



Olivet College
Annual Security Report 2013
Annual Fire Report 2013



2013 Annual Security Report

Campus Safety • Olivet, Michigan 49076 • (269) 749-7911 •
safety@olivetcollege.edu

From the Director of Campus Safety

Thank you for taking the time to read this year's annual security report. This report is designed to provide important information about your safety and security on campus. This report also contains statistics about crime on campus.

Olivet College is a safe environment. The safety you experience on campus is due in part to the combined efforts of many different departments and individuals. Safety is a shared responsibility and we rely on every community member to contribute to security at Olivet College by reporting suspicious activities and using common sense when going about your daily activities.

The Olivet College Campus Safety Department is charged with the enforcement of college regulations and state and local laws, as well as the security of all buildings and grounds. This function is essential to maintaining an environment that is safe and allows our educational mission to occur without disruptions.

I hope you find this report informative and helpful, and that your stay at Olivet College is enjoyable and safe. If you have any questions please feel free to contact Campus Safety at (269) 749-7911.

Thank You,

Phil Reed
Campus Safety Director

Education for Individual and Social Responsibility

www.olivetcollege.edu

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Campus Safety

Olivet College operates its own non-deputized Campus Safety Department. Campus Safety personnel are on duty 24 hours a day, year round. Campus Safety officers work very closely with hall directors to enhance the protection of persons and property at Olivet College. The Campus Safety department also provides basic safety services to all students, faculty, staff and guests. Keeping Olivet College safe requires a true partnership of Campus Safety personnel with students, faculty and staff.

Office Location

The Campus Safety office is located in Mott Academic Center, room 208. Campus Safety can be contacted at the following:

- (269) 749-7911
- (269) 749-7738
- Campus Extensions -- 7911 or 7738

Contact Information

Campus Safety

Campus Extension: 7911

Cell Phone: (269)-749-7911

Student Life

Campus Extension: 7607

Cell Phone: (269)-749-7607

Olivet Police Department

Emergency: 911

Non-Emergency: (269)-749-9961

Eaton County Sheriff's Department

Emergency: 911

Non-Emergency: (517) 543-3510

Olivet City Fire Station

Emergency: 911

Non-Emergency: (269)-749-9106

911 Information

Any time you call 911 with an emergency, you must provide the following information:

- Your name and telephone number
- Type of emergency
- Address where assistance is needed (please refer to list on next page)
- Dispatch may also ask for the names of two cross streets near your location

Olivet College Building Addresses

* Adelphic House	213 East Cottage Street
* Alpha Lambda Epsilon	212 South Main Street
* Art Building	303 S. Main Street
* Burrage Library	333 South Main Street
* Blair Hall	110 East Cottage Street
* Brewer House	412 Shipherd Street
* Criminal Justice Center	412 Church Street
* Cutler Event Center	9049 South Marshall Road
* Dole Hall	320 South Main Street
* Eta Psi Kappa House	227 College Street
* Gillette Apartments	604 South Main Street
* Global Cultural Center	511 South Main Street
* Grounds Department	201 College Street
* Gruen House	202 Yale Street
* Ham House	115 Yale Street
* Hance House	217 Yale Street
* ITS	412 Church Street
* Kappa Sigma Alpha	204 South Main Street
* Kirk Center	450 South Main Street
* Long Apartments	312 Yale Street
* MacKay Gymnasium	200 East Cottage Street
* Mott Academic Center	400 East Street
* Nu Gamma Xi House	502 Shipherd Street
* Oaks Theatre	206 South Main Street
* Olivet Congregational Church	125 Cottage Street
* Phi Alpha Pi	504 South Main Street
* Physical Plant	402 Church Street
* Shipherd Hall	220 East Cottage Street
* Sigma Beta	508 South Main Street
* Soronian House	123 West Cottage Street
* Storage Garage	9126 South Marshall Road
* Upton Gymnasium	210 East Cottage Street
* Upton Music Conservatory	502 South Main Street
* Vahs House	303 East Street

Campus Safety Services

Campus Safety provides a full range of campus services, including but not limited to:

- Crime prevention and safety programs
- Parking and traffic enforcement
- Criminal and non-criminal investigations
- Securing campus buildings
- Student medical transportation
- 24-hour Campus Safety escorts
- Assistance with minor motor vehicle problems
- After-hours admittance to campus buildings for authorized students
- Event security

Self-Protection Statement

The city of Olivet and the college campus are safe places, but crime and accidents can happen any place and at any time. The existence of security measures taken by Olivet College and the Campus Safety Department does not relieve individuals of their responsibility for self-protection. Members of the college community must assume responsibility for their own personal safety as well as the security of their personal belongings.

This can be enhanced by using common sense practices such as:

- Do not prop open doors to residence halls
- Lock residence doors every time students leave their room
- Lock doors before going to sleep
- Lock windows that are accessible from the outside
- Keep small items of value out of sight (purses, wallets, jewelry, money, etc.)
- Record serial numbers of valuable property (video games, digital cameras, etc.)
- Never loan keys or your I.D. card to anyone
- Do not walk alone at night; walk with a friend, or utilize the Campus Safety escorts
- Lock car doors and keep the windows rolled up; lock valuables in trunk
- Notify Campus Safety of suspicious looking individuals
- Remain alert to surroundings
- Report any annoying or harassing phone calls to Campus Safety or hall director

Incident Reporting

Olivet College encourages prompt reporting of criminal behavior and other safety concerns to Campus Safety, hall directors, vice president for student life and/or the appropriate police agencies. The college will provide statistics of reported crimes as required and defined by the Campus Security Act. These statistics are in compliance with federal legislation. A copy of Olivet College's crime statistics is included in this publication.

Statistical Reporting

Olivet College will provide statistics of reported sexual assaults and Clery crimes as required and defined by the Campus Security Act. All personally identifying information will be removed from statistical reports. All members of the Olivet College community share a responsibility for upholding the sexual assault policy as we strive to achieve our goal of creating a violence-free community. Specific instructions on how to handle sexual assault violations are available in the Office of Student Life.

Campus Sex Crimes Prevention Act

Sex Offender Status at an Institution of Higher Learning: Federal law requires state agencies to contact Olivet College Campus Safety regarding sex offenders employed on campus or enrolled as students.

Persons Required to Report

If a convicted sex offender is employed or attends an institution of higher learning and it requires him/her to be on campus for 14 consecutive days or 30 or more total days in a calendar year, he/she must report that status to the local police department. An institution of higher learning is defined as a public or private community college, four-year college or university, or public or private trade, vocational or occupational school. A convicted sex offender shall include all full- and part-time employees and/or students, contractual providers, employees of contractual providers and volunteers.

A person required to report must notify the local law enforcement agency immediately. This applies to both out-of-state and Michigan residents. The local law enforcement agency in the case of Olivet College would be the Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076

Sex Offender Registry

Any student is required to notify the college if they are a convicted sex offender. The state of Michigan maintains sex offenders Web site at <http://www.mipsor.state.mi.us>. However, since the local police department already maintains a database on these individuals, contact the Olivet Police Department for further information.

Safety Education (Federal Statute 668.46b.2i)

The college promotes safety among students and employees through instructional programs and, if needed, timely warnings of criminal activity will be issued by Campus Safety or a representative of the Office of Student Life will issue such warnings if needed. The college encourages students and employees to be responsible for their own security and the security of others. Educational programs occur during all new student orientations, both for freshmen and transfer students.

School Closing Due to Inclement Weather

The college rarely closes due to inclement weather. Since Olivet is a residential campus, the college must make every attempt to remain open. As a rule, the college does not cancel classes. If a faculty member cannot make it to campus due to the weather, he/she may cancel his/her class. If there is a need to close the college, the Office of College Relations will send out an official announcement to the campus community via Alert NOW, Olivet College e-mail and through the hall directors. The information will also be posted on the Olivet College website and distributed to the local media.

Motor Vehicle Policy

Olivet College provides parking facilities in an effort to meet the needs of faculty, staff, students and visitors. Because of limited space, the operation and parking of a motor vehicle on campus is a privilege. Drivers are expected to know and abide by all motor vehicle regulations and to assume responsibility for any damage to vehicles while they are operated or parked on campus. Regulations have been developed to encourage orderly parking, easy traffic movement, pedestrian safety and access for emergency vehicles. The Campus Safety Department has the authority to ticket, wheel lock and tow vehicles that are in violation of college regulations.

Vehicle Registration

- All vehicles must be registered with Campus Safety at the beginning of every academic year. Students enrolling for the second semester must register their vehicle at that time.
- To register a vehicle you must present the name of the registered owner along with the license plate number, make, model and year of the vehicle. An Olivet College permit is then issued and must be displayed on the windshield, lower passenger side corner.
- Registration deadline will be the same date as the last day to drop/add a class. **Failure to register a vehicle will result in a \$200 fine.**
- Permits are valid for one academic year.
- Permits are not transferable.
- If you change vehicles you must register your new vehicle with Campus Safety.
- If you change vehicles or lose your parking permit, a new one will need to be purchased at the cost of \$25.
- Having your vehicle registered does not guarantee or reserve you a specific parking spot on campus.

Parking Regulations

- All vehicles must be registered through Campus Safety in Mott 208.
- All vehicles parked in college lots must display an Olivet College parking permit or a visitors' parking permit, or they will be ticketed.
- Vehicles that have multiple tickets for the same type of fine may be wheel locked and charged a removal fee of \$125.
- Vehicles that have been wheel locked multiple times will be towed at the owner's expense.
- Vehicles that are not in drivable condition will be considered abandoned and towed at the owner's expense.
- All vehicles on college property must display a current license plate. Failure to display a current license plate will result in the vehicle being towed at the owner's expense.
- Illegally parked vehicles obstructing traffic in the college parking lots will be towed without warning and at the owner's expense.
- Campus Safety has the right to ticket, wheel lock and/or tow any vehicle that is in violation of Olivet College parking policies.
- Olivet College is not responsible for damaged or stolen vehicles.

Fines

- All fines are billed through the Student Services Office.
- Once a ticket is placed on a student's vehicle, he/she has 10 business days to appeal the ticket to the director of campus safety. After that time the ticket becomes final.
- Two types of parking tickets can be issued. The first is a general parking ticket, issued to students parking in the wrong lot or not in a designated parking spot. The second is a special parking ticket issued to students parking in a posted parking space, i.e., athletic, handicapped.

List of fines:

- First parking permit FREE
- Second parking permit \$25
- General parking ticket \$15
- Special parking ticket \$75
- Wheel lock removal \$125
- Unregistered vehicle \$200

Visitor Parking Permits

Visitor parking permits are available to all enrolled students and may be obtained, at NO CHARGE, through the Campus Safety office. Visitor permits are valid for three consecutive days from the date they are issued.

Handicap Parking

Handicap parking is available in the parking lots throughout campus. Enrolled students' vehicles utilizing these spaces must display a state issued handicap parking permit and an Olivet College parking permit. Illegally parked vehicles in these spaces will be given a ticket by Campus Safety or the Olivet City Police.

City of Olivet Parking Ordinance

No cars may be parked overnight on the city streets between 2 and 6 a.m. Cars illegally parked on city streets are subject to ticketing or towing by the Olivet City Police Department. All tickets must be paid at City Hall, located on Main Street.

Fire Safety

Fire Alarms and Drills

In the event of a fire alarm, residents are required to exit the building immediately and remain away from the building until a member of Campus Safety or the Residence Life staff gives an all clear signal. For the safety of all residential students, fire drills are conducted in all buildings throughout the year. All students are expected to cooperate with college officials during drills and alarms. Those students who do not adhere to this policy will be subject to Community Standards action. All fire alarms and drills should be treated as a potential fire and the building must be evacuated immediately.

- * State fire and panic regulations mandate that halls stairways and stairwells are kept clear at all times of furniture or other obstacles.
- * Flame or spark producing items including candles, incense, incense burners, oil burning lamps and lanterns are not permitted.
- * Flammable liquids, compressed gases, oil, and kerosene or charcoal stoves are not permitted.
- * Gasoline motors of any type including mopeds or motorcycles are not to be stored or parked in the residence halls.
- * Automotive batteries may not be used as a power source in campus housing.
- * Possession or use of explosives, firecrackers and firearms of any type in the residence halls is strictly prohibited.
- * Natural Christmas trees or artificial large plants are also a fire hazard and are not permitted. Decorations must be of fire retardant materials.
- * For your own safety, you may also wish to purchase an ABC fire extinguisher and/or a smoke detector for your room.

Fire and Safety Equipment

Fire equipment is meant to assist trained personnel. In the event of a fire, residents are strongly encouraged to activate the alarm system by pulling an alarm box, calling 911 (8-911 if using campus phone), and immediately evacuating the building. Sanction for not leaving the building to observe a fire alarm will result in a \$250 fine for the first offense and a \$500 fine for the second offense. Tampering with fire equipment such as fire extinguishers and hoses, smoke or heat detectors and fire alarm pull boxes or panels is strictly prohibited. False reporting of a fire, including setting off alarms, pull boxes or panels, or through local fire agencies is also prohibited. Tampering with equipment or false reporting of a fire will result in a \$1000 fine, Community Standards action and may entail criminal proceedings and suspension. Tampering with tornado shelter signs, surveillance cameras or other safety equipment will result in a minimum \$500 fine.

Fire/Fire Alarm

A Residence Life staff member should report all fires/fire alarms to Campus Safety immediately. Campus Safety will dispatch the appropriate responders to the fire scene and alert the fire department. The hall directors will work with their individual staff members to plan for the evacuation of the residents. The Residence Life staff should never reset a fire alarm. This is the responsibility of the fire department. The fire department will notify staff as to when students are permitted to re-enter the building.

Smoke Detectors / Pull Stations

Smoke detectors, pull stations, and a fire alarm control panel is located in every building. These warning systems are used to determine the location of a fire in each building.

Fire Alarm Testing

The Physical Plant will test the fire alarms in residence halls on the first Friday of each month.

The tests are scheduled as follows:

Shpherd Hall – 10:00 a.m.

Blair Hall – 10:20 a.m.

Dole Hall - 10:45 a.m.

Fire Drills

The college is required to have two mock fire alarms a year per building. A “pre-dawn” drill will take place in the fall – the Physical Plant will sound the alarms in each building between 5 and 6 a.m. Staff will be notified beforehand but residents will not. Evacuations will be timed. A “pre-dusk” drill will take place in the spring – the Physical Plant will sound the alarms in each building between 5 and 6 p.m. Staff will be notified beforehand but residents will not. Evacuations will be timed.

EMERGENCY NOTIFICATION PROCEDURES

The college has an emergency notification system called AlertNOW in place to notify students, faculty, and staff in the event of a serious incident that poses an immediate threat to the campus. The college will, as soon as possible and taking into account the safety of the campus community, determine the content and method of such communications and initiate the alert system, unless it is deemed by college officials or emergency response personnel that the sending of such message would compromise efforts to assist victims or to contain, respond to, or mitigate the emergency. Any member of the college community who becomes aware of an immediate threat to the campus should notify Campus Safety at extension 7173 or 7911. Campus Safety is responsible for responding to such incidents to verify that they do in fact pose an immediate threat to the community. If the threat is confirmed, the AlertNOW system will be utilized as appropriate to the situation.

The college emergency notification system includes text messages, emails, calls to campus phones, cell phones, and home phones of faculty, staff and students. The college may use any or all of these methods of communication to notify the community of an immediate threat or emergency.

Faculty and staff are encouraged to provide their cell phone numbers to the Emergency Alert System so that they can receive emergency messages on their personal cell phones. ITS contacts staff annually to provide an opportunity for them to submit their cell phone numbers in case the number has changed. Students, faculty, and staff can also contact the ITS department to submit this information at any time or go on the MyOlivet webpage and follow the link for the Emergency Alert System. <https://register.olivetcollege.edu/eas/Login.aspx>

Campus Safety is the primary office responsible for initiating and issuing emergency alerts, and all full-time Campus Safety staff members are trained to do so. In addition, the Office of Student Life, hall directors and Residence Life staff members are able to send messages utilizing some of the methods of communication listed above in the event that Campus Safety was unable to do so. During a critical incident, updates will be sent via email or another AlertNOW message will be sent out.

In the event of an incident requiring evacuation, the messages sent via the alert system will include guidance (if possible) as to whether evacuation is necessary. Students, faculty, and staff may be instructed to secure in place, to vacate a specific building and move to another building on campus, to avoid entering a specific building, or to evacuate campus altogether, depending on the nature of the emergency. Students, faculty, and staff should immediately comply with the instructions given and remain in the location instructed until notified that it is safe to resume normal activity.

Emergency Preparedness

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual, as well as social, responsibility. The Emergency Plan Handbook has been developed to assist in minimizing the negative effects from such events. You can also access this guide through MyOlivet at my.olivetcollege.edu/ICS/Campus_Life/Campus_Safety/. Become acquainted with the contents and retain this handbook in your office or room for immediate reference. **DO NOT FILE THIS DOCUMENT!!!** Once you are familiar with the information enclosed, you will be better prepared to protect our students, yourself and your coworkers.

If you have any questions concerning a situation not covered in this handbook or need additional emergency information, please contact **Linda Logan, Vice President of Student Life**, at (269) 749-6669.

Timely Warning Notices

Campus Safety Alerts

To help prevent crimes or serious incidents, the Olivet College administration issues Campus Safety alerts in a timely manner via the AlertNOW system and email to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report the incident as soon as possible to the Campus Safety so that an alert can be issued, if warranted.

Distribution of Campus Safety Alerts

The administration distributes Campus Safety alerts in various ways. Once the college determines that an alert will be issued, e-mails and AlertNOW system will call each person's phone and an email will be sent out. An incident such as tornado warning may warrant the siren on the Carillon system to be sounded once authorized by college administration.

Severe Weather

Tornadoes are violent storms characterized by whirling winds with tremendous speed that can reach 200 to 400 miles per hour.

- * The individual tornado appears as a rotating funnel shaped cloud that extends toward the ground from the base of a thundercloud.
- * It varies from gray to black in color.
- * The tornado spins like a top and may sound like the roaring of an airplane or locomotive.
- * These short-lived storms are the most violent of atmospheric phenomena and, over a small area, are the most destructive.
- * The width of a tornado path ranges generally from 200 yards to one mile.
- * They travel five to 50 miles along the ground at speeds of 30 to 75 miles per hour.
- * Tornadoes sometimes double back or move in circles and some have remained motionless for a while before moving on.
- * In the event of a **severe thunderstorm** with dangerously high winds and hail, or in the event of a **tornado** sighting, all residents are required to move to shelters located in the basement and ground floor hallways away from windows and doors. Unless instructed, **do not** evacuate the building when the sirens sound.
- * The National Weather Service is responsible for issuing weather warnings to the public.

Severe weather warnings are issued using the following terms:

Severe Thunderstorm Advisory – indicates the possibility of frequent lightning and/or damaging winds of greater than 50 miles per hour, hail $\frac{3}{4}$ -inch or more in diameter (about the size of a dime) and heavy rain.

Severe Thunderstorm Watch – indicates the possibility of tornadoes, thunderstorms, frequent lightning, hail and winds of greater than 75 miles per hour.

Severe Thunderstorm Warning – means that a severe thunderstorm is in the area.

Tornado Watch – means that tornadoes are expected to develop.

Tornado Warning – means that a tornado has actually been sighted in the area or is indicated by radar.

In the event of a **Severe Thunderstorm Warning or Tornado Warning**, the severe weather siren, which is located just outside Shipherd Hall, will be activated giving the community ample time to seek adequate shelter. If you hear the siren, tune into local television and radio stations if possible to receive updates, along with emergency instructions on how to prepare for severe weather. We will also send out an alert via the AlertNOW phone system as well as an email with further instructions.

In a house with no basement, a dorm, or an apartment: Avoid windows. Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands. A bath tub may offer a shell of partial protection. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, etc.), to protect against falling debris in case the roof and ceiling fail.

Equal Opportunity

Olivet College is committed to the principles of equal opportunity and nondiscrimination. The college, in its employment and personnel policies and practices, admissions policies, financial aid and academic programs will not discriminate against any individual on the basis of age, color, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation.

In meeting this commitment, the college is guided by applicable federal and state laws and regulations. *These include, but are not limited to:*

1. Equal Pay Act of 1963, as amended, prohibiting discrimination in pay on the basis of gender;
2. Titles VI and VII of the Civil Rights Act of 1964, as amended;
3. Age Discrimination Act of 1967, as amended;
4. Title IX of the Higher Education Act Amendments of 1972;
5. Sections 503 and 504 of the Rehabilitation Act of 1973;
6. Section 402 of the Vietnam-era Veterans Readjustment Act of 1974;
7. Michigan Civil Rights Act of 1977;
8. Americans with Disabilities Act of 1990; or
9. Uniformed Services Employment and Reemployment Rights Act of 1994.

Discrimination and/or harassment of any employee or student on the basis of age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation, is prohibited. If an employee or student believes he/she has been discriminated against or harassed, he/she should contact the director of human resources, liaison officer, or any college vice president.

In addition, it is the policy of the college to provide reasonable accommodation to qualified persons with known disabilities to allow an employee to perform the essential functions of his or her job unless doing so would result in an undue hardship or direct threat to safety. Employees who believe they require reasonable accommodation should let their supervisor or the director of human resources know as soon as possible.

Discriminatory Harassment Policy

It is the policy of Olivet College to maintain an educational and work environment free from unlawful harassment, on the basis of race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran status and or sexual orientation.

“Harassment” is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran status, or sexual orientation or that of his/her relatives, friends or associates, if (but only if) the verbal or physical conduct also:

- Has the purpose or effect of creating an intimidating, hostile or offensive study or learning environment.
- Has the purpose or effect of unreasonably interfering with an individual’s study or learning experience.
- Otherwise adversely affects an individual’s educational opportunities.

Prohibited conduct covered by the definition above can include, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation that is placed on walls, bulletin boards or elsewhere on the college campus.

The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation is sufficiently severe or pervasive to create a hostile study or learning environment depends on whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. The college has a compelling interest in assuring an environment in which learning is embraced. Such an environment requires free and unfettered discussion of the widest possible nature, encouraging legitimate expression of all points of view.

A faculty or academic staff member’s selection or use of instructional materials in an “instructional setting” shall not constitute discriminatory harassment unless the selection and/or use of the materials are clearly not reasonably germane to the subject of the course. An “instructional setting” is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching to the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, and in a faculty or academic staff member’s office.

A faculty or academic staff member’s “expressive behavior” related to teaching techniques in an instructional setting shall not constitute discriminatory harassment unless the expressive behavior is clearly not reasonably germane to teaching the subject of the course. “Expressive behavior” is

conduct in an instructional setting through which a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignment of visual, recorded or written materials.

Student violators of the policy are subject to disciplinary action up to and including dismissal under Olivet College Community Standards. Faculty, staff and other members of the college community who violate the policy are subject to disciplinary action up to and including discharge under the policies of the college listed in the Olivet Employee Plan. Any and all forms of retaliation against any cooperating person for reporting or initiating a complaint about harassment under this policy are a violation of this policy. The college will promptly undertake appropriate remedial action for persons who are subjected to conduct prohibited by the policy.

Any student, employee, or other person with a relationship to the college who feels that he/she has been the object of harassment should immediately file an incident report with the collegeliasion officer. College personnel who are in charge of college activities where an apparent violation of this policy occurs, and have personal knowledge of the violation, or the violation has been reported to them in writing, shall immediately report the same to the liaison officer by filing an incident report. All college personnel are requested to report alleged instances of violations of the policy to the liaison officer by filing an incident report. Upon receipt of an incident report, the college shall make a prompt and thorough confidential investigation of the allegations. The procedures to be followed are set forth in the college's discrimination harassment policy.

Harassment and Annoyance

- * Students are expected to use the telephones in a responsible manner. Students making annoying or harassing calls may face sanctions. If you receive unwelcome calls, note the exact time and date and report the incident to the vice president for Student Life.
- * Voicemail messages are subject to the same responsibilities and action.

Campus Sex Crimes Prevention Act

Sex Offender Status at an Institution of Higher Learning

Federal law requires state agencies to contact Olivet College Campus Safety regarding sex offenders employed on campus or enrolled as students. However, because the local police department already maintains an information database on such offenders, individuals should contact the Olivet Police Department for further information.

Persons Required to Report

If a convicted sex offender is employed or attends an institution of higher learning and it requires him/her to be on campus for 14 consecutive days or 30 or more total days in a calendar year, he/she must report that status to the local police department. An institution of higher learning is defined as a public or private community college, four-year college or university, or public or private trade, vocational or occupational school. A convicted sex offender shall include all full- and part-time employees and/or students, contractual providers, employees of contractual providers and volunteers.

A person required to report must notify the local law enforcement agency immediately. This applies to both out-of-state and Michigan residents. The local law enforcement agency in the case of Olivet College would be the **Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076**

Sex Offender Registry

The state of Michigan maintains a sex offender Web site at <http://www.mipsor.state.mi.us>.

PROCEDURES AND SUPPORT SERVICES REGARDING SEXUAL ASSAULT

The Olivet College Sexual Assault Policy prohibits all incidents of criminal sexual conduct as defined by the laws of the state of Michigan. However, as an educational institution, we believe we have the responsibility to set an even higher standard of conduct for our community. The Olivet College Sexual Assault Policy contains our standards, definitions, and procedures, as well as the pertinent Michigan laws. We will fairly but rigorously enforce these standards. Education and awareness are essential to our efforts against sexual assault, and the college provides educational materials and programs throughout the academic year. Most importantly, our procedures and referrals to services recognize the trauma of sexual assault and the need to empower the survivor. Our sexual assault materials, programs, and referrals are available to all Olivet College students and employees.

Olivet College encourages all victims of sexual assault to report the incident to Campus Safety, the Olivet Police Department or other appropriate law enforcement agency. Campus Safety staff are available at any time to assist any student who wishes to report a sex offense that occurred in any police jurisdiction.

Filing a report with Campus Safety does not commit the student to any subsequent course of action. While follow-up options and alternatives will be presented and discussed, final decisions are left to the victim. Confidentiality is a critical concern for victims of sexual assault. Student victims frequently express fear that family, friends, professors, police, hall directors, and/or press will learn of their experience. Because of the college's relationship with students, the vice president for student life is generally apprised of any serious incident involving a student. Insofar as it does not interfere with the college's legal or ethical obligations, the college will honor the victim's choices regarding additional reporting and follow-up. While options and alternatives will be presented and discussed, final decisions are left to victims unless they are too seriously injured to make their own decisions. Campus Safety can assist victims with transportation to and from the hospital. Hayes-Green Beach Hospital, located 15 minutes north of campus in Charlotte, is normally where a victim will be transported. However, they do have the option of going to Oaklawn Hospital, located 15 minutes south of campus in Marshall. Hospital staff will normally contact an on-call Sexual Assault Nurse Examiner (SANE) to complete a medical examination and collect evidence related to the incident.

Sexual Assault Overview

Olivet College recognizes that sexual assault is a crime, which undermines self-esteem and individual growth. Further, the college accepts responsibility for combating sexual assault in all ways appropriate to an institution of higher education. The college has and will continue to educate the campus community about sexual assault and to cultivate an environment discouraging the attitudes and behaviors that have made sexual assault an epidemic in our society.

Regulation

Improper sexual conduct is prohibited. Improper sexual conduct is defined as any act committed against the wishes of another person. It can include force, either physical or psychological, but the use of force is not a prerequisite to the finding of improper sexual conduct.

Improper sexual conduct may include the following:

- Sexual harassment as defined in the Sexual Harassment Policy.
- Unwanted sexual contact: touching intimate parts of the body or the clothing covering those body parts, or touching with intimate parts of the body.
- Actual unwanted sexual penetration.

Sexual Assault: What to do if you think you are a victim

- Get to a safe place once you are able to do so; you may wish to contact a family member or a close friend to help you.
- Seek medical attention. This is necessary for treatment of any physical injury, sexually transmitted disease or possible pregnancy.

A medical exam to preserve evidence must be completed within 72 hours of contact, the sooner this is done the better. Although this can be a devastating time, it is important not to shower, bathe, douche or change clothing until a thorough medical exam has been done.

There are people on campus who can offer assistance:

1. Campus Safety at ext. 7911.
2. Any hall director, the director of Residence Life at ext. 7694, or the vice president for Student Life at ext. 6669 (between 8:30 a.m. and 5 p.m.).

After hours, the vice president for Student Life can be reached through Campus Safety or Residence Life staff.

3. The director of the Women's Resource Center at ext. 6638 (between 8 a.m. – 4:30 p.m.).

Any one of the above listed individuals can advise students of the procedures for filing an incident report for violation of a Community Standard and most importantly can direct students to information and assistance as well as emotional support and counseling. The best way for a survivor of sexual assault to remain in control over actions is to report the assault to a confidential counselor where no action will be taken without the survivor's consent, unless required by law. Students always have the option of speaking to a public safety officer and should be provided with information about how to file a formal complaint even if he/she is not ready to decide about pressing formal charges.

Additional supportive services are listed below:

Betsy Dole Women's Resource Center at ext. 6638

(between 8 a.m. – 4:30 p.m.)

S.I.R.E.N./Eaton Shelter

(517) 543-4915 (24-hour crisis line) or

1-800-899-9997 (24-hour crisis line)

Office (517) 543-0748

Sexual Assault Services of Calhoun County

(Sexual Assault Nurse Examiners – S.A.N.E.)

1-888-383-2192

Office: (269) 245-3925

This is a federally funded program which is specifically intended to provide medical and counseling services to victims of sexual assault. These services are free of charge.

Listening Ear 1-517-337-1717

Obtain Counseling

Sexual assault is a traumatic experience and professional help can assist with the recovery process. Although procedures for handling sexual assault violations are processed through the Office of Student Life, all information regarding an incident is absolutely confidential and details are not released to other employees or students.

What to Do in Case of Sexual Assault

If you are sexually assaulted:

1. *GET TO A SAFE PLACE.* Put your safety first. If you can't get to a phone yourself, do whatever you can to attract someone's attention and get to a safe place.
2. *CALL CAMPUS SAFETY OR OLIVET POLICE DEPARTMENT.* As soon as you can get to a phone, call the Campus Safety or Olivet Police Department to assist you.
3. *DO NOT SHOWER, BATHE, OR CHANGE CLOTHES.* Do not shower, bathe, douche, or change clothes until you decide if you will or will not report the assault. Any of these actions could potentially destroy evidence that would not be available if you choose to file a complaint.

If a friend is sexually assaulted:

1. *LISTEN.* Believe her/him. Be gentle, patient, and sensitive.
2. *GET THE VICTIM TO A SAFE PLACE.*
3. *ASSESS HER/HIS PHYSICAL INJURIES.* Determine if she/he needs emergency medical care and if she/he is coherent enough to make decisions regarding treatment. If she/he is not, get the victim to the closest medical facility. If she/he is, support the victim in her/his decision regarding treatment.
4. *CALL CAMPUS SAFETY OR OLIVET POLICE DEPARTMENT.* As soon as you can get to a phone, call Campus Safety at (269) 749-7911 or Olivet Police Department/Eaton County Sheriff's Department at 911 to assist your friend.
5. *REMINDE THE VICTIM NOT TO BATHE OR CHANGE CLOTHES.* Remind the victim not to shower, bathe, douche, wash her/his hands, brush her/his teeth, go to the bathroom, or change clothes if she/he has any thought of reporting this crime. Any of these actions would destroy evidence which might be important to this case.
6. *KNOW YOUR LIMITS.* Recognize what you can and cannot handle. Get help if you feel you are in over your head.
7. *DON'T JUDGE.* Don't question or judge the victim's actions or reactions. Don't tell the victim what she/he should or shouldn't do, or what she/he should or shouldn't be feeling. Don't pry for details if the victim is unwilling to give them.

Reporting and Referral Services:

Campus Safety — (269)749-7911

Olivet Police Department — 8-749-9961 or 8-911

Women's Resource Center (Director Dianne Thomas) – (269) 749-6638

Sexual Assault Services of Calhoun County – (888) 383-2192 (24-hours)

Offers short-term individual counseling; trained staff or volunteer victim advocates provide support and advocacy to victim at area hospitals and police departments. 24-hour calls and availability. All services provided free of charge. Serving the following counties: Branch, Barry, Calhoun, Eaton, and surrounding areas.

Missing Persons Procedures

Any member of the campus community who has reason to believe that a student who lives in an on-campus residence is missing should immediately contact Campus Safety at extension 7911. Campus Safety will initiate an investigation into the matter. If it is determined through the investigation that the student is missing and has been missing for more than 24 hours, the following shall be completed by Campus Safety staff members no later than 24 hours of when the determination was made:

- * The incident will be reported to the Olivet Police Department (OPD).
- * The student's designated emergency contact (for students 18 years or older) or the student's parents/legal guardian (for students under 18 years of age and not emancipated) will be notified.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by the college in the event the student is determined to be missing for more than 24 hours.

At the beginning of each academic year, Student Life and Campus Safety have all students living on campus file out a Missing Person Confidential Contact Form. Student Life will forward these forms to Campus Safety to be stored and utilized by authorized college or law enforcement officials only during a missing person's investigation. Example of form below:

Olivet College
Division of Student Life

Missing Person Confidential Contact Form

In accordance with federal law, in addition to designating a general emergency contact person, students residing on campus have the option to designate an individual to be contacted in the event the student is determined to be missing by college officials or a law enforcement agency. If the student has identified such an individual, the college will notify that individual within 24 hours of when the student is determined to be missing. Students who wish to identify a contact for this purpose may do so by providing the information below.

This information will be maintained by the Office of Campus Safety, and may only be disclosed or used by college or law enforcement officials during a missing person investigation.

(NOTE: For a student who is under the age of 18 and not emancipated, federal law requires that the college notify a custodial parent or guardian within 24 hours of when the student is determined to be missing.)

Please PRINT all information on this form except your signature at the bottom of this page.

Student Name: _____

Student ID#: _____

Date of Birth: _____

_____ No, I do not wish to designate a person for Olivet College or law enforcement officials to contact in the event it is determined I am missing.

_____ Yes, I would like to designate a person for Olivet College or law enforcement officials to contact in the event it is determined I am missing.

My confidential contact person is:

Name _____

Relationship _____

Address _____

Home Phone _____ Cell Phone _____

The Campus Security Act, Legal Requirements

The Campus Security Act requires colleges and universities to:

- publish an annual report every year by Oct. 1 that contains three years of campus crime statistics and certain security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through campus, certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other college officials who have significant responsibility for students and campus activities;
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
- disclose in a public crime log “any crime that occurred on campus... or within the patrol jurisdiction of the campus security department and is reported to the campus security department.”

Campus Safety is responsible for preparing and distributing this report. The department works with many other college officials and agencies, such as the Office of Student Life, Athletic Department, Olivet City Police and the Eaton County Sheriff’s Department to compile the information for our Annual Security Report.

We encourage members of the Olivet College community to use this report as a guide for safe practices on and off campus.

For a copy of this report contact the Olivet College Campus Safety Department at 269-749-7911 or by e-mail at safety@olivetcollege.edu.

Incident Reporting

Olivet College encourages the prompt reporting of criminal behavior and other safety concerns to Campus Safety, hall directors, the vice president for student life or the appropriate police agencies. The college will provide statistics of reported crimes as required and defined by the Campus Security Act. These statistics are in compliance with federal legislation. A copy of the Olivet College Crime Statistics is included in this publication.

Statistical Reporting

Olivet College will provide statistics of reported sexual assaults and other Clery crimes as required and defined by the Campus Security Act. All personally identifying information will be removed from statistical reports. All members of the Olivet College community share a responsibility for upholding the sexual assault policy. Specific instructions on how to handle sexual assault violations are available from the Office of Student Life.

Criminal Offense Statistics 2013

Criminal Offenses - On Campus	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	1	1	0
d. Sex Offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	1	0	0
g. Burglary	11	8	3
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
Criminal Offenses - Residence Halls (subset of On Campus)	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	0	0	2
d. Sex Offenses - Non-forcible (incest and statutory rape only)	0	1	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	11	12	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
Criminal Offenses - Public Porperty	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	1	0	0
d. Sex Offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	3	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
Criminal Offenses - Non Campus	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	0	0	0
d. Sex Offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0

Arrest Statistics 2013

Arrests - On Campus	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	0	0
c. Liquor Law Violations	0	0	2
Arrests - Residence Halls (subset of On Campus)	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	0	0
c. Liquor Law Violations	0	3	0
Arrests - Public Property	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	1	0	0
c. Liquor Law Violations	24	7	0
Arrests - Non Campus	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	0	0
c. Liquor Law Violations	0	0	1

Disciplinary Statistics 2013

Disciplinary Actions/Judicial Referrals - On Campus	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	11	3	1
c. Liquor Law Violations	34	7	2
Disciplinary Actions/Judicial Referrals - Residence Halls (subset of On Campus)	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	10	18	3
c. Liquor Law Violations	30	47	58
Disciplinary Actions/Judicial Referrals - Public Property	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	0	0
c. Liquor Law Violations	0	0	0
Disciplinary Actions/Judicial Referrals - Non Campus	2010	2011	2012
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	0	0
c. Liquor Law Violations	0	0	0



Drug Free Report 2013

Alcohol and Drug Policy

Effects of Alcohol and Other Drug Abuse

The abuse of alcohol (a common depressant) can have devastating effects.

Persons who abuse alcohol suffer in many ways, including:

- Academically (poor grades)
- Socially (lowers inhibitions and can alienate friends)
- Mentally (impairs judgment and thinking)
- Physically (increases heart rate, loss of muscle control, etc.).

Frequent drinking to intoxication over an extended period may lead to brain and liver damage, blackouts, personality disorders or alcohol problems.

Most drugs fall into five categories. These categories are 1) stimulants, 2) depressants, 3) hallucinogens, 4) narcotics and 5) cannabis.

Health risks and hazards associated with drug use or abuse may vary according to the type of drug, amount and frequency of use, as well as the physical health of the user. The effects range from physical and psychological dependence to organ damage, cancer and other illnesses, and death.

Alcohol and other drugs are abused for many reasons. They can be viewed as an escape from reality, unhappiness or loneliness. Alcohol and other drugs may be used as a coping mechanism to deal with the pressures of college life.

There are resources available on campus and in the surrounding communities to help deal with the reasons for and the effects of alcohol and drug abuse. For more information about these resources, please call the Office of Student Life at (269) 749-7607.

Alcohol Policy

The following policy is designed to foster an atmosphere of individual and community responsibility as outlined in the college academic vision of *Education for Individual and Social Responsibility* and encompass the Olivet College Compact.

In addition, the policy is designed to:

1. Adhere to all federal, state and local laws regarding the consumption of alcoholic beverages.
2. Stress moderation, safety and individual accountability for those who choose to drink lawfully.
3. Provide information and education.
4. Work toward a college atmosphere that is free of pressure for those who choose not to drink.
5. Prevent alcohol abuse and its effects.

All members of the college community are expected to comply with college policy, and city, county, state and federal laws regarding the unlawful possession, use or distribution of alcohol. Consistent with the principles in The Olivet College Compact, it is the responsibility of each student and employee to report infractions of the Olivet College alcohol policy to Campus Safety officers.

Intoxication is prohibited on campus. Intoxication includes but is not limited to: slurred speech, unsteady gate, excessive noise, odor of alcohol, disrespect of authority, slow verbal response, etc. The first step toward prevention of alcohol abuse is education. Alcohol awareness programs such as AlcoholEdu will be promoted through the curriculum and co-curriculum. Clubs, organizations, societies and athletic teams will be asked to make their members knowledgeable about the alcohol policy, including the sanctions.

Supplying Alcohol to Minors

Anyone found responsible by a judicial board for supplying alcohol to minors will be turned over to the local police department, along with all testimony and information in regards to the case.

Furnishing and/or Consuming Alcohol

Students and guests of students who are of legal drinking age and desire to consume alcohol on college premises should abide by The Olivet College Compact.

1. Consumption of alcohol in the presence of a person below the legal drinking age is not permissible in the residence halls, theme houses and the Gillette Student Village.

There may only be one open and unfinished container (single serving) per person of legal drinking age in the room. A single serving is defined as one shot (one ounce) or one beer (12 ounces) or one glass of wine (4 ounces) or one mixed drink (6 ounces = one ounce alcohol, 5 ounces of mixer and ice).

2. No more than one case of beer (up to 12 cans) or 1 pint of liquor or one bottle (750 ml) of wine or three 40-ounce containers of beer are to be in a room at any time.

3. Students of legal drinking age may consume alcohol in their residence hall room, with the door closed, as long as they are also in compliance with the visitation policy.

4. Students under 21 years of age found with alcohol on their breath or other signs of alcohol in their system will be considered in violation of the Olivet College alcohol policy.

5. Consumption of alcohol in common areas of the college premises, including the Gillette Student Village is not permissible, except on the premises of society houses or theme houses, and in designated areas during a registered social function.

6. Possession of common sources of alcohol or consumption of alcohol from common sources such as kegs, trash cans, etc., is not permissible.

7. College funds cannot be used for the purchase of alcoholic beverages.

8. Devices for rapid consumption (e.g. funnels, beer bongs) and all other alcohol-related paraphernalia are prohibited.

9. Persons serving or providing alcohol to minors are in violation of the college alcohol policy.

10. No alcoholic beverages are permitted in the all-freshmen living areas or substance-free living areas.

11. Olivet College employees may not purchase for or distribute alcohol to any student on college premises or at college related events.

12. Alcohol may be served at specifically designated events hosted or approved by the Offices of the President or Institutional Advancement. Olivet College students and employees may be invited to attend these events, but only those of legal drinking age may consume alcohol at these events.

13. Full-time Residence Life staff are not allowed to consume alcohol with students.

14. Resident assistants are not allowed to consume alcohol while on duty.

15. Any drinking game is prohibited.

SANCTIONS:

First Offense

Minimum fine of \$150 to be paid to Student Services; an assessment by a college health official; and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at two Alcoholics Anonymous meetings, 20 hours of community service, and/or contact of coach, if a student athlete.)

Second Offense

Minimum fine of \$300 to be paid to Student Services; an assessment by a college health official; and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at 10 Alcoholics Anonymous meetings, 50 hours of community service, and contact of coach, if athlete.)

Third Offense

Suspension from Olivet College residence halls for a length of time (at least one week) to be determined at the sanctions phase of a judiciary hearing and a minimum \$500 fine. Community service hours must be completed within 30 days of violation. If sanctions are not completed within the designated time, students may be subject to more severe sanctions that may include, and are not limited to, more severe fines, suspension and expulsion. **There are no exceptions.**

Alcohol Policy Judicial and Appeals Process

Students and student organizations charged with violating the College Alcohol Policy will be subject to the judicial and appeals process.

Medical Amnesty Protocol

The Medical Amnesty Protocol (MAP) is designed to encourage students to call for help in an alcohol-related medical emergency.

Under the Medical Amnesty Protocol

- A student in need of medical help is not subject to judicial action for underage possession of alcohol or limited disorderly conduct if that student completes a required psycho educational intervention at the Abbott Road Counseling office in the lower level of the library.
- An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-related emergency is not subject to judicial action for underage possession of alcohol, provision of alcohol to an underage person, or limited disorderly conduct.
- If a representative of an organization hosting an event calls for medical assistance, this act of responsibility will mitigate any judicial consequences against the organization that may arise.
- Students/organizations will become exempt from MAP under the following circumstances: repeated alcohol offenses and/or abuse of MAP, disrespectful behavior during an emergency, further offenses involving college policy during or immediately following the event or under the discretion of a hall director and vice president for Student Life.

Sanctions under Michigan State Law-Alcoholic Liquor

1. A person less than 21 years of age shall not purchase, consume, or possess alcoholic liquor. Violation of this law could result in a penalty of 93 days in jail and/or a \$500.00 fine.

2. A person less than 21 years of age who uses fraudulent identification to purchase alcoholic liquor is guilty of a misdemeanor and will be subject to the penalties listed below.

- 93 days in jail and/or a \$500.00 fine;
- 90-day suspension of driver's license.

Illegal Drug Policy

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) the following information is provided for all students. The unlawful possession, use or distribution of drugs and alcohol on the college campus, at college sponsored activities or in society houses is strictly prohibited. Olivet College is a drug-free campus and does not tolerate the use, possession, sale or exchange of illegal drugs or drug paraphernalia. If a student is found where drug use or paraphernalia exists, he/she will be disciplined under the drug use policy.

Specifically, students shall not:

- Possess, use, manufacture, sell, exchange or otherwise distribute any drug prohibited by local, state and/or federal law. A student found with the odor of marijuana on his/her person and/or other signs of drug use will be suspected of violating the Olivet College illegal drug policy. A student's vehicle, dorm room and personal clothing may be searched by Campus Safety and/or Residence Life staff to determine whether the student is in violation.
- Students in possession of scales, containers, and/or other drug selling paraphernalia will be considered dealers and subject to suspension or expulsion on top of additional fines.
- Possess or use drug paraphernalia. Drug paraphernalia is any item designed for the use of illegal drugs, or any item fashioned for the purpose of facilitating or disguising drug use. Examples are: bong, rolling papers and pipes.

Students found responsible for violating this policy will face at least the following sanctions:

- **First violation** – Disciplinary probation for a minimum of one year, substance abuse assessment to be completed within 30 days of the hearing date, a maximum \$500 fine and/or suspension or expulsion. If suspended or expelled the student will be banned from Olivet College. A trespass notice will be sent to all Olivet College employees. If seen on campus, he/she will be considered trespassing.
- **Second violation** - Suspension from Olivet College for at least one year. These are minimum sanctions. Additional sanctions including expulsion may be used depending on the severity of the violation and the student's prior record. If suspended or expelled, the student will be banned from Olivet College.

Tobacco Policy

Smoking and tobacco use, i.e., chewing, is prohibited in all buildings, residence halls and offices. Any derivatives that result from smoking or tobacco use, i.e. cigarette butts, ashes or chew bottles, which are found within any of the areas stated above, will be recognized as evidence confirming violation of the tobacco policy. Smoking is not allowed in the Cutler Athletic Complex or at the main entrance or front entrance to any campus building.

Schedules of Controlled Substances

CSA	2nd Offense	1st Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	- Not less than 10 years, Not more than life. - If death or serious injury, not less than life. - Fine of not more than \$4 million individual, \$10 million other than individual.	- Not less than 5 years, Not more than 40 years. - If death or serious injury, not less than 20 years, or more than life. - Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure or 1 kg or more mixture.	- Not less than 10 years, Not more than life. - If death or serious injury, not less than 20 years, or more than life. - Fine of not more than \$4 million individual, \$10 million other than individual.	- Not less than 20 years, Not more than life. - If death or serious injury, not less than life. - Fine of not more than \$8 million individual, \$20 million other than individual.
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4,999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
			10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		
	Drug	Quantity	1st Offense	2nd Offense			
	Others <small>(Law does not include marijuana hashish, or hash oil.)</small>	Any	- Not more than 20 years. - If death or serious injury, not less than 20 years, not more than life. - Fine \$1 million individual, \$5 million not individual.	- Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual.			
III	All <small>(Includes anabolic steroids as of 2-27-91.)</small>	Any	- Not more than 5 years. - Fine not more than \$250,000 individual, \$1 million not individual.	- Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual.			
IV	All	Any	- Not more than 3 years. - Fine not more than \$250,000 individual, \$1 million not individual.	- Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual.			
V	All	Any	- Not more than 1 year. - Fine not more than \$100,000 individual, \$250,000 not individual.	- Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual.			

For additional information please look at the following websites:

- * <http://www.deadiversion.usdoj.gov/21cfr/21usc/812.htm>
- * <http://www.justice.gov/dea/pubs/schedule.pdf>



Fire Safety Report 2013

2013 Fire Safety Report

In August 2008, the Higher Education Opportunity Act instructed institutions of higher education to annually disclose information regarding fires and fire safety in residential buildings. The table on the following page describes the required disclosures.

Reporting Fires

All fires or suspected fires should be reported immediately to Campus Safety by calling 269-749-7911 or 269 -749-7173. Campus Safety can also be reached by dialing extension 7911 or from any campus phone. Fires can also be reported to the Olivet Police and Fire Departments by calling 911.

Malfunctioning Safety Equipment:

Report any malfunctioning safety equipment immediately to Campus Safety or to Student Life staff.

Supervised Fire Drills:

Mandatory, supervised fire drills are conducted for each residence hall in September, October, November, January, February, March, and April when students are on campus for classes. Fire drills are conducted to ensure the students of Olivet College know the alarm protocols and evacuation routes for all buildings. We conduct one unannounced fire drill each semester.

Evacuation Procedures Policy:

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations where Campus Safety or Physical Plant personnel direct evacuation of a building. In the event of fire, fire alarm signal or other evacuation emergencies at Olivet College, everyone in the affected premises must evacuate immediately. Olivet College staff and students will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Other emergency notification methods may include e-mail, phone communication, or in person, as appropriate or warranted by the situation.

All residence hall hallways are equipped with evacuation maps posted in the hallways which indicate the safest and most direct exit routes from the room in an emergency.

Discovery of a Fire:

If you discover a fire or smoke situation, activate the fire alarm pull station and contact Campus Safety at extension 7911.

If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are en route to your location.

When The Fire Alarm Sounds:

- Close all windows but leave curtains and drapes open.
- Leave the overhead lights on.
- Before opening any door, feel the door. If it is hot, do not open it. If it is not hot open the door slightly. If you encounter heat or heavy smoke close the door and stay in the room.
- If you cannot leave the room, open the window slightly and hang a sheet or other light colored cloth out the window to attract the attention of emergency personnel. If there is a landline phone in the dorm room, call Campus Safety (7911), or (911) and report that you are trapped. If you are using a cell phone call 269-749-7911. Remain calm and give your room number and building location. Stuff towels, sheets or other similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close, but do not lock the door and walk directly to the nearest exit and leave the building.
- If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.
- *Do Not* use elevators in the college buildings. If hallway and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
- If you have exited the facility, stand clear of the building. Emergency equipment or vehicles may be maneuvering around the building.
- Follow the directions of the fire and police personnel and never re-enter the building until they give permission to do so.

BUILDING SAFETY FEATURES

Fire Doors:

Stairwell fire doors should be kept closed at all times. During a fire the stairwells will provide a place of refuge and will protect you during your escape from the building. If the fire doors are left open, the stairwells will act as chimneys, rapidly spreading the fire and smoke throughout the building.

Exits:

Each exit or exit access should be kept clearly marked with a lighted or fluorescent exit sign. You should familiarize yourself with all exit routes in your residential building.

Fire Alarms:

Fire alarm systems provide a rapid means of notifying all occupants of an emergency. Continued abuse of these systems creates a complacent attitude among the building residents which may result in injury or death when the alarm is ignored in an actual emergency situation. Fire alarm systems such as pull boxes and smoke alarms may not be tampered with or altered for any reason.

Fire Extinguishers:

Multi-purpose ABC fire extinguishers are located throughout all the college buildings and residential halls for use by the occupants on most types of small fires.

When using a fire extinguisher use the P.A.S.S. method:

- P - Pull the pin.
- A - Aim.
- S - Squeeze the trigger.
- S - Sweep the fire.

POTENTIAL HAZARDS

Appliances:

Sun lamps, halogen lamps, hot plates, toaster ovens, electric skillets, rice steamers, woks, indoor or outside grills, space heaters and other high-powered electrical appliances are prohibited in dorm rooms. Items such as irons and hair dryers should be unplugged after use and not stored until they are cool enough to touch. Too many appliances plugged into the same outlet or extension cord may cause an overloading of the circuit resulting in loss of power or possible fire.

Obstacles:

Storage of bicycles, chairs, desks, trunks, etc. in hallways, stairwells, or any place which would interfere with public access or exit areas of the building is strictly prohibited. These items left unattended in such areas are in violation of fire safety codes and will be removed by authorized personnel.

Open Flames:

Open flames, candles, incense, charcoal grills, etc. are not permitted in any residential building.

Flammable Liquids and Gasses:

Gasoline, paint, ether, propane or any other flammable liquids or gasses are not allowed in any residential building for any reason.

Fireworks:

Fireworks, gunpowder or any type of explosives are not allowed in residential buildings per fire code.

Elevators Are Hazardous to Use in Fires:

Elevators should not be used as a means of evacuation during an emergency. In a fire, the elevator shaft could act as a chimney in transmitting heat and smoke from floor to floor. In addition, elevators may malfunction and stop at the floor involved in the fire, opening automatically, and exposing the passengers to heat and smoke.

Decorations:

The use of crepe paper, cloth, corn stalks, and bales of hay or other combustible materials for party decorations is strictly prohibited in residential buildings.

Prohibited Items in Campus Residences:

The following items are prohibited:

- Fireworks and any incendiary devices;
- Guns, paint ball guns, or other dangerous instrumentality;
- Chef, butcher, and carving knives;
- Flammable liquids;
- Dangerous chemicals (mace, etc.);
- Candles/open flame devices;
- Excessive dirt/garbage, etc.
- Animals (fish are permitted);
- Internal combustion engines;
- Game/fish cleaning on campus;
- Draperies/tapestries covering lights;
- Flags or other cloths on ceilings above beds or lofts;
- Extension cords;
- Non-UL-approved appliances;

Electrical appliances that have high surface temperatures or which may create a fire or shock hazard such as:

- Sun lamps;
- Halogen lamps;
- Hot plates;
- Toaster ovens;
- Electric skillets, rice steamers, woks;
- Indoor and outdoor grills;
- Space heaters;

Electrical appliances that have high power needs such as:

- Microwaves exceeding 600 watts;
- Refrigerators exceeding 3.5 cubic feet or exceeding 1.4 amps.

Only two items should be plugged into each outlet. While extension cords are not permitted, a power strip with a circuit breaker is allowed and encouraged for students to use with electrical equipment. Two high-voltage items should not be plugged in to the same outlet.

Please remember that most outlets in the residences are back to back. Be aware of the items that neighbors have plugged into their outlets. All electrical appliances must carry the Underwriters Laboratories, Inc. seal.

Students are urged to be mindful of conserving energy when using electrical appliances and not create a fire hazard by overloading electric circuits.

Fireworks/Incendiary Devices:

The possession or use of fireworks or any incendiary devices is prohibited. Failure of students to comply with this regulation will result in College disciplinary action, up to and including suspension or expulsion from the College.

Fire Safety and Regulations:

Fire alarms, smoke detectors, fire sprinklers, and fire extinguishers are provided for students' safety and should be activated in cases of suspected or actual fire. Activation of this equipment should be reported immediately to Campus Safety. All students, visitors, and guests must cooperate with fire alarm evacuation procedures and follow all fire safety regulations.

Tampering with sprinkler systems and other fire safety equipment, malicious activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threatens or causes damage to College or personal property can result in judicial or legal action. Restitution can be levied for damages and expenses as a result of the behavior or activity that leads to the damage of safety equipment. Fire safety doors should not be locked, propped open, or blocked. Candles and other flame-producing accessories, incense, and live Christmas trees are potential fire hazards and are prohibited in student residences.

Fire Safety Education and Training Programs

All Hall Directors and Resident Advisors receive fire safety and emergency action plan training and are responsible for providing fire safety information to students in residential buildings. Hall Directors and Resident Advisors conduct mandatory residential housing meetings for students during which evacuation procedures, and fire safety rules are reviewed with new and returning residents.

Fire System Inspections:

During the summer of 2012 all fire alarm systems, fire extinguishers and sprinkler systems in all Olivet College buildings were inspected and certified by authorized companies contracted by Olivet College and Olivet Fire Department.

As of the spring 2012 all Greek Houses, Residence Halls, and Other Residence Housing on Olivet College property has fire inspections and monthly fire drills during the academic school year.

Buildings included in the fire inspections include: Shipherd Hall, Blair Hall, Dole Hall, Gillette Student Village, Global House, Brewer House, Sigma Beta House, Phi Alpha Pi House, Nu Gamma Xi House, Alpha E House, Eta Psi Kappa House, and Adelpic House.

In 2010 the Fire Protection Systems were updated as follows:

A new fire alarm system was installed in the Upton Music Conservatory and Upton Gymnasium. Fire strobes and audio alarms were added to all these buildings. Summer 2012 the systems were went through in all buildings and any sensors that were going bad were replaced.

Fires on Campus:

On June 10, 2012 at 1400 (2:00 p.m.) Phi Alpha Pi house had a fire caused by an electrical short in an air conditioning unit. The fire caused some structural damage to the room the unit was in. The fire was deemed unintentional due to the mechanical malfunction of unit.

2013 Fire Safety Statistics Report

Building	Monitored Fire Alarm System	Smoke Detectors Hardwired	Smoke Detectors (Battery Only)	Alarm Strobe Lighting	Audible Alarm Horns/Siren	Wet Sprinkler System	Fire Extinguisher	Marked Fire Exits	Fire Drills
Alpha E	No	Yes	Yes	No	No	No	Yes	Yes	Yes
Art Bldg.	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Blair Hall	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Brewer	No	Yes	No	No	No	No	Yes	Yes	Yes
Church	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Conservatory	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Cutler	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Dole Hall	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Eta Psi	No	Yes	No	No	No	No	No	Yes	Yes
Gillette	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Gruen	No	Unoccupied	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ham	No	Occupied	Yes	No	No	No	Yes	Yes	Yes
Hance	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Hosford	No	Yes	No	No	Yes	No	Yes	Yes	Yes
Kappa Sig Rental House - Off Campus	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
KC	No	Yes	No	Yes	Yes	50%	Yes	Yes	Yes
Library	No	Yes	No	Yes	Yes	Dry System	Yes	Yes	Yes
Long Apts.	No	No	Yes	No	No	No	Yes	No	Yes
MacKay	No	Yes	No	No	Yes	No	Yes	Yes	Yes
Mott	No	Yes	No	No	Yes	5%	Yes	Yes	Yes
Nu Gamma	No	Yes	No	No	No	No	Yes	Yes	Yes
Oaks Theatre	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Phi Alph	No	Yes	No	No	No	No	Yes	Yes	Yes
Phys. Plant	No	No	No	No	No	No	No	Yes	Yes
Shipherd Hall	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Sigma	No	Yes	No	No	No	No	Yes	Yes	Yes
Soronian	No	Yes	No	No	No	No	Yes	Yes	Yes
Upton	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes

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