:</p> <ul style="list-style-type: none"> <li>A) No person shall knowingly cause or attempt to cause physical harm to a family or household member.</li> <li>B) No person shall recklessly cause serious physical harm to a family or household member.</li> <li>C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.</li> </ul>   |
| Stalking (Ohio Revised Code § 2903.211(A))         | <p>The following constitutes “menacing by stalking” under Ohio law:</p> <ul style="list-style-type: none"> <li>1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person</li> </ul> |

| <b>Crime Type</b><br><b>(Ohio Revised Code)</b> | <b>Definitions</b>   |
|---|--|
|   | <p>or to which the other person belongs.</p> <ol style="list-style-type: none"> <li>1) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following:               <ol style="list-style-type: none"> <li>a) Violate division (A)(1) of this section:</li> <li>b) Urge or incite another to commit a violation of division (A)(1) of this section.</li> </ol> </li> <li>2) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.</li> </ol>  |
| Sexual Assault                                  | <p>The institution has determined, based on good-faith research, that Ohio law does not define the term sexual assault.</p>  |
| Rape, Fondling, Incest, Statutory Rape          | <p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Ohio law are as follows:</p> <ul style="list-style-type: none"> <li>▪ Rape (Ohio Revised Code §2907.02 (A)):       <ol style="list-style-type: none"> <li>1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:           <ol style="list-style-type: none"> <li>a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.</li> <li>b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.</li> <li>c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.</li> </ol> </li> <li>2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.</li> </ol> </li> <li>▪ Fondling: The institution has determined, based on good-faith research, that Ohio law does not define the term fondling.</li> </ul> |

| <b>Crime Type</b><br><b>(Ohio Revised Code)</b>             | <b>Definitions</b>   |
|---|--|
|   | <ul style="list-style-type: none"> <li>▪ Incest: The institution has determined, based on good-faith research, that Ohio law does not define the term incest.</li> <li>▪ Statutory Rape: The institution has determined, based on good-faith research, that Ohio law does not define the term statutory rape.</li> </ul>   |
| <p>Other Crimes that could be considered Sexual Assault</p> | <p>Other crimes under Ohio law that may be classified as a “sexual assault” include the following:</p> <ul style="list-style-type: none"> <li>▪ Sexual Battery (Ohio Revised Code § 2907.03(A)): No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply: <ol style="list-style-type: none"> <li>1. The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution.</li> <li>2. The offender knows that the other person's ability to appraise the nature of or control the other person's own conduct is substantially impaired.</li> <li>3. The offender knows that the other person submits because the other person is unaware that the act is being committed.</li> <li>4. The offender knows that the other person submits because the other person mistakenly identifies the offender as the other person's spouse.</li> <li>5. The offender is the other person's natural or adoptive parent, or a stepparent, or guardian, custodian, or person in loco parentis of the other person.</li> <li>6. The other person is in custody of law or a patient in a hospital or other institution, and the offender has supervisory or disciplinary authority over the other person.</li> <li>7. The offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, the other person is enrolled in or attends that school, and the offender is not enrolled in and does not attend that school.</li> <li>8. The other person is a minor, the offender is a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education, and the other person is enrolled in or attends that institution.</li> <li>9. The other person is a minor, and the offender is the other person's athletic or other type of coach, is the other person's instructor, is the leader of a scouting troop of which the other person is a member, or is a person with temporary or occasional disciplinary control over the other person.</li> <li>10. The offender is a mental health professional, the other person is a</li> </ol> </li> </ul> |



| <b>Crime Type</b><br><b>(Ohio Revised Code)</b> | <b>Definitions</b>  |
|---|---|
|   | <p>mental health client or patient of the offender, and the offender induces the other person to submit by falsely representing to the other person that the sexual conduct is necessary for mental health treatment purposes.</p> <ol style="list-style-type: none"> <li>11. The other person is confined in a detention facility, and the offender is an employee of that detention facility.</li> <li>12. The other person is a minor, the offender is a cleric, and the other person is a member of, or attends, the church or congregation served by the cleric.</li> <li>13. The other person is a minor, the offender is a peace officer, and the offender is more than two years older than the other person.</li> </ol> <ul style="list-style-type: none"> <li>▪ Unlawful Sexual Conduct with Minor (Ohio Revised Code § 29.0704(A)): No person who is eighteen years of age or older shall engage in sexual conduct with another, who is not the spouse of the offender, when the offender knows the other person is thirteen years of age or older but less than sixteen years of age, or the offender is reckless in that regard.</li> <li>▪ Gross Sexual Imposition (Ohio Revised Code § 2907.05): <ol style="list-style-type: none"> <li>1. No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies: <ol style="list-style-type: none"> <li>a) The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force.</li> <li>b) For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.</li> <li>c) The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery.</li> <li>d) The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person.</li> <li>e) The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable</li> </ol> </li> </ol> </li> </ul> |

| <b>Crime Type</b><br><b>(Ohio Revised Code)</b>                                 | <b>Definitions</b>   |
|---|--|
|   | <p style="text-align: center;">cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.</p> <p>2. No person shall knowingly touch the genitalia of another, when the touching is not through clothing, the other person is less than twelve years of age, whether or not the offender knows the age of that person, and the touching is done with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.</p> <ul style="list-style-type: none"> <li>▪ Sexual Imposition (Ohio Revised Code § 2907.06(A)):No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies: <ul style="list-style-type: none"> <li>1) The offender knows that the sexual contact is offensive to the other person, or one of the other persons, or is reckless in that regard.</li> <li>2) The offender knows that the other person's, or one of the other person's, ability to appraise the nature of or control the offender's or touching person's conduct is substantially impaired.</li> <li>3) The offender knows that the other person, or one of the other persons, submits because of being unaware of the sexual contact.</li> <li>4) The other person, or one of the other persons, is thirteen years of age or older but less than sixteen years of age, whether or not the offender knows the age of such person, and the offender is at least eighteen years of age and four or more years older than such other person.</li> <li>5) The offender is a mental health professional, the other person or one of the other persons is a mental health client or patient of the offender, and the offender induces the other person who is the client or patient to submit by falsely representing to the other person who is the client or patient that the sexual contact is necessary for mental health treatment purposes.</li> </ul> </li> </ul> |
| Consent (as it relates to sexual activity) (Ohio Revised Code § 5924.120(A)(3)) | “Consent” means words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person.  |

In addition to the definition of consent under state law, the institution uses the following definition of consent in its Sexual Misconduct Policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

1. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
2. If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
3. If a person is asleep or unconscious, there is no consent.
4. If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
5. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
6. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
7. Being in a romantic relationship with someone does not imply consent to any form of sexual activity.

Effective consent may not exist when there is a disparity in power between parties (e.g., faculty/student, supervisor/employee).

The PPAP includes instruction on how to avoid becoming a victim, the warning signs of abusive behavior, and safe and positive options for bystander intervention. An understanding of this information will help mitigate the likelihood of perpetration, victimization or bystander inaction. Specifically they are advised:

#### **Information on Risk Reduction**

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
  - Make your limits known before going too far.
  - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
  - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
  - Grab someone nearby and ask them for help.
  - Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
  - Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
  - Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

- It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects ; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitive; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include:

- Past abuse
- Threats of violence or abuse
- Breaking objects
- Using force during an argument
- Jealousy
- Controlling behavior
- Quick involvement

- Unrealistic expectations
- Isolation
- Blames others for problems
- Hypersensitivity
- Cruelty to animals or children
- “Playful” use of force during sex
- Jekyll-and-Hyde personality

PPAP instruction also includes encouraging individuals to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other steps that can be taken include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

### **Ongoing Prevention and Awareness Program:**

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

### **PPAP and OPAC Programming Methods:**

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: online presentations, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming includes the following:

Primary prevention and awareness. Faculty and staff participated in live primary prevention and awareness training in August 2015. Kettering College has implemented comprehensive, interactive online primary prevention and awareness training for students. The College's primary prevention and awareness programs cover a range of topics, including discussion of: institutional and criminal prohibitions on sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking as well as related retaliation; definitions of terms related to elements of these types of sexual misconduct; risk reduction (bystander intervention and healthy behaviors); procedures for victims; confidentiality and notifications; disciplinary procedures, and ongoing programming.

Ongoing awareness campaign. The College has circulated its revised sexual misconduct policy and procedures. It sponsors events and offers educational information surrounding topics related to issues surrounding sexual misconduct, including those topics addressed in primary prevention and awareness trainings. The College is reaching out to local law enforcement to engage in additional programming. The College continues to create programming to address these issues tailored to the needs of its students, employees, communities and mission.

### **Procedures to Follow if You are a Victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking:**

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911. At the earliest opportunity, you should also contact the College's Title IX Coordinator Amy Ortiz-Moretta at Amy.Ortiz-Moretta@kc.edu. Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported.
  - Contact the Title IX Coordinator or refer to the other resources listed in this report.
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. To that end, keep in mind the following:
  - You should not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
  - Don't bathe or wash, or otherwise clean the environment in which the assault occurred.
  - You can obtain a forensic examination at Kettering Medical Center 3535 Southern Blvd, Kettering, OH 45429 Phone: (937) 298-4331
  - Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.
  - Evidence in electronic formats should also be retained (e.g., text messages, emails, photos, social media posts, screenshots, etc.).
  - Victims of stalking should also preserve evidence of the crime to the extent possible.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.

- KMC Security - 937-298-3399, ext. 55095. On campus, dial 55095.
  - Kettering Police Department 3600 Shroyer Road Kettering, OH 45429 Phone: (937) 296-2555
  - To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.
- a. In Ohio, there are different kinds of protection orders available to victims, including Domestic Violence Civil Protection Orders (DVCPO), Civil Stalking Protection Orders (CSPO), and Sexually Oriented Offense Protection Orders (SOOPO). Courts can issue ex parte (temporary) orders and orders for longer lengths of time. Ex parte orders are typically put in place until a hearing before a judge occurs. A victim should be prepared to present documentation and/or other forms of evidence when filing for an order of protection.
  - b. DVCPOs can be obtained from the Domestic Relations Division of the Montgomery County Court of Common Pleas: 301 West Third Street, Dayton, OH 45422. The phone number is (937) 225-4063. More information is available here: [http://www.mcoho.org/government/courts/common\\_pleas\\_court\\_-\\_domestic\\_relations\\_division/forms.php#288](http://www.mcoho.org/government/courts/common_pleas_court_-_domestic_relations_division/forms.php#288).
5. CSPOs and SOOPOs can be obtained from the General Division of the Montgomery County Court of Common Pleas: 41 N. Perry Street, Dayton, OH 45422. The phone number is (936) 225-6000. More information is available here: [http://www.montcourt.oh.gov/protection\\_orders.php](http://www.montcourt.oh.gov/protection_orders.php).

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

- The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. The institution may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

### **Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

Kettering Counseling Care Center - 937-384-6920

Kettering College Campus Chaplain – Steve Carlson – 937- 395 – 8601, ext. 57093

### **Legal counsel**

Ohio Legal Aid (<http://www.ohiolegalaid.org/>)

### **Visa and Immigration resources**

Immigration Advocates Network:

<https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=OH>

U.S. Citizenship and Immigrations Services:

[https://egov.uscis.gov/crisgwi/go?action=offices.summary&OfficeLocator.office\\_type=ASC&OfficeLocator.statecode=OH](https://egov.uscis.gov/crisgwi/go?action=offices.summary&OfficeLocator.office_type=ASC&OfficeLocator.statecode=OH)

### **Student Financial Aid**

If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with



financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: <http://kc.edu/admissions/financial-aid/>

**Montgomery County Victim Witness**

Montgomery County Prosecutor's Office

937-225-5623

**Kettering Medical Center**

3535 Southern Boulevard,

Kettering, OH

937-298-4331

**Artemis Center**

310 West Monument Avenue

937-461-5091

**Womanline of Dayton**

4617 Presidential Way

Kettering OH 45429

Phone: (937) 223-3446

**Ohio Alliance to End Sexual Violence**

888-886-8388

**National Domestic Violence Hotline**

800-799-7233

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights
- <http://www.NotAlone.gov>

The Montgomery County Prosecutor's Victim/Witness Division has trained advocates available to assist victims of sexual violence. Many victims are unsure about who to tell and may be struggling with medical and legal decisions. Students may contact the 24-hour sexual assault crisis line (937-225-5623) anonymously to discuss any matters related to sexual violence. Advocates can provide crisis intervention, support during the forensic medical exam, information regarding the criminal justice system, and other supportive services and referrals.

**Accommodation and Protective Measures:**

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests of this nature should be made to the Title IX Coordinator at [Amy.Ortiz-Moretta@kc.edu](mailto:Amy.Ortiz-Moretta@kc.edu), and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented. When determining the reasonableness of such a request, the Title IX Coordinator may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the Title IX Coordinator in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

### **Procedures for Disciplinary Action:**

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the institution's Sexual Misconduct Policy and the related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.

The complaint resolution procedures are invoked once a report is made to one of the following individuals:

Amy Ortiz-Moretta

Assistant Professor/Title IX Coordinator

G-95 across from classroom G-98

(937) 395-8493

[Amy.Ortiz-Moretta@kc.edu](mailto:Amy.Ortiz-Moretta@kc.edu)

Kris Harter

Director of Student Life/Deputy Coordinator

2<sup>nd</sup> floor lobby

(937) 395-8601 ext. 55601

[Kris.Harter@kc.edu](mailto:Kris.Harter@kc.edu)

Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The Title IX Coordinator and/or designee will analyze the complaint and notify the respondent that a complaint has been filed.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Upon completion of the investigation, the investigator(s) make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The investigator(s) will then prepare an investigation report outlining the findings and include, if necessary, sanctions or other remedial measures to impose. The parties will be notified of this determination in writing within three (3) days of it being made. The institution strives to complete investigations of this nature within sixty (60) calendar days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Dean for Enrollment Management (for student appeals) or the President (for faculty/staff appeals) within ten (10) days of being notified of the outcome of the investigation. The President will resolve the appeal within fifteen (15) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

### **Rights of the Parties in an Institutional Proceeding:**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair and impartial process is one that is:
    - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
    - Conducted in a matter that:
      - Is consistent with the institution's policies and transparent to the accuser and the accused.
      - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
      - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
    - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
  4. Have the outcome determined using a preponderance-of-the-evidence standard based on the totality of the evidence presented.
  5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

### **Possible Sanctions or Protective Measures that College May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses:**

Following a final determination in the institution’s disciplinary proceeding that domestic violence, dating violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: warning; reprimand; probation; restitution; fine; loss of privileges; housing probation; suspension or expulsion/termination; restriction on eligibility to represent the College at any official function or in any intercollegiate competition. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students (student) or Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the College can make available to the victim a range of protective measures. They include: forbidding the accused from entering the victim’s residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

### **Publicly Available Recordkeeping:**

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of domestic violence, dating violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

### **Victims to Receive Written Notification of Rights:**

When a student or employee reports to the College that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

**Sex Offender Registration Program:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting Amy Ortiz-Moretta at Amy.Ortiz-Moretta@kc.edu. State registry of sex offender information may be accessed at the following link: <http://www.icrimewatch.net/index.php?AgencyID=55170&disc>

**Emergency Response and Evacuation Procedures**

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The University has communicated with local police requesting their cooperation in informing the University about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the KMC Security Chief at 937-298-3399, ext. 55095 of any situation that poses such a threat.

KMC Security will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution’s response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the KMC security Chief will consult with other appropriate College officials to determine the appropriate segment or segments of the College community to be notified.

The KMC Security Chief in collaboration with other appropriate personnel, will determine who should be notified, and 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, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

**The KMC Security Chief will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:**

|                    |  |
|--------------------|--|
| College Website    | <a href="http://kc.edu/">http://kc.edu/</a>                        |
| WENS Notifications | Automatic sign up with contact information provided to the College |

|          |   |
|----------|---|
| facebook | <a href="https://www.facebook.com/KetteringCollege">https://www.facebook.com/KetteringCollege</a> |
| Twitter  | <a href="https://twitter.com/KettCollege">https://twitter.com/KettCollege</a>                     |

At the direction of KMC Security, the College's Director of Communication will contact local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Emergency Management Team will meet to train and test and evaluate the College's emergency response plan.

The Director for Student Activities maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures.

### **Missing Person Procedures**

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, that information should be reported immediately to the KMC Security at 937-298-3399, ext. 55095. Anyone receiving a missing student report will immediately notify campus security (or local law enforcement, if necessary) so that an investigation can be initiated.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the person is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

A student who wishes to designate a confidential contact may do so by contacting KMC Security and filling out the appropriate paper work.

After investigating a missing person report, if it is determined that the student has been missing for 24 hours, the College will notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the College will also notify that student's parent or legal guardian within 24 hours of the determination that the student is missing.



|                   |   |   |   |   |   |   |   |   |   |   |   |   |
|-------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking          | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Hate crimes:**

**2016:** No hate crimes reported.

**2015:** No hate crimes reported.

**2014:** No hate crimes reported.

**Unfounded crimes:**

**2016:** There were no crimes determined to be unfounded by a commissioned law enforcement officer after a full investigation and subsequently withheld from the crime statistics disclosure.

**2015:** There were no crimes determined to be unfounded by a commissioned law enforcement officer after a full investigation and subsequently withheld from the crime statistics disclosure.

**2014:** There were no crimes determined to be unfounded by a commissioned law enforcement officer after a full investigation and subsequently withheld from the crime statistics disclosure.



# Annual Fire Safety Report

## Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. These facilities were built at different times and have a variety of fire safety systems installed within them. Periodically the College also conducts fire drills. The following chart lists each housing facility, the fire safety system or systems within it and the number of fire drills conducted during the previous calendar year.

| Facility  | Fire Alarm Monitoring Done on Site (byUPD) | Partial Sprinkler System | Full Sprinkler System | Smoke Detection | Fire Extinguisher Devices | Evacuation Plans & Placards | Number of evacuation (fire) drills |
|---|--|--------------------------|-----------------------|-----------------|---------------------------|-----------------------------|------------------------------------|
| Residence Hall, 3737 Southern Blvd Kettering OH 45429 | X  |                          | X                     | X               | X                         | X                           | 4                                  |

## Policies on Portable Appliances, Smoking and Open Flames

The use of open flames, such as candles, and the burning of such things as incense, and smoking are prohibited in campus housing. Only surge-protected extension cords are permitted. Toasters and Microwaves are provided in the kitchen areas for residence use. All other cooking devices are prohibited in the Residence Hall rooms. Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

The College reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

## Fire Evacuation Procedures

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

## Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

## **Reporting Fires**

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing facilities. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. However, there may be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the following: KMC Security at 937-298-3399, ext. 55095. When notifying one of these individuals as much information as possible about the location, date, time and cause of the fire should be provided.

## **Plans for Future Improvements**

The College periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

## **Fire Statistics**

### **2016**

No fires were logged in 2016.

### **2015**

No fires were logged in 2015.

### **2014**

No fires were logged in 2014.