Security and Fire Safety Report for the 2017 Calendar Year

Cincinnati Christian University is committed to providing students, staff, faculty and visitors with a safe and secure environment. CCU works in partnership with the Cincinnati police and HSPS Security. The campus is monitored by armed security officers 24 hours a day and has security cameras in operation around campus to ensure optimal security.

Cincinnati Christian University is providing the following report for the benefit of students and to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the past three years concerning reported crimes on campus, at off-campus buildings owned by CCU and public property immediately adjacent to and accessible from campus. The report also includes policies and procedures that address safety and security on campus.

CRIME REPORTING

Emergency Contacts

The primary responsibility of an HSPS Officer is protection of life and property, outstanding customer service, and providing a safe and secure environment for employees, visitors, and service personnel at the client's site. This primary responsibility is carried out through the four basic functions of security personnel: 1) deter -to serve as a general security presence and visible deterrent to crime and rule infractions. 2) detect - to detect suspicious activities, 3) observe - to watch for criminal acts or rule infractions at or near your post which may be a threat to the facility, your client, or employees at your site, 4) report – to report all incidents, accidents or medical emergencies that you are made aware of, to the appropriate person or agency, including your supervisor.

Emergency Contact List

POLICE EMERGENCY	911
FIRE EMERGENCY	911
AMBULANCE EMERGENCY	911
POLICE (Non-Emergency)	District 3 – (513) 263-8300
FIRE (Non-Emergency)	(513) 352-6220
Maintenance On Call Worker	(513) 244-8136
Nathan Chesnut, Facilities Manager	(513) 244-8427

Campus Security Personnel

CCU Safety & Security	(513) 244-8437
Ray Horton, Title IX Coordinator	(513) 244-8420
Nancy Hartman, Human Resources	(513) 244-8447
John Taylor, Athletic Director	(513) 244-8176
CCU Counseling Center	(513) 244-8193

Reports

1. Incident Reports: Any incident, no matter how minor, could prove potentially dangerous or legally serious if not recorded. All incident reports must be accurate, brief, and complete, and submitted into the electronic database.

2. Patrol Reports: A summary of an officer's patrol shift is recorded in the electronic database. Any significant events or ongoing situations of concern will be documented here.

3. Pass Down Logs: Information to the relief in the event an incident is ongoing, or other items of continued concern are documented here. Follow will then be performed by the relieving officer.

   Any questions or problems should be referred to a supervisor immediately, and recorded in the daily log/journal.

Our Commitment to Safety

CCU is committed to fostering and maintaining a safe, healthy, and productive environment that meets the learning, living, professional, and social needs of the entire campus community. The university provides programs, education opportunities, and resources to help students adopt an attitude out of which flows honor, dignity, and respect in all of their behaviors, interactions, and relationships. Toward this end, students are responsible for being knowledgeable and compliant with the following standards, policies, rules, and regulations.

The Clery Act

The Clery Act requires documented clarification of the university's stance, definitions, expectations, prevention programs, reporting, and responses relating to the following offenses, each being expressly and strictly prohibited. The university will promptly investigate, execute due process, and respond to allegations with punitive measures up to and including expulsion from the university. This applies to on-campus (any CCU-owned, rented, or occupied property) and off-campus conduct, extending to educational, co-curricular, athletic, and other university sponsored programs. The following definitions are taken directly from the Ohio Revised Code:

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggressive bodily injury. This type of assault usually is accompanied by the use of a weapon or by 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 which could or probably would result in a serious potential 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, etc.

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

Consent: Words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person.

Dating violence (Gross Sexual Imposition): 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. the existence of such relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Domestic violence: To knowingly cause or attempt to cause physical harm to a family or household member, including:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common

- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under the Violence   Against Women Act)
- Any other person against an adult or youth victim who is protected from that   person's acts under the domestic or family violence laws of the jurisdiction.

Drug Law 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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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.

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

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

Manslaughter by Negligence: The killing of another person through gross negligence.

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 joy riding.)

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or person by force or threat of force, violence, and/or causing the victim 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. There are four categories that are counted as "Sex Offenses – Forcible" for Clery purposes. These include the following:

- *Rape*: The carnal knowledge of a person, forcibly and/or against the 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. 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
- *Sodomy*: Oral or anal sexual intercourse with another person, forcibly and/or against the 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.
- *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.

- *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 or physical incapacity.

*Sex Offenses – Non-Forcible***:** Unlawful, non-forcible sexual intercourse. There are two categories that are counted as "Sex Offenses – Non-Forcible" for Clery purposes. These include the following:

- *Incest***:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape***:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- *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.
- *Stalking***:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- *Vandalism***:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- *Weapons Law Violations***:** The violations of law 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; all attempts to commit any of the aforementioned.
- *Sexual harassment*: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment
- *Stalking (Menacing by Stalking)*: 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 cause mental distress to the other person.

The university offers a variety of programs to prevent these and other offenses through education. Students are strongly encouraged to be familiar with and utilize these and other resources:

- New Student Orientation
- Clery Act Training
- Resident Assistant Training
- Title IX Training
- Written prohibition of misconduct
- Published processes for Student Misconduct Investigation, Hearing, and Sentencing

Sexual Assault Policy

In the event that a student becomes a victim of sexual assault, victims are encouraged to seek medical treatment at an area hospital and to preserve physical evidence that may contribute to an

investigation. The student should, though is not required to, immediately reported the event to the Cincinnati Police Department and then to a Campus Security Authority. A CSA is broadly defined to include, but not limited to:

- Campus Security
- Director of Student Services
- Title IX Coordinator
- University administrators
- Faculty
- Resident Director
- Resident Assistant

When an alleged sexual assault is reported, the university will provide a written explanation of the student's rights and options. The university will also, upon request, provide reasonable assistance to help students file a report with on- and/or off-campus law enforcement. Services may be obtained through the Rape Crisis Center. The University will also offer assistance in making necessary changes in classes, housing, or such other arrangements as may be appropriate to enable the student to continue in school in cases of an alleged assault.

The accused individual (respondent) will face campus disciplinary proceedings in accordance with university disciplinary guidelines and, if the respondent is determined to be responsible, appropriate sanctions will be imposed. Possible sanctions include mandatory treatment, suspension, and expulsion without refund. Information relative to the outcome of the case will be provided simultaneously to the accused and the accuser.

The University will cooperate fully with law enforcement agencies in any investigation and prosecution of offenders who will be subject to all applicable legal sanctions, protection orders, etc. under local, state, or federal laws.

Sexual Harassment Policy

Students have the right to be free from sexual harassment. Sexual harassment directed towards students can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the College, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, including, but not limited to, grades or academic progress; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive environment. Off-campus instances of sexual harassment may be actionable under this policy if the conduct negatively affects a student's school experience or overall school environment.

Sexual harassment can also be imposed by a fellow student. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature. Students are prohibited from engaging in sexually harassing conduct towards any other person. Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to disciplinary probation or expulsion.

Victims of sexual harassment should file a grievance in accordance with the Student Grievances Policy. The university encourages, but does not require, a victim of sexual harassment to inform the

harasser that his or her conduct is unwelcome and offensive immediately upon its occurrence. Failing to report sexual harassment may only perpetuate unacceptable conduct.

The university will investigate every report of sexual harassment in accordance with published Student Misconduct Investigation, Hearing, and Sentencing policies.

Response to Faculty, Staff, and Administration Request

Students should keep their CCU ID cards with them at all times and, if asked, should immediately present their identification to any university personnel. Students are expected to respond promptly if summoned to one of the university's administrative offices and to cooperate respectfully in all circumstances with university employees-including administrators, staff, faculty, campus safety officers, residence hall staff and assistants, facilities staff, and dining hall staff.

Geography definitions from the Clery Act

- **On-Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).
- **Non-Campus Building or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Below are the reported cases for the geographical areas listed above. Information is gathered from the CCU Security Department as well as the Cincinnati Police Department.

CCU Safety Statistics

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred **On Campus**.			
	Total occurrences On campus		
Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	1	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	4
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred **On Campus**, enter the number that occurred in **On-campus Student Housing Facilities**.			
	Total occurrences in On-Campus Student Housing Facilities		
Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	1	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	4
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Criminal Offenses - Noncampus

	Total occurrences in or on Noncampus buildings or property		
Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

For each of the following criminal offenses, enter the number reported to have occurred in or on **Noncampus** buildings or property.

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on **Public Property**.

	Total occurrences on Public Property		
Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	3	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	1	0	0
h. Aggravated assault	1	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	1	0	0
k. Arson	0	0	0

Hate Crimes - On campus

Criminal offense	2017 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred in **On-Campus Student Housing Facilities**. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred in or on **Noncampus** buildings or property. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

Category of Bias for crimes reported in 2017

Criminal offense	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred on **Public Property**. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0

d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus

Crime	Total occurrences On Campus		
	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses - On-campus Student Housing Facilities

Crime	Total occurrences in On-campus Student Housing Facilities		
	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses - Noncampus

Crime	Total occurrences in or on Noncampus buildings or property		
	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses - Public Property

Crime	Total occurrences on Public Property		
	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests - On campus

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests - Noncampus

Enter the number of **Arrests** for each of the following crimes that occurred in or on **Noncampus** buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests - Public Property

Enter the number of **Arrests** for each of the following crimes that occurred on **Public Property.**

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	2	0	0
b. Drug abuse violations	19	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - On Campus

Enter the number of persons **referred for disciplinary action** for crimes that occurred **On Campus** for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	2	4
c. Liquor law violations	0	0	5

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons **referred for disciplinary action** for crimes that occurred in **On-campus Student Housing Facilities** for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	2	4
c. Liquor law violations	0	0	5

Disciplinary Actions - Noncampus

Enter the number of persons **referred for disciplinary action** for crimes that occurred in or on **Noncampus** buildings or property for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - Public Property

Enter the number of persons **referred for disciplinary action** for crimes that occurred on **Public Property** for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes

Of those crimes that occurred **On Campus**, in **On-campus Student Housing Facilities**, on or in **Noncampus** property or buildings, and on **Public Property**, enter the number of crimes that were unfounded.
The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2015	2016	2017
a. Total unfounded crimes	0	0	0

Fires - On-campus Student Housing Facilities

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter Data" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter Data" to complete the fire statistics for that facility.
If you use the button below to add a facility, or if you use the "Delete" link to delete a facility, you must return to the Screening Questions to revise the number of On-campus Student Housing Facilities.

	Housing Facilities			
			2017	
	Name of Facility	Street Address	Number of Fires	Status
1	Alumni	200 Glenway	0 VIEW	Updated
2	Restoration	2700 Glenway	0 VIEW	Updated

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ALCOHOL & ILLEGAL DRUGS

Cincinnati Christian University maintains that our bodies are created by God and should be used to glorify Him. The abuse of drugs in any form is considered to harm both the physical body and the Christian body of Christ by destroying the witness of a positive Christian lifestyle.

Employment Policy

CCU's Human Resources Director has been designated as the University's drug and alcohol program administrator. The responsibilities of the program administrator include:

- Ensuring that newly hired employees receive information about the University's policy on substance abuse and alcohol misuse and appropriate educational materials within the first six weeks of employment.
- Maintaining employee acknowledgements evidencing receipt of the University's Drug-Free Work-place Program policy.
- Maintaining and providing employees with a list of community resources for assessment and treatment.
- Managing provider relationships including, drug and alcohol testing services, laboratories, collection sites and Medical Review Officers (MROs).

Policy Violations

It is a violation of University policy to use or be under the influence of alcohol and /or illegal drugs at any time during the workday, while on or using University property, conducting University business or otherwise representing the University. It is also a violation of University policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications. To this end, employees are responsible for promptly notifying his/her supervisor if the prescribed medication will affect the employee's ability to perform any function of his/her job.

It is a violation of University policy for any employee to possess, sell, trade, or offer for sale or trade, illegal drugs or otherwise engage in illegal drug-related activity during the workday, while on or using University property, conducting University business or otherwise representing the University. Violations of this policy that involve the "trafficking" of drugs may result in an employee being referred for criminal prosecution.

Employees who are arrested for off-the-job drug activity or alcohol misuse may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the University and other factors relating to the impact and facts of the arrest and underlying circumstances of the employee's arrest. Employees are responsible for notifying the University within five days of any alcohol or drug-related conviction.

Important Notice to All Employees

In keeping with our primary interest of preventing accidents and injuries, CCU intends to hold employees accountable for violating our drug and alcohol policy and may seek disallowance of a workers' compensation claim when an employee tests positive for alcohol or a controlled substance (drug) after a work-related accident or injury.

Our policy will be to refuse to certify a workers' compensation claim filed by an injured employee who tests positive for a controlled substance or an alcohol concentration of .08 BAC or higher, or who otherwise without legal basis refuses to submit to a test. Refusal to test also includes failure to provide a specimen within the time frame that an employee is permitted or given to do so, or adulterating, attempting to adulterate or substituting a specimen at any time.

Rather than having a claim disallowed, we hope to prevent these accidents from occurring in the first place by holding employees properly accountable for following work rules that exist in the interest of the safety of all employees. Employees who fail to follow work rules and thereby endanger themselves, their co-workers and/or our ability to carry out the University's mission will be held strictly accountable.

Disciplinary Action

Violations of this policy which do not lead to immediate dismissal may be dealt with in the following progressive manner:

1st Policy Violation: Written warning and suspension without pay. Prior to reinstatement, the employee, must be evaluated by a substance-use professional as defined herein and produce a negative return to work test. Reinstatement will be contingent upon the objective recommendation of a substance-use professional and the negative return to work test.

2nd Policy Violation: Termination of employment.

The above progression is used by the University solely as a guideline in administering the discipline process. The University, at its discretion, may elect to have one form of action precede another to include immediately terminating employment. Additionally, nothing in this policy changes the employment-at-will relationship between the employee and the University.

Supervisor Evaluation

Supervisors are responsible for the overall job performance of those they supervise. They have a significant role in establishing and maintaining all of the University's programs. CCU does not expect supervisors to be drug or alcohol abuse experts, counselors or to conduct medical evaluations. Supervisors are responsible to determine whether reasonable suspicion exists to require an employee to undergo testing.

Employee Education

The University will provide drug and alcohol awareness education to all employees. This will include information on the University's written policy and how the Drug-Free Workplace Program will operate, employee responsibilities, and the consequences for violating the policy. Employees will also be provided information on the magnitude and dangers of drug and alcohol abuse, signs and symptoms associated with substance abuse and alcohol misuse, and available intervention methods and community resources for assessment and treatment.

Acknowledgement of Receipt of Written Policy

All employees will be required to sign a statement certifying that he or she received a copy of the written policy and has had the opportunity to ask questions. The University will maintain the original receipt in the employee's personnel file.

Student Policy

Standards of Student Conduct

Alcohol:

Cincinnati Christian University (CCU) is an alcohol-free campus. For purposes of this policy, "campus" refers to any properties that CCU owns and maintains for its educational and related purposes (e.g., housing residential students). CCU also prohibits alcohol at any off-property event sponsored by the university and/or led by university employees or in connection with university-sponsored student organizations. CCU also strongly discourages students from patronizing establishments whose principal purpose is the sale or consumption of alcohol. In addition, CCU students are not permitted to be intoxicated at any time. This policy reflects CCU's concerns for the well-being and safety of all students, and also the university's historical commitment to biblical values.

Students who choose to consume alcohol outside the venues noted above (i.e., in venues off campus and/or at events that are not sponsored by the university) are advised to note that Ohio law prohibits all of the following:

i.   The purchase, possession, or consumption of alcoholic beverages by any person under 21 years of age.
ii. Being intoxicated in public to the degree that one poses a danger to him/herself or to others.
iii. Furnishing alcohol to any person under 21 years of age.
iv. Driving while intoxicated, where "intoxicated" is defined as a blood alcohol content of .08% for those over 21, and .02% for those under 21.

Please note that the above summary is for general reference only and is not intended to represent legal advice on the content or enforcement of the Ohio Revised Code.

> *Consequences for Violating the Alcohol Policy*
> Students who are found responsible for violating CCU's policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to a range and/or combination of the following sanctions: (1) fines ranging up to $250; (2) completion of an alcohol education program, which may involve a $50 to $75 fee incurred by the student; (3) community service; (4) parental notification; (5) counseling; (6) disciplinary probation; (7) indefinite suspension; and (8) dismissal from the University.

This information is intended to give students a range of expected outcomes or consequences regarding violations of CCU's alcohol policy. Depending on the level of severity involved per violation, and at the discretion of the Director of Student Services or his/her designee, sanctions may vary from what is outlined above.

(CCU Student Handbook Pg 10)

Drugs & Controlled Substances:

The use of illegal drugs, the use of another's prescription drugs, and the abuse of prescription drugs (substances) in any form is prohibited for CCU students. Under no circumstances are the above to be used, possessed or distributed on or off campus.

Students in need of assistance in avoiding the use of drugs should contact the CCU Counseling Center or a Student Services Official. Appropriate measures will be taken to protect the student's privacy. If a student is suspected of illegal, unauthorized, or abusive drug use, he or she may be asked to submit to drug testing. Refusal of or attempts to evade testing will be interpreted as evidence of drug use in violation of this policy, and will result in disciplinary action.

> *Consequences for Violating the Drugs & Controlled Substances Policy*
> Students who are found guilty of violating CCU's policy concerning the possession, consumption, or distribution of drugs or controlled substances or related disturbances will be subject to a range and/or combination of the following sanctions: (1) fines ranging from $100 to $250; (2) completion of a drug addiction evaluation administered by a professional counselor at the student's expense; (3) community service; (4) parental notification; (5) counseling; (6) disciplinary probation; (7) indefinite suspension; and (8) dismissal from the University.
>
> (CCU Student Handbook Pg 13)

Legal Sanctions

In addition to any university sanction, the illegal possession or distribution of drugs or alcohol carry penalties under local, state, and federal law, including fines and possible incarceration. In such instances the university may refer the student to legal authorities for prosecution.

Ohio Revised Code (O.R.C.) Chapter 4301 regulates the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. (O.R.C. 4301 can be located in its entirety at http://codes.ohio.gov/orc/4301.)

Open Container: It is illegal to possess in public an open container of an alcoholic beverage. If convicted of this offense, the maximum penalty is a $100 fine. Consumption of alcohol in a motor vehicle is a fourth degree misdemeanor with maximum penalties of 30 days imprisonment, a $250 fine, or both.

Providing Alcohol to an Underage Person: A person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment, $1,000 fine, or both. A social host, therefore, risks being fined and imprisoned when he or she furnishes alcohol to a person he or she knows or should know is under 21 years of age.

Underage Consumption, Purchase or Possession of Alcohol: The legal drinking age in Ohio for consumption of an alcoholic beverage is 21 years old. Anyone purchasing, possessing, or consuming alcohol prior to their twenty-first birthday is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment, a $1,000 fine, or both. A 20-year-old student, therefore, risks being imprisoned and fined when he or she decides to drink alcohol.

Drug abuse offenses are located in both the state and local laws. O.R.C. Chapter 2925 regulates the possession, sale, use, growth, manufacturing and making of narcotics. (O.R.C. Chapter 2925 can be located in its entirety at http://codes.ohio.gov/orc/2925.)

Further, the Cincinnati Municipal Code (CMC) regulates the possession of drug paraphernalia and drugs in Chapter 601 and 879. (A complete version of the CMC is located at https://www.municode.com/library/oh/cincinnati/codes/code_of_ordinances.)

Health Effects of Alcohol and Other Drugs
The use of alcohol and/or other drugs has many possible health effects. There are both short-term and long-term effects of drug and alcohol use. In addition, overdose and withdrawal from alcohol or other drugs can produce additional effects on a person's health.

Alcohol
The use of alcohol can lead to impaired judgment and coordination, problems with vision and hearing, respiratory depression, increased aggression, liver and heart disease, pancreatitis, and cancer of the mouth, throat, esophagus, or voice box. Overdosing on alcohol can cause staggering, loss of coordination, slurred speech, dilated pupils, and nerve and liver damage. In women, consuming alcohol while pregnant can lead to fetal alcohol syndrome in babies.
Abruptly terminating heavy long-term usage can result in withdrawal symptoms that include sweating, tremors, altered perception, psychosis, fear, and auditory hallucinations.

Narcotics
The use of narcotics may result in drowsiness, confusion, nausea, constricted pupils, and respiratory depression. Effects of overdosing on narcotics include slow, shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms of narcotics use include watery eyes, runny nose, yawning, cramps, loss of appetite, irritability, nausea, tremors, panic, chills, and sweating.

Depressants
The use of depressants can lead to slurred speech, difficulty concentrating, impaired judgment and coordination, and respiratory depression. Overdosing can produce effects such as shallow respiration, clammy skin, dilated pupils, weak and/ or rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, muscle tremors, loss of appetite, convulsions, delirium, and death.

Stimulants
The use of stimulants may include anxiety, blurred vision, impaired coordination, decreased appetite, increased heart and respiratory rates, elevated blood pressure, and delusions. Overdosing can lead to agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms seen in stimulant users include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens
The use of hallucinogens may lead to confusion, violent behavior, anxiety, hallucinations, illusions, depression, distorted perception of time, convulsions, psychosis, and flashbacks. Even after usage has ceased, ongoing effects can include heart and lung failure, irreversible brain damage, and coma. Overdosing on a hallucinogen can produce effects such as longer, more intense "trip" episodes, psychosis, coma, and death. There are no known withdrawal symptoms of hallucinogen use.

Cannabis
The use of cannabis may cause loss of appetite, impaired balance, coordination, memory and concentration, disoriented behavior, fluctuating emotions, increased risk of cancer, and psychosis. Overdosing on cannabis can lead to fatigue, lack of coordination, paranoia, and psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Steroids

The use of steroids may result in weight and muscle gains and aggressive behavior. Effects of overdosing on steroids are quick weight and muscle gains, extremely aggressive behavior, severe skin rashes, impotence, and development of irreversible masculine traits (in females). Symptoms of withdrawal include significant weight loss, depression, behavior changes, or trembling.

Awareness Events and Training on Campus

Drug Awareness Week

A series of student engagement opportunities staged outside the Student Union. Each day a different challenge or message is presented by guest speakers or university staff to raise awareness regarding the dangers of drug and alcohol abuse.

First-Year Drug and Alcohol Awareness Module

A 50-minute module taught within the Strategies for College Success course. All incoming CCU freshmen must take this course. During this module students engage in a guided discussion about the pressure to use drugs, the risks involved including potential health hazards, and resources to assist in prevention and recovery.

Cincinnati Christian University will conduct biennial reviews of this program, with the next review being due in Summer 2019.

EMERGENCY RESPONSE PLAN

PURPOSE AND GOAL

The safety of all students and employees of Cincinnati Christian University is an institutional priority. The purpose of this plan is to define methods of communication, identify and assign responsibilities, and mobilize and distribute resources during defined emergencies, both on and off the main campus of Cincinnati Christian University.

The goal of this plan is to reduce personal injury, conserve the assets of the institution and minimize the negative impact of emergency situations on the university's ability to carry out her mission.

Emergencies considered in this plan are:
1. Fires and Explosions
2. Severe Weather Conditions
    a. Winter storms
    b. Tornadoes
    c. Hurricanes
3. Facility Specific Emergencies
    a. Armed assault, hostage, kidnapping or other campus intrusions
    b. Bomb threat
    c. Medical or health emergency
    d. Power outages
    e. Animal threat
4. Community Declared Emergencies
5. Civil Unrest
6. Biological, Chemical and Radiation Emergencies, Including Disasters and Acts of Terror
7. Earthquakes

IMPLEMENTATION OF THE EMERGENCY PLAN

Initial Action

All emergency situations are to be reported directly to 911 and to the Cincinnati Christian University Security Department (office: 513-244-8437). Officers are on duty 24 hours a day, 7 days a week.

Command Post

A Command Post to coordinate emergency response will be set up in Room PH238 in the Entry Pavilion on the upper level of Presidents Hall. Should that space not be accessible or appropriate given the nature of the emergency, the backup command post will be set up in the Maintenance Building on the north side of Lehman Avenue, across from the main CCU Campus. From the Command Post, school officials will coordinate internal communication with students and employees and maintain contact with emergency services and government officials regarding the severity, status and expected duration of the emergency.

Alert Procedure Summary

Upon notification of an emergency, Security will make an immediate assessment as to the severity of the situation. Such notification can come from students and employees on campus, public alert systems or direct observation (either in person or via the security camera monitoring center located in the Security Department Office in Presidents Hall).

In the event of eminent danger to the lives of students and employees, Security will call 911 to report the situation and activate the campus emergency notification system, which consists of the Rave mobile alerts and digital signage overrides. The Director of Student Services will provide access to these services if otherwise unavailable to the officer on duty.

In the event of an emergency that is not life-threatening, Security will contact the Administrator-on-Call (in the following order: Director of Student Services, Chief Academic Officer, President), who will decide whether or not to implement the Emergency Response Plan.

Priorities in the event of an emergency are as follow:
1. Communication – it is imperative that students and employees on campus at the time of an emergency event are aware of the situation. Communication with outside agencies and authorities is also of primary importance. As soon as the emergency event is stabilized, communication with other constituency groups

may take place, including: parents, families and university officials not present at the time of the emergency.

    a. The RAVE Mobile Alert System (RMAS) is a key component of the communication process. All students are encouraged to register their mobile devices with RAVE, and employees are strongly encouraged to do so. The RAVE system will be activated in the case of emergency, and everyone registered on the system will be sent a text message concerning the event.

    b. Messaging on the campus wide digital signage network will be overridden to provide communication regarding the emergency event, provided that the system is accessible.

2. Instructions and Directions – once notification has been made that there is a campus emergency taking place, the next priority is to instruct students and employees as to the proper action and response. Depending on the type of emergency involved, the instructions may include:

    a. Lockdown – in the event that there is a violent threat anywhere on the campus, the campus will go into lockdown mode, meaning that everyone is advised to shelter in their location (if indoors) or immediately move into a safe place, until further instructions are given.

    b. Take Shelter – in the event of severe weather, the campus will be instructed to move to the nearest shelter location. Each building has at least one designated area that will serve as a shelter for that building. Staff members will be appointed, and it will be their responsibility to make sure that all instructions are being followed and that everyone is seeking appropriate shelter.

    c. Alert – in the event that dangerous conditions exist despite the fact that no emergency has been declared, notification will be given to be on alert. To the extent that a potential threat has been identified but not located, additional information may be given in order to pinpoint the location of the threat.

    d. Evacuation – in the event that the campus is to be evacuated, instructions will be communicated as to direction and methods of transportation.

    e. Move To or Contact – when there is sufficient time to prepare for a pending emergency situation, instructions will be given as to where to go and who to contact. There are several common areas on campus that have emergency power capabilities, and these will be used in the event of an emergency that involves power outages. Contact information may also be given as part of Emergency Response Plan communications.

3. Safety and Security – once the severity of the situation is known and communicated, the main purpose of the CCU Emergency Response Plan is to insure the safety of

students, employees and guests, and to protect and secure the assets of the institution.

  a. Fires and explosions – efforts will be made to minimize damage to facilities by containing the impact of these events

  b. Severe weather and earthquakes – to the extent possible, preventive measures will be taken to secure the facility against pending damage (high winds, hail, excessive rain, etc.). For spontaneous events (tornados, earthquake, etc.), immediate action will be taken to secure buildings, drives and walkways.

  c. Other events – precautions and corrective actions will be taken as soon as possible, as appropriate within the confines of the particular event.

4. Comfort, Convenience and Nourishment - following any damage to facilities as the result of an emergency situation, the emergency response team will prepare suitable work and living space for those who remain on campus. This will include considerations for heating and/or cooling, food service and sleeping arrangements.

Department and Individual Responsibilities

I.   Security

  a. The Security Department, as the first line of communication, must be ever vigilant for threats to the campus.

  b. The Security Department must be available to answer the mobile or office phone within in two or three rings. It is critical that 911 first responders are contacted in cases of emergency, given the rare occasion when the officer on duty cannot be reached by office phone or cell phone.

  c. Every security officer and supervisor assigned to the CCU campus must have a thorough understanding of this Emergency Response Plan, including the call list and call order.

  d. Every security officer and supervisor must know the names of the Director of Student Services, Chief Academic Officer, and President, as well as any other Administrator on Duty if assigned.

  e. The office and cell phones of the Security Department must be programmed with the home and cell numbers for: Director of Student Services; the Chief Academic Officer; and the President.

  f. The Security Department, working with a third party service provider (currently Cintas Fire
  & Safety) is responsible for maintaining all fire extinguisher, emergency kits and AED's on campus.

g. Security is responsible for keeping a log of all fire drills, and a record of the response to each drill.

h. The Security Department is responsible for maintaining and reporting all crime statistics.

i. The Security Department Supervisor must have a legitimate and active list of available patrol personnel to replace or supplement the officers assigned to campus on any given day.

II. Administrator-On-Call

a. The Director of Student Services will be the Administrator on Call, unless that function is specifically assigned to another university official in the absence of the Chief Academic Officer or President. Such temporary assignment of Administrator-On-Call duty must be communicated to Security, Operations and the Receptionist.

b. The Administrator-On-Call must be available by mobile phone 24/7.

c. The Administrator-On-Call will be the first point of contact for the Security Department when an emergency situation arises.

d. In the event that Security has not already contacted 911 and initiated the Emergency Response System, the Administrator-On-Call will review the situation with Security and make a determination as to the whether to enact the Emergency Response Plan, and to what degree (based on the severity of the situation).

III. Operations

a. The Director of Facilities must always be available by cell phone, and if unavailable, must have an assigned backup.

b. The Director of Facilities, working with the Director of Student Services, is responsible for maintaining fire drill and tornado instructions and maps in each class room, department and dorm floor.

c. The Director of Facilities is responsible to coordinate fire drills with local fire and rescue agencies.

d. The Director of Facilities, working with HSPS, Student Services, and Information Technology (MIS Solutions) will maintain a comprehensive network of security cameras, building access controls (electronic and mechanical) and smoke detection devices.

e. The Director of Facilities is to maintain an adequate stock of materials needed to protect the integrity of buildings in the event of potential or actual damage caused by storms, tornado, explosion fire, or earthquake. This is to include: construction grade plastic sheets, plywood, and other materials as deemed appropriate.

f. The Director of Facilities will maintain all back-up generators on campus to insure reliable operation in the event of any power outages.

g. Director of Facilities will maintain a duplicate set of blueprints and mechanical plans for all buildings (plumbing, electrical, HVAC and communications lines). These duplicate plans will be maintained in a locked cabinet in the Command Center; the original plans will be maintained in the Maintenance Building. All plans will be filed electronically.

h. Operations (Facilities) Department employees must know the location and operation of all main water and gas valves, and the location and operation of all HVAC shut off switches.

IV. Student Services

a. The Director of Student Services must be available by cell phone, or designate responsibility to another by notifying Security and the Administrator-On-Call.

b. The Student Services department, working with the Director of Facilities, will have a plan for the accommodation of students in the event of a campus emergency. This plan will include consideration of student safety, physical needs and comfort, and will identify the specific areas on campus that will be used in the event of a lockdown or a prolonged power outage.

c. The Director of Student Services and the Counseling Center will maintain plans for attending to the emotional needs of students following an emergency.

V. Dining Services

a. Dining Services will be available for notification in the case of an emergency on campus. If the Director is not available, an on-call representative must be available, with the name and number provided to Security and the Administrator-On-Call.

b. After the safety of employees and the security of equipment in both the Student Union and the Hilltop are confirmed, Dining Services will assess their ability to provide warm meals to those on campus (students, employees, guests). Notification of such ability, and the number of meals that could be provided, will be made to the Administrator-On-Call.

c. Dining Services will maintain a plan for preparing and distributing meals in either location on campus. Such plan will be implemented under the direction of the Administrator-On-Call.

VI. IT, Marketing and Communication

a. The RMAS is the responsibility of the CCU IT Department.

i. All students are encouraged to register on the Rave system, and IT will work with Student Services on an ongoing basis to make sure that registration is as current and complete as possible.

ii. All employees are strongly encouraged to register on the Rave system, and IT will work with Human Resources to confirm 100% participation.

iii. In the event of an emergency, the first point of contact with students and employees is the Rave network. Communication of initial alert and action will be made via the RMAS, and subsequent instructions will be communicated in the same manner or via the CCU email system.

iv. The Security Department, as the first point of contact when an emergency event occurs, will determine whether to implement the emergency notification system, and predetermined messages will be sent via Rave, depending on the nature of the emergency.

v. If Security does not see the need to launch the emergency notification system, the Administrator-On-Call will determine whether notification is required and the messaging that is to be sent via Rave.

vi. Rave will be used to maintain constant communication with those on campus to advise of status.

b. The CCU campus employs a network of digital signage to communicate directions, events and other information. Digital Signage is the responsibility of the Director of Marketing, with support from the IT and Operations (Facilities) departments.

i. In the case of an emergency, digital signage content on every screen on campus will be overridden with an announcement about the nature and severity of the event.

ii. The Security Department, as the first point of contact when an emergency event occurs, will determine whether to implement the emergency notification system, and will select the appropriate messaging for the digital signage override. Life threatening situations will be pre-programmed into the digital signage network to speed the process of notification.

iii. If Security does not see the need to launch the emergency notification system, the Administrator-On-Call will determine whether notification is required and the messaging that is to appear on digital signs on campus.

c. Public Relations & Social Media – All contact with outside media sources is to be made through the Office of the President or the Chief Academic Officer. Employees are prohibited from talking to media, and all requests for information are to be directed to the President. Students are to be discouraged from talking to the media. With the proliferation of social media, special attention is to be given to the content and accuracy of information being shared outside the campus.

    i. Director of Marketing is responsible for monitoring social media in the event of emergency (or any situation that involves the activation of the RMAS).

    ii. Continual updates with the President and Administrator-On-Call are required to manage and protect the integrity of the institution in a time of crisis.

    iii. To the extent that CCU's social media presence can assist in clarifying a situation oncampus for the benefit of outside constituents and outside parties, it will be done with complete cooperation between the President and the Director of Marketing.

VII. Enrollment Services, Registrar, Finance Offices

a. The Financial Aid, Registrar, Accounting and Enrollment Services Departments must have plans in place to protect important records in the event of a fire, tornado, explosion, water damage or earthquake.

b. Upon notification of such an emergency, all critical documents and cash drawers are to be moved to the vault, unless there is immediate risk of personal harm to employees, in which case evacuation is to take place.

c. In the event that a personal threat is being made to any enrollment services personnel, others in the department who witness the threat must notify security immediately. To the extent possible, all metal roll-up doors in the Enrollment Services hallway are to be closed immediately.

d. Once the immediate threat has been addressed, follow instructions as provided via the emergency response notification system.

INSTRUCTIONS IN THE EVENT OF AN EMERGENCY

Fires and Explosions

Fires, explosions and related incidents on the CCU campus should be considered serious events and treated as such. If a fire is discovered, remember to "**RACE**".

1. Attempt to **Rescue** those who are in danger and to alert others of the danger.
2. **Announce** the danger, by calling security and pulling the nearest fire alarm. Be specific when describing the location, type, and extent of the fire.
3. **Contain** the fire. Close all doors and windows that you can safely reach without becoming trapped by the fire. Cover the bottom of the doors with wet linens, if possible.
4. Extinguish the blaze if the size is not too large, but DO NOT risk injury to self or others by failing to **Evacuate**.

Note: Fuel and oxygen must be present in adequate amounts for a fire to start and continue.
Reducing fuel and oxygen will reduce the speed of the spread of the fire.

Types of Fires:
Class A: Ordinary combustibles – wood, cloth, paper, rubbish, rags, packing materials, some rubber and plastic products.
Extinguish with water, cover with sand or soil, cover with a blanket
Class B: Flammable liquids and gas – fueled by gasoline, oil, grease, paint, paint thinners, propane, some rubber and plastic.
Extinguish with a fire extinguisher
Class C: Electrical wiring and electrical equipment.
Extinguish with a fire extinguisher

Fire Extinguishers:
All fire extinguishers must be inspected monthly by the Security Department, Facilities staff, or by Cintas Fire & Safety, and yearly by an outside resource. Know where the nearest fire extinguisher is located. If you observe any problems with a fire extinguisher, such as an expired inspection tag or damage to the exterior of the tank or trigger mechanism, report the problem to Security immediately.

To Operate a Fire Extinguisher:
1. Hold it upright by the handle
2. Break the safety seal
3. Pull the "O" ring or pin
4. Standing 6' to 8' away from the fire, aim the extinguisher at the base of the fire

5. Squeeze the trigger and sweep from edge to edge in a back and forth motion
6. NEVER turn your back on a fire
7. Keep an escape route open at all times and do not get into a corner
8. Remember that fires can flash with explosive speed and can re-ignite when they appear to be out

Fire Drills

The fire emergency plan works best when practiced on a regular basis. Fire drills should be held each semester and during the summer break. The Operations Manager is responsible for coordinating fire drills with local emergency response personnel. During the fire drill, the following should be practiced:
- Remember the RACE plan – Rescue, Announce, Contain, Evacuate
- Close all doors and windows
- Evacuate the entire building, using stairs only (the elevators in Presidents Hall and the Worship Ministry Center will be inoperable)
- Everyone should move to a grassy areas away from the building and off the parking lots or roadways, so that emergency vehicles can pass

After the fire drill is over, Security is to complete a Fire Drill Report as soon as possible. Once copy should be submitted to the Emergency Response Planning Team and another kept on file in the Security office for review by outside authorities.

Hazardous Materials

In the event of a spill of hazardous materials, the area of the spill should be evacuated and the door closed. Cleanup and containment of the spill is the responsibility of professionals and should NOT be attempted by university personnel. Security is to be notified immediately upon the discovery of any hazardous material spill.

Hazardous material is any liquid, powder or other material which is toxic, flammable, carcinogenic, corrosive, or irritant in nature. Most containers that hold hazardous materials are so noted.

Major Hazardous Materials Emergency

In the event of a major release of hazardous materials – a toxic gas like chlorine, a terrorist release of an airborne chemical or biological agent – use the SHELTER IN PLACE emergency plan. SHELTER IN PLACE is a national plan for individuals to protect themselves in such emergencies.
1. Close and lock all windows and outside doors
2. Seal beneath the door with a wet towel
3. Turn on a radio or monitor cell phone for instructions
4. Turn off all heating, ventilating and air conditioning (HVAC) equipment that uses outside air

5. Go to the highest room in the building with the fewest number of windows – DO NOT GO TO THE BASEMENT as chemicals and gas often sink to the lowest level
6. Stay in the building you were in when the notification of emergency was received – DO NOT GO OUTDOORS
7. Do not leave your personal shelter-in-place area until instructed by public authorities

To learn more, visit: http://emergency.cdc.gov/preparedness/shelter/

Severe Weather Emergencies

Tornadoes

Tornadoes always develop in conjunction with thunderstorms and they usually move from southwest to northeast. When the National Weather Service declares a severe thunderstorm or tornado watch, it means that conditions are suitable for a severe event in the watch area. The CCU Security Department monitors weather alerts and will activate the emergency notification system when necessary to alert the campus of such conditions.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the Tri-State area. In the event of a tornado warning, the following action plan should be observed.
1. Close all windows and doors including hallway doors, and close all blinds and drapes
2. Review the Tornado Emergency Plan Map in your building and go to the designated area
3. Generally, designated tornado emergency areas are in the northeast corner of the building, in the lower level
4. Remain calm and comfort others, listen for alarms and monitor your mobile device for RMSA notifications
5. Stay in the designated area until the warning is removed or the all-clear is sounded
6. Anyone working or walking outside must come into a building and stay there until the warning is removed

 Damage From Tornadoes, Severe Thunderstorms, or Hurricanes

Should CCU suffer damage as a result of a tornado or other severe weather event, emergency repairs will need to be made in a timely manner in order to minimize additional damage to property, equipment, furniture and fixtures. The objective of the following plan is to protect the assets of the university, students and employees, and to resume normal operations as soon as possible.

1. Immediately determine the extent to which personal injury has occurred and stabilize, protect and comfort the injured
2. Notify the Security Department or call 911 directly, according to the severity of the injuries sustained
3. The Director of Facilities will conduct an immediate survey and assessment of the damage, in order to establish a priority list of needed repairs
4. A response team will be assembled, consisting of the Director of Facilities, the Chief Academic Officer, the President, and the Director of Student Services, shall:
   a. Assign duties to campus staff and coordinate the engagement of outside resources to assist in repairs.
   b. Allocate resources, materials, and tools for immediate repairs, using discretion and care to preserve limited resources for the highest priority use.
   c. Provide for the safety of students, employees, and visitors.
   d. Establish a plan for the resumption of normal operations.
   e. Prepare a detailed listing of the damage, with photos, for later use in dealing with disaster relief agencies and the university's insurance provider.
5. The CCU Operations Department will maintain the following inventory of materials and supplies:
   a. Heavy, construction grade plastic sheeting – for covering windows, doors and roofs
   b. Plywood and studs for sealing entrances and covering broken windows and walls
   c. Hard copy and digital versions of all blueprints and mechanical plans for all buildings (plumbing, electrical, HVAC and communications lines), with duplicates maintained in a separate location.
   d. An available list of all main water and gas valves, electrical breakers and the location and operation of all HVAC shut off switches.

The Safety and Comfort of Students, Employees, and Visitors

Following any damage to facilities as the result of a severe weather event, a team consisting of the Director of Facilities, the Chief Academic Officer, the President, the Director of Student Services, and the Director of Dining Services will meet to plan and prepare suitable work and living space for those who remain on campus. This will include an evaluation of all dorms and other buildings, and will include considerations for heating and/or cooling, food service and sleeping arrangements (as necessary). All attempts should be made to provide warm and nourishing meals and access to clean drinking water.

<u>Snow Emergency Alert</u>
A Snow Emergency Alert will be declared when the US Weather Service forecasts a greater than 50% change of snow accumulating 8 inches or more in a 24 hour period, or that severe icing conditions will occur. In that snow emergencies are usually preceded by adequate warning, the snow emergency policy, as published in the Student Handbook and the Employee Handbook will be followed. It is the responsibility of the Chief Academic Officer or their designee to activate the Snow Emergency Alert or to otherwise cancel classes. Such notification will take place via a number of communication channels, including the RMAS, local TV and Radio, email, and the CCU Website.

Facility Specific Emergencies

<u>Armed Threat, Hostage, Kidnapping</u>
If an armed person comes onto the CCU campus or enters a building, threatening harm, stay calm. Keep your voice under control. Talk to the person calmly and slowly and stall for time. Do not try to disarm or trap the person. Allow opportunities for the person to escape without inflicting any damage.

If you observe an armed person anywhere on campus, but are unobserved, contact 911 and the Security Department as soon as possible. Security will contact 911 to request immediate assistance as well.

When notifying Security (or 911), you must be prepared to provide the following information:
1. The exact location and number of persons involved – both perpetrators and victims
2. A description of the assailant – gender, race, age, hair color, clothing, etc., as well as any other characteristics of note – as well as an assessment of their level of activity (aggressive, disoriented, deliberate, etc.)
3. A description of the weapon(s)

Upon observation of the emergency or notification via the RMAS: If in close proximity to the danger, shelter in place using lockdown protocols. Bar doors, turn off lights, remain quiet, and prepare to defend yourself from harm. When safe to do so, evacuate all persons in the area out of the immediate danger zone. Do nothing to attract attention and move quickly to a safe exit. People in unaffected buildings should remain in their location and not go outside. Upon reaching a safe location, shelter in place until directed to move via RMAS or safety authorities.

<u>Bomb Threat</u>
Bomb threats may be received in a variety of methods. Regardless of source, notify the Security Department immediately upon becoming aware of such a threat.

If the bomb threat is received by phone by any student or employee, every effort should be made to determine:

1. The location of the bomb (be specific – this is a very important piece of information)
2. When the bomb will explode
3. What kind of bomb is it
4. What does the bomb look like – how can it be identified
5. What is the reason for the threat – why was the bomb placed on campus

6. Listen carefully for the following:

   a. Background Noises
   b. Characteristics of the voice and words chosen that could help in later identification
   c. Write down the EXACT WORDS used by the caller as soon as you hang up, along with as much of the above information as possible

If you are near another person, have them notify CCU Security (or 911 directly if Security is unavailable). Evacuate yourself, and those around you, from the danger area. Do not look for the bomb. Do not talk to the media, and refer all requests for information to the President's office.

Community Declared Emergencies

When the City of Cincinnati, Hamilton County, State of Ohio or surrounding state declares a community-wide disaster, Cincinnati Christian University, including all students and employees, will mobilize resources and cooperate fully with the instructions of the proper government agency. Instructions will be provided via RMAS, digital signage and local media outlets.

CCU is part of the network of institutions that participates with the Greater Cincinnati Water Works in reacting to threats to our community's water supply. To the extent that the university is required to take action in partnership with the GCWW, these actions will be incorporated into any plans developed in response to community declared disasters.

Chemical, Biological & Radiation Disasters

The likelihood of a specific building being targeted for terrorist activity is generally difficult to predict. As such, there is no specific formula that will determine a certain building's level of risk. No building can be fully protected from a determined individual who is intent on releasing a CBR agent. Of particular concern are the airflow patterns and dynamics in buildings, specifically in the building heating, ventilating, and air-

conditioning (HVAC) systems. These systems can become an entry point and a distribution system for hazardous contaminants, particularly CBR agents. It is the responsibility of the Operations Department to maintain all CCU buildings and HVAC systems in a manner that reduces exposure to CBR attacks.

Further guidance is available at: http://www.cdc.gov/niosh/docs/2002-139/

Preventing terrorist access to a targeted facility requires physical security of entry, storage, roof, and mechanical areas, as well as securing access to the outdoor air intakes of the building HVAC system. All buildings should have current emergency plans to address fire, weather, and other types of emergencies. It is the responsibility of the CCU Security Department to maintain proper safeguards to prevent unauthorized access to campus buildings and grounds.

There are fundamental differences between chemical, biological, and radiological agents. In general, chemical agents will show a rapid onset of symptoms, while the response to biological and radiological agents will be delayed. It is the responsibility of the Emergency Response Planning Team and the Administrator-on-Call to identify the nature of the CBR event and to act appropriately to minimize health risks to students, employees and visitors.

Further guidance is available at:
http://emc.ornl.gov/publications/PDF/ornl_2002_144.pdf

In the event of a major release of hazardous materials – a toxic gas like chlorine, a terrorist release of an airborne chemical or biological agent – use the SHELTER IN PLACE emergency plan. SHELTER IN PLACE is a national plan for individuals to protect themselves in such emergencies.
1. Close and lock all windows and outside doors
2. Seal beneath the door with a wet towel
3. Turn on a radio or monitor cell phone for instructions
4. Turn off all heating, ventilating and air conditioning (HVAC) equipment that uses outside air
5. Go to the highest room in the building with the fewest number of windows – DO NOT GO TO THE BASEMENT as chemicals and gas often sink to the lowest level
6. Stay in the building you were in when the notification of emergency was received – DO NOT GO OUTDOORS
7. Do not leave your personal shelter-in-place area until instructed by public authorities

Stay calm, stay in your building, listen to the radio and monitor communications via the RMAS for instructions. If the disaster is isolated to your building or area, evacuate the area AS INSTRUCTED and listen for additional instructions. If the agent has been

found in the water system, close all water valves and do not drink the water, do not flush toilets and do not wash or shower with the water.

Earthquakes

In the unlikely event that an earthquake of significant magnitude should strike Cincinnati, all students, employees and guests are to be aware of the following personal safety guidelines.

During the Quake
1. If indoors, stay indoors. Move away from windows, shelves, doorways, heavy objects and furniture that may fall. Take cover under a desk, table or counter. If cover is not available, move near a strong inside wall and kneel toward the wall with your head covered by your arms and elbows.
2. If outdoors, stay outside of buildings. Move away from all buildings, poles, wires, or anything else that may fall.

When the Quake is Over
1. Stay where you are and wait for instructions to move
2. Care for any people in your area who may be injured
3. Remain calm
4. Report damage, especially leaking water, gas or fallen wires - do NOT attempt to touch or move any wires
5. Report any fires, and follow instructions under FIRE above

Missing University Resident Policy

Background
Cincinnati Christian University maintains campus residence hall facilities and is required by law to establish a policy for missing student notification.

Policy (Full policy may be found within the CCU Student Handbook)

Proactive measures
1. Each student living in any on-campus or university-owned housing facility has the right to register a confidential emergency contact person to be notified in the event that the student is determined to be missing.

A. Each student shall be provided a written notice of the availability of confidential emergency contact registration.
   - Said notice will be communicated via written form prior to new student orientation and may be registered at any time thereafter.
   - These registrations shall be maintained by both CCU's Safety and Security Office, as well as the Student Services Office.
   - Registration information will include the emergency contact's full name and phone number.
   - If a student wishes to change his/her confidential emergency contact registration, the student must make written notice to the CCU Student Services Office.

B. The process for access to registration information on all confidential emergency contact persons is restricted to designated employees of the university. The information on an emergency contact is confidential and shall be accessed only by authorized personnel and released to relevant law enforcement agencies only in furtherance of the missing person investigation.

C. Procedures for reporting possible missing students shall be posted within the student handbook at the following web site: www.ccuniversity.edu

Reporting missing residents
1. When a resident of CCU housing is believed to be missing, concerned persons should notify any of the following resources:
   A. CCU Safety and Security (HSPS), 513-244-8437 or the call the HSPS Tipline at 513-580-TIPS; and
   B. The residence hall coordinator where the missing person lives; or
   C. The Director of Student Services, 513-244-8420

2. Any university employee of the units listed above who receives a report of a missing resident shall immediately contact the Cincinnati Police Department (CPD) at 513-263-8300; notify the other units listed above; and document the incident.

Parental/Confidential Emergency Contact Person notification
In the event that a student is reported to be missing, that student's designated confidential emergency contact person will be contacted by the university Safety and Security Office within 24 hours. If the student is an unemancipated student under age 18, that student's parent(s)/guardian also will be contacted within 24 hours.