

2020 Security and Fire Safety **Annual Report**



St. Norbert College • De Pere, Wisconsin
2020 COMBINED ANNUAL SECURITY
REPORT & FIRE SAFETY REPORT



Introduction

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

Policy for Preparing the Annual Report

This report is prepared by James Sundstrom, Clery Compliance Officer, in cooperation with local law enforcement authorities and includes information provided by them as well as by the College’s campus security authorities and various other elements of the College. Each year an email notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report’s availability. Hard copies of the report may also be obtained at no cost by contacting St. Norbert College Campus Safety 290 Reid St. DePere WI 54115. The College is committed to taking the actions necessary to provide a safe and secure working/ learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are continually tested and re-evaluated for their effectiveness.

St. Norbert College 2020 Security and Fire Safety Annual Report

Table of contents

General Safety and Security Polices		4-6	
Campus Security Personnel & Relationship with Local Law Enforcement.....	4	Security Considerations in the Maintenance of Facilities	5
Authority of Campus Safety Staff	4	Educational Programs Related to Security Awareness and Prevention of Criminal Activity.....	6
Campus Security Authorities.....	4	Off-Campus Efforts.....	6
Campus Security Authorities.....	4	Monitoring Off Campus Locations of Recognized Student Organizations.....	6
Reporting a Crime or Emergency.....	4	Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense.....	6
Report Criminal Incidents.....	5		
Confidential Reporting	5		
Security of and Access to Campus Facilities.....	5		
Drug and Alcohol Policy		7-8	
Expectations of Students Who Can Legally Use Alcohol.....	7	Drug and Alcohol State Laws.....	8
Federal Drug Laws.....	7	Drug and Alcohol Abuse Prevention Program	8
Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking		9-21	
Primary Prevention and Awareness Program	9	State/Local Resources.....	16
Crime Definitions	9-12	National Resources	16
College Definition of Consent.....	12-13	Accommodations and Protective Measures	16
Risk Reduction	13	Procedures for Disciplinary Action	17
Bystander Intervention.....	14	Rights of the Parties in an Institutional Proceeding	18
Other Information Covered by the PPAP.....	14	Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses.....	18
Ongoing Prevention and Awareness Campaign	14	Publicly Available Recordkeeping	18
PPAP and OPAC Programming Methods.....	14	Victims to Receive Written Notification of Rights	18
Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking.....	14	Sex Offender Registration Program	18
Preservation of Evidence & Forensic Examinations.....	15	Timely Warnings and Emergency Response	19-20
Security/Law Enforcement & How to Make a Police Report.....	15	Methods for Issuing Timely Warnings and Emergency Notifications	20
Information about Legal Protection Orders.....	15	Testing & Documentation.....	21
Available Victim Services.....	16	Missing Student Policy	21
College Resources.....	16		
Crime Statistics		22-23	
Annual Fire Safety Report		24-28	
Housing Facilities and Fire Safety Systems	24-26	Reporting Fires	28
Policies on Portable Appliances, Smoking and Open Flames.....	27	Plans for Future Improvements.....	28
Fire Evacuation Procedures	27	Fire Log.....	28
Fire Education and Training Programs	28	Summary	28
		Fire Statistics.....	28

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The Campus Safety Department is responsible for campus safety at the College.

St. Norbert College's Campus Safety staff consists of a core of full- and part-time professionals assisted by students. The department seeks to provide for the safety and security of all members of the college community through its safety and crime-prevention programs. Programs designed to inform students about campus safety procedures and practices are presented at the start of each academic year for incoming freshmen and transfer students. Staff members are informed of campus safety procedures and practices during their own orientations, which take place several times each year. These programs also encourage students and employees to be responsible for their own security and the security of others. In addition to these programs, the department of campus safety offers information to the college community via email, brochures and educational offerings throughout the year. Campus Safety reports to the Assistant Vice President for Student Affairs. When a report is filed with Campus Safety, the matter may be referred to one of several offices for appropriate follow-up, especially when special circumstances are present. These offices include, but are not limited to, Health & Wellness Services, Residential Education & Housing, Judicial Affairs, Student Affairs and the De Pere Police Department. In all cases, these matters are handled by professional staff in a way that is sensitive to those involved.

The College does not have any written agreements with local law enforcement agencies.

Authority of Campus Safety Staff

St. Norbert College Campus Safety staff have the authority to ask persons for identification and to determine whether individuals have lawful business at St. Norbert College. St. Norbert College Campus Safety staff also have the authority to enforce campus rules and regulations, as well as issue parking tickets, which are billed to financial accounts of students, faculty and staff. Campus Safety officers patrol all campus property as well as the neighborhood immediately adjacent to SNC property. Campus Safety officers do not have powers of arrest. Criminal incidents are referred to the De Pere Police Department or other law enforcement agencies that have jurisdiction on the campus. Campus Safety provides on-campus workspace for De Pere police and holds frequent meetings with law enforcement agencies to exchange crime-related information, reports and statistics. All crime victims and witnesses are encouraged to immediately report any crime to Campus Safety and the De Pere Police Department. Prompt reporting will ensure timely posting of warning notices on campus and timely disclosures of crime statistics.

Campus Security Authorities

Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- Campus Safety
- Any individual who has responsibility for campus security but is not on the Campus Safety staff (i.e., contracted security).
- Any individual specified in an institution's statement of campus security policy as an individual to which students and employees should report criminal offenses. (We direct people to Campus Safety, the Office of Residential Education and Housing (REH), and the Vice President for Student Affairs).
- An official of an institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution, e.g. members of REH, coaches, student group advisors, student judicial affairs members.

Campus Security Authorities

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

- Campus Safety Office at 920-403-3260

Reporting a Crime or Emergency

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

Report Criminal Incidents

Members of the college community are encouraged to promptly report emergencies and criminal or suspicious activities to the Campus Safety office, located in room 120 of the Pennings Activity Center, or by calling 920-403-3260. Officers of Campus Safety are not sworn law enforcement. Members of the college community are encouraged to also report emergencies and criminal or suspicious activities to De Pere Police. Campus Safety officers are happy to assist in reporting to police when a victim elects to, or is unable to, make such a report.

Members of the college community are also encouraged to download the Alertus app on their phones. Alertus is a mobile app that enables community members to use their phones to report non-emergency tips and incidents directly to Campus Safety. Community members have the option to report anonymously using the Alertus app.

Prompt reporting of emergencies and criminal or suspicious activities will allow campus authorities to determine if a timely warning or emergency notification is an appropriate course of action, and will enable accurate annual statistical disclosure. Campus Safety can serve as a liaison between St. Norbert College students or employees and the De Pere Police Department, located a short distance away. Campus Safety encourages students and employees to file reports with the De Pere Police Department, particularly in the aftermath of a serious or sensitive incident.

Confidential Reporting

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

If you are the victim of a crime or breach of college policy, and you do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. St. Norbert College will maintain as confidential any accommodations or protective measures provided to you, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures to the victim or the college community. With your permission, the Director of Campus Safety or designee can file a report on the details of the incident without revealing your identity. De Pere police is informed of any crime that is reported to Campus Safety. However, this information is in the form of statistical data when the reporting party refuses assistance from the police.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of you and others. With such information, the college can keep an accurate record of the number of reported incidents involving students, determine whether there is a

pattern of crime with regard to the particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. For the purposes of the Clery Act, we will report and disclose without the inclusion of identifying information.

Clergy members and professional counselors are not mandated reporters, and, thus, are able to keep anything reported to them as confidential. Members of the St. Norbert College community are encouraged to speak with either a clergy member or a professional counselor if they are unsure if they want to file an official report. If and when they deem it appropriate, clergy or professional counselors will encourage and inform you of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics or to pursue an investigation.

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

Security of and Access to Campus Facilities

During business hours, St. Norbert College administrative and academic buildings are open to students, parents, employees, contractors, guests and invitees. Exterior doors of residence halls are locked at all times and all are controlled electronically by card-access readers. Hall staff provide residents with information on safety issues through programs, educational bulletin boards, floor meetings and posters. For after hour access contact Campus Safety or REH staff.

Security Considerations in the Maintenance of Facilities

Safety also ranks as a high priority for the college's facilities department. St. Norbert College employs its own staff for regular building maintenance and repair of doors, windows, lighting and related safety items. The Facilities Department employs a locksmith and great care is taken to ensure keys are issued only to appropriate faculty, staff and students. Campus Safety staff are responsible for the daily locking and unlocking of most of the campus academic and administrative buildings. Campus Safety maintains a contact listing for on-call facilities staff and outside contractors for after-hours response to and maintenance of security and/or building systems for all campus facilities.

Safety checks are completed by the Directors of Campus Safety, Facilities and REH to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

Campus Safety strives to educate the St. Norbert College community on a variety of topics so students and employees develop sound safety habits. Programs offered include personal safety and self-defense, pepper-spray use and defense, fire safety, office and vehicular safety, and basic travel safety. While the majority of these offerings target the student population, they are open to the professional members of St. Norbert College as well. Programs that discuss sexual violence are offered to both students and staff at least twice a year to inform the attendees of the process to report incidents of sexual violence and the investigative/adjudicative process.

Students and staff are required to complete an online Title IX training within their first year at SNC. Bystander intervention training is provided for students at the start of the fall semester each year. This training, known as "SNC in 3D," teaches students how to be active bystanders within their own comfort zones by employing several response options. While this training can be used for a number of issues in which an intervention may be needed, the focus is on the prevention of sexual violence.

Responsible alcohol use and alcohol-alternative programs are designed for students and intended to teach students how to use alcohol responsibly as well as to give students an option for alcohol-free entertainment. Special attention is often given in these programs to the roles that alcohol and drug use can play in safety-related situations. These programs are offered at least once a month during the academic year.

Campus Safety collaborates with other groups such as the office of residential education and housing, the office of counseling and psychological services, the Cassandra Voss Center, and the office of health and wellness services in coordinating these programs. Collaborative programming efforts are also made with a variety of student groups, including the Student Government Association and Prevention & Wellness Education (PWE), which is a group of professionals who collaborate to offer preventative programming for the students of SNC. Campus Safety also works closely with the De Pere police and fire departments as well as other law enforcement agencies to provide crime-prevention programs outside the scope of the department.

Off-Campus Efforts

Although not directly responsible for off-campus security, St. Norbert College Campus Safety works closely with the De Pere Police Department in monitoring and patrolling the neighborhood surrounding the St. Norbert College campus, where many students reside.

A listing of St. Norbert College-owned houses where students reside is kept, and patrols of these areas are made on a regular basis. When responding to criminal incidents (both on campus and off) that involve or affect the College, the De Pere Police Department routinely advises Campus Safety for informational and/or follow-up purposes. The College incorporates a concurrent jurisdiction concept whereby off-campus student behavior can be adjudicated through the college's judicial process. The governing faculty or staff monitors campus events that take place at off-campus locations. These faculty and staff members are asked to report any criminal activity that occurs off campus to Campus Safety for appropriate follow up.

Monitoring Off Campus Locations of Recognized Student Organizations

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

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

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

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

Drug and Alcohol Policy

St. Norbert College is committed to maintaining a drug free work and campus environment in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and unauthorized use of alcohol by college employees and students on college property or as part of college activities is prohibited. This policy is communicated to students via the student handbook, The Citizen.

With very few exceptions, alcohol is not sold at college functions. Exceptions are licensed special events that have the prior approval of the administration.

Applicable laws are strictly enforced, with assistance from the De Pere Police Department when necessary. The College enforces state underage drinking laws as well as federal and state drug laws.

Expectations of Students Who Can Legally Use Alcohol

Students of legal age who decide to consume alcoholic beverages must:

- Do so in a responsible, mature fashion.
- Respect and abide by the State of Wisconsin alcohol law as it relates to minors drinking.
- Respect those who decide not to use alcoholic beverages.
- Be proactive role models regarding the proper use of alcoholic beverages.

Should an individual or student organization be found responsible for violating the alcohol policy by providing alcohol to or sharing it with underage students, the individual student and/or the student organization will automatically be placed on disciplinary probation. This will occur whether the incident occurs on campus or off campus. Other sanctions to complement the behavioral sanction will be reviewed, to include dismissal of the student or dissolution of the student organization.

Federal Drug Laws

Denial of Federal Benefits (21 U.S.C. 862) A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

Forfeiture of Personal Property and Real Estate (21 U.S.C. 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. 841) Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 860) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

Federal Drug Possession Penalties (21 U.S.C. 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

St. Norbert College 2020 Security and Fire Safety Annual Report

Drug and Alcohol State Laws

Category	Summary (Wisconsin Statutes)
Possession of Marijuana	Possession of marijuana is prohibited in Wisconsin. See Wis. Stat. Ann. § 961.41 (West 2020). A first offense is a misdemeanor, resulting in a fine of up to \$1,000 and/or imprisonment up to six months. See <i>id.</i> For a first offense of possession or attempted possession, the court may defer further proceedings and place the person on probation upon terms and conditions. See Wis. Stat. Ann. § 961.47 (West 2020). Medical marijuana is also illegal.
Controlled Substances	Wisconsin has a range of statutes governing controlled substances and their possession and distribution. See Wis. Stat. Ann. §§ 961.11 – 961.69 (West 2020). No person may possess or attempt to possess a controlled substance or a controlled substance analog unless otherwise authorized. See Wis. Stat. Ann. § 961.41(3g) (West 2020). The penalty for possession of a controlled substance depends upon factors such as the classification of the controlled substance, any prior offenses, and whether the possession was in or near a public housing project, a jail, a public park, pool, or youth center, or a public or tribal school. See <i>id.</i> ; Wis. Stat. Ann. § 961.495 (West 2020). The penalty for possessing or attempting to possess a controlled substance included in schedule I or II, which is a Class I felony, is a fine of up to \$10,000, imprisonment of up to 3.5 years, or both. See Wis. Stat. Ann. § 939.50 (West 2020). For certain possession offenses, the court will require an assessment of the person's use of controlled substances and, if appropriate, develop a proposed treatment plan. See Wis. Stat. Ann. § 961.472; § 961.475 (West 2020). It is also illegal to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge, which is a Class H felony punishable by a fine of up to \$10,000, imprisonment of up to six years, or both. See Wis. Stat. Ann. § 961.43; § 939.50 (West 2020). Manufacture, distribution, or delivery is also prohibited. See Wis. Stat. Ann. § 961.41 (West 2020). As an example, possession of more than 50 grams of heroin results in a fine between \$1000 and \$50,000. See Wis. Stat. Ann. § 961.41 (West 2020).
Alcohol and Minors	It is a violation for an underage person to procure or attempt to procure alcoholic beverages, to possess or to consume alcoholic beverages on a licensed premise, or to falsely represent their age for the purpose of receiving an alcoholic beverage. See Wis. Stat. Ann. § 125.07 (West 2020). In addition, no underage person may knowingly possess, transport, or have under their control any alcoholic beverage in any motor vehicle. See Wis. Stat. Ann. § 346.93 (West 2020).
Driving Under the Influence (DUI)	It is illegal for a person to drive or operate a motor vehicle with a blood alcohol concentration of 0.10% or more, or 0.10 grams or more of alcohol in 210 liters of breath. See Wis. Stat. Ann. § 346.63 (West 2020). A first offense results in a fine of \$150-\$300 and suspension of driver's license from 6-9 months. A second offense within five years results in a fine of \$300-\$1,000, suspension of driver's license for 12-18 months, and imprisonment for 4 days to 6 months. The penalties increase for additional offenses. See <i>id.</i>

Drug and Alcohol Abuse Prevention Program

St. Norbert College offers alcohol and other drug programming, counseling, assessments, referrals, an employee assistance program, the dissemination of informational materials, support groups and mandatory programming attendance for violators of alcohol and other drug violations.

In accordance with the Drug-Free Schools and Communities Act of 1989, the Drug and Alcohol Abuse Prevention Program (DAAPP) is distributed to all campus faculty, staff and students annually, and is found on the Consumer Information Disclosures page of the St. Norbert College website. A copy of the DAAPP can be found at: https://www.snc.edu/judicialaffairs/docs/drug_alcoholprevention.pdf. A biennial review was completed in 2018; a review is conducted every even-numbered year. Contact James Sundstrom at 920-403-3952 for more information.

In addition to the many educational offerings available, St. Norbert College requires all incoming students to utilize "My Student Body" an online educational database offered by the Betty Ford Foundation. Each student is required to complete learning sessions that teach responsible alcohol use and discuss drug and alcohol perceptions. Students complete a pre-test and post-test survey in order to measure their level of learning.

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policies used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Sex and Gender Harassment/Discrimination Policy: <https://www.snc.edu/titleix/docs/sexual-misconduct-policy.pdf>
- Complaint Resolution Procedures for Students: <https://www.snc.edu/titleix/docs/student-sexual-misconduct-procedure.pdf>
- Complaint Resolution Procedures for Employees: <https://www.snc.edu/titleix/docs/employee-sexual-misconduct-procedure.pdf>

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

Primary Prevention and Awareness Program

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Wisconsin Statutes)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Wisconsin law does not define the term dating violence.
Domestic Violence	<p>The institution has determined, based on good-faith research, that Wisconsin law does not define the term domestic violence.</p> <p>However, Wisconsin law defines the following in its criminal statutes:</p> <ul style="list-style-type: none"> • Domestic Abuse (Wis. Stat. § 968.075): "Domestic abuse" means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common: (1) Intentional infliction of physical pain, physical injury or illness; (2) Intentional impairment of physical condition; (3) [Violation of Wisconsin's sexual assault statutes]; (4) A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1, 2, or 3.

Crime Definitions continued on page 10

St. Norbert College 2020 Security and Fire Safety Annual Report

continued from page 9: **Crime Definitions**

Crime Type (Wisconsin Statutes)	Definitions
Stalking (Wis. Stat. § 940.32)	<ul style="list-style-type: none"> • Whoever meets all of the following criteria is guilty of a Class I felony: (a) The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household; (b) The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household; (c) The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household. • Whoever meets all of the following criteria is guilty of a Class I felony: (a) After having been convicted of sexual assault under s. 940.225, 948.225, 948.02, 948.025, or 948.085, or a domestic abuse offense, the actor engages in any of the acts listed [below under the definition of "course of conduct"], if the act is directed at the victim of the sexual assault or the domestic abuse offense; (b) The actor knows or should know that the act will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household; (c) The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household. • As used above, "course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following: (1) Maintaining a visual or physical proximity to the victim; (2) Approaching or confronting the victim; (3) Appearing at the victim's workplace or contacting the victim's employer or coworkers; (4) Appearing at the victim's home or contacting the victim's neighbors; (5) Entering property owned, leased, or occupied by the victim; (6) Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues; (6m) Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs; (7) Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim; (8) Placing an object on or delivering an object to property owned, leased, or occupied by the victim; (9) Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim; (10) Causing a person to engage in any of the acts described in subds. 1 to 9.
Sexual Assault	<ul style="list-style-type: none"> • First Degree Sexual Assault (Wis. Stat. § 940.225(1)): Whoever does any of the following is guilty of a Class B felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person; (b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon; (c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence. • Second Degree Sexual Assault (Wis. Stat. § 940.225(2)): Whoever does any of the following is guilty of a Class C felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence; (b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim; (c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition; (cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent; (d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious; (f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

Crime Definitions continued on page 11

St. Norbert College 2020 Security and Fire Safety Annual Report

continued from page 10: **Crime Definitions**

Crime Type (Wisconsin Statutes)	Definitions
continued: Sexual Assault	<ul style="list-style-type: none"> • Third Degree Sexual Assault (Wis. Stat. § 940.225(3)): Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in [the second and third bullet points under the definition of “sexual contact” below] with a person without the consent of that person is guilty of a Class G felony. • “Sexual contact” means any of the following (Wis. Stat. § 940.225(5): <ul style="list-style-type: none"> • Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s.940.19(1): (a) Intentional touching by the defendant or, upon the defendant’s instruction, by another person, by the use of any body part or object, of the complainant’s intimate parts; (b) Intentional touching by the complainant, by the use of any body part or object, of the defendant’s intimate parts or, if done upon the defendant’s instructions, the intimate parts of another person. • Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant’s instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant. • For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant’s body, whether clothed or unclothed. • Fourth Degree Sexual Assault (Wis. Stat. § 940.225(3m)): Except as provided in [the third degree sexual assault statute], whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor. • First Degree Sexual Assault of a Child (Wis. Stat. § 948.02(1)): <ul style="list-style-type: none"> • Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony. • Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony. • Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony. • Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs. • Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony. • Second Degree Sexual Assault of a Child (Wis. Stat. § 948.02(2)): Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony.
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Wisconsin law are as follows:</p> <ul style="list-style-type: none"> • Rape: The institution has determined, based on good-faith research, that Wisconsin law does not define the term rape. • Fondling: The institution has determined, based on good-faith research, that Wisconsin law does not define the term fondling. • Incest (Wis. Stat. § 944.06): Whoever marries or has nonmarital sexual intercourse, as defined in Section 948.01(6) with a person he or she knows is a blood relative and such relative is in fact related in a degree within which the marriage of the parties is prohibited by the law of this state is guilty of a Class F felony. • Statutory Rape: The institution has determined, based on good-faith research, that Wisconsin law does not define the term statutory rape.

Crime Definitions continued on page 12

St. Norbert College 2020 Security and Fire Safety Annual Report

continued from page 11: **Crime Definitions**

Crime Type (Wisconsin Statutes)	Definitions
Consent (as it relates to sexual activity)	<p>Under Wis. Stat. § 940.225(4), “consent” means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h), and (i) [of the sexual assault laws set forth at Wis. Stat. § 940.225]. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11(2): (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct; (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.</p> <p>Also, under Wis. Stat. § 939.22(48), “without consent” means no consent in fact or that consent is given for one of the following reasons: (a) Because the actor put the victim in fear by the use or threat of imminent use of physical violence on the victim, or on a person in the victim’s presence, or on a member of the victim’s immediate family; or (b) Because the actor purports to be acting under legal authority; or (c) Because the victim does not understand the nature of the thing to which the victim consents, either by reason of ignorance or mistake of fact or of law other than criminal law or by reason of youth or defective mental condition, whether permanent or temporary.</p>

College Definition of Consent

The College uses the following definition of consent in its Sex and Gender Harassment/Discrimination policy when determining whether acts of sexual violence, including sexual assault, has occurred:

Consent is a key element in determining whether or not sexual contact or intercourse is a violation of this policy. In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission.

The following are important aspects of the definition of “consent” for the purposes of this policy:

1. Consent is active, not passive.
2. Silence, in and of itself, cannot be interpreted as consent.
3. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in, and the conditions of, sexual activity. Non-verbal consent is not as clear as talking about what you want sexually and what you do not.
4. Consent cannot be given by someone who is under the legal age to consent (at least 18 years old).
5. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
6. If a person is mentally or physically incapacitated or impacted by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
7. If a person is asleep or unconscious, there is no consent.
8. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
9. Consent to past sexual activity does not imply consent to other forms of sexual activity.
10. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another; and
11. Consent can be withdrawn by verbal or physical conduct that a reasonable person would understand to indicate a desire to stop or not engage in the sexual conduct at issue. A person is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

St. Norbert College 2020 Security and Fire Safety Annual Report

Additionally, the following definitions must be considered when evaluating consent:

1. **Coercion** - Coercion is direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would not have been performed or acquiesce in an act to which one would otherwise not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. When a person makes it clear that the person does not want to engage in sexual activity, that the person wants to stop, or that the person does not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.
2. **Force** - The use of physical violence and/or physical intimidation to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce acquiescence. For example, the following statements represent the use of force: "Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want." There is no requirement that a person resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
3. **Incapacitation** - Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual activity is occurring. Incapacitation can only be found when the respondent knew or should have known that the complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

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

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

St. Norbert College 2020 Security and Fire Safety Annual Report

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

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

Other Information Covered by the PPAP

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

Ongoing Prevention and Awareness Campaign:

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

PPAP and OPAC Programming Methods:

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: presentations, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- New students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through a presentation by staff of the Title IX, Student Judicial Affairs, and Campus Safety during orientation.
- All employees are required to complete an annual online training module; new employees complete this module upon hire, and temporary employees are provided a brief in-person training on the topic as well.
- As part of its ongoing campaign, the College uses a variety of strategies, such as in-person presentations by the Title IX and Compliance office, sexual assault prevention/support organizations, emails blasts with pertinent information, Safe Colleges online training content, and more. While programming occurs throughout the year, the College also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month. An example of this program includes the *Can I Kiss You?* travelling program, presented by Mike Domitrz, in the Spring 2020 semester.

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

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Safety Department at 920-403-3260. You may also contact the College's Title IX Coordinator at 920-403-3018.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

St. Norbert College 2020 Security and Fire Safety Annual Report

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at St. Vincent Hospital, 835 S. Van Buren St., Green Bay, WI 54301.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

Campus Safety (920) 403-3260

De Pere Police Department, (920) 339-8070, 335 S. Broadway St. De Pere, WI, 54115.

To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Wisconsin, victims may obtain a Restraining Order, which provides protective relief for victims of domestic violence, stalking, or sexual assault. You start the process by requesting papers for a temporary restraining order (TRO). These papers are called the petition. The person completing the petition is called the petitioner. The person you file against is called the respondent. Once you file a TRO petition, the court decides whether or not to issue a TRO based on the information you write in the petition. If the court grants the TRO, the court will schedule a hearing for you to come back to court within 14 days. This hearing is called an injunction hearing. At that hearing you will ask the court to order a final order of protection, which is called an injunction. An injunction can be granted for up to 2 years for child abuse, and up to 4 years for domestic abuse, harassment, and individuals at risk. Additional information about the orders may be found at: <https://www.doj.state.wi.us/ocvs/victim-rights/restraining-orders>.

- A petition for a Temporary Restraining Order can be filed with the Brown County Clerk of the Circuit Court, 100 S. Jefferson St., Green Bay, WI 54205; 920-448-4155. More information is available here: <https://www.co.brown.wi.us/departments/?department=6b052f1617e8>.
- Information about obtaining a Restraining Order in Wisconsin can be found at <https://s3.us-east-2.amazonaws.com/wcasa/old-website-resources/Restraining%2BOrders%2Bfor%2BSexual%2BAssault%2BVictims2014.pdf> and http://s3-us-east-2.amazonaws.com/edaw-webinars/wp-content/uploads/2018/11/14175257/II-C_1Restraining_Order_Grid-June2016aynXEV.pdf.
- The circuit court clerk's office can provide the necessary forms and may assist in completing the forms. Forms may also be found online at: <https://www.wicourts.gov/forms1/circuit/index.htm>. A victim should be prepared to present documentation and/or other forms of evidence when filing for a restraining order.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order. When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

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

The College does not issue legal orders of protection or restraining orders. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. If information available leads to a reasonable conclusion that an individual is likely to cause substantial harm to any member of the campus community the College may also remove that individual from campus, whether or not that individual is a part of the campus community. A person found to be in violation of a no-contact order may be referred to the local law enforcement agency and recommended for arrest or criminal charges. A student found in violation of a no-contact order may be referred to the Office of Judicial Affairs.

St. Norbert College 2020 Security and Fire Safety Annual Report

Available Victim Services:

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

College Resources

- **Health Services**, (920) 403-3266
- **Counseling & Psychological Services**, (920) 403-3045
- **Ordained Clergy**, (920) 403-3011
- **Center for Global Engagement**, (920) 403-3494
- **Student Financial Aid** – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at:
<https://www.snc.edu/financialaid/>
- **Office of the Registrar**, (920) 403-3949

State/Local Resources

- **St. Vincent Hospital**, 835 S. Van Buren St., Green Bay, WI 54301
- **Brown County Crisis Center**, (920) 436-8888, 300 Crooks St., Green Bay, WI, 54301
- **Brown County Sexual Assault Center**, (920) 436-8899, 300 Crooks St., Green Bay, WI 54301
- **Wisconsin State Law Library**:
<http://wilawlibrary.gov/topics/assist.php>
- **The Golden House**, (920) 435-0100, 1120 University Ave. Green Bay WI 54302

National Resources

- **National Domestic Violence Hotline**: 1-800-799-7233
- **National Sexual Assault Hotline**: 1-800-656-4673
- **Rape, Abuse and Incest National Network (RAINN)**:
<https://www.rainn.org/>
- **US Dept. of Justice Office on Violence Against Women**:
<https://www.justice.gov/ovw>
- **National Coalition Against Domestic Violence**:
<http://www.ncadv.org/>
- **National Sexual Violence Resource Center**:
<http://www.nsvrc.org/>
- **U.S. Citizenship and Immigration Services**:
<https://www.uscis.gov/>
- **Immigration Advocates Network**:
<https://www.immigrationadvocates.org/>

Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or supportive measures should be made to the Title IX Coordinator at (920) 403-3018, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant

- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

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

St. Norbert College 2020 Security and Fire Safety Annual Report

Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the Complaint Resolution Procedures for the appropriate party, under the College's Sex and Gender Harassment/Discrimination policy.

The complainant resolution procedures are invoked once a formal, written, and signed report is made to one of the following individuals:

Title IX Coordinator

Sarah Olejniczak
Title IX and Compliance Coordinator
920-403-3018
Main Hall, Suite 23
sarah.olejniczak@snc.edu

Deputy Title IX Coordinator

Corday Goddard
Assistant Vice President for
Student Affairs
920-403-1351
Main Hall, Suite 1
corday.goddard@snc.edu

Deputy Title IX Coordinator

Heather Butterfield
Assistant Vice President of Human Resources
920-403-3210
Main Hall Suite 11
heather.butterfield@snc.edu

Campus Safety

920-403-3260
Pennings Activity
Center Room 120

An electronic form available at <https://www.snc.edu/titleix/report.html> can also be used to file a report.

Once a formal complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable. The Title IX Coordinator and/or designee will analyze the complaint and notify the respondent that a complaint has been filed using the Notice of Allegations and Investigations form.

For student respondents, the following procedure will be followed in instances of *Title IX Sexual Harassment* and *Other Prohibited Conduct* violation allegations. For employee respondents, the following procedure will be followed in instances of Title IX Sexual Harassment. A separate but related procedure will take place for instances of *Other Prohibited Conduct*.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. The investigator(s) will then prepare an investigation report outlining the details of the case. Both parties will have ten (10) days to review the investigation report before it is finalized, with an ability to provide feedback to the investigator(s).

A prehearing conference will take place at least ten (10) days prior to the live hearing, with the appropriate College administrator, meeting separately with the parties to discuss their rights at the hearing, share what will take place, and answer questions. A live hearing will take place to determine, by a preponderance of evidence, whether or not the alleged violations occurred. The complainant and respondent will each have an opportunity to share their statements about the incident being investigated, and will be cross examined by the advisor of the opposite party.

After reviewing all evidence, including statements from the hearing, the hearing officer will make a determination about the allegations. Both parties will receive notification of the outcome within five (5) business days. Both parties have an equal opportunity to appeal the determination by filing a written appeal within five (5) business days of being notified of the outcome of the investigation. An appeals officer will make a determination within 5 (five) business days or sooner.

For employee-related instances of *Other Prohibited Conduct*, a separate but similar process exists for investigating and adjudicating all other sex and gender discrimination/harassment allegations, although there is not a requirement for a live hearing (including cross examination) as part of the grievance process. Respondents may request a live hearing even if one is not required. The only difference in procedure for allegations of employee-related *Other Prohibited Conduct* is that a determination of responsibility will be made based on the investigation report, and not through a live hearing (unless one is requested by the respondent).

The College strives to complete the full grievance process in a timely, thorough manner. For full procedural breakdown for students, visit <https://www.snc.edu/titleix/docs/student-sexual-misconduct-procedure.pdf>. For full procedural breakdown for employees, visit <https://www.snc.edu/titleix/docs/employee-sexual-misconduct-procedure.pdf>.

St. Norbert College 2020 Security and Fire Safety Annual Report

Rights of the Parties in an Institutional Proceeding:

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

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest. Some of the training attended includes (but is not limited to):
 - ATIXA Title IX Coordinator/Investigator Certificate Training
 - NACCOP 2019 VAWA Adjudicator Course
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard. .
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

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

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

In addition, the College can make available to the complainant and respondent a range of supportive measures at any point in the process. They include: ongoing institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

Publicly Available Recordkeeping:

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

Victims to Receive Written Notification of Rights:

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

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Sarah Olejniczak / Title IX and Compliance Coordinator at 920-403-3018 sarah.olejniczak@snc.edu. State registry of sex offender information may be accessed at the following link: <https://appsdoc.wi.gov/public>

St. Norbert College 2020 Security and Fire Safety Annual Report

Timely Warnings and Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Vice President for Student Affairs and the Director of Campus Safety constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Emergency Response

In order to keep the campus community informed about safety and security issues on an ongoing basis, the Director of Campus Safety or a designee will work with the Vice President for Student Affairs and a member of the Office of Communications to alert the campus community of certain crimes that are deemed an existing threat to the welfare of the campus community. Such crimes include, but are not limited to: sexual violence, robbery, battery, burglary, murder/active shooter and motor-vehicle theft. Warnings will be sent in a manner that is timely and will aid in the prevention of similar crimes. St. Norbert College Campus Safety works closely with the De Pere Police Department to remain informed of crimes outside the campus community that could pose a threat. Information is distributed to all members of the campus community primarily via email, but also by other means including posters placed in residential, academic and other college facilities.

Educational programming initiatives take place several times each semester in all of the residence halls. St. Norbert College Campus Safety and the office of residential education and housing work together to provide the campus community with multiple programs designed for community awareness. Community-awareness education efforts include, but are not limited to, programs regarding theft prevention, self-defense, and registration and identification of electronic equipment.

Students, staff and visitors are encouraged to notify the Campus Safety at 920-403-3260 of any emergency or potentially dangerous situation.

When an emergency becomes known, a warning will be sent to the entire St. Norbert College community. Campus Safety makes every effort to confirm the threat before sending out an alert; however, if the threat is severe, a warning will be sent out as a precautionary measure while the investigation continues. All emergency notification warnings will identify that the message is from St. Norbert College, list the date, include a description of the threat and give recommendations for safety measures. Once the threat is confirmed, a second message may be sent to update the community on safety measures that should be taken. When the threat is mitigated, an “all clear” message will be sent.

Response to emergencies can generally be grouped into two categories. The first is “evacuation,” and the second is “shelter in place.” In the event of an emergency, the institution will, without

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

- **Campus Safety**, 920-403-3260

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

delay and taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system: the exception being, if issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or visitors to campus, the SNC community will be given instructions on the safest response to the emergency.

St. Norbert College has a multi-tiered emergency notification system that allows St. Norbert College administrators to contact the college community within minutes via voice, email, text messaging, loudspeakers, emergency beacons, a computer-interrupt system and television monitors. It is our belief that thorough and rapid notification is one of the best protections available for members of our campus community.

In addition to telephone communication, the campus is equipped with several loudspeakers that will emit an audible message notifying the community of an emergency. Emergency beacons and digital monitors are placed in various areas of campus that will display the emergency alert, and a computer-interrupt system will send the message to every computer screen (registered laptops included) that is logged into the college network. This multi-tiered system is designed with the intention of reaching every person on campus in the event of an emergency.

The success of the system depends on the community receiving timely information. With this system, members of the St. Norbert College community will receive an emergency telephone message on their cell phone and/or office phone. The technology used allows for cell phones to be notified first in the event of an emergency. Students’ cell phone numbers are automatically added to the system when they are registered as students. Campus Safety recommends that faculty and staff log in to their KnightLine accounts and add cell phone numbers to their emergency notification contact information.

It is the responsibility of the Vice President for Student Affairs or a designee to determine when a situation should be deemed a significant emergency. In those cases, the Vice President for Student Affairs or a designee will determine the appropriate

St. Norbert College 2020 Security and Fire Safety Annual Report

Emergency Response continued

segments of the campus community to receive a notification. The Vice President for Student Affairs or a designee will consult with other relevant campus leaders (may include: President, Director of Communications, Director for Campus Safety, Director for Residential Education and Housing), make a final determination about the content to be conveyed, and initiate the notification system. As the event unfolds, or when the threat is mitigated, the Vice President for Student Affairs or a designee will work with Campus Safety to send further instruction messages or an “all clear” message.

The Director of Campus Safety will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

If deemed necessary, the college’s Director for Campus Safety will notify local law enforcement of the emergency, if they are not already aware of it, and local media outlets so the larger community outside the campus will be aware of the emergency.

Every potential emergency requires a unique response. St. Norbert College Campus Safety is available 24 hours a day, seven days a week. In addition to Campus Safety, St. Norbert College works closely with the De Pere Police Department and the De Pere Fire Department for their assistance in the event of an emergency. St. Norbert College also has partnerships with the City of De Pere Health Department, the Brown County Health Department and other organizations whose assistance will help mitigate an emergency.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
Verbal in person	n/a
Verbal using loudspeakers	n/a
Building speakers, where applicable	n/a
Fire alarms	n/a
CENS message - (Campus Emergency Notification System) - Telephone - Email - Cell phone - Text via cell phone	Please review the phone numbers the system has listed for you. To review and make changes, visit: www.snc.edu/knightline . 1. Click “KnightLine Login” 2. Click “Personal Information - My Profile” 3. Click on “Personal Information” 4. Under “Phone Number,” check your “Campus Emergency...” numbers 5. If needed, make necessary changes. 6. Click “Update” to update your information.
CENS message (Campus Emergency Notification System) - Computer-interrupt system - Television monitors	n/a

St. Norbert College 2020 Security and Fire Safety Annual Report

Testing & Documentation

Fire drills are conducted in every residence hall once a year. These drills require a complete evacuation of the building and will test and evaluate the response to a fire alarm. Tests of the Campus Emergency Notification System are conducted twice a year, once each semester.

Tabletop exercises and emergency response drills are performed annually with targeted groups in order to assess emergency plans and capabilities. Before each test of the emergency notification system or an emergency drill, an email announcement is sent to inform the SNC community. These include emergency response information as well as evacuation procedures.

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

Missing Student Policy

To report a missing student, Campus Safety can be reached 24 hours a day, seven days a week, at 920-403-3260. Any College employee receiving a missing student report should immediately notify Campus Security so that an investigation can be initiated.

Students have the option to identify a confidential contact person to be reached by St. Norbert College no later than 24 hours after the time that the student is determined missing. Each student living in an on-campus student-housing facility may identify a contact person or persons whom the institution shall notify if the student is reported missing to Campus Safety or De Pere police. This is in addition to an emergency contact person, but the emergency contact person may be the same individual. Contact information will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside of a missing-person investigation. If, on investigation of the official report, SNC Campus Safety determines that the missing student has not returned to campus, St. Norbert College will initiate the emergency contact procedures, in accordance with the student's designation, within 24 hours. Students may designate a confidential contact person by using the link on the Campus Safety website or by signing into their KnightLine account.

St. Norbert College recognizes that there may be times when students are at risk or are missing, and these incidents are reported to the college by roommates, family members or other concerned persons. It is the policy of Campus Safety to accept every missing-student report and to actively investigate any report of a missing student. If a member of the St. Norbert College campus community has reason to believe that a student is missing, all possible efforts are made to locate the student to

determine his or her state of health and well-being. Any person receiving a complaint of a missing student should immediately notify Campus Safety of the circumstances. If, upon investigation, it is determined that the student is missing, St. Norbert College Campus Safety will do the following:

- Contact the confidential contact identified by such student in accordance with the college policy (see below) within 24 hours.
- If the student is under 18 years of age, and not an emancipated individual, St. Norbert College will immediately contact the custodial parent or legal guardian of such student. This is in addition to any confidential contact designated by the student.
- If either does not apply to a student determined to be a missing person, SNC Campus Safety will inform the De Pere Police Department.

Additionally, if Campus Safety is unable to determine the location and well-being of the missing student, Campus Safety will notify the De Pere Police Department no later than 24 hours after the time the student is determined missing (unless it was the De Pere Police Department that made the determination that the student was missing). To report a missing student, Campus Safety can be reached 24 hours a day, seven days a week, at 920-403-3260.

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	4	7	7	4	7	7	0	0	0	0	0	0
Fondling	2	1	1	1	1	1	0	0	0	0	0	0
Statutory Rape	0	1	0	0	1	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	3	0	0	2	0	0	0	0	0	0
Burglary	0	0	3	0	0	3	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

St. Norbert College 2020 Security and Fire Safety Annual Report

Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017
Arrest - Liquor Law Violation	19	3	27	19	2	27	0	0	0	0	0	0
Arrest - Drug Abuse Violation	18	10	20	18	10	18	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	214	50	49	214	50	47	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	13	5	14	13	5	14	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	3	1	0	3	1	0	0	0	0	0	0	0
Stalking	1	2	3	1	1	3	0	0	0	0	0	0

Hate crimes:

2019: No hate crimes reported.

2018: One hate crime reported for theft with a sexual orientation bias.

2017: One hate crime reported for intimidation with an ethnicity bias.

Crimes unfounded by the College:

2019: 0 unfounded crimes.

2018: 0 unfounded crimes.

2017: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2019: 0 unfounded crimes.

2018: 0 unfounded crimes.

2017: 0 unfounded crimes.

Data from law enforcement agencies:

- The College was provided with some crime data from law enforcement agencies for which it cannot be determined whether any of the statistics apply to or include the College's Clery Geography.
- Certain law enforcement agencies did not comply with the College's request for crime statistics.

Annual Fire Safety Report

Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Campus: Saint Norbert College (Main), 100 Grant St., De Pere, WI 54115

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Bergstrom Hall, 150 Reid St.	X		X	X	X	X	2
Burke Hall, 100 Marsh St.	X		X	X	X	X	2
Carriage House, 151 Marsh St.	X		X	X	X	X	2
College leased home, 220 Riverview				X	X	X	
College leased home, 810 Third St.				X	X	X	
College leased home, 914 Third St.				X	X	X	
College owned home, 717 Fourth St. (Upper)				X	X	X	
College owned home, 141 Stewart St.				X	X	X	
College owned home, 201 Stewart St.				X	X	X	
College owned home, 208 Pleasant PL.				X	X	X	
College owned home, 320 Marsh St.				X	X	X	
College owned home, 324 Marsh St.				X	X	X	
College owned home, 325 Marsh St.				X	X	X	
College owned home, 326 Marsh St.				X	X	X	
College owned home, 327 Jacobs Ct.				X	X	X	
College owned home, 333 Jacobs Ct.				X	X	X	
College owned home, 329 Marsh St.				X	X	X	
College owned home, 330 College Ave.				X	X	X	

St. Norbert College 2020 Security and Fire Safety Annual Report

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
College owned home, 410 Fourth St. (Lower)				X	X	X	
College owned home, 410 Fourth St. (Upper)				X	X	X	
College owned home, 413 College Ave.				X	X	X	
College owned home, 417 College Ave.				X	X	X	
College owned home, 420 Fourth St.				X	X	X	
College owned home, 421 Fourth St.				X	X	X	
College owned home, 505 Fourth St.				X	X	X	
College owned home, 507 Fourth St.				X	X	X	
College owned home, 515 Fourth St.				X	X	X	
College owned home, 602 Fourth St.				X	X	X	
College owned home, 607 Fourth St.				X	X	X	
College owned home, 611 Fourth St.				X	X	X	
College owned home, 613 Fourth St.				X	X	X	
College owned home, 615 Fourth St.				X	X	X	
College owned home, 616 Fourth St.				X	X	X	
College owned home, 617 Fourth St.				X	X	X	
College owned home, 620 Fourth St.				X	X	X	
College owned home, 623 Fourth St.				X	X	X	

St. Norbert College 2020 Security and Fire Safety Annual Report

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
College owned home, 704 Fourth St.				X	X	X	
College owned home, 705 Fourth St.				X	X	X	
College owned home, 713 Fourth St.				X	X	X	
College owned home, 717 Fourth St. (Lower)				X	X	X	
College owned home, 806 Third St.				X	X	X	
College owned home, 1636 Lost Dauphin Rd.				X	X	X	
Doksany Hall, 419 Grant St.	X		X	X	X	X	2
Gries Hall, 620 Third St.	X		X	X	X	X	2
Hugh Hall, 410 College Ave.	X		X	X	X	X	2
Madelaide/Lorraine, 190 Reid St.	X		X	X	X	X	2
Michels Hall, 708 Third St.	X		X	X	X	X	2
MMM Hall, 110 Reid St.	X		X	X	X	X	2
Premontre, 420 College Ave.	X		X	X	X	X	2
Roggenburg Hall, 406 Grant St.	X		X	X	X	X	2
Sensenbrenner Hall, 120 Marsh St.	X		X	X	X	X	2
St. Joseph Hall, 103 Grant St.	X		X	X	X	X	2
St. Joseph Priory, 103 Grant St.	X		X	X	X	X	2
Townhouse 1-8, 101 Marsh St.	X		X	X	X	X	2
Townhouse 9-14, 100 Stewart St.	X		X	X	X	X	2
VMC Hall, 505 Third St.	X		X	X	X	X	2
Xanten, 436 College Ave.	X		X	X	X	X	2

Policies on Portable Appliances, Smoking and Open Flames

Television sets and radios with self-contained antennas, microwaves, refrigerators, computers, CD players, electric razors, clocks, hair dryers, curling irons, lamps, popcorn poppers, hot pots, heating pads, electric blankets and fans are permitted in rooms providing their use does not disturb other occupants of the hall and their state of repair is not a fire hazard. Refrigerators are permitted if the following criteria are met: the refrigerator does not exceed 3.5 cubic feet in size, 3 amps in energy rate, or 300 watts in power and is Underwriters Laboratory (UL)-approved and in good physical condition. Hot plates, grills (including George Foreman type), skillets, toasters or any other cooking devices are not permitted in residence halls. In addition, sun lamps, halogen lamps, air conditioners (unless approved) and gas appliances are not allowed. It is impossible to list all electrical appliances which are hazardous for use in the residence halls, although a general guideline is that any appliance is prohibited if it is rated over 6 amps (700 watts), if it has an exposed heating element or if it is not UL-listed. Halogen lights are not permitted because they present a fire hazard.

Smoking, use of e-cigarettes, personal vaporizers or electronic nicotine delivery systems, smokeless tobacco or use of any other tobacco product is prohibited in all campus buildings and on all campus grounds. Tobacco products are not to be sold on campus. Open-flame devices are not permitted in residence hall rooms. Candles, oil lamps, incense or similar open-flame devices left unattended could start a fire. Improper use of extension cords is another major source of residence fires. Using “octopuses” could result in overloading of circuits or a fire.

Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

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

Fire Evacuation Procedures

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

Evacuate a building immediately when:

- A fire alarm sounds.
- A Campus Emergency Notification System (CENS) announcement is made.
- Notified by emergency personnel, or by other means.

While evacuating the building:

- Stay calm and take steps to protect yourself.
- Evacuate using the nearest unobstructed exit.
- DO NOT USE ELEVATORS during an evacuation. Emergency personnel may use an elevator for evacuation after it is deemed safe to do so.
- Walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move to an area away from the building, allowing others to exit. Keep streets and walkways clear for emergency vehicles.
- DO NOT RETURN TO AN EVACUATED BUILDING until advised by emergency personnel.
- Be aware of people with disabilities who may require assistance in an emergency evacuation.
- Text the word “safe” to the campus Alertus app to let the campus know that you are safe and accounted for.

If you have a disability and are unable to evacuate:

- Stay calm and take steps to protect yourself.
- If there is a working telephone, call 9-911, 911 or or 920-403-3260 and tell the dispatcher where you are.
- Ask others to assist you.
- Request persons exiting by stairwell to notify Campus Safety or emergency personnel of your location.
- In a fire, as long as it is safe to do so, remain where you are and await fire personnel to assist you.
- In all other cases, if no one can assist you, evacuate by any means possible.

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells, and by informing co-workers, professors and/or classmates of the best way to assist during an emergency. For further information, refer to the “Students with Disabilities, Emergency Response” policy offered by the office of residential education and housing.

St. Norbert College 2020 Security and Fire Safety Annual Report

Fire Education and Training Programs

Firefighting equipment, fire alarm systems, smoke detectors and fire evacuation procedures are provided for the protection of life and property of residents. Students should familiarize themselves with the type and location of equipment, exits, windows and the proper evacuation procedure from their floor/wing and residence hall. To provide for the safety of residents in case of a fire, periodic fire drills are scheduled early in each semester. These fire drills are designed to be learning experiences for the residents and the hall staff in properly evacuating the building. Students are required to vacate the building during fire alarms and drills. False alarms are a serious disruption to community living as well as a threat to the safety of all residents. Students who tamper with or misuse fire safety equipment will subject themselves to the full extent of the campus conduct system.

St. Norbert College provides smoke alarms for residents' safety and because they are required by law. Residents should test smoke detectors regularly. If a smoke detector needs new batteries, students should contact the RA. Personal belongings or any other items must be kept clear from hallways, stairways, exits and all common areas. All stairwells and fire doors need to remain closed.

To assist students, faculty and staff with fire safety education, St. Norbert College Campus Safety maintains fire safety information on the Campus Safety website. Resident assistants and community assistants receive annual training on fire safety, procedures and policy. Training focuses on evacuation plans, reunification points and resident accountability.

Reporting Fires

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Director of Campus Safety at 920-403-3260. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

Plans for Future Improvements

Fire safety is an important subject at St. Norbert College. The College has shown its commitment to safety by installing new fire-alarm panels and installing sprinkler systems in a number of academic buildings. The College periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

Fire Log

St. Norbert College Campus Safety maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

Summary

St. Norbert College works hard to ensure the safety of all individuals within its campus community. Everyone – students, faculty and staff – plays an important role in preventing and reporting crime. It is our belief that information, personal awareness and the elimination of opportunity are key elements in staying safe and reducing crime. Similarly, fire safety is extremely important to the college. Students, faculty and staff must familiarize themselves with policies, equipment and evacuation procedures to ensure the safety of the entire St. Norbert College campus community.

For more information, contact the Director of Campus Safety at 920-403-1346.

Fire Statistics

St. Norbert College (Main)

2019

No fires were reported in 2019.

2018

Three fires were reported for 2018.

2017

One fire was reported for 2017.





Campus Safety, 100 Grant Street, De Pere, WI 54115-2099
Phone: 920-403-3299 • Fax: 920-403-4020
campussafety@snc.edu • snc.edu/campussafety