



St. Norbert College 2011 Security and Fire Safety Annual Report

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St. Norbert College is committed to providing an educational environment that is intellectually, spiritually and personally challenging. Many departments and hundreds of people support this mission by actively promoting safety and security on this campus. However, a truly safe campus can only be achieved through the cooperation of all its community members.

This report is part of the effort to ensure that this collaborative endeavor is effective and is in compliance with federal legislation, in particular the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. We hope that you will read the report carefully and use the information to help foster a safer environment for you and for others within our community.

Disclosure of Crime Statistics

St. Norbert College's Campus Safety Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This act requires colleges and universities to:

- Publish an annual report containing three years of crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to campus and specific non-campus facilities. These statistics are gathered from campus security, local law enforcement and other university officials who have significant responsibility for student and campus activities.
- Provide campus safety alerts pertaining to crimes that have been committed and pose ongoing threats to students and employees.
- Disclose in a public campus crime log any reported crime occurring on campus or within the patrol boundaries of the campus police or campus security department. Campus Safety maintains responsibility for preparing and distributing this report by Oct. 1 of each year. The report is prepared in cooperation with other college departments and local law enforcement agencies. The St. Norbert College annual crime statistics can be viewed, or copies of the report can be requested, via e-mail at campussafety@snc.edu, or by calling the Campus Safety Department at (920) 403-3260.

Campus Safety

St. Norbert College's campus safety staff consists of a core of full-time professionals assisted by St. Norbert

College student assistants. The department seeks to provide for the safety and security of its students and all members of the college community through its safety and crime prevention programs.

Campus Safety reports to the Vice President for Mission and 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 and Wellness Services, the Department of Residential Education and Housing, the Associate Dean or the Vice President for Mission and 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.

Authority of Campus Safety Staff

St. Norbert College Campus Safety staff has 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 has 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 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 strongly encouraged to immediately report any crime to the Campus Safety Department and the De Pere Police Department. Prompt reporting will assure timely posting of warning notices on campus and timely disclosures of crime statistics.

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Memorandum of Understanding

St. Norbert College Campus Safety has a close working relationship with the De Pere Police Department. A Memorandum of Understanding designates the De Pere Police Department as the law enforcement agency responsible for the response to, and investigation of criminal activity on the St. Norbert College campus.

The De Pere Police Department will assist St. Norbert College Campus Safety with incidents that exceed the capabilities of the Campus Safety Department so as to protect the public peace and safety, and preserve the lives and property of all persons. Further, the De Pere Police Department will conduct such criminal investigations related to incidents occurring on campus as it deems necessary in its discretion. The Memorandum has been in effect since April 14th, 2010.

Staff Training

Campus Safety staff have experience and receive training in the areas of safety and security. In-service workshops are conducted to ensure a prompt, professional response to incidents. Topics include patrol techniques, report writing, sensitivity training and first aid certification. Campus Safety Officers provide a highly visible security presence through frequent patrols of and through the campus. They are also available to respond and provide assistance during emergency situations.

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. Prompt reporting of emergency, criminal or suspicious activities will allow campus authorities to determine if a timely warning or emergency notification is an appropriate course of action as well as for accurate annual statistical disclosure. The Campus Safety Department 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.

Voluntary/Confidential Reporting

If you are the victim of a crime and 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. With your permission, the Director of Campus Safety or designee can file a report on the details of the incident without revealing your identity. 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 yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a 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 crimes statistics for the institution.

Emergency Notification System

St. Norbert College has an emergency notification system that allows St. Norbert College administrators to contact students, faculty and staff within minutes via voice, e-mail and text messaging when an emergency exists. It is our belief that continuous and rapid notification is one of the best protections available for members of our campus community.

The success of the system depends on students, faculty and staff receiving the timely information. With this system, members of the St. Norbert College community will receive an emergency telephone message on their campus landline. Campus Safety recommends that students, faculty and staff log into their Knightline account and add a cell phone to their Emergency Notification contact numbers. The technology used allows for cell phones to be notified first in the event of an emergency.

Members of the campus community can update their contact information in their Knightline account. Any contact information provided will be kept secure and will be used only for emergency notification purposes.

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Emergency Response and Evacuation Procedures

Every potential emergency requires a unique response. The St. Norbert College Campus Safety Department is available 24-hours-a-day, 7-days-a-week. In addition to the Campus Safety Department, St. Norbert 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 also has partnerships with the City of De Pere Health Department, the Brown County Health Department as well as other organizations whose assistance will help mitigate the emergency.

Fire drills will be conducted in every residence hall twice a year, one each semester. These drills will 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.

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 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 the 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 College community will be given instructions on the safest response to the emergency. Methods of notification include, but are not limited to:

- Verbal in person
- Verbal using loud speakers
- Building speakers, where applicable
- Fire alarms
- CENS message
(Campus Emergency Notification System)
 - Telephone
 - E-mail
 - Cell phone
 - Text via cell phone
 - Computer interrupt system
 - Television monitors

The Director of Campus Safety or designee will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. The Director of Campus Safety or designee will determine the content of the notification,

who to notify and who will initiate the notification. As the event unfolds or when the threat is mitigated, Campus Safety will send further instruction messages or an "All Clear" message.

The Evacuation Policy:

A crisis on campus may require St. Norbert College to implement an emergency evacuation of specific areas. An evacuation may be implemented in the face of a hazardous or life-threatening situation in a campus building. The fire alarms are put in place to alert building occupants of a harmful situation. Its purpose is to remove occupants from harm and to increase safety and reduce possible victimization.

The safety of the students, faculty and staff of St. Norbert College is of utmost importance. When a fire alarm sounds within a campus building, all occupants must leave the building for their own safety. Campus Safety and Residential Education and Housing (REH) staffs will assist as appropriate according to the following procedure.

Procedure

When a fire alarm sounds all occupants of the building where the alarm is sounding will exit the building via the nearest unobstructed exit.

Occupants will refrain from using elevators during an evacuation. Emergency personnel may use an elevator for evacuation after it is deemed safe to do so.

Occupants, once outside, will move to an area away from the building, allowing others to exit. They will keep streets and walkways clear for emergency vehicles.

In the event of a residence hall fire, an academic building will be opened by Campus Safety personnel to provide shelter until the building is either deemed safe to re-enter or temporary living arrangements can be made.

No one will attempt to return to an evacuated building until notification that it is safe to do is given by emergency personnel.

Campus Safety staff or Facilities staff are the only staff members who will silence or re-set an active fire alarm.

Campus Safety staff will respond and perform the following steps when responding to fire alarms in a Residence Hall:

- Campus Safety will proceed to the fire alarm panel and determine where the alarm originated.

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- Campus Safety will then proceed to the area of origin to determine if there is a fire or what set off the alarm.
- If at any time, a real fire is suspected or confirmed, Campus Safety will call 911 and evacuate the building.
- If there is no apparent cause or the cause of the alarm is contained, Campus Safety will notify REH staff appropriately.
- Campus Safety will then reset the fire alarm panel and silence the alarm AFTER the Hall Director has advised that the building has been evacuated.

REH staff will respond and perform the following steps when responding to a fire alarm in a Residence Hall:

- Resident Assistants and/or Residence Hall Directors will agree before the semester begins on an emergency response plan, determining where in the building to meet and protocol for ensuring a thorough sweep of the building.
- During an alarm or actual fire emergency, staff will carry out agreed-upon protocols, knocking on doors to awaken sleeping residents.
- Residents still in a room are required to vacate immediately.
- Residents who refuse to vacate the room or who are found to be hiding somewhere in the room, will be held accountable for their actions and sanctioned accordingly by the appropriate Residential Education and Housing professional (at a later date).
- Residents should not wait for Residential Education and Housing staff to come to their room. Each resident is expected to provide for their own safety.
- At no time are Residential Education and Housing staff allowed to place themselves at risk. Staff members are required to vacate a building immediately if their own safety is in jeopardy.
- Once procedures have been completed, exit the building and direct residents 500 feet away from the building and continue crowd control.
- After the "All Clear" signal is given by either the Fire Department or Campus Safety, allow residents to enter the hall. This signal must come from a member of the fire department or the hall director.

Campus Safety will perform the following steps for fire alarms in all other campus buildings:

- Campus Safety will proceed to the fire alarm panel and determine where the alarm originated.
- Campus Safety will then proceed to the area of origin to determine if there is a fire or what set off the alarm.
- If at any time, a real fire is suspected or confirmed, Campus Safety will call 911 and evacuate the building. If a suppression system has discharged, Campus Safety will NOT ENTER the area. Campus Safety will notify De Pere Fire and Rescue and assist as needed.
- If there is no apparent cause or the cause is contained, Campus Safety will reset the fire alarm panel and silence the alarm.

Definitions

Evacuation: The removal of persons or things from an endangered area.

Emergency: Any unexpected situation or incident that requires prompt action to prevent loss of life, injury or significant property damage.

Fire Alarm: The audible and visual alarm system, set off by either a smoke detector or pull station. The alarm is recognized by horns and flashing lights.

Occupants: Anyone inside the building at the time of a fire alarm that is not considered emergency personnel or REH staff members.

Emergency Personnel: Campus Safety staff, De Pere Fire and Rescue or De Pere Police.

The Lockdown Policy

A crisis on campus may require St. Norbert College to implement an emergency lockdown of specific areas or the entire campus. A lockdown may be implemented in the face of a hazardous or life-threatening situation, either on campus or near campus. It is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

The safety of the students, faculty and staff of St. Norbert College is of utmost importance. When an incident occurs that may jeopardize the safety of the college community, consideration will be made as to the best reaction to the emergency. When evacuation is impractical, a lockdown of specific rooms, buildings or the entire college will be considered.

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Procedure

College Administration or Campus Safety calls for a lockdown.

Upon declaration of a lockdown, all St. Norbert College community members are to move into the closest classroom, office or residence room as quickly as possible.

Lock the door. If the door cannot be locked, and the situation identifies an intruder or shooter, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door or using a belt or other item to tie the door handle to something stable.

- Turn off room lights.
- Attempt to make the room appear unoccupied.
- Put cell phones on vibrate, and if communication is needed, use text messaging only.
- If you hear a fire alarm, stay put unless you see fire, smell smoke or you are directed to evacuate.

Remain under lockdown until advised by College Administration, Campus Safety, or Law Enforcement Personnel that the crisis has been resolved. CENS will be used to issue an "All Clear" message.

Definitions

Lockdown: to lock or secure access points to retain occupants within a room or space for their personal safety while restricting access from outside the area.

Designees may include, but are not limited to:

- Director of Campus Safety
- Vice President of Mission and Student Affairs
- Associate Director of Campus Safety
- Campus Safety Officer

Incident Command Staff may include, but are not limited to:

- Director of Campus Safety
- Director of Facilities
- Director of Auxiliary Services
- Director of Communication and Design
- Manager of Mechanical Systems
- Manager of Maintenance Services
- Director of Computer Services
- Director of Housing Operations
- Manager of Risk Management
- Chemical Hygiene Officer

The President's Cabinet includes:

- President of St. Norbert College
- Vice President for Mission and Student Affairs
- Vice President for College Advancement
- Vice President for Business and Finance
- Dean of the College and Academic Vice President
- Vice President for Enrollment Management and Communications
- Chief of Staff

Security 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. Residence hall directors are full-time professionals trained in the area of student learning and personal development. Hall staff provide residents with information on safety issues through programs, educational bulletin boards, floor meetings and posters.

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.



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Crime Prevention Outreach

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, sexual assault prevention, pepper spray defense, fire safety, office safety, and vehicular safety. Special attention is often given in these programs to the roles that alcohol and drug use can play in safety-related situations. The Campus Safety Department collaborates with other groups such as the Department of Residential Education and Housing, Counseling Services, the Women's Center and 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. Campus Safety also works closely with the De Pere Police Department and other law enforcement agencies to provide crime prevention programs outside the scope of the department.

Community Awareness, Timely Warnings

In order to keep the campus community informed about safety and security issues on an ongoing basis, The Director of Campus Safety or designee will work with the offices of Student Affairs and Communications to alert the campus community of certain crimes that are deemed an existing threat to the welfare of the campus community. 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 e-mail, 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 residential halls. St. Norbert College Campus Safety and Residential Education and Housing offices 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.

Missing Student Notification

St. Norbert College recognizes that there may be times when students are at-risk or are missing and are reported

to the College by roommates, family members or other concerned persons. It is the policy of the Campus Safety Department to accept every missing student report and to actively investigate any report of a missing student

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 determined missing by the campus security department or the local law enforcement agency. Contact information will be registered confidentially and this 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 the 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 in to their Knightline account.

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. Successful resolution of a missing student investigation will require the cooperation of Campus Safety, Student Affairs, Residential Education and Housing and other departments within the college. Any person receiving a complaint of a missing student will immediately notify Campus Safety of the circumstances. If, upon investigation, it is determined the student is missing, St. Norbert College Campus Safety will do the following:

- a. Contact the individual identified by such student in accordance with college policy within 24 hours.
- b. 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.
- c. If subclauses (a) or (b) do not apply to a student determined to be a missing person, SNC Campus Safety will inform the De Pere Police Department.

Additionally, if SNC Campus Safety is unable to determine the location and well-being of the missing student, SNC Campus Safety will notify the De Pere Police Department no later than 24 hours after the time the student is determined missing.

To report a missing student, contact Campus Safety 24 hours a day, seven days a week at (920) 403-3260.

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Statistical Information

A federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, establishes the requirements for collecting and reporting campus crime statistics. The classifications of crimes used in these reports are defined in the United States Department of Justice, Federal Bureau of Investigation Unified Crime Reports or for sex offenses, the National Incident Based Reporting System. The St. Norbert College Clery Reporting Officer works with the offices of Campus Safety, Judicial Affairs and DePere Police Department to compile an accurate account of campus crimes for the designated year. The following is the report of statistics for years 2008 through 2010.

OFFENSES	ST. NORBERT COLLEGE ON-CAMPUS						NON-CAMPUS BUILDINGS/PROPERTY			PUBLIC PROPERTY ADJACENT TO CAMPUS ¹			TOTAL		
	2008 Res.* Total		2009 Res.* Total		2010 Res.* Total		2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	2	2	3	4	3	3	1	0	0	0	0	1	3	4	4
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	1	1	1	0	0	0	0	0	0	0	0	1	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Arson	0	0	1	1	1	1	0	0	0	0	0	0	0	1	1

NUMBER OF ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION FOR SELECTED OFFENSES.

LIQUOR LAW VIOLATIONS

Arrest	2	15	8	8	8	11	0	0	0	7	18	27	22	26	38
Referral	224	224	142	145	286	288	0	0	0	0	0	0	224	145	288

DRUG LAW VIOLATIONS

Arrest	1	1	1	2	0	0	0	0	0	1	0	0	2	2	0
Referral	18	18	10	12	23	27	0	0	0	0	0	0	18	12	27

ILLEGAL WEAPONS VIOLATIONS

Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

PLEASE NOTE:

- None of the incidents cited above manifested evidence of hate crime or prejudice or that the victim was intentionally selected based on actual or perceived race, gender, religion, sexual orientation, ethnicity, nationality or disability. Additionally, there were no hate crimes related to incidents of larceny/theft, simple assault, intimidation or damage to property.

* On campus residential facilities.

¹ Public property includes offenses that were reported to the De Pere Police Department on the streets and sidewalks immediately adjacent to the St. Norbert College campus.

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Daily Crime Log

The Campus Safety Department maintains a daily Campus Crime Log that records, by the date the incident was reported, all crimes and other serious incidents reported to Campus Safety. This includes crimes that occurred on campus, in or on non-campus, college-owned buildings or property, on public property within the campus or immediately adjacent to and accessible from the campus, as well as crimes that occurred within the patrol jurisdiction of the Campus Safety Department. The Campus Crime Log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if the information is known at the time of publication. The department updates the Campus Crime Log daily, as crimes are reported. St. Norbert College Campus Safety reserves the right to withhold information under certain circumstances. The Campus Crime Log is available for public inspection during normal business hours, at the department's office in Room 120 of the Pennings Activity Center.

Off-Campus Efforts

Although not directly responsible for off-campus security, the St. Norbert College Campus Safety Department 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 off-campus residences housing St. Norbert students 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 the Campus Safety Department 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.

Weapons Policy

Firearms and other dangerous weapons are not permitted on campus, nor is there an authorized storage space for them. They are not allowed in college administrative buildings, academic buildings, residence halls, apartment buildings or on any other college-owned property.

Sexual Assault Prevention

Programs throughout the campus provide students with information about sexual assault. The programs are typically presented by Campus Safety, the Department of Residential Education and Housing and Health and Wellness Services. All of the programs emphasize prevention, as well as fostering a community that encourages self-respect and respect for others, consistent with St. Norbert's mission as a Catholic, Norbertine College.

The programs inform both students and employees about a wide variety of topics related to sexual assault. Topics include: awareness and basic safety tips, acquaintance assault and date rape issues, safe dating behaviors, the role alcohol and other drugs often play in sexual assaults and information about reporting assaults after they've occurred.



Sexual Assault Incidents

If a sexual assault does occur, the victim is encouraged to report the incident to the appropriate campus and municipal agencies. While the college respects the wishes of the victim in each situation, the option of involving law enforcement authorities is encouraged. Assistance and support will be provided to the victim throughout the reporting process, should they choose to pursue the matter in this way.

When an assault suspect is a St. Norbert College student, the victim will also have the option of pursuing the case through the college's disciplinary system. The Student Conduct Process is carefully explained to student victims of sexual assault. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and an advisor may accompany them if requested. At the conclusion of the Student Conduct Process, all parties are notified of the results of the sexual assault hearings. Sanctions imposed following a determination of an on-campus disciplinary procedure regarding sexual assault range from non-academic disciplinary institutional probation to suspension or expulsion. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Changes in the academic and/or living situation of those involved in a sexual assault investigation or disciplinary process are possible if such changes are reasonably available and requested by the victim. The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

St. Norbert College will not permit, under any circumstances, any person to violate the rights of any other person or to create an environment not appropriate to an educational and residential community.



IF YOU ARE SEXUALLY ASSAULTED:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash, use the toilet or change clothing if you can avoid it. If you do change clothes, put all the clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Get medical attention as soon as possible to make sure you did not sustain any physical injuries and to collect very important evidence in the event you may later wish to file a report. Today, most national, state and institutional protocols recommend that evidentiary exams be completed within 72 hours of a sexual assault.

TO REPORT THE ASSAULT, CONTACT:

- Campus Safety (920) 403-3260
- De Pere Police Department (920) 339-4078
- Residential Education and Housing (920) 403-3360
- Health and Wellness Services (920) 403-3266

ON OR OFF CAMPUS RESOURCES

The following resources are available as additional assistance. These agencies are not reporting agencies and St. Norbert College does not gather statistics from them:

- Counseling Services (920) 403-3045
- Campus Ministry (920) 403-3012
- Sexual Assault Center of Green Bay (920) 403-8899
- Bellin Health Psychiatric Center (920) 433-6073

Following an incident, victims are encouraged to make a report to Campus Safety or the De Pere Police Department. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence.

Victims have the option of keeping their report confidential by making a report through the St. Norbert College Health and Wellness Services, unless the incident represents a threat to any member of the St. Norbert community. All sexual assault victims who file reports with Campus Safety are notified of available counseling as provided by the counseling center. For more information, please refer to the student handbook (*The Citizen*) or the Health and Wellness Services brochure entitled "Options for St. Norbert College students who have been sexually assaulted ... and for their friends."

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Registered Sex Offenders

The college complies with federal legislation that requires institutions of higher education to inform interested persons within the campus community about how information regarding registered sex offenders within the state can be obtained. This information can be found at the *Wisconsin Department of Corrections Sex Offender Registry Database*.

Policy on Alcohol and Other Drugs

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 entitled *The Citizen*.

With very few exceptions, alcohol is not sold at college functions. Exceptions are licensed special events which have the prior approval of the administration. Local ordinances and statutes are strictly enforced, with assistance from the De Pere Police Department when necessary. These include underage drinking regulations.

Alcohol and Drug Abuse Education

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.

St. Norbert College Alcohol Sanctions

Violations of the St. Norbert College alcohol policy are of two types: status offenses and non-status offenses. Status offenses apply to students under the age of 21 who have consumed or are in possession of alcohol, but are not otherwise causing a disturbance and do not appear to be intoxicated. Non-status offenses refer to individuals of any age who consume alcohol and behave in ways that are harmful to self or disruptive to their community.

Such behaviors can include, but are not limited to: vomiting, slurred speech, difficulty balancing, unconsciousness, aggressive behavior and damage to property. Differentiation between status and non-status offenses is based upon the behavior of the individual and the judgment of the college administrator who hears the conduct case.

Reports of alleged policy violation are documented by Campus Safety staff and/or Department of Residential Education and Housing staff. The college receives notification of students cited off-campus for violations of Wisconsin state law via written reports from the De Pere Police Department. Officials in the greater Brown County community occasionally notify the college regarding violations of Wisconsin alcohol statutes, at their discretion.

Students found responsible for violating the college's alcohol policy will be sanctioned according to the guidelines for status and non-status offenses, as published in *The Citizen*.

When determining whether the student or students will be sanctioned as status or non-status offenders, administrators who hear a conduct case will consider written reports, a statement provided by the accused student, statements provided by witnesses and information provided by staff members from the Department of Residential Education and Housing and/or Campus Safety who responded to the incident.



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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 or sharing alcohol 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.



Your Responsibility Related to Campus Safety

The cooperation and involvement of students, faculty and staff in campus security is absolutely necessary. All members of the community must assume a part of the responsibility for their own personal safety and the security of their personal belongings.

Student, faculty and staff responsibilities include, but are not limited to:

- Taking reasonable precautions to ensure their own personal safety.
- Protecting the security of buildings and offices by not letting strangers in or propping doors open.
- Locking offices and room doors.
- Marking valuable items and recording serial numbers.
- Locking vehicles and bicycles.
- Participating in campus and college crime prevention programs.
- Reporting all security-related maintenance problems.
- Staying aware of campus crime trends (reading bulletins and statistics).
- Reporting suspicious persons or activities to Campus Safety.
- Reporting crimes promptly to Campus Safety.

In short, it is incumbent upon all members of the St. Norbert College community to take proactive measures to protect themselves and their property. Remember, if you remove the opportunity, you eliminate the crime.



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Fire Safety

St. Norbert College has many systems, policies and procedures in place to enhance fire safety at the college. On the next few pages you will find information on the fire safety system for each on-campus student housing facility, as well as fire statistics for the past three years. You will also find policies on portable electrical appliances, procedures for student housing evacuation as well as plans for future improvements in fire safety. Please use this information to make informed decisions and to keep the St. Norbert College campus community safer.

Annual On-Campus Housing Fire Safety Systems

LOCATION	FIRE ALARM MONITORING DONE ON SITE	FULL SPRINKLER SYSTEM	SMOKE DETECTION	FIRE EXTINGUISHER DEVICES	EMERGENCY EVACUATION PROCEDURE	NUMBER OF EVACUATION FIRE DRILLS EACH CALENDAR YEAR
Bergstrom Hall	X	partial	X	X	X	2
Burke Hall	X	full	X	X	X	2
Carriage House	X	none	X	X	X	2
Gries Hall	X	full	X	X	X	2
Madelaine/Lorraine Hall	X	full	X	X	X	2
Mary Minahan McCormick Hall	X	full	X	X	X	2
Michels Hall	X	full	X	X	X	2
Riverside South Apartments	X	partial	X	X	X	2
Sensenbrenner Hall	X	full	X	X	X	2
Townhouse 1-14	X	none	X	X	X	2
Vander Zanden Apartments	X	partial	X	X	X	2
Victor McCormick Hall	X	full	X	X	X	2

Policy on Portable Electrical Appliances, Smoking and Open Flames in Student Housing Facilities

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 blanket 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 it must be Underwriters Laboratory (UL) approved and in good physical condition. Hot plates, grills (including George Forman 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 six 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 and chewing of tobacco products is prohibited in all campus buildings. In addition, smoking is not permitted within 25 feet of any building entrance. 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 hall fires. Using "octopuses" could result in overloading of circuits or a fire.

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Procedure for Student Housing Evacuation

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.

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 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 Residential Education and Housing.

Policies for Fire Safety Education and Training Programs

Fire fighting 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 the resident's 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 R.A. Personal belongings or any other items must be kept clear from hallways, stairways, exits and all common areas. All stairwell 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.



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Annual Housing Fire Data Log

LOCATION	NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY CAUSED BY FIRE
2008					
Bergstrom Hall	0	n/a	0	0	\$0
Burke Hall	0	n/a	0	0	\$0
Carriage House	0	n/a	0	0	\$0
Madelaine/Lorraine Hall	0	n/a	0	0	\$0
Mary Minahan McCormick Hall	0	n/a	0	0	\$0
Michels Hall	0	n/a	0	0	\$0
Riverside South Apartments	0	n/a	0	0	\$0
Sensenbrenner Hall	0	n/a	0	0	\$0
Townhouse 1-14	0	n/a	0	0	\$0
Vander Zanden Apartments	0	n/a	0	0	\$0
Victor McCormick Hall	0	n/a	0	0	\$0
2009					
Bergstrom Hall	0	n/a	0	0	\$0
Burke Hall	0	n/a	0	0	\$0
Carriage House	0	n/a	0	0	\$0
Madelaine/Lorraine Hall	0	n/a	0	0	\$0
Mary Minahan McCormick Hall	0	n/a	0	0	\$0
Michels Hall	0	n/a	0	0	\$0
Riverside South Apartments	0	n/a	0	0	\$0
Sensenbrenner Hall	1	arson	0	0	\$100
Townhouse 1-14	0	n/a	0	0	\$0
Vander Zanden Apartments	0	n/a	0	0	\$0
Victor McCormick Hall	0	n/a	0	0	\$0
2010					
Bergstrom Hall	0	n/a	0	0	\$0
Burke Hall	1	arson	0	0	\$0 - \$99
Carriage House	0	n/a	0	0	\$0
Madelaine/Lorraine Hall	0	n/a	0	0	\$0
Mary Minahan McCormick Hall	0	n/a	0	0	\$0
Michels Hall	0	n/a	0	0	\$0
Riverside South Apartments	0	n/a	0	0	\$0
Sensenbrenner Hall	0	n/a	0	0	\$0
Townhouse 1-14	0	n/a	0	0	\$0
Vander Zanden Apartments	0	n/a	0	0	\$0
Victor McCormick Hall	0	n/a	0	0	\$0

Continued on next page

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Annual Housing Fire Data Log

LOCATION	NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY CAUSED BY FIRE
2010					
917 Third Street	0	n/a	0	0	\$0
326 Marsh Street	0	n/a	0	0	\$0
607 Fourth Street	0	n/a	0	0	\$0
611 Fourth Street	0	n/a	0	0	\$0
613 Fourth Street	0	n/a	0	0	\$0
616 Fourth Street	0	n/a	0	0	\$0
208 Pleasant Place	0	n/a	0	0	\$0
324 Marsh Street	0	n/a	0	0	\$0
327 Jacobs Court	0	n/a	0	0	\$0
417 College Avenue	0	n/a	0	0	\$0
420 Fourth Street	0	n/a	0	0	\$0
615 Fourth Street	0	n/a	0	0	\$0
806 Third Street	0	n/a	0	0	\$0
705 Fourth Street	0	n/a	0	0	\$0
914 Third Street	0	n/a	0	0	\$0
320 Marsh Street	0	n/a	0	0	\$0
617 Fourth Street	0	n/a	0	0	\$0
505 Fourth Street	0	n/a	0	0	\$0
602 Fourth Street	0	n/a	0	0	\$0
623 Fourth Street	0	n/a	0	0	\$0
410 Fourth Street	0	n/a	0	0	\$0

See next page for Definitions

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Definitions from Annual Housing Fire Data Log

Fire

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

Fire drill

A supervised practice of a mandatory evacuation of a building or a fire.

Fire-related injury

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

Fire-related death

Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting

rescue or escaping from the dangers of a fire. Deaths that occur within one year of injuries sustained as a result of the fire are also included.

Fire safety system

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This includes sprinkler or other fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, (horns, bells or strobe lights) smoke-control and reduction mechanisms and fire doors and walls that reduce the spread of a fire.

Value of property damage

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This includes contents damaged by fire and related damages caused by smoke, water and overhaul. It does not include indirect loss, such as business interruption.

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.

Contact Information

In the event of a fire, immediately call 911 to report the fire. Following a fire, please contact:

- Campus Safety (ext. 3260)
- Residential Education and Housing (ext. 3360)

Plans for Future Improvements in Fire Safety

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 the residence halls. The college will continue to evaluate and improve fire safety on campus.

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.



