



2016 Campus Crime & Fire Safety Report

A Note To Readers

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. You can learn more about the Jeanne Clery and the Jeanne Clery Act at <http://www.securityoncampus.org/>. This document is available online at <http://spalding.edu/campus-safety/clery/>.

This report is prepared in cooperation with the local law enforcement agencies in our campus community and non-campus property sites, the offices of the Dean of Students, Residential Life, Counseling Center, and Behavior Intervention Team. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Campus Safety, designated campus officials (including but not limited to directors, deans, heads of academic departments, etc.) and from local law enforcement agencies.

If you have any questions about anything contained in this report please contact the Director of Campus Safety at (502) 873-4349 or Campus Safety Department at ext. 4444 from any campus phone.

Equal Opportunity Policy

Spalding University subscribes to a policy of equal opportunity. The University believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the University seeks to reach out as widely as possible in order to attract the ablest individuals as students, faculty, and staff. For these reasons, decisions concerning admission to University academic and other programs, as well as employment decisions in all University departments and offices, are made on the basis of an individual's qualifications to contribute to meeting our educational objectives and institutional needs. In applying this policy, the University is committed to the principle of not discriminating against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, sex, sexual orientation, gender identity, age, marital status, veteran status, or disability unrelated to job or program requirements.

In addition to the general policy just defined, Spalding has specific legal obligations as a recipient of federal financial assistance and as a federal contractor. These obligations include the development and implementation of a plan to undertake appropriate forms of Vietnam-era and disabled veterans. The Spalding affirmative action plan is available for review at the University upon request.

Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Spalding University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or status as a disabled or Vietnam-era veteran in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The Provost is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of the universities equal opportunity or affirmative action programs should be directed to the Office of the Dean of Students, Title IX Coordinator, Spalding University, 901 South 4th Street, Louisville, KY 40203.

Contents

The Campus Security Act, legal requirements	1
From Campus Safety	4
Security Report	4
Campus Safety: Who we are	5
Reporting Criminal Incidents and other Emergencies	6
Monitoring and Recording Criminal Activity at Off-Campus Organizations	6
Access to Campus Facilities and Dormitories	6
Security Considerations in the Maintenance of Campus Facilities	6
Timely Warning Notices	7
Daily Crime Log	7
Emergency Preparedness	7
Crime Prevention Education and Awareness	8
Spalding University Alcohol Policy	9
Campus Drug Policy	9
Preventing and Responding to Sexual Assault	9
Filing an Internal Complaint With-in the University	12
Changing Living and Academic Situations	12
Campus Violence/Academic Disruption	12
Behavioral Intervention Team	13
Crime Statistics	15
Definitions of Reportable Crimes	15
Other Criminal Offenses	17
Criminal Offenses Report 2014-15-16	18
Fire Safety Report	20
Fire Statistics	20
On-Campus Student Housing and Life Safety Systems	20
Fire Safety Policies and Rules	20
Campus Residential Student Housing Fire Report	21
Fire Safety and Response Procedures	21

Security Report

From Campus Safety

Thank you for taking time to read this year's annual security report. This report is designed to provide you with important information about safety and security on campus. In addition to outlining the details of the many programs the University offers community members, the report also contains statistics about crime on campus.

When you review the statistics, you will note that Spalding University is an extremely safe campus. The safety you experience on campus is due in part to the combined efforts of many different departments and individuals. Safety is a shared responsibility and we rely on every community member to contribute to security on campus by reporting suspicious activities and using common sense when going about their daily activities.

Campus Safety is primarily responsible for developing services, programs, and strategies for maintaining a reasonably safe campus. In order to meet this goal, the department focuses primarily on four functions. First is a strong partnership with the community. We recognize that we provide services with consent from our community and support the idea that all relationships require constant nurturing. We are committed to the philosophy of community-oriented public safety and problem solving which we carry out through communication with various student organizations, residential halls, athletic teams, and administrative offices. In addition to engaging in some of the more routine crime prevention programming, officers introduce other programs for problem identification and solving.

Second, we focus on the emergency management function which requires a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. The University has a proactive approach to planning for emergencies and these efforts are led by the Director of Mitigation Management.

Third, we attempt to leverage security technology to serve as a force multiplier for our safety and security efforts. The University has invested in several different systems that allow us to enhance safety through technology. These systems include automated card access to many facilities on campus, security cameras in all parking lots and public areas and mass alert systems for communication of important, timely information.

Finally, the department is charged with the enforcement of University regulations and state and local laws. This function is essential to maintaining an environment that is safe and allows our educational mission to occur without disruptions. We hope you find this report informative and helpful, and that your stay at Spalding will be enjoyable and safe. If you have questions or would like further information about safety and security at Spalding University, please visit us at www.Spalding.edu or contact us at 502-873-4444 or simply 4444 from any campus phone.

The Campus Security Act: Legal Requirements

The Campus Security Act requires colleges and universities to:

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

We work with many other departments and agencies, such as the Dean of Students, the Office of Institutional Effectiveness and Louisville Metro Police Department to compile the information. We encourage members of the Spalding University community to use this report as a guide for safe practices on and off campus. Each member of the University community receives an e-mail that describes the report and provides its Web address. For more information, contact Campus Safety at 873-4444, campus ext. 4444 or e-mail mfields05@Spalding.edu.

Campus Safety: Who We Are

Located in the center of campus on Breckenridge Street and Library Lane, Campus Safety is open 24 hours a day, 365 days a year. The telephone number for emergency calls is 4444 from any campus phone or 502-873-4444 from any other phone. The department consists of professional campus safety officers provided by a contract with Securitas International, dedicated to providing best-in-class service to the community.

Officers patrol the campus on foot and by bicycle. Several officers and a supervisor are on duty 24 hours a day. The Communications Center is staffed with dispatchers who answer calls for service, dispatch officers and other emergency services to incidents, monitor intrusion detection and fire alarms and monitor video surveillance equipment. The department also employs student workers and graduate assistants who carry out a variety of roles, including parking lot compliance.

Campus Policing and Security Policies

Interagency Cooperation

Campus Safety works closely with the Louisville Metro Police Department, as well as with Kentucky State Police. We rely on these relationships for support on several levels. In addition to sharing critical information, Campus Safety has immediate contact with the LMPD 911 Call Center. This arrangement gives us immediate access to mutual aid and support.

Reporting Criminal Incidents and Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to Campus Safety by dialing 4444. Individuals also may report incidents in person at the Department headquarters on Breckenridge Street. The University has installed emergency two-way call boxes (blue light phones) throughout campus for use during emergencies. By pressing the red button on the stations, users can communicate directly with our Communications Center. The location of the station is digitally displayed to the communications officer.

In addition, students, employees and guests may file an official Incident Report through an icon to be found on the Spalding Portal under “[Incident Report](#)”. Once filed, an immediate message is sent to the Director of Campus Safety, and the Dean of Students, requesting their attention to the report.

Monitoring and Recording Criminal Activity at Off-Campus Organizations

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students on campus. Campus Safety will actively investigate any crime information it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents.

Access to Campus Facilities and Residence Halls

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during weekday business hours. Individuals who wish to access University buildings or property during nonbusiness hours or for special events should contact the appropriate department administrator, Campus Events Coordinator, or Campus Safety.

An automated card access control system is also installed in several academic and residence hall buildings. University members with questions about the system should contact the appropriate department manager or Campus Safety.

Special Procedures for Residence Hall Access

All residence halls are equipped with an automated card access control system. Unlimited access is available to students and authorized staff and faculty via the system. Guests and other visitors may visit residence halls as long as they have been authorized by a member of the community. The exterior doors to student residence halls remain locked 24 hours a day.

In addition to the automated card access control system, all exterior doors in the residence halls are equipped with a centrally monitored electronic alarm system. The doors are monitored by 24/7 by MidAmerica Security and by Campus Safety. All doors in residence halls are linked to cameras, which are monitored by Campus Safety.

Security Considerations in the Maintenance of Campus Facilities

Spalding University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. We encourage community members to report any deficiency in lighting to the Campus Facilities. Campus Safety and Facilities Management work together to identify inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency to Campus Safety at 4444 or 4444. Campus Safety and Facilities staff are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

Timely Warning Notices

Campus Crime/Safety Alerts

To help prevent crimes or serious incidents, Campus Safety, in conjunction with other departments on campus, issues Campus Safety Alerts in a timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report that incident immediately to Campus Safety so that a Campus Safety Alert can be issued, if warranted. If community members report crimes or serious incidents to other University administrators, those administrators will notify Campus Safety. Representatives of these offices will promptly notify and collaborate with Campus Safety to issue a Campus Safety Alert, if one is appropriate.

Distribution of Campus Safety Alerts

The department distributes Campus Safety Alerts in various ways. Once the University determines that an alert will be issued, the Director of Campus Safety or Dean of Students e-mails the announcement and posts it on the website (www.Spalding.edu). A text alert may be initiated as well as posting the information on various social networking sites. Campus Safety may also post alerts on bulletin boards throughout campus.

Daily Crime Log

Campus Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the departments patrol jurisdiction

The Daily Crime Log is available for public inspection at the Campus Safety office, or on the Spalding Portal main page. The information will also be made available on the Spalding Campus Safety website in late 2012. The Daily 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 this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances so as to protect confidential information of those reporting or if an investigation requires such exclusion.

Emergency Preparedness

Spalding University has long recognized the need to be prepared for critical incidents. Under the guidance of the Coordinator of Risk Mitigation, various departments and offices work together to ensure the University is doing all it can to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local first responders, such as LMPD, Louisville Fire Department, and Louisville EMS, the University is well prepared to respond to a full range of critical incidents. The Dean of Students, Coordinator of Risk Mitigation and Campus Safety work together to ensure our emergency protocols and plan are updated, as needed, and are applicable as new risks are identified. This team also develops new initiatives and programs in collaboration with other Spalding departments to increase safety on campus.

One such initiative is the E2Campus Mass Alert System that allows authorized Spalding officials to send news and instructions to community members through landline and cellular phones, text messaging, e-mail and social networking sites within moments of a critical incident, or to advise the campus community of a potential threat. The purpose of these messages is to alert, inform, and reassure the community during emergencies and prevent dangerous situations through information dissemination. Community members are encouraged to learn more and sign up for E2Campus alerts by visiting www.spalding.edu/e2campus/alerts/html

Crime Prevention Education and Awareness

Preventing Crime Through Collaboration and Cooperation

Crime prevention is a top priority of the Campus Safety Department. Together with other campus offices, the Department provides programs to enhance personal safety, teach proactive crime-reduction strategies, and help community members develop self-esteem, which contributes to a healthy community.

The Campus Safety Departments crime prevention strategy rests on a multilayered foundation of a proactive area patrol of the campus, crime prevention education and training, and building and area security surveys. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities. The Department also encourages all community members to take responsibility of their own as well as the safety of their fellow members.

The Director of Campus Safety, the Coordinator of Risk Mitigation, the Dean of Students and the Director of Counseling are available to assist any individual, student group or faculty/department in planning, presenting, and coordinating programs of interest or concern.

Emergency Blue Light Phones

Two-way call boxes were located strategically around campus in the Spring of 2012. They allow an individual in need of assistance to speak directly with a member of the Campus Safety Department. A communications officer will dispatch the appropriate emergency response team to the caller.

Campus Escort Program

The Campus Escort Program is a call-in service for safe, reliable transport between campus locations and locations contiguous to the campus which may be used in campus events/activities. Escorts are available 24/7 and are accessible by any member of the Spalding community (students, faculty or staff) by calling 4444 from any campus phone or 873-4444 from any other phone.

Incident Reporting

Students, employees and guests may file an official Incident Report through an icon to be found on the Spalding Portal under "[Incident Report](#)". Once filed, an immediate message is sent to the Director of Campus Safety, and the Dean of Students, requesting their attention to the report.

Security Surveys

Campus Safety surveys are conducted on a regular basis with members of the University community, including members of the student community. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to safety. The Department works with the appropriate facilities office to address concerns noted in the surveys.

Alcohol and Drugs

Alcohol and Other Drug Education and Resources

Spalding University policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the University community. All community members are expected to fulfill their obligations and responsibilities pursuant to Spalding University policy as well as federal, state, and local laws. Disciplinary action imposed by the University may be in addition to any criminal penalties.

Spalding University Alcohol Policy

Students at Spalding are expected to be acquainted with and abide by state laws and University regulations regarding alcohol and drugs and to be aware of the social, physiological, and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. The University provides regular educational programs on alcohol and drug abuse as well as counseling services. The University alcoholic beverage policy is designed to be consistent with the laws of the state of Kentucky, which, in general, prohibit the possession, consumption, and serving of alcoholic beverages by and to persons less than 21 years of age. If you have questions or concerns, call the Dean of Students or the Director of Counseling at 502-873-4488 or 873-4458.

Campus Drug Policy

Spalding University does not condone the possession, use, manufacture, or distribution of illegal substances or drug paraphernalia of any kind in any amount. Students in violation of this policy may be jeopardizing their own wellbeing as well as the wellbeing of the University community. Among those violations considered to be most serious are the manufacture, sale, or distribution of illegal drugs; any involvement in illegal drug use or traffic with minors, particularly from the local area; and possession or use of the more dangerous, or highly addictive drugs.

Preventing and Responding to Sexual Assault

Spalding University is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Every member of the University community should be aware that the University does not tolerate sexual assault and harassment and that such behavior is prohibited both by federal and state law and by University policy. Spalding University will take whatever action may be needed to prevent, correct, and, if necessary, discipline and/or prosecute behavior that violates this policy and the law. All forms of sexual assault and all attempts to commit such acts are regarded as serious offenses that are likely to result in suspension, required withdrawal, expulsion, or termination. Prosecution may take place in accordance with Kentucky criminal law, independent of University actions.

For further information about the Spalding University stance on sexual assault or sexual harassment, contact the Dean of Students or the Director of Counseling at 502-873-4488, or 873-4458.

Reporting a Sexual Assault

Reporting a sexual assault to Campus Safety may help to prevent another assault. Reporting the incident does not mean that the survivor must proceed with a University discipline or a criminal prosecution. Immediately following an attack, the survivor should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s).

A Sexual Assault event may be reported by students, employees and guests by using the Spalding Portal "[Incident Report](#)" icon. Once filed, an immediate message is sent to the Dean of Students/Title IX Coordinator requesting attention to the report.

Campus Safety will communicate any such report they may receive directly to the Dean of Students/Title IX Coordinator, and a counselor trained to deal with sexual assault issues in a confidential way will be provided via the University Counseling Center. The counselor can assist you in contacting on- and off-campus resources for medical, legal, or emotional support. They also can assist you in changing an academic and/or living situation following an incident of sexual assault.

University Policy Defines Sexual Misconduct as:

“...any non-consensual conduct of a sexual nature, encompassing a broad range of behavior from verbal harassment to sexual assault. It may include, but is not limited to, inappropriate or overtly suggestive remarks which would be inclined to cause offense to a reasonable person, non-consensual touching of intimate body parts, non-consensual touching of the clothing covering intimate body parts, photographing others in a sexually suggestive manner.”

"Non- consensual" means without either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing. Incapacitation constitutes a lack of consent. Examples of incapacitation include, but are not limited to, the following: use of force, threat of force, fear, persons who are intoxicated, passed out, asleep, or for any other reason physically unable to communicate unwillingness. Use of alcohol or drugs shall not diminish the responsibility to obtain consent.

Contacting Campus Safety

Any member of the University community who wishes to file a complaint should contact Campus Safety at 4444 or 873-4444 from any off-campus phone. The officer's primary concern will be the safety of the victim. Reporting the incident to Campus Safety does not mean that a victim must file criminal charges or university charges. The victim maintains the ultimate decision of whether to go forward with an investigation.

Campus Safety and/or the Dean of Students will arrange a counselor to meet with you.

When you talk to a counselor, you are not making a report or a formal complaint. All discussions are private and confidential and do not commit you to further action. Conversations with counselors are not disclosed to anyone without your expressed permission, unless there is a threat of physical harm to you or others. No matter when the assault occurred or what you decide to do, please consider counseling. Sometimes talking can be the most important step to healing. You may contact the Student Counseling Center at any time to arrange an appointment. Friends of victims may seek counseling and support as well.

The Counseling Center can:

- Provide information on legal and disciplinary reporting options;
- Support a complainant through any private University complaint;
- Assist confidentially to manage the impact on academic and living situations following a sexual assault (provided reasonable alternatives are available);
- Assist in obtaining on- and off-campus resources for medical, legal, or emotional support.

What to do if you or someone you know is sexually assaulted

1. Go to a safe place and seek medical treatment. If a sexual assault occurs, safety and medical assistance are the first considerations. On campus and in the local area, 24-hour assistance is available. Whether or not you decide to report the incident, seek medical treatment immediately and get counseling as soon as possible.

2. Do not douche, bathe, shower, or change clothes before seeking medical attention. Preserving evidence is important in later pursuing a criminal or other judicial case. Do not wash sheets or other bed coverings where critical DNA evidence may be found.
3. If you need medical transport to seek medical assistance call Campus Safety at 4444 or 873-4444. Calling for transport will not result in an investigation unless the survivor wants to pursue one. Visits for medical treatment and counseling are confidential. It is recommended that you go to an Emergency Room where a qualified sexual assault counselor will be assigned to meet with you and provide emotional support and advice on community services and legal options.
4. It is recommended that you report the sexual assault to the authorities. The more often sexual assaults are reported, the easier it may be to prevent them. Reporting the incident does not mean that the survivor must proceed with a criminal prosecution.
5. Immediately following an attack, the survivor should write down everything she or he remembers about the incident, including:
 - Physical description of the suspect(s);
 - Information about the identity or location of the suspect(s);
 - Use of any threats or force.

Regardless of whether the survivor wants to pursue criminal prosecution, she or he should contact the Campus Safety, or a local law enforcement agency.

Filing a report with the Campus Safety Department

If the victim or witness elects to contact Campus Safety to file a formal report of the assault, an officer will work with the individual to gather the pertinent information. The victim always retains the right to decide whether she or he wants to proceed with a criminal prosecution and may stop the process at any time. The officer will ensure that the victim gets the counseling and other assistance she or he needs. The safety of the victim will always remain the top priority of the Campus Safety members.

Alternatively, a sexual assault event may be reported by using the Spalding Portal icon labeled “[Incident Report](#)”. Once filed, an immediate message is sent to the Dean of Students/Title IX Coordinator requesting attention to the report.

Contacting other law enforcement agencies

Students may also contact local law enforcement agencies. Members of Campus Safety, the Counseling Center, Director of Residence Life, the Dean of Students/Title IX Coordinator and other University officials may assist the student in notifying the appropriate agency in the applicable jurisdiction.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In Kentucky, this information is accessible at <http://kspsor.state.ky.us/>. You also may visit the Louisville Metro Police Department for information regarding registered sex offenders in the Louisville area.

Filing an Internal Complaint Within the University

If you have been sexually assaulted, you have options for addressing such conduct. You may wish first to discuss the problem privately with a counselor in the Counseling Center.

The Spalding University response system is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering charge) a fair, prompt, and appropriate resolution process. The process is designed to help persons who need support as they address these incidents, and incorporates both informal resolutions and formal disciplinary procedures.

The resolution of a formal sexual assault complaint is handled by the Dean of Students in accordance with the Spalding Honor Code. The full text of the protocol for handling informal and formal complaints is available in the Student Handbook and University Catalog, both are available in their entirety on the Spalding Portal. In determining whether the alleged conduct constitutes sexual harassment or assault, the full context in which the alleged incident occurred must be considered. Procedures for resolving complaints regarding sexual harassment and assault are detailed in Honor Code, Student Handbook and University Catalog. In any case, both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any proceeding.

During any sexual assault complaint proceeding, the University has a wide range of latitude when determining sanctions. Those sanctions may range from probation to expulsion from the University.

Changing living and academic situations

If a Spalding University student who is a survivor of a sexual assault or relationship violence requests a change in her or his living arrangements or academic schedule, the Dean of Students or Director of Residence Life will assist the student. In conjunction with the Dean of Students, the academic program may make changes to the students' academic schedule, as long as those changes are reasonably available.

Violence or Academic Disruption

Violent, Threatening or Disruptive Behaviors

To ensure the safety and security of the learning community, Spalding University has implemented the following policy. Threats and/or threatening behavior, or acts of violence by members of the community against staff members, faculty, students, visitors, or other individuals on University property or while in the conduct of University business off campus, are cause for removal from the environment and may result in activation of the Honor Code or other disciplinary action or behavioral intervention. As outlined in the Honor Code, Student Handbook and University Catalog, threatening behavior may include— but is not limited to: hitting, shoving, sexual assault, attacks, stalking, verbal or nonverbal threats, vandalism, arson, and carrying/possessing a

weapon of any type (regardless of whether the owner is licensed to carry it or not) or explosives. In addition, damage or destruction to University property may result in disciplinary action.

A member of the learning community who exhibits inappropriate or disruptive behavior that can be deemed threatening or potentially threatening may be subject to disciplinary action up to and including judicial action, suspension or expulsion. The individual may be required to undergo a psychological assessment or attend counseling as a condition of continued enrollment or may be involuntarily withdrawn from the university and required to undergo assessment/counseling as conditions of readmission. Failure to attend counseling may result in further disciplinary/behavioral intervention up to and including expulsion or dismissal from the university.

A report of threatening and/or violent behavior is disclosed only to those accepting the report in order to protect the reporting individual(s) from possible retaliation as well as the alleged offender. Information regarding such reports is only provided to individuals with a need to know and as required by courts and law enforcement agencies.

Reporting

Any member of the learning community who becomes aware of, or believes that he or she has witnessed an incident of violent or threatening behavior, or who is the recipient of threatening and/or violent behavior, should immediately report such incident(s) to Campus Safety, the Dean of Students or the Compassion Action Team. If the individual is an employee of the university the report should also go to the employee's supervisor, the supervisors' manager, or the Director of Human Resources.

If the person reporting believes that someone may be in imminent danger or if the incident in question has resulted in anyone being physically harmed, the first call should be to 911 followed immediately by contact with Campus Safety at 873- 4444.

Behavioral Intervention

Spalding University has an established and functioning Compassion Action Team: a multi-disciplinary group whose purpose is to come to the aid of individuals exhibiting aggressive, disruptive or troublesome behavior. The team is designed to function as an early identification system for at-risk individuals. Its purpose is to be both caring and preventive. The CAT is the only resource for collecting information holistically about coping challenges that may lead to aggressive and/or self-destructive behavior. If you have concerns about anyone connected with the Spalding University community, students, faculty, or staff, you should share these concerns with the CAT team members.

- CAT is designed as an early identification system for at-risk students;
- CAT is the only resource at Spalding University collecting information holistically about student mental health, disability and coping challenges;
- If you are concerned about your son or daughter, a roommate, or a friend, you should feel welcome to share your concerns with the team;
- The team accepts anonymous reports;

The CAT members will track individuals who demonstrate patterns, trends and disturbances that are detrimental to the individual or to the educational goals or the safety of individuals within the learning community. This information is used to conduct an investigation, and if warranted, employ mechanisms for support, without resorting to punitive measures. The team attempts to utilize university and community resources to resolve self-injurious or threatening behavior before it escalates to the level of an actual threat or crisis. All matters brought to the attention of the BIT are kept in utmost confidentiality. If a student is noted to be behaving in a self-harmful, threatening or manner that raises your concern, then we ask you to encourage that individual to seek counseling at the Student Counseling Center. Current students can obtain additional information about counseling services through the student portal at my.spalding.edu. To make an appointment or share your concerns with a counselor please call 502-873-4489 or e-mail kbaumgart@spalding.edu.

It is highly recommended that these concerns be shared with a member of the Compassion Action Team as soon as a student's self-harmful or potentially dangerous behaviors are noted. Providing the BIT with information about concerns of a student's behavior will enable the team to assess the potential threat level and potentially provide professional assistance in dealing with the issue.

Contact with the Compassion Action Team will be kept confidential.

Signs of Concern

What Are Signs to Watch For?

Typically individuals leave clues as to his/her state of mind. These clues are signs that cause concern amongst friends, colleagues, instructors or sometimes through online exchanges with others. Reporting such signs provide professionals the best chance to head off mounting anxiety before it escalates into possible violence. Sharing what you the information is gathered, a caring and effective intervention can be conducted by the CAT members.

Participation from everyone in bringing individuals who behave out of character, or "strangely" to the attention of the CAT is crucial. There is no single "profile" or behavior that can accurately identify an aggressor or a person dealing with psychological issues. It is helpful to separate these individuals into two distinct categories of behavior in order to illustrate the signs.

Emotional Distress Signs

- Mood swings from "high" to "depressed"
- Delusions and hallucinations
- Use or misuse of drugs/alcohol or engaging in high risk behaviors
- Eating disorders including eating too much, too little or purging
- Radical change in behavior e.g., not acting like themselves
- Sudden loss of interest, general fatigue or malaise

- Shift in personal hygiene such as not bathing
- Conflicts with authority, passive aggression (not completing assignments as directed)
- Uncontrolled anger or outbursts
- Participating in events that could inflict harm to themselves or others
- Writes or speaks about suicide
- Suddenly “dropping off the radar” or not responding to friends

Aggression Signs

According to the Center for Aggression Management, aggression exists in two basic forms: Primal and Cognitive. Primal aggression is the more common, and most easily identified and dealt with. Primal aggression is adrenalin driven; it starts with a common see, hear or notice that is of concern is vital information for the CAT to act upon. Once triggering event, such as having a flat tire on the way to work, followed by a series of escalating events brought on by further disruptions to an otherwise “normal” day. Simply put, everyone is capable of getting into a “foul mood” from time to time. How effectively an individual copes with adverse situations is what determines the potential for them to commit a threatening act.

The signs of primal aggression are most often displayed openly: an angry reply to a greeting, over reacting to casual requests, exaggerated physical actions, reduced verbal control, and finally, total loss of physical control to the level of striking another person. All of which can transpire in relatively short period of time.

Cognitive aggressors are less visibly recognizable, and usually take a much longer time to build up to actual aggression. Possible signs of cognitive aggressors can initially appear as notes left in obvious places, messages of threatening acts, attempts to convince others of the validity of their viewpoints, and the absolute refusal to accept an alternative view. In more advanced stages, their behavior seems to make little sense, when they speak they may lay groundwork of suspicion or blame about the potential target or become completely withdrawn from former peers.

Reporting these behaviors help campus authorities to provide intervention with an individual before they harm themselves or someone else. To make a report to the Behavioral Intervention Team you may contact the Dean of Students at 502-873-4488, the Director of Counseling at or 873-4458 or Campus Safety at 502-873-4444. The Dean of Students will contact the individual to discuss the concern while keeping all reporting information as confidential as possible. Based on the meeting with the Dean the situation will be brought before the BIT for ongoing monitoring and possible action.

Crime statistics

Campus Safety maintains a close relationship with Louisville Metro Police Department and Louisville Fire Department to ensure that it is notified of any crime or incident report that is made directly to them. Campus Safety will disclose any crime report made directly to any local law enforcement agency by a member of the campus community.

Specific details such as student names may be omitted to protect confidentiality when it is deemed that disclosure of these details are not necessary to maintaining safety. In compliance with the Cleary Act all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and for sexual assault the FBI National Incident-Based Reporting System Handbook.

Definitions of Reportable Crimes

Criminal Homicide

- Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter. The killing of another person through gross negligence.

Forcible Sex Offenses

- Forcible Rape. The carnal knowledge of a person, forcibly and/or against that persons will; or not forcibly or against the persons will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- Forcible Sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against the persons will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object. The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will; or not forcibly or against the persons will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will; or, not forcibly or against the persons will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-Forcible Sex Offenses

- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury constitutes aggravated assault. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a

gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

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

Motor vehicle theft

The theft or attempted theft of a motor vehicle is a specific form of theft. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Other offenses

- Liquor law violations. The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)
- Drug abuse violations. Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives(morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Bensedrine).
- Weapon law violations. The violation of laws or ordinances dealing with weapon offenses are regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

How do we compile these statistics?

Campus Safety collects the crime statistics disclosed in the charts through a number of methods. Campus Safety officers enter all reports of crime incidents made directly to the department through in the Campus Crime Log. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	1	0	1
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
e. Robbery	0	2	0
f. Aggravated assault	0	2	0
g. Burglary	4	4	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Caveat:

Criminal Offenses - On-campus Student Housing Facilities

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	1
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Caveat:

Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	1
Incest	0	0	0
Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Fire Safety Report

Annual fire safety reports on student housing

Fire Statistics

Spalding University reports no fire incident in student housing for the 2013-2015 academic year; there have been no injuries, deaths, or property damage due to fires in student housing.

Summary of Fires

Name of Facility	2014			2015			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Morrison Hall	0	0	0	0	0	0	0	0	0
Spalding Suites	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

On-Campus Student Housing and Life Safety Systems

Spalding University has a total of 2 on-campus student housing facilities. Each facility is equipped with fire detection systems, including smoke and heat detectors, and pull-box alarm stations. Each facility is fully suppressed with fire sprinklers. All fire life safety systems are electronically monitored by MidAmerica Security Systems.

Mandatory Supervised Fire Drills

Spalding University Residence Life conducts four mandatory fire evacuation drills per calendar year. The fire evacuation drills are supervised by the Director of Residence Life, Campus Safety and selected members of the Residence Life staff. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility. Three of the fire evacuation drills are conducted during the daytime hours and one fire evacuation drill is conducted after dusk.

Fire Safety Policies and Rules

Spalding University fire safety regulations are intended to prevent injuries to members of the University community and physical damage to facilities. Rooms are inspected periodically, at random times, to assure compliance with University regulations. Because of the seriousness of the regulations that cover fire safety, Spalding University takes disciplinary action on the first offense. Such actions may include the imposition of a fine/mandatory service by Residence Life. The University has the right, moreover, to require students who violate fire safety rules to vacate their accommodations with no financial credit for the remainder of the semester.

Spalding University has prohibitions for items including candles, smoking, incense, halogen lamps, and fireworks.

Training

Spalding University conducts training for Resident Advisors as well as for First Year Residence Life Students.

Resident Adviser training covers:

- Evacuation and emergency preparedness
- Organizational mandates
- Fire inspection program
- Kitchen fire safety
- Life safety systems

First Year Residence Life Student training covers:

- Fire inspection program
- Organizational mandates
- Kitchen fire safety
- Life safety systems
- Evacuation
- Emergency preparedness
- Arson

Electrical Appliances

Below are some required features for approved electrical appliances:

- Coffee makers: a thermostat and in-line fuse;
- Iced tea makers: a thermostat and in-line fuse;
- Hot air popper: a thermostat and in-line fuse. No reservoir for heating butter/margarine;
- Tea kettle: a thermostat and in-line fuse. Restricted spout opening;
- Water coolers: a thermostat and in-line fuse;

Final approval for all appliances is through the Director of Residence Life.

Future Improvements for Fire Safety

Spalding University will make improvements to on-campus student housing when Necessary.

Campus Residential Student Housing Fire Report Fire Safety and Response Procedures

The following measures should be reviewed and utilized in the event there is a fire at any location on campus.

There are basically two types of fires: Minor fires, which can be extinguished with a fire extinguisher, and major fires, which require assistance from the Louisville Fire Department. Both however, call for calm, immediate action by the person discovering the fire.

It is recommended that everyone make note of the closest fire alarm pull stations located near classrooms, offices and public spaces that are used or visited most frequently.

If flames are observed:

1. Upon discovery of any fire or flames, activate the fire alarm at the nearest pull station.
2. Immediately evacuate the building and remember to assist individuals with limited mobility to safety.
3. Go to the nearest phone and call 9-1-1 and report the fire, giving information as requested by the operator (0) dispatcher. Stay on the phone until released by the operator/dispatcher.
4. After alerting the operator, call Campus Safety at 4444 or 873-4444 and give the fire location to the officer.

If you smell smoke or have any other indication of fire:

1. Immediately contact the Campus Safety at 4444. Describe what you have observed and give your name and exact location.
2. Alert other building occupants in the immediate area to prepare for evacuation and assist the disabled in exiting the building.
3. Wait outside the building for the arrival of Campus Safety Officer(s) and/or the Louisville Fire Department. Be prepared to provide additional information and your observations to responding personnel.

NOTE: In the case of a small fire, if you have been trained on how to use fire suppression equipment and choose to attempt to extinguish the fire, proceed to the nearest fire extinguisher, which in most cases, is located near the fire alarm; then follow the basic operational instructions to do so. If the fire gets out of control or you judge the fire to be too large to attempt to extinguish singlehandedly, immediately notify persons in the area to evacuate the building, call the Fire Department at 9-1-1 for help when in a safe location to do so and then call Campus Safety at 873-4444.

Fire Evacuation Procedures

If you hear an alarm sound:

1. Evacuate the building immediately and assist the disabled in exiting the building. If smoke is present, keep low to the floor.
2. Before opening the door, feel the upper portion of the door. If the upper door or doorknob is hot, DO NOT open the door.
3. If the door or the doorknob is not hot, brace yourself against the door and open it slightly.
4. If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
5. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.
6. Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.

7. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
8. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage.
9. **DO NOT USE ELEVATORS!!!** Assist persons with disabilities and mobility issues to exit the building. If the nearest exit is blocked, go to an alternate exit.
10. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in 6 through 8.
11. After leaving the building, **DO NOT** re-enter. Stay clear of responding emergency equipment and personnel.
12. **DO NOT** attempt to re-enter the structure to retrieve any items until the building is cleared by University Officials or the Fire Department.