

2019 Annual Security and Fire Safety Reports

Taylor University Student Right to Know

Fall 2020



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For Further Information

Taylor University Police Department 765-998-5396

Emergencies x85555

The Campus Sex Crimes Prevention Act of 2000

Taylor University students, faculty and staff can view the national registry of sexually-violent offenders online at <http://www.nsopr.gov/> and <http://www.icrimewatch.net/indiana.php> or at the Taylor University Police Department. The Registries are updated on a regular basis by the U.S. Department of Justice and by Sheriff's departments in Indiana counties where crimes occur. Contact: Taylor University Police Department (765-998-5395, x85395) for more information.

Introduction

Taylor University is an interdenominational evangelical Christian undergraduate institution of higher education with a campus of 952 acres in Upland, Indiana, enrolling about 1,786 undergraduate and 34 graduate students. An additional 290 undergraduate and 137 post-baccalaureate students are enrolled per term, in online courses.

Information in this brochure applies to the Upland campus only, and is distributed in order to comply with the federal government's Student Right to Know and Crime Awareness and Campus Security Act of 1990 (Public Law 101-542), as amended.

The Taylor University Police Department is the department responsible for law enforcement, security, and emergency response at Taylor University, Upland campus. The Department is located in the LaRita R. Boren Campus Center, and is open 24 hours a day / 365 days a year. Full-time staff consists of 4 full-time police officers, all of whom have been certified by the Indiana Law Enforcement Academy and granted police powers by the State of Indiana and the Taylor University Board of Trustees. Additionally, there are 8 part-time police officers, also certified by the Indiana Law Enforcement Academy and granted police powers by the State of Indiana and the Taylor University Board of Trustees. Additionally there is 1 Campus Safety non-sworn officer who assists with security related duties, and 1 clerical staff person.

Also available to current and prospective students and employees, Taylor University maintains an annual Fire Safety Report and Fire Log. Beginning fall 2011, the Fire Safety Report was included with the Annual Security Report. Paper copies of these reports can be obtained upon request to the office of institutional research 765-998-4627.

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Reporting of Criminal Actions or Emergencies

Taylor University identifies all employees as mandatory reporters. If you learn about sexual harassment, sexual discrimination, or sexual assault you are expected to promptly contact the campus Title IX Coordinator, Deputy Coordinators, or Human Resources. The Title IX Coordinator will assume responsibility for informing

appropriate university officials and activating the process. All other serious crimes covered by the Cleary Act must be reported to the Taylor University Police Department.

To report a crime or emergency, members of the campus community should call 911 (for emergencies) and 998-5555 (non-emergencies, or after-hours) for general reporting of crime or other non-emergency officer assistance. All campus phones in public areas have the after-hours number posted on the phone. This number is manned 24 hours a day, seven days a week. In the lobbies or public areas of all campus buildings there are free on-campus public phones from which the Taylor University Police Department can also be reached by dialing x85555.

The Taylor University Police Department maintains both direct telephone and two-way radio contact with the Upland Police Department, Gas City Police Department, Upland Fire Department, Grant County Sheriff's Department, Grant County Ambulance Service, and the Indiana State Police. Students are encouraged to dial 911 to ensure quicker response to an emergency.

A crime may be reported to any campus security authority or any member of the Taylor University Police Department.

Campus security authorities are:

Dean of Students	Director of Housing
Director of Student Programs	Director of Calling & Career
Director of American Ethnic Student Programs	Director of International Student Programs
Director of Counseling Center	Director of Student Ministries
Director of Health Center	Residence Hall Director
Director of Student Life Programs	

However (for reporting of sexual assaults see Sexual Assault Policy below), members of the Counseling Center staff and faculty and staff of the Campus Ministries Office may not be required to report some crimes to the Chief of Police of the Taylor University Police Department when knowledge of the crime has come to them in the performance of their counseling duties.

Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community, and to guests and visitors during normal business hours, Monday through Friday and limited hours on Saturday.

All buildings are currently using a key lock, or card access system. The administrative and service buildings are locked after business hours and on weekends. The academic buildings are locked by midnight during weekdays and by the early evening hours on Saturday, except where University functions requested by authorized faculty/staff and confirmed through the Taylor University Police Department, necessitate otherwise. Almost all buildings remain locked on Sundays.

The main lounges of all residence halls are closed to members of the opposite sex at 1:00 am daily. Additionally, all residence halls are secured 24/7 with electronic card access only for residents and authorized personnel. Gerig Hall, Bergwall Hall, Breuninger, and Swallow-Robin, which house both men and women, are closed to non-hall residents at this time.

The main entrances of all residence halls are locked at 1:00 am every night. Other doors are locked from 10:00 pm to 2:00 am every night, depending on University faculty/staff needs and upon proper authorization from the Taylor University Police Department. Entrances in all residence halls are unlocked at 9 am each morning. Persons entering after halls are locked may be requested to show their Taylor ID card to the assisting staff person.

Maintenance and Security of Campus Facilities

Taylor University is committed to maintaining a safe and secure environment for those who are a part of the Taylor community. In recent years exterior lighting along the walkways, parking lots and building exteriors of the campus has been significantly improved. Periodic surveys are completed by the Taylor University Police Department and the Physical Plant Department to determine if lighting is adequate. Members of the campus community are encouraged to report any lighting deficiencies to the Taylor University Police Department at x85396 or the Physical Plant Director at x85224.

Exterior doors on campus buildings are checked and secured each evening by Taylor University Police officers. Any door and security hardware operating deficiencies are reported by the officers to the Maintenance Department.

Parking lots and facilities are actively patrolled by Taylor University Police officers every shift.

Law Enforcement Authority and Interagency Relationships

The law enforcement officers of the Taylor University Police Department have full law enforcement authority on all property owned or controlled by the university including all streets contiguous to and running through the campus, including parts of the Town of Upland. As per state law, this law enforcement authority also extends to any area when assisting another law enforcement agency in an official capacity as a certified police officer in the State of Indiana.

The Taylor University Police Department maintains a close working relationship with the Upland Police Department, Gas City Police Department, county and state law enforcement agencies and appropriate elements of the criminal justice system. Crime related reports are routinely exchanged with the local police department and informal meetings are often held. Taylor University Police and local police work together on investigations of criminal activity on and near Taylor University's campus.

In cooperation with law enforcement agencies, Taylor University, Upland, enforces laws regulating underage drinking, driving while under the influence of alcohol, the use of controlled substances, and weapons. Use or possession of alcohol, narcotics, or tobacco products is strictly forbidden on or off campus. In addition, the possession of firearms and weapons in residence halls and anywhere on University property is forbidden at any time.

Security Awareness and Crime Prevention Programs

The philosophy of Taylor University, Upland, is to prevent crime rather than react to crimes already committed. Through educational programs, alerting students and staff to previous activity, asking for voluntary assistance, and asking each person to be responsible for his/her own security and the security of others, much can be done in the area of prevention. In addition to the prevention programs listed in Sexual Assault Policy below, the following programs and projects are employed by this campus:

1. Emergency telephones...campus phones located in public areas of every building have the emergency phone number posted on them.
2. Crime prevention presentations...a number of crime prevention and safety presentations are given annually to staff and students. These usually take place in the residence halls or dining commons.

3. Students and staff are strongly encouraged to be the "eyes" and "ears" of Taylor University Police Department by immediately reporting suspicious activity by calling x85555, or if in an emergency situation by calling 911.

In addition to crime prevention, the Taylor University Police Department provides the community with timely reports of crimes committed on or off campus considered to be a threat to students or employees through campus bulletins, The Echo (the weekly school newspaper), residence hall directors, and announcements in classes and chapels.

Sexual Assault Policy

Sexual Assault Prohibited. Any commission of a sex offense prohibited by Indiana or federal law is a violation of Taylor University's Sexual Assault Policy and the University's "Life Together Covenant." Members of the student body, faculty, support staff, and administrative personnel are included under this policy and within the agreement of the "Life Together Covenant." Any violation of this policy may lead to criminal sanctions or discipline up to and including expulsion or termination as applicable.

Reporting Sexual Assaults. Taylor University encourages all victims of sexual assault to report such incidents to any Campus Security Authority. The decision to file a report with the Taylor University Police Department or any other local, county, or state law enforcement agency is to be made by the victim. Filing a report with the police does commit the victim to pressing charges, but not necessarily to testifying in court. While follow-up options are presented and discussed, the final decisions are left to the victim. Student Development personnel will help victims contact the police if assistance is requested.

Following a sexual assault, the victim's physical well-being is a primary concern because of the risk of sexually transmitted diseases, pregnancy, and/or physical injuries which may not be apparent. All victims should seek immediate medical attention; however, even if time has passed, it is important to seek medical care.

Taylor University Sexual Assault and Violence Policy

Violence Against Women Act/Campus Sexual Violence Elimination Act Policies and Procedures

- I. Introduction, Definitions, and Purpose
- II. Campus Security/Safety Authorities
- III. The Campus SaVE/Violence Against Women Act
- IV. Legal Options for Victims
- V. Taylor University Policy Against Sexual Assault/Harassment
 1. Victim Assistance
 2. Disciplinary Process
- VI. Additional Resources for Victims of Crimes

I. Introduction, Definitions, and Purpose

On March 7, 2013, President Obama signed a bill enhancing and reauthorizing the **Violence Against Women Act**, which includes the **Campus Sexual Assault Violence Elimination Act (Campus SaVE)**. The legislative amendment to the Jeanne Clery Act affords additional protection and rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. This document serves to establish a standardized policy for Taylor University in keeping with the requirements in the legislation, and provide definitions for sexual assault/battery, dating violence, stalking, and domestic violence as defined by State of Indiana criminal law. This also covers sexual harassment. More

importantly, this document serves as a resource to assist university officials working together collaboratively to better protect and serve Taylor University students, faculty, staff, and visitors.

The policies stated herein are also consistent with the University's obligations under Title IX of the Education Amendments of 1972. Sexual misconduct is considered a form of sexual harassment under Title IX because it is discrimination on the basis of sex.

II. Campus Safety/Security Authorities

- A. Certain individuals at Taylor University, by nature of their authority and campus responsibility are part of the Campus Security Authority. Per Clery Act guidelines this includes the following individuals:
 1. Taylor University Campus Police
 2. Non-police security staff responsible for monitoring university property
 3. People/offices designated under university policy as those to whom/which crimes should be reported
 4. University officials with significant responsibility for student and campus activities (exempted officials include pastoral and professional counselors)
- B. Faculty members who do not have responsibility for student or campus activities beyond the classroom as well as clerical staff and facility services staff, while not technically campus security authority, should still immediately report incidents to designated campus security authority personnel when any such incidents are brought to their attention.

III. The Campus SaVE Act/Violence Against Women Act

<http://clerycenter.org/ca0mpus-sexual-violence-elimination-save-act>

- A. The Campus SaVE Act identifies additional criminal offenses which must be maintained and reported to include:
 1. Domestic Violence
 2. Sexual Violence
 3. Dating Violence (Battery)
 4. Stalking
- B. The aforementioned offenses as defined under Indiana State law:
 1. **Domestic Violence (Domestic Battery)** Indiana State Code IC 35-42-2-1.3
"Victim" defined – Indiana State Code IC 35-37-6-3
Sec. 3. As used in this chapter, "victim" means:
 - (1) an individual against whom an act of:
 - (A) domestic or family violence;
 - (B) dating violence;
 - (C) sexual assault (as defined in IC 5-26.5-1-8);
 - (D) human and sexual trafficking (IC 35-42-3.5); or
 - (E) stalking (IC 35-45-10-5);is committed; or
 - (2) an individual:
 - (A) who is not accused of committing an act of domestic or family violence, dating violence, sexual assault (as defined in IC 5-26.5-1-8), human and sexual trafficking (IC 35-42-3.5), or stalking (IC 35-45-10-5); and
 - (B) who:
 - (i) is a member of the family of an individual described in subdivision (1); but
 - (ii) is not a family member who is accused of committing an act of domestic or family violence, dating violence, sexual assault (as defined in IC 5-26.5-1-8), human and

sexual trafficking (IC 35-42-3.5), or stalking (IC 35-45-10-5).

As added by P.L.136-1987, SEC.5. Amended by P.L.104-2008,

Sec. 1.3. (a) A person who knowingly or intentionally touches an individual who:

(1) is or was a spouse of the other person;

(2) is or was living as if a spouse of the other person as provided in subsection (c);

or

(3) has a child in common with the other person;

in a rude, insolent, or angry manner that results in bodily injury to the person described in subdivision (1), (2), or (3) commits domestic battery, a Class A misdemeanor.

(b) However, the offense under subsection (a) is a Level 6 felony if the person who committed the offense:

(1) has a previous, unrelated conviction:

(A) under this section (or IC 35-42-2-1(a)(2)(E) before that provision was removed by P.L.188-1999, SECTION 5); or

(B) in any other jurisdiction, including a military court, in which the elements of the crime for which the conviction was entered are substantially similar to the elements described in this section; or

(2) committed the offense in the physical presence of a child less than sixteen (16) years of age, knowing that the child was present and might be able to see or hear the offense.

(C) In considering whether a person is or was living as a spouse of another individual for purposes of subsection (a)(2), the court shall review:

(1) the duration of the relationship;

(2) the frequency of contact;

(3) the financial interdependence;

(4) whether the two (2) individuals are raising children together;

(5) whether the two (2) individuals have engaged in tasks directed toward maintaining a common household; and

(6) other factors the court considers relevant.

2. Sexual Violence (Rape) Indiana State Code IC 35-42-4-1

Sec. 1. (a) Except as provided in subsection (b), a person who knowingly or intentionally has sexual intercourse with a member of the opposite sex or knowingly or intentionally causes another person to perform or submit to deviate sexual conduct when:

(1) the other person is compelled by force or imminent threat of force;

(2) the other person is unaware that the sexual intercourse or deviate sexual conduct is occurring; or

(3) the other person is so mentally disabled or deficient that consent to sexual intercourse or deviate sexual conduct cannot be given; commits rape, a Class B felony.

(b) An offense described in subsection (a) is a Class A felony if:

(1) it is committed by using or threatening the use of deadly force;

(2) it is committed while armed with a deadly weapon;

(3) it results in serious bodily injury to a person other than a defendant; or

(4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

3. Dating Violence (See Domestic Violence/Domestic Battery - Indiana State Code IC 35-42-2-1.3 and IC 35-37-6-3)

4. Criminal Stalking Indiana State Code IC 35-45-10-5

Sec. 5. (a) A person who stalks another person commits stalking, a Level 6 felony.

(b) The offense is a Level 5 felony if at least one (1) of the following applies:

(1) A person:

(A) stalks a victim; and

(B) makes an explicit or an implicit threat with the intent to place the victim in reasonable fear of:

(i) sexual battery (as defined in IC 35-42-4-8);

(ii) serious bodily injury; or

(iii) death.

(2) A protective order to prevent domestic or family violence, a no contact order, or other judicial order under any of the following statutes has been issued by the court to protect the same victim or victims from the person and the person has been given actual notice of the order:

(A) IC 31-15 and IC 34-26-5 or IC 31-1-11.5 before its repeal (dissolution of marriage and legal separation).

(B) IC 31-34, IC 31-37, or IC 31-6-4 before its repeal (delinquent children and children in need of services).

(C) IC 31-32 or IC 31-6-7 before its repeal (procedure in juvenile court).

(D) IC 34-26-5 or IC 34-26-2 and IC 34-4-5.1 before their repeal (protective order to prevent abuse).

(E) IC 34-26-6 (workplace violence restraining orders).

(3) The person's stalking of another person violates an order issued as a condition of pretrial release, including release on bail or personal recognizance, or pretrial diversion if the person has been given actual notice of the order.

(4) The person's stalking of another person violates a no contact order issued as a condition of probation if the person has been given actual notice of the order.

(5) The person's stalking of another person violates a protective order issued under IC 31-14-16-1 and IC 34-26-5 in a paternity action if the person has been given actual notice of the order.

(6) The person's stalking of another person violates an order issued in another state that is substantially similar to an order described in subdivisions (2) through (5) if the person has been given actual notice of the order.

(7) The person's stalking of another person violates an order that is substantially similar to an order described in subdivisions (2) through (5) and is issued by an Indian:

(A) tribe;

(B) band;

(C) pueblo;

(D) nation; or

(E) organized group or community, including an Alaska Native village or regional or village corporation as defined in or established under the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.);

that is recognized as eligible for the special programs and services provided by the United States to Indians because of their special status as Indians if the person has been given actual notice of the order.

(8) A criminal complaint of stalking that concerns an act by the person against the same victim or victims is pending in a court and the person has been given actual notice of the complaint.

(c) The offense is a Level 4 felony if:

(1) the act or acts were committed while the person was armed with a deadly weapon;

or

(2) the person has an unrelated conviction for an offense under this section against the same victim or victims.

As added by P.L.242-1993, SEC.4. Amended by P.L.225-1996, SEC.1; P.L.1-1997, SEC.150; P.L.1-1998, SEC.198; P.L.280-2001, SEC.52; P.L.133-2002, SEC.66; P.L.158-2013, SEC.541.

IV. Legal Options and Resources for Victims

- A. As a victim of a crime you have the right to file a criminal complaint and follow through with any prosecution as authorized by the prosecutor's office.
- B. As a victim you also have the right to request a **Protection Order** for protection against criminal activity including, but not limited to, sexual violence or stalking.
<http://prosecutor.grantcounty27.us/>

V. Taylor University Policy on Sexual Violence and Sexual Harassment

- A. **Sexual Violence and Sexual Harassment Are Prohibited.** Any commission of a sex offense prohibited by Indiana or federal law is a violation of Taylor University's Sexual Assault and Violence Policy and the University's Life Together Covenant. Members of the student body, faculty, support staff, and administrative personnel are included under this policy which is also consistent with the "Life Together Covenant." Any violation of this policy may lead to criminal sanctions and/or discipline, up to and including expulsion or termination as applicable.

Sexual Misconduct Guidelines

Remaining sexually pure is God's plan for our lives. The following guidelines are intended to provide direction when dealing with students who are sexually involved outside of the marriage relationship. A caring and compassionate attitude must be carefully and continually demonstrated with students who are impacted by these guidelines. Both male and female students will be held equally responsible for the consequences of their sexual activity. These guidelines assume that the student is willing to receive assistance.

- 1) The student(s) will be placed on citizenship probation for a minimum of two (2) complete semesters.
- 2) Because of the extremely sensitive nature of this issue, parents may be involved on a case-by-case basis. In all cases, students would be counseled to inform their parents. The institution reserves the right to notify parents.
- 3) The student(s) will be required to meet with a qualified counselor.
- 4) The following guidelines apply to women who become pregnant outside of the marriage relationship:
 - a) The student must receive regular prenatal medical care and counseling.
 - b) The student will not be allowed to live in a residence hall during the third trimester of her pregnancy. Alternate housing arrangements must be approved by Student Development. The Student Development staff prefers that the student live with her parents during the third trimester of the pregnancy.
- 5) When appropriate, similar housing restrictions will apply to the father of the child.

Anti-Harassment policy and Complaint Procedure

Taylor University is committed to the highest standards of Biblical conduct and intentional covenant Christian community.

With that commitment in mind the University intends to maintain an academic environment and a workplace free of sexual and other harassment and intimidation, including harassment based on race, color, sex (with or without sexual conduct), religion, national origin, protected activity (i.e. opposition to prohibited discrimination or participation in the statutory complaint process), age, or disability. It is the intent of this policy to affirmatively raise the subject of sexual and other harassment, to express strong disapproval against such actions, to identify a complaint procedure whereby students and employees have the right to raise harassment issues, to establish an investigative procedure for such alleged misconduct, and to provide for an effective and appropriate response to this type of conduct, including sanctions against anyone violating this policy. The University is also committed to ensuring that others who may have a connection to our community do not subject its students and employees to harassment. Accordingly, this policy applies to visitors, management and non-management employees, vendors, and others with whom we have a relationship.

Sexual and other harassment is a form of misconduct, which undermines the integrity of the educational and/or employment relationship. Harassment is not only offensive, but it may also harm morale and interfere with the effectiveness and ability to fulfill responsibilities to students and others the University serves. All students and employees must be allowed to learn and/or work in an environment free from unsolicited and unwelcome sexual overtones and harassment in any form. Sexual harassment for purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's academic progress or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic progress, learning ability, work performance or creating an intimidating, hostile, or offensive academic or working environment.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. However, sexual harassment does include, but is not limited to, actions such as: (1) sex-oriented verbal "kidding" or abuse, (2) possession, display, or distribution of photographs, drawings, objects, or graffiti of a sexual nature, (3) subtle pressure for sexual activity, (4) physical conduct such as patting, pinching, hugging, or constant brushing against another's body, (5) explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's academic or employment status, (6) offensive sexual flirtations, advances or propositions, and (7) any other offensive, hostile, intimidating, or abusive conduct of a sexual nature.

In light of this, the best admonition for students, faculty and staff is to follow the Biblical principles of "avoiding the very appearance of evil" and to limit their own freedoms if their exercise could, or does cause others to stumble or to be seriously discomforted.

Complaint Procedure

The University has adopted a complaint procedure that assures a prompt, thorough, and impartial investigation of all complaints, followed by swift and appropriate corrective action where warranted. The University encourages students and employees to report harassment and other inappropriate conduct before it becomes severe or pervasive. While not all incidents of harassment violate the law, the University does intend to prevent and correct harassment and other inappropriate conduct before it rises to the level of a violation of law.

Students who believe this policy has been violated in any way should feel free to follow the Grievance Procedure included in this handbook. Students who believe that they are victims of some form of harassment prohibited by this policy must report this immediately to the VP for Student Development & Dean of Students.

No students will be subject to adverse treatment or retaliation because they report a violation or potential violation of this policy or provide information concerning such reports.

All faculty members, administration and management employees of the University are held accountable for supporting the effective administration of this Policy. If they are advised of any alleged violation of this Policy, or if they independently observe conduct which may be prohibited by this policy, they must immediately report the matter to the Assistant Director for Human Resources or the appropriate Vice President so that an appropriate investigation can be initiated. Under no circumstances will the individual who conducts the investigation, or who has any direct or indirect control over the investigation, be subject to the supervisory authority of the alleged harasser.

False Complaints

Since Taylor University takes seriously any complaints of harassment, it also takes very seriously any false complaints filed by students or employees. Our desire is to protect all students and employees from false complaints. If it is discovered that a student or an employee has filed a harassment complaint falsely, that individual will be disciplined up to, and including, expulsion or termination from employment.

Investigation Process

All complaints will be promptly investigated. In addition, we encourage individuals to place their complaints in writing. Written complaints by students are to be submitted to the VP for Student Development & Dean of Students. Individuals submitting complaints of harassment are assured that a thorough investigation of such complaints will be conducted.

During these investigations, the person accused of harassment will be informed of the accusation(s) against him/her and will be given the opportunity to state his/her side of the matter. The VP for Student Development & Dean of Students has the responsibility of keeping the appropriate persons informed of the process and all final determinations. The complaint and information collected during such an investigation will be kept confidential to the highest extent possible and will only be disclosed to persons involved directly in conducting the investigation and those determining what action, if any, to take in response to the complaint. Complete confidentiality cannot be guaranteed because an effective investigation usually requires revealing certain information to the alleged harasser and potential witnesses.

Determination and Action

If, following a complaint of sexual or other harassment, an investigation reveals that some act of sexual or other harassment, or other inappropriate conduct or behavior has occurred, fair, prompt and appropriate corrective action will be taken. All appropriate parties will be informed of that determination. If it is determined that a violation of this policy has taken place, the person who engaged in such conduct or behavior will be subject to sanctions or penalties, up to and including suspension and/or expulsion (if a student) or termination of employment (if an employee). If the offender is not an employee of the University, the University will take reasonable measures to the extent it can exercise any control over the individual.

If, through investigation, the evidence is inconclusive and no determination can be made that a violation of this policy took place, all appropriate parties will be informed of this result.

Any student or employee who is not satisfied with the resolution reached by the University may use the established grievance policies and procedures of the University.

In order to demonstrate the University's commitment to the establishment and maintenance of an environment free from harassment, copies of this policy will be provided to all students and employees through employee and student handbooks. This policy will be posted in central locations. If any student has a question about the policy, he/she may direct them to his/her faculty advisor or to the VP for Student Development & Dean of Students.

The University's goal is to maintain a productive and satisfying academic and work atmosphere by ensuring that all individuals within the Taylor community are treated with mutual consideration and respect.

Reporting Sexual Violence and Sexual Harassment

Taylor University encourages all victims of sexual assault to report such incidents to any Campus Security Authority (list provided under the heading "Report a Criminal Action or Emergency"). The decision to file a report with the Taylor University Police Department or any other local, county, or state law enforcement agency is to be made by the victim. Filing a report with the police typically assumes that the victim will press charges but does not necessarily require testifying in court. While follow-up options are presented and discussed, the final decisions are left to the victim. Student Development personnel will help victims contact the police if assistance is requested.

Following a sexual assault, the victim's physical well-being is a primary concern because of the risk of sexually transmitted diseases, pregnancy, and/or physical injuries which may not be apparent. All victims should seek immediate medical attention; however, even if time has passed, it is important to seek medical care.

Moreover, retaliation against any person making a report is strictly prohibited.

Victim—What To Do

If you are a victim of a sexual assault, get to a safe place as soon as you can.

Then you should: CALL 9-1-1

- 1. Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.**
- 2. Call the Taylor University Police Department (998-5555) or another police agency -- even if you are unsure about testifying in court.**
- 3. Get medical attention as soon as possible. The Taylor University Police Officers or other police will help you with this.**
- 4. Call a close friend, residence hall director, or other trusted person who can be with you for support.**
- 5. Use the Sexual Assault Services Consultants for crisis counseling, assistance with medical treatment, safe shelter options, and assistance with legal issues.**

Investigations and Hearing

Upon receiving a report of sexual assault, domestic violence, dating violence, sexual harassment, or stalking, the appropriate vice president will conduct an investigation in cooperation with the Chief of Police or his designee and will conduct hearings in accordance with procedures that may have been

previously established or that are established in view of the circumstances in the particular matter under review.

For purposes of this section of the policy, the person who is alleging that he/she is the victim is referred to as the "complainant" and the person accused is referred to as the "respondent."

The University's investigative process will ensure that all complaints are investigated adequately, reliably, and impartially. During an investigation, both the complainant and the respondent will be afforded an adequate opportunity to present witnesses and evidence. The adequacy of such opportunity shall be determined by the individual(s) responsible for the investigation.

An investigation should normally be completed within sixty (60) calendar days after the University has notice of an allegation of prohibited conduct or violation of law.

Any time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of time frames for investigations, including extension beyond sixty (60) days. Such circumstances may include the timeframe from date of incident to date first reported, the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. Upon receiving a complaint initial response will be an immediate and reasonable assessment of the level of safety for the individual and the campus community.

During all segments of the hearing process, the complainant and the respondent will be given an opportunity to have an advisor of his/her choice present. The advisor may be an attorney. Individuals serving as advisors to the complainant or the respondent shall have a limited role at the hearing: he/she may advise the individual who selected him/her to serve as an advisor. However, the advisor shall not be permitted to ask questions of witnesses during the hearing. The hearing officer or committee may establish such other procedures in regard to the hearing and the role of the advisor as deemed appropriate.

The evidentiary standard that will be used in resolving the complaint shall be "preponderance of the evidence" which means that it is more likely than not that sexual violence occurred.

The complainant and the respondent will be informed of the status of any and all phases of the hearing process, including:

1. The outcome of any disciplinary proceedings that arise from the allegation of domestic violence, dating violence, sexual assault, or stalking.
2. Information to both the accused and the victim regarding how to appeal the results of the disciplinary meeting
3. Any change in the results before the proceeding and disposition is final
4. When the results will become final
5. The outcome of the hearing

The University will take steps to prevent the recurrence of any sexual violence or other inappropriate behavior and it shall remedy discriminatory effects on the complainant and others, as the University deems appropriate under the circumstances.

The University has the right to modify this policy and guidelines at any time, at its sole discretion as it deems appropriate in connection with matter described in this policy including, but not limited to, an investigation and/or hearing.

VI. Education/Services in the Prevention of Sexual Assault

The Taylor University Police Department and the University Counseling Center offer several educational seminars that are specifically designed to prevent the occurrence of sexual assault. Seminars are offered to student, faculty, and staff groups upon request. Contact the Taylor University Police Department to schedule seminars.

1. The Taylor University Police Department provides an escort service during hours of darkness for person(s) who may be walking on campus. Call x85555 to request an escort.
2. Crime prevention materials are made available to students, faculty, and staff upon request. Crime awareness posters are periodically distributed on campus.
3. The Taylor University Police Department provides the community with timely reports of crimes committed on or off campus considered to be a threat to students or employees through campus bulletins, The Echo (the weekly school newspaper), residence hall directors, and announcements in classes and chapels.
4. The Sexual Assault Services Consultants (representatives from Academic Affairs, Personnel, Counseling Center, Residential Life, Taylor University Police, chairperson, and Health Center) are a central referral source for information relating to the rights, options and services available to a sexual assault/violence/harassment victim. Specifically, consultants are knowledgeable about campus and community referral resources which can provide medical, legal, counseling, advocacy, and academic assistance. The University will consider a change in the victim's academic and living situations after an alleged sex offense, if those changes are requested by the victim and are reasonably available. Consultants can discuss these options. The consultant should not be expected to provide specific or detailed legal, medical, or counseling guidance to a victim and must refrain from doing so unless licensed in the respective field. The consultant is expected to inform the victim both verbally and in writing of the existence and location of services available to assist the victim of a sexual assault. Call x85395 for more information on the Sexual Assault Services Consultants.

For Further Information

Taylor University Police Department: (765) 998-5396

After Hours: x85555

The Campus Sex Crimes Prevention Act of 2000

Taylor University students, faculty and staff can view the national registry of sexually-violent offenders and the Indiana Sheriff's Sex Offender Registry online or at the Taylor University Police Department. The Registries are updated on a regular basis by the U.S. Department of Justice and by Sheriff's departments in Indiana counties where crimes occur. Contact: Taylor University Police Department (765) 998-5395 or x85395 for more information.

VII. Additional Resources Available to Victims of Crime

University Counseling Center

The purpose of the Counseling Center is to enhance the mission of Taylor University by supporting students in the process of academic, personal and spiritual growth, and to assist in enabling students to fully participate in the programs of the university.

The Counseling Center offers:

- Individual Counseling (for depression, anxiety, relationship issues, family problems, eating issues,

- spiritual concerns, conflict resolution etc.)
- Couples Counseling (dating, pre-engagement, pre-marital, marriage)
- Consultation (for students concerned about friends, family members, roommates, boyfriends, girlfriends, spouses, etc.)
- Support Groups (different topics on an "as needed" or "as requested" basis)
- Educational Seminars
- Residence Life Presentations
- Coordination and Referral to On-Campus and Off-Campus Resources

Counseling Center services are available to anyone, currently a student at Taylor University. *These services are free of charge and are strictly confidential.*

Local and County-wide Resources and Assistance

- Upland Police Department..... 765-677-3079
- Grant County Sheriff Department765-662-9836
<http://victimsadvocate.grantcounty27.us/>
- Indiana State Police (Peru, IN).....765-473-6666
- Grant County Prosecutors Office.....765-664-0739
<http://prosecutor.grantcounty27.us/>
- Grant County Hands of Hope.....800-434-8973
<http://www.famservices.com>

Statewide Assistance

- Indiana Coalition Against Domestic Violence...800-538-3393
<http://www.icadvinc.org/>
- Indiana Family Health Council..... 317-247-9151
<https://www.ifhc.org/>
- **Statewide Domestic Violence Hotline**.....800-332-7385
- Indiana Office of Women’s Health.....317-233-1325
<http://www.in.gov/isdh/18061.htm>

FBI Definitions of Crime Categories for Required Statistical Reporting

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

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.

Sex Offenses

FORCIBLE – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

1. **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

2. **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. **Sexual Assault With An Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against this person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
4. **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

NON-FORCIBLE – Unlawful, non-forcible sexual intercourse.

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

VAWA Prevention Language Definitions

Programs to Prevent: Refers to comprehensive educational and training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship, community and societal levels.

Primary prevention: Refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.

Awareness programs: Refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience specific programming (including both students and employees). Awareness month campaigns, “Speak Outs,” rallies or marches, informational poster campaigns or resource websites, and educational programming that focuses on sharing resources and information about these issues are examples of awareness programs.

Bystander intervention: Refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

Risk reduction: Refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community

safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.

Ongoing awareness and prevention campaigns: Refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to SA, DV and stalking prevention. These programs will occur at different levels throughout the institution (i.e. faculty, athletics, and incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

Drug and Alcohol Abuse Education

The Taylor University alcohol and drug abuse program extends far beyond minimum requirements for such programs. Since Taylor, Upland campus, does not permit the use of alcohol or drugs on or off campus, abuse problems tend to be hidden. For this reason the extensive program strives to reach five distinct outcomes:

1. Training and information which may prevent some students, faculty and staff from abusing drugs and alcohol.
2. Training for the campus community so that they will more readily identify current problems.
3. An increase in the level of competency of intervention techniques in a manner that is caring and correct.
4. Better referrals to appropriate agencies and follow up with needed support.
5. A campus-based, user-friendly resource center housing specific needed information.

The full description of the Comprehensive Drug and Alcohol Program is available upon request to the Dean of Students (765-998-5368).

Crime Reporting

In accordance with the Crime Awareness and Campus Security Act of 1990 (P.L. 101-542) as amended, Taylor University, Upland, provides information relating to crime statistics and security measures to current students and employees, and to any prospective student or employee upon request. Daily complaint logs are kept by the Taylor University Police Department, which receives reports from campus security authorities. Contents for the previous 60 days are available to members of the public, and may be viewed at that office between the hours of 8 AM to 5 PM. (Older files can be made available within 48 hrs.) A reasonable charge is accessed for photocopies from the log.

The tables which follow list crimes reported in the past three years on Taylor's campus, those which occurred in campus residence halls, and those which occurred on public property adjacent to or accessible from the campus, respectively (The campus maps within this report indicate the location of adjacent public property). Any serious crimes reported which appear to have been motivated by disability, racial, religious, sexual or ethnic prejudice are also identified. Also reported are the number of arrests and campus judiciary referrals for the following crimes that occurred at similar locations: liquor law violations, drug abuse violations, and weapons possessions.

These statistics are based upon the 2019 Crime Log compiled by the Taylor University Police Department and upon campus judicial information supplied by the Dean of Students. Local law enforcement agencies were

also contacted, but did not provide additional written information. Counseling Center staff do report campus crimes, and encourage clients to do so also.

Crime Statistics

PRIMARY CRIMES	2017				2018				2019			
	On-campus	On-campus Housing	Noncampus	Public Property	On-campus	On-campus Housing	Noncampus	Public Property	On-campus	On-campus Housing	Noncampus	Public Property
Murder/Non-negligent manslaughter	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
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	1	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	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
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
Weapons offense	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violation	0	0	0	0	0	0	0	0	0	0	0	1
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS												
Weapons offense	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violation	2	2	0	0	6	0	0	2	5	0	0	0
Liquor law violation	4	4	0	12	5	0	0	17	8	0	0	6
VAWA CRIMES												
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0	0	0	0
UNFOUNDED CRIMES												
Total unfounded crimes	4				1				0			

Hate Crime Statistics

The FBI defines hate crime: a traditional offense like murder, arson, or vandalism with an added element of bias. For the purposes of collecting statistics, the FBI has defined a hate crime as a “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.”

Hate crimes are to be reported when they occur in the form or in conjunction with simple assaults, larceny-theft, intimidation and destruction/damage/vandalism to property. For the purposes of this report, categories of bias are identified with Race (^{RA}), Religion (^{RE}), Sexual Orientation (^{SO}), Gender (^{GE}), Gender Identity (^{GI}), Disability (^{DI}), Ethnicity (^{ET}), and National Origin (^{NO}), whether real or perceived.

PRIMARY CRIMES	2017				2018				2019			
	On-campus	On-campus Housing	Noncampus	Public Property	On-campus	On-campus Housing	Noncampus	Public Property	On-campus	On-campus Housing	Noncampus	Public Property
Murder/Non-negligent manslaughter	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
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	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
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle theft (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	3 ^{RA}	0	0	0	3 ^{RA}	3 ^{RA}	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

Taylor University Missing Student Notification Policy

If a member of Taylor University community has reason to believe that a student who resides in university housing is missing, he or she should **immediately** notify the Taylor University Police Department at (765) 998-5396 or on-campus extension 85555. The Taylor University Police Department will generate a missing person report and initiate the investigation.

Purpose:

To provide a plan to inform Taylor University students of the university’s policy governing required notifications and procedures within twenty-four (24) hours after the reporting of a missing Taylor University student.

This plan is intended to comply with the *Higher Education Opportunity Act, Section 485*.

Procedure:

Any report of a missing student, should immediately be directed to the Taylor University Police Department (TUPD).

When a student is reported missing, the TUPD shall:

- Contact the Dean of Student Development or his designee within Student Development
- Generate a report and initiate an investigation to determine the validity of the missing person report.
- The Dean of Student Development or his designee shall notify the student's custodial parent or legal guardian as contained in the university records within 24 hours of determining that the student is missing.
- TUPD shall additionally notify the Grant County Sheriff's Department within 24 hours after determining through the investigation that the student is missing.

Notification:

- The Chief of Police, Deputy Chief of Police, or his designee will immediately notify the Dean of Student development.
- The Dean of Student Development shall brief the Associate Dean of Residence Life, Office of the President, and initiate the ***Taylor University Crisis Communication Plan***.
- The Dean of Student Development shall initiate whatever action he/she deems appropriate under the circumstances in the best interest of the missing student, working in conjunction with Office of the President, TUPD, local law enforcement, and Residence Life staff.

Student Contact Information:

It is the responsibility of each student to ensure that there is up to date emergency contact information on file with the Registrar's Office.

Distribution of this policy shall include:

- Posting of this policy on the TUPD web page
- The inclusion of this policy will be implemented in to the student handbook.

Any incidents of missing persons shall be documented in the annual Campus Safety and Security Reports as well as the required annual Clery Act reporting.

2019-20 Campus Fire Safety Annual Compliance Report

September 1, 2020

Overview

The Higher Education Opportunity Act (Public law 110-315) became law in August 2008, requiring an institution that maintains any on-campus student housing facility must distribute an annual fire safety report, or notice of the report to all enrolled students and current employees. The annual fire safety report must outline fire safety practices, standards, and all fire-related statistics for university-owned or controlled student housing. The following public disclosure report details all information required by this law as it relates to Taylor University.

Beginning with the 2011 reporting year, the Annual Security Report and Campus Fire Safety Report have been combined into one document. The document can also be viewed online from the Taylor Student Consumer Information webpage or paper copies of the Annual Security Report and Fire Safety Report are available, upon request, from the office of institutional research (765) 998-4627 or InstResearch@taylor.edu.

General Statement of University Owned/Controlled Student Housing

For academic year 2019-20, the Taylor University main campus located in Upland, Indiana maintained 8 on-campus residence halls and 2 campus apartment complexes. The university continues to improve fire safety as remaining student housing units are replaced with newer facilities, constructed with networked fire alarms and sprinkler systems. The newest dorm, Breuninger Hall, began service fall 2013.

Campus housing and apartments have the following fire prevention and safety systems:

Location	Year Built	Sq feet	Structure type	Fire alarm type	Sprinkler Type
Bergwall	1989	47,605	Masonry/concrete inside & out	Simplex campus network	wet
Breuninger	2013	45,025	Masonry outside/steel framing	Siemens campus network	wet
English	1975	47,300	Masonry/concrete inside & out	Simplex campus network	wet
Gerig	1971	20,028	Masonry/concrete inside & out	Simplex campus network	wet
Olson	1966	46,842	Masonry/concrete inside & out	Simplex campus network	wet
Samuel Morris	1999	65,818	Masonry/concrete inside & out	Simplex campus network	wet
Swallow Robin	1917	14,096	Wood structure/masonry face	Simplex campus network	wet
Wengatz	1965	43,243	Masonry/concrete inside & out	Simplex campus network	wet
Wolgemuth	2011	35,970	Masonry/concrete inside & out	Siemens campus network	wet
Campbell	2008	19,167	Wood structure/masonry face	Siemens campus network	wet

All new residences will be constructed with networked fire alarms and sprinkler systems.

Fire Statistics

Fire statistics are collected and recorded by the Taylor University Police Department in the Fire Log. The document contains the nature of the fire, fire date and time of day, and general location and is accessible for viewing on-site upon request, during regular business hours.

HEOA Campus Safety and Security Reporting Requirements define fire, for the purposes of fire safety reporting as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

For purposes of university compliance and record keeping, please report fires that have occurred in student housing to the Taylor University Police (765) 998-5395 or email ctrstuddev@taylor.edu.

2019-20 Fire Statistics for on-campus Student Housing and off-campus University Controlled Student Housing

Location	# Fires	Nature (unintentional, intentional, undetermined)	Dates	Injuries	Deaths	Property Damage
Bergwall	0			0	0	\$0
Breuninger	0			0	0	\$0
English	0			0	0	\$0
Gerig	0			0	0	\$0
Haakonsen	0			0	0	\$0
Samuel Morris	0			0	0	\$0
Olson	0			0	0	\$0
Swallow Robin	0			0	0	\$0
Wengatz	0			0	0	\$0
Wolgemuth	0			0	0	\$0
Campbell	0			0	0	\$0

Specific Fire Prevention Related Policies

Facilities Services employees are required to complete Fire Safety training annually, documentation concerning training is maintained by Facilities Services department.

Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following regulations are basic to fire safety in residence halls:

Appliances

- Care and caution should be taken whenever any type of appliance is used. Popcorn poppers or other appliances used for heating purposes must have enclosed heating elements or heating coils. Grills, hot plates, open-coil appliances, toasters, space heaters and halogen lamps are not permitted.
- Students are discouraged from having a large number of appliances in their rooms. Air conditioners, sun lamps and microwaves are not permitted. The following items typify those which are permissible: radios, stereos, televisions, refrigerators (4 cu. ft. max), hair dryers

Decorative Items

- Due to significant dangers, candles or other flame producing items may not be burned in residence halls.
- Halogen lamps are not permitted, as indicated under Appliances item # 1.
- Burning incense is not permitted.
- Lanterns or lamps using kerosene fuel or other similar combustible fuels are not permitted. Storage of combustible fuels is prohibited.
- Natural Christmas trees and decorations are permitted only in the main lounge of each residence hall.

Electrical Items

- Under no circumstances should a student tamper with existing electrical equipment, lighting, wiring and switches.
- The use of extension cords is strongly discouraged by the University. If an extension cord is used, it should be used temporarily rather than permanently. When an extension cord is used in a residence hall it must be UL-approved.

Corridors, Stairways, etc.

- Corridors, stairways, landings, doorways and exits are to be kept clear at all times. Items such as shoes, boxes, clothing racks, bikes, furniture, etc. are to be kept out of all the areas listed above. Appropriate University personnel will dispose of any items left in these areas.
- Stairwell doors and other fire doors are to be closed at all times.

Fire Drills

Fire drills are held regularly throughout the year. For academic year 2019-20, 9 scheduled fire drills were performed and 33 additional alarms were sounded due to burnt food, faulty smoke detector, pan grease, hairspray, construction, etc.

Fire drill information, including escape routes and exits, is posted in each residence hall. Each student should familiarize himself/herself with this information.

1. Leave immediately upon the sounding of the warning horn.
2. If time permits, all windows should be closed. Doors are to be left closed and unlocked.
3. Wear shoes, a coat and carry a towel.
4. Evacuate in a neat and orderly fashion.
5. Personnel assistants will be present to facilitate drill procedures.
6. Clear the building by at least 75 feet.
7. Fire equipment is to be used only in case of emergency.
8. Do not interfere with firemen, fire trucks or other fire equipment.
9. Anyone not leaving a building during a fire drill/alarm will be fined a minimum of \$50 and will be subject to disciplinary action.
10. Do not re-enter buildings until the fire department gives permission to re-enter.

Fire Reporting and Evacuation Policy and Procedure

The following procedure should be followed when someone discovers a fire in a building, regardless of how large the fire is:

1. CLOSE DOOR TO CONTAIN FIRE. This will confine the fire to a smaller area.
2. ALERT PEOPLE IN THE AREA. Pull stations are usually located next to an exit or stairwell door.
3. PULL FIRE ALARM AND DIAL 911. Phone from a safe location. You or someone you designate must make the telephone call from a safe location as quickly as possible, awaiting arrival of Campus Police and Upland Fire Department.
4. EVACUATE THE BUILDING
 - Go to the closest exit and proceed directly to your assigned area away from the building. You should have a pre-designated area to meet for accountability reasons.
 - Notify others on your way out that this is a real fire but do not stop to force their evacuation.
 - When you get to your assigned area, wait to be accounted for and stay with your class, department or office so that the fire department or campus police officer can ask questions about the building or fire.
 - If you have knowledge of the fire, such as location, size, cause or you are aware of a person trapped, immediately notify the Campus Police Officer who will provide the fire department with this information.

If you are unable to evacuate the building because of fire or smoke in the corridor:

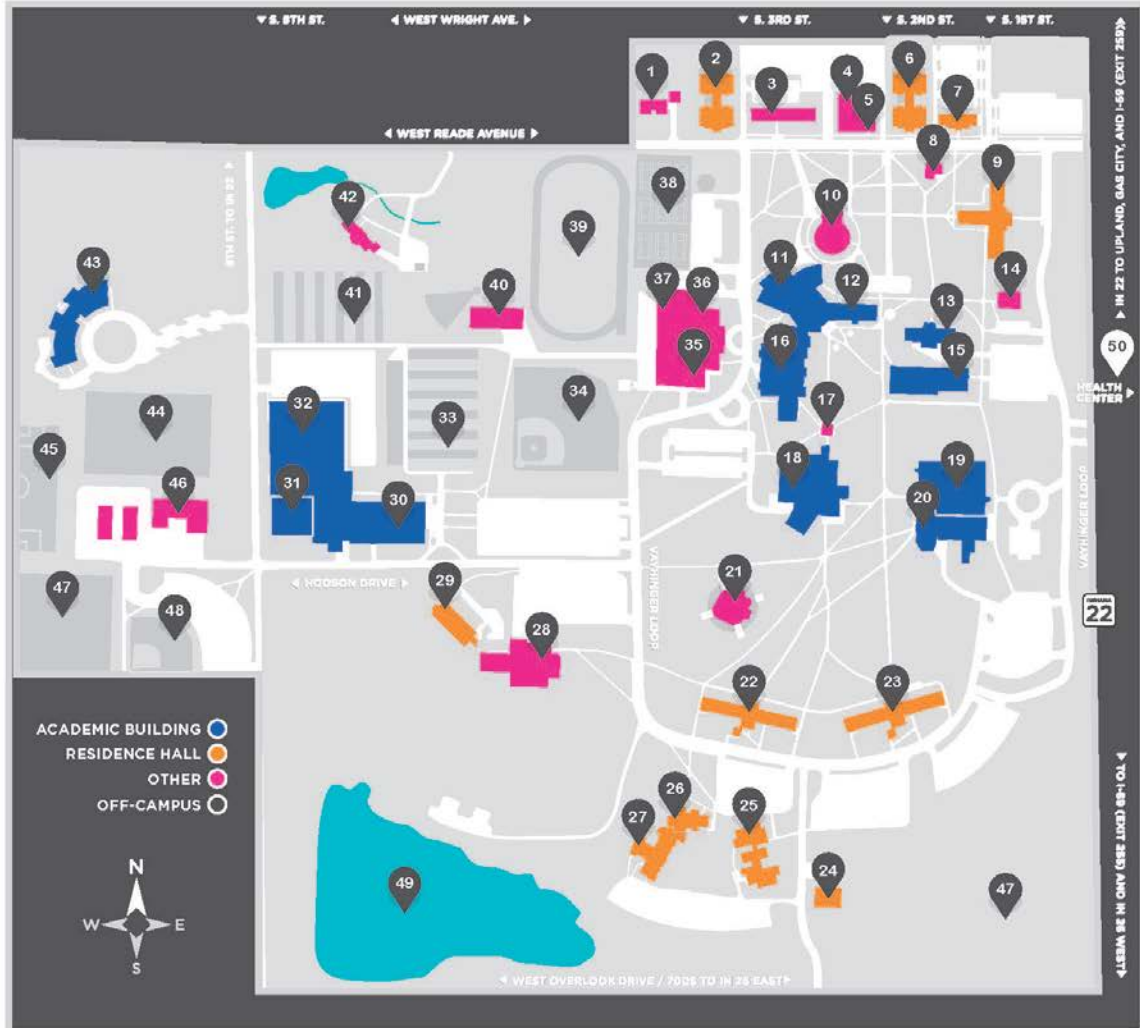
Remain calm. Close the door to the room you are in and call the Taylor University Campus Police at 765.998.5555 to report your position so that you can be rescued.

- If smoke begins to come in under the door, stuff blankets or towels (preferably wet) under the door to prevent the smoke from coming in. Wave a brightly colored article of clothing or similar material in the window to attract attention; **do not** break the window unless absolutely necessary. Breaking the window may result in falling glass injuring people below or smoke entering the window making it more difficult to breath.

Do not re-enter the building, until:

1. The fire alarm has been silenced, and
2. The fire or police department has indicated that it is acceptable to re-enter.

TAYLOR UNIVERSITY CAMPUS MAP



Ayres Hall	13	Haakonsen Hall	24	Practice Field	44
Bergwall Hall	29	Health Center	50	Randall Environmental Center	43
Boyd Complex	46	Helena Hall	14	Reade Center	15
Breuninger Hall	27	Hodson Dining Commons	28	Rediger Chapel/Auditorium	36
Campbell Hall	2	Intramural Fields	47	Rice Bell Tower	17
Campus Police	37	Kesler Student Activities Center	32	Rupp Communication Arts Center	11
Campus Store	5	Lacrosse Field	45	Sickler Hall	8
Dome	10	LaRita Boren Campus Center	35	Smith-Hermanson Music Center	16
Eichling Aquatics Wing	31	Meier Tennis Courts	38	Soccer/Football Stadium	33
English Hall	25	Memorial Prayer Chapel	21	Swallow-Robin Hall	7
Euler Science Complex	19	Metcalf Visual Arts Center	12	Taylor Lake	49
Field House	40	Morris Hall	9	Taylor Post Office	4
Football/Soccer Stadium	33	Muselman President's House	42	Wengatz Hall	22
Freimuth Admin. Building	3	Nussbaum Science Center	20	Wheeler Field (practice)	41
Glass Track & Field Complex	39	Ockenga Honors Lodge	1	Winterholter Field (baseball)	34
Gerig Hall	26	Odle Arena	30	Wolgemuth Hall	6
Gudakunst Field (softball)	48	Olson Hall	23	Zondervan Library	18

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Taylor University

“TAYLOR WILDERNESS” MAP

The TU cross country course opened in the fall of 2014, and is contained inside the boundaries of property owned by Taylor University, referred to as the Taylor Wilderness. The course is located about 2 miles west and north from the center of campus, near the intersection of E. 600 S (Berry Street) and S 800 E., and consists of fields and wooded areas, with no student-utilized buildings.

TAYLOR UNIVERSITY WILDERNESS *CLERY GEOGRAPHY*



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