

# Annual Security and Fire Report



**2021**

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## Campus Safety—you're Right to Know

The Higher Education Act (HEA), as amended July 2010 by the Higher Education Opportunity Act (HEOA) specifies new campus safety reporting and disclosure requirements. Hiram College meets these requirements by way of the Annual Security and Fire Safety Report. In compliance with federal requirements mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act [20 USC 1092(f)], the Office of Campus Safety is responsible for preparing, publishing, and distributing the Annual Security and Fire Safety Report by October 1 of each year for the purpose of disclosing and disseminating certain information regarding campus crime statistics, campus law enforcement, and campus safety policies and procedures. Information mandated by this act includes statements about fire safety, emergency response and evacuation procedures, missing student notification, campus safety policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education and prevention programs, procedures for reporting sexual assaults, and procedures for handling reports of sexual assault.

To view the publication electronically, visit <http://www.hiram.edu/images/pdfs/campus-safety/2021AnnualSecurityandFireReport.pdf>. You may request a hard copy by contacting Campus Safety via telephone (330-569-5110) or in person at the office, located on the 2<sup>nd</sup> Floor of the Kennedy Center. The crime statistics for Hiram College are contained in the Annual Security and Fire Safety Report and are submitted to the U.S. Department of Education through a web-based data collection system which can be viewed at the following web address: [ope.ed.gov/security](http://ope.ed.gov/security).

This federal law is applicable to public and private institutions of higher education that participate in federal student financial aid programs (under Title IV of the Higher Education Act of 1965) and is enforced by the U.S. Department of Education. The act has undergone several legislative amendments since its inception, primarily resulting in expanded reporting requirements.

## Clery Act

The “Clery Act” originally known as the Crime Awareness and Campus Security Act of 1990 is named in memory of Jeanne Ann Clery, a 19-year-old freshman who was raped and murdered at Lehigh University while asleep in her residence hall room on April 5, 1986. The intention of the Clery Act legislation (renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in 1998) is to provide students and their families with accurate, complete, and timely information about safety on campus. If you would like to know more about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, visit <https://clerycenter.org/policy/the-clery-act/>

## Hiram College Office of Campus Safety

The Campus Safety Officers for Hiram College are not sworn officers, are unarmed, and do not have the power to arrest. They are focused on providing a safe and secure environment in a professional and courteous way to all students, faculty, staff, and visitors to campus. Officer availability during the 2019/2020 academic year was 24/7 coverage.

Campus Safety Officers are trained in various forms of assistance to the campus community. Certified methods include First Aid and CPR/AED. Other methods include conflict mediation, crisis intervention and response, SAFE Space, and diversity awareness.

The Hiram Village Police Department is the primary law enforcement agency for Hiram College's main campus and works in partnership with the Portage County Sheriff for law enforcement at the Hiram College Field Station on Wheeler Road. Hiram Police Officers have the authority to apprehend, arrest, and detain anyone involved in illegal acts on Hiram College property and immediately adjacent locations. **Dispatch for the Hiram Village Police, Fire, and Emergency Medical Services are provided by Portage County Sheriff's Office and can be contacted on campus by calling 330-296-5100 from a cellular phone, or 911 from any phone.**

Campus Safety personnel work closely with local, state, and federal agencies and have direct phone and radio communication with the Hiram Village Police, Fire Department, Emergency Medical Services, and Portage County Sheriff's Office. Most criminal investigations are conducted by the local law enforcement agencies with the assistance of the Campus Safety Officer on duty or the Director of Campus Safety. In the event of a criminal investigation, the local law enforcement agencies keep Campus Safety abreast of whatever information they can legally disclose without impeding the investigation. The Hiram College Northwoods Field Station in Wetmore, Michigan, is provided safety services through the local law enforcement agencies for that area.

## Timely Warnings

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Hiram College provides notification to the college community in the form of Timely Warnings (crime alerts) and Emergency Mass Notifications (voice, text, sirens) when a significant criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety threat.

Decisions to disseminate a communication will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. The purpose of the notification is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on what actions people can take to diminish their chances of being victimized. In the event that a situation arises, either on or off campus, that, in the judgment of Hiram College constitutes a serious or continuing threat to students and employees or the greater institution community, a campus wide "timely warning" will be issued. These Crime Alerts contain a brief description of the incident; the date, time, and location of the incident; and precautions to take. They will not provide you details of an incident as you might find in a press release or news article. The

amount and type of information presented in the warning will vary depending on the circumstances of the crime. A warning that could jeopardize a criminal investigation will not be distributed. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes.

## **Emergency Notification**

The college is committed to the safety and well-being of its faculty, staff, students, and visitors to the campus. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on the campus, the campus will immediately notify the community using the Emergency Text Messaging (RAVE), Hiram College website, Hiram College e-mail system, social networking sites including Facebook and Twitter, the Hiram College information line, or postings around the campus, depending on the nature of the situation, unless notification would otherwise compromise the effort to assist victims or contain the emergency.

The college's Emergency Response Team will coordinate with emergency responders and the evacuation of the campus community in the event of an emergency. This team will also test the emergency response and evacuation procedures annually and publicize the emergency response and evacuation procedures throughout the community via the Hiram College Emergency Procedures and Safety Information flipchart.

An important part of the emergency notification system is providing the Hiram College community with timely warnings about crimes that pose an immediate, ongoing, or continuing threat to persons or property. On receiving information regarding a potential threat, the Dean of Student's Office, or Office of Campus Safety will determine whether a timely warning should be issued. The warning may be posted on the Campus Safety web site or myhiram.edu; if needed, Campus Safety will offer crime prevention presentations. The information may also be distributed to all students, faculty, and staff through campus e-mail or text message.

## **Critical Incident Command Management**

The safety of students, faculty, staff, and visitors to our campus is the highest priority for the campus administration. As such, members of the staff participate in Campus Emergency Response Team (management team) meetings on a monthly basis to discuss all aspects related to Campus Safety and Emergency Management. Departments represented include the Dean of Students Office, Campus Safety, Residential Education, Health Center, Human Resources, Dining Services, Athletics, Computer Center, Physical Plant, Weekend College, Business Office, Strategic Marketing, Nursing Department (Academic), James H. Barrow Field Station (Academic), and the College insurance agency.

## Crime Reporting Options

The Office of Campus Safety is the primary policy enforcement authority on the Hiram College property. Pursuant to that authority, Campus Safety Officers will respond to all reports of criminal or suspicious behavior and will assess the situation. All confirmed criminal and suspicious activities are further reported to the Hiram Village Police as required by Ohio Revised Code. All campus community members are strongly encouraged to report suspicious or criminal activity to Campus Safety or the Hiram Village Police in a timely manner. To report a crime, you may contact Campus Safety by dialing x0, option 1 from any campus telephone, (330) 569-5110 during business hours, or the duty cell phone (330) 469-4119 from any other telephone. The Office of Campus Safety is located on the second floor of the Kennedy Center. If you cannot reach a Campus Safety Officer, you may contact Hiram Village Police/Fire/EMS by dialing 330-569-3236 or 330-357-7057 for Non-Emergencies or 911 for emergencies from any other phone. You may also utilize one of the emergency phones detailed below, which are located throughout the Hiram College campus.

## Emergency Phones and Locations

There are twelve (12) exterior emergency phones directly linked to the Police/Fire/EMS Dispatch. The phones may either be yellow or black and have a light directly overhead or are placed in well lighted areas. They are:

1. In front of the Fisher All-Faith Chapel and Meeting House
2. In front of Bowler Hall
3. In front of Booth Hall
4. The sidewalk leading to and in front of Frohring Music Hall near the Flagpole - The "Green"
5. Near the Hiram Inn - in front of fountain
6. Terrier Drive, directly between Price Gym and the Kennedy Center
7. Between the Stadium and Tennis Court parking lots
8. Middle, East side of the track at Henry Field
9. South end of the 305 parking lot
10. Martin Common - North of Hurd Garden
11. Walkway to Gelbke from SR 700
12. Main Entrance of the Dining Hall

## **Campus Safety Authorities**

Members of the campus community may also report criminal incidents to the following campus safety authorities: The overall intent of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is to encourage the reporting and collection of accurate campus crime data and to promote crime awareness and enhance campus safety. As part of the Clery Act, certain categories of crime, arrests and referrals occurring at Act reportable locations (see below), are required to be reported in an Annual Security Report (published by October 1st each year).

Another key requirement of the Clery Act is the issuance of crime alerts to the campus community on crimes considered to be a serious or continuing threat to college community members that are reported to Campus Security Authorities (CSAs) or local law enforcement agencies and that are reported to campus safety.

## **What is a Campus Security Authority (CSA)?**

The Clery Act identifies certain categories of students and college employees as CSAs who have federally mandated responsibilities to report crimes that they witness or are reported to them. CSAs have an important role in complying with the Clery Act. Timely reporting of crimes by CSAs allows Hiram College the opportunity to review whether or not a community crime alert should be issued and assists in maintaining accurate crime data. The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students, in particular, may be hesitant about reporting crime to the police but may be more inclined to report incidents to other campus-affiliated individuals.

## **CSA Crime Reporting Obligation**

A Clery Act crime is considered “reported” when it is brought to the attention of a CSA, Campus Safety or local law enforcement personnel by a victim, witness, other third party or even the offender. The crime reporting party need not be college affiliated. While CSAs are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery reportable locations, CSAs are encouraged to report all crimes reported to them to campus safety. Student Affairs affiliated student employees are directed to report all non-emergency criminal incidents to their direct supervisor.

If a CSA receives Clery Act qualifying crime information and believes it was provided in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then, the crime is Clery Act reportable. What you must report, therefore, are reports of alleged criminal incidents.

## How a CSA Responds When a Crime is reported

1. Regardless of your status (CSA or non-CSA), all Hiram College community members are encouraged to promptly report all campus related criminal incidents, and other campus safety related emergencies, to campus safety. When a crime is reported, the CSA should always first handle emergencies and call 911 or use one of the Emergency Phones (call boxes) located throughout the campus.

2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to campus safety. If they do, then the CSA should coordinate reporting and contact Campus Safety via phone at 330-569-5110 or Campus Safety Officer Duty phone 330-469-4119. You can also report in person at the campus safety office, 2<sup>nd</sup> floor Kennedy Center during the hours of 8:30-5:00pm Monday-Friday.

3. CSAs are encouraged to use the following statement when speaking with the crime reporting party:

*"As part of my position on campus, I am a federally mandated crime reporter for the college. I am required to report of this incident to campus safety for data gathering. If you request confidentiality, the Report Form will not include your name, or that of any other involved individuals. My report will contain only the information you provide. Do you have any questions? Would you like to help me fill it out?"*

4. As noted above in the CSA statement, the CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the crime reporting party and/or victim if the reporting party would like to remain anonymous.

5. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a report with Campus Safety, Dean of Students Office, or Office of Citizenship Education, then the CSA is not obligated to complete and submit a CSA Crime Report Form. However, if the reporting party says they will file a report with campus safety, Dean of students Office or the Office of Citizenship Education, but the CSA has no firsthand knowledge/confirmation that a police report was filed, the CSA must complete and submit a Crime Report Form. When in doubt, a Report Form should be completed and submitted.

7. CSAs should not investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs should simply report the crime on a timely basis to Campus Safety, Dean of Students Office, or Office of Citizenship Education.

8. It is very important that CSAs report crime in a timely manner. The reported crime may warrant a college issued crime alert to the University community.

## What is done with CSA Report Forms?

Campus Safety, Dean of Students Office, and the Office of Citizenship Education reviews Report Forms and makes a determination if an incident warrants issuance of a crime alert / emergency notification to the college community and whether it is a qualifying (reportable) Clery Act crime to be included in the Hiram College Annual Security Report (ASR). The college consolidates crime data from multiple sources,

reports qualifying crime data to the federal Department of Education, publishes campus ASRs and informs the campus community when and where ASRs are available. Hiram College published ASRs are posted on the Hiram College Campus Safety web page under Annual Crime and Safety Report. Hard copies are available from Campus Safety upon request

## How is CSAs Identified?

**The law defines the following categories of CSAs:**

1. Sworn law enforcement personnel and department administrators.
2. Non-police people or offices responsible for campus security—community service officers, campus contract security personnel, parking enforcement staff, personnel providing access control and/or security at campus facilities, athletic events or other special events, safety escort staff, residential community assistants and other similar positions.
3. Officials with significant responsibility for student and campus activities—an Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the College. To determine which individuals of organizations are CSAs, consider job functions that involve relationships with students. Look for Officials (i.e., not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, then they would be considered a CSA. Some examples of CSAs in this category include but are not limited to: academic deans; student affairs / residential life officials; coordinator of Greek affairs (or related positions); athletic administrators, including directors, assistant directors, and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; student center building staff; student peer education advisors; and administrators at branch campuses.

## Who is Not a CSA?

The following non-CSA positions and functions include, but are not limited to:

Faculty member without responsibility for student and campus activity beyond the classroom  
Physicians/nurses in Student Health who only provide care for students  
Clerical or administrative support staff, cafeteria staff, Facilities maintenance staff, Information technology staff, licensed mental health or pastoral counselors when acting within the scope of their license or certificate roles with like functions listed above.

## Confidential support services to victims of sexual violence

### Professional and pastoral counselors

Victims of crime may want to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or college judicial systems. As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these

crimes to the college for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

**Pastoral Counselor** - A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor** - a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to a report crime to campus safety Department for inclusion in the annual disclosure of crime statistics.

A pastoral or professional counselor, who is functioning within that scope at the time a crime is reported, is not considered a CSA and not required to report crimes. This exemption includes unlicensed trainees working under the supervision of these individuals. Although licensed professional mental health and pastoral counselors are exempt from Clery Act requirements, the college encourages such counselors to tell victims about the Confidential Reporting Process, if, in their judgment, it is appropriate to discuss crime reporting with this client. Victims have the option of reporting crimes confidentially to a CSA. This means the college will keep a record that a crime occurred but will not publish any identifying information. Reports filed in this manner are counted and disclosed in the annual Clery Act crime statistics.

## Daily Crime and Fire Log

The Campus Safety Department maintains a Daily Crime and Fire Log that records by the reported date all crimes that occur on campus, in a non-campus building or property. The Daily Crime and Fire Log for the most recent 60-day period is available for public inspection (media included) at the Campus Safety Office, 2nd Floor of the Kennedy Center, during regular business hours and online on the campus safety webpage. The Daily Crime and Fire Log include the nature of the crime/fire, date incident is reported, date and time of occurrence, and the general location of each reported incident, as well as the disposition if known. Any request for copies of the daily crime and fire log after 60 days will be provided within 2 days of the request.

## Facility Safety and Access

Access to facilities is controlled through the use of locks, proximity access cards, and pin pad entry systems. Access authority for many administrative and academic buildings is consistent with posted building hours. Access to residence halls is maintained 24 hours a day, seven days a week, through the use of proximity access cards. Access to townhouses is maintained via key access.

Members of the campus administration, Campus Safety, Residential Education, Disability Services, and Physical Plant meet as required to address security concerns relating to the physical layout of campus facilities, lighting, locks, landscaping, alarms, and communications. Conditions identified as problematic are reviewed in greater detail by campus staff responsible for the site in question.

To report non-emergency facilities concerns, contact a member of the Campus Safety staff, Residential Education staff, or Physical Plant staff.

Additionally, Hiram College permits the use of its facilities by non-college groups that support the College's mission.

Visitors to the campus are subject to the same laws, rules, and regulations as the student body. Visitors to Residence Halls must be guests of students, faculty, or staff members. Rental fees and contracts for the use are applicable to certain facilities on the campus. Outside groups wishing to contact students may pass out information at a designated table in the Kennedy Center, subject to prior scheduling by the Coordinator of Campus Involvement in consultation with the Dean of Students. Publicity must be cleared with the person who approved the use of the facility and should not imply sponsorship by Hiram College.

## **Security Awareness, Crime Prevention, and Fire Safety Programs**

On a periodic basis, the Hiram College Office of Campus Safety, in cooperation with other campus departments, the Hiram Village Police, and the Hiram Village Fire Department, conduct presentations and provide information online regarding crime prevention awareness, sexual assault (rape and acquaintance rape), theft and vandalism, personal safety, fire safety, and residence hall security. A common theme of these programs is to encourage students and employees to understand and take personal responsibility for their own security and the security of others, and to report any suspicious activity or criminal behavior immediately to the appropriate authorities.

The Office of Campus Safety promotes property safety via the Student Property ID Program. This program allows students to voluntarily document serial numbers and identification information for personal property and keep the information on file with Campus Safety. You may make arrangements to participate in the Property ID Program, by calling 330- 569-5110 during regular business hours.

Specific programs Campus Safety has conducted in the past include: Hiram 101 (for employees), Personal Safety Week, Self Defense, Fire Safety Week, test texting scenarios, tornado safety, tabletop exercise (for CERT), Residential Education training, and other passive program initiatives.

## **Off-Campus Crime**

The Office of Campus Involvement recognizes on-campus social Greek Letter clubs; however, Hiram College does not operate or sanction any off-campus residences used by any Greek organization. Further, although some students may choose to live in neighborhoods surrounding the Hiram College campus, the College does not operate or sanction any off-campus student housing or off-campus student organization facilities.

The Hiram Police Department has primary jurisdiction over criminal activity in Hiram Village.

The Office of Campus Safety and Dean of Students Office maintain a close working relationship with local law enforcement agencies under a memorandum of understanding. This cooperative team approach addresses situations of student involvement in off-campus offenses as they arise, as well as future issues of mutual interest to the campus and its surrounding communities.

Hiram College reserves the right to have jurisdiction over conduct that occurs on College property including conduct while engaged in College-sponsored activities (e.g. academic study trips within and outside the United States, internship, practica, clinical activities, College outings, excursions, or other activities) or any conduct that may reflect negatively on the College community. Therefore, the College may take action against a student charged with or convicted of a violation of federal, state, or local law even though civil or criminal prosecution is likely, pending, or completed. College action may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The College reserves the right to deny enrollment or continuation of enrollment to any person accused or convicted of a felony.

## **Alcohol and Drugs – Policy, Philosophy, and Education**

As an educational community, Hiram College is committed to the life of the mind. The abuse of substances is contradictory to the purpose and goals of the institution. The College's intention is to provide an environment that fosters personal development and autonomy through individual choice. Freedom of choice exists with the understanding that every member of our community is expected to obey state laws, to comply with the College policies, and to take full responsibility for his/her own conduct whether under the influence of substances or not. Hiram College does not intend to monitor the personal lives or to invade the legitimate privacy of its members but will intervene if a member's conduct creates disorder or damage. Every effort will be made to enforce College policy consistently and to provide education related to substance abuse.

Enforcement of the policies guiding the use of alcohol and substances is a shared responsibility. Within the residence halls, the Resident Assistants and Professional Staff Members are responsible for providing an environment that promotes development and autonomy. Possession, distribution, and use of illicit substances as well as illegal consumption of alcohol and open container violations will result in disciplinary action.

### **Alcohol**

Use of alcohol can be both legal and illegal. When Hiram students are legally of age, they may consume alcohol in their rooms, except in "dry areas" (currently all of Whitcomb and Miller Halls, 3<sup>rd</sup> Floor of Henry Hall, and floors 1, 3 and 4 of the Quad) or in any areas declared "substance free." Please also note that rooms occupied by only underage students are considered dry, and as such no one is permitted to consume or possess alcohol therein, regardless of age. Certain breaks or time periods may also restrict the use of alcohol by of-age students. With proper authorization, students' of-age may also consume alcohol at registered and/or College-sanctioned events. If, however, a student is not legally of age and is consuming alcohol, such use is illegal regardless of where it occurs.

## Alcoholic Beverages

The possession, use, and sale of alcohol on campus are regulated by federal law, state law, and College policy. Ohio State law and campus policy prohibit the sale, use, possession, or consumption of alcoholic beverages by any individual under the age of 21. The Student Code of Conduct also prohibits the sale, giving, or servicing of any alcoholic beverage to any individual under the age of 21 or their guests, unless the guest is over the age of 21. All students, invitees, residents, and guests must comply with College policies. Alcohol may be consumed in most residence halls as long as the individual is at least 21 years of age and the residence hall or floor of that residence hall is not considered to be substance-free housing. Additionally, all residence halls are considered substance-free until the first day of classes. Alcohol may be sold to the campus community only if the appropriate F Permit has been completed and approved through the Office of Campus Involvement and approved by the Division of Liquor Control and the Hiram Village Police.

### **Hiram College has adopted the following sanctions for alcohol violations:**

- a. First offense: \$100 fine and parental notification
- b. Second offense: \$200 fine; parental, coach and co-curricular advisor notification prior to hearing; educational sanction to be determined by Community Council (in most cases this will involve taking the online alcohol education class in a supervised setting)
- c. Third offense: \$300 fine; parental, coach and co-curricular advisor notification prior to hearing; campus work hours to be determined by Community Council
- d. Fourth offense: \$500 fine; parental, coach and co-curricular advisor notification prior to hearing; Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester.

Community Council or the Coordinator of Citizenship Education has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory alcohol assessments or other educational sanctions.

If no further violations occur, a first offense may be expunged after 18 months. A student's record will be expunged if no alcohol violations occur for 24 months regardless of how many violations have occurred.

Prior to holding any event involving alcohol on the Hiram College campus, students should meet with the Director of Campus Involvement for complete information on permits, party registration contracts, logistics, etc. Students should plan well ahead for such events, as the process through the State can be a lengthy one. Kegs are permitted only in designated areas when the proper forms have been completed and administrative approval has been granted. These forms are available through the Office of Campus Involvement (OCI). The frequency of events involving alcohol will be monitored and approved by the OCI.

Standard identification procedures are required at all campus functions where alcoholic beverages are available. Individuals are proofed in accordance with the requirements of the Division of Liquor and are subject to identification confirmation at any time. False IDs are confiscated and disciplinary referrals are made. In addition, bartenders, managers, supervisors, and ID checkers at events where alcohol is served may refuse entry or service to any individual who appears to be impaired.

The Hiram Village Police Department enforces State law regarding alcohol. The Office of Campus Safety, Office of Residential Education, and Office of Citizenship Education each have jurisdiction to investigate and enforce student violations of the College alcohol policies as well.

### Ohio Alcohol Laws and Penalties (Ohio Revised Code 4301)

<p>Possession or Consumption are prohibited WITH THE FOLLOWING EXCEPTION(S):</p> <ul style="list-style-type: none"> <li>• Parent/guardian presence and consent</li> <li>• OR legal-age spouse</li> <li>• One or more specified religious, educational, or medical purposes</li> </ul>	<p>PENALTIES for offenders under 18 include \$250 maximum fine and/or up to 30 days imprisonment. Offenders under 21 may be fined up to \$1,000 and/or no more than 180 days imprisonment. Offenders may enter into a Diversion program on a first offense. Additional penalties including license suspension, if violation occurred in a motor vehicle, are possible.</p>
<p>Purchase is prohibited WITH THE FOLLOWING EXCEPTION(S):</p>	<p>PENALTIES for offenders under 18 include \$250 maximum fine and/or up to 30 days imprisonment. Offenders under 21 may be fined up to \$1,000 and/or no more than 180 days imprisonment. Offenders may enter into a Diversion program on a first offense. Additional penalties including license suspension, if violation occurred in a motor vehicle, are possible.</p>
<p>Furnishing or Providing alcohol to minors under 21 is prohibited WITH THE FOLLOWING EXCEPTION(S): Parent/guardian, OR legal-age spouse One or more specified religious, educational, or medical purposes</p>	<p>PENALTIES for offenders under 18 include \$250 maximum fine and/or up to 30 days imprisonment. Offenders over 18 are fined \$500 to \$1,000 and possibly up to 6 months imprisonment.</p>
<p>Use of a false ID to obtain alcohol is a criminal offense. It is a criminal offense to for suppliers to: lend, transfer, sell, manufacture, or distribute a false ID</p>	<p>PENALTIES for offenders under 18 include \$250 maximum fine and/or up to 30 days imprisonment. Offenders under 21 are fined between \$250 and \$1000 and possibly up to 6 months imprisonment. Penalties increase with multiple offenses.</p>
<p>Blood Alcohol Concentration (BAC) Limit for Minors (Underage operation of motor vehicle) Limit: .02 BAC</p>	<p>PENALTIES for offenders under 21 include \$250 minimum fine and/or up to 30 days imprisonment with penalties for additional penalties corresponding violations. A license suspension of at least 90 days is mandatory and additional fees are likely. Penalties increase with subsequent offenses.</p>

Hosting Underage Drinking Parties (from “Parents Who Host Lose the Most” materials):

As a parent, you cannot give alcohol to your teen’s friends under the age of 21, under any circumstance, even in your own home, even with their parent’s permission.

You cannot knowingly allow a person under 21, other than your own child, to remain in your home or on your property while consuming or possessing alcohol.

## Drugs

The possession, sale, use, or manufacture of any illegal substance defined as “controlled” by Ohio Revised Code or federal law is strictly prohibited, other than personally prescribed medications. The introduction and/or possession of drug paraphernalia are also prohibited.

Violators are subject to College disciplinary action and may be subject to arrest by the Hiram Village Police Department for criminal prosecution, which can result in fine and/or imprisonment.

Prescription drugs obtained without a doctor's prescription are banned substances. Their possession and use are prohibited. It is also prohibited to use prescription drugs in a way other than what they were intended.

### Description of Health Risks 34 CFR 86

Hiram College is concerned about the Risks and potential Dangers of the use and abuse of drugs and alcohol. Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescriptions drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death, or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury, or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities. Finally, there is the risk of being subject to college judicial procedures as well as the risk of being arrested, fined, or possibly imprisoned as a result of misuse of these substances.

### Drugs and the Body—Narcotics (ex. Heroin, OxyContin, Vicodin, Percocet)

There are legal and illegal narcotics. Narcotics are effective in pain control and for other medical purposes when prescribed by a physician and used as directed. Use is often diverted however, which can produce multiple problems as narcotics are highly addictive and often associated in drug dependency and overdoses.

**Effects**—The user may experience initial euphoria, followed by drowsiness and nausea. Someone under the influence may have constricted pupils, watery eyes, and a “dazed” look.

**Risks**—There is a risk of overdose with narcotics and users may develop slow, shallow breathing, clammy skin, loss of appetite and weight. Overdose can lead to possible death without intervention. Narcotics are highly addictive and may require inpatient treatment to safely detoxify the body.

### **Depressants (Barbiturates, Benzodiazepines)**

Depressants can also be legal and illegal. The most popular legal depressant is alcohol (see below). Depressants slow the central nervous system and may be prescribed by a physician to induce sleep, reduce stress, or help control anxiety. There is a danger of overdosing with depressants.

**Effects**—The user may experience some relaxation, calmness, drowsiness and even euphoria. In high levels the user may experience confusion, disorientation, and impaired motor coordination, including slurred speech and loss of balance.

**Risks**—Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death. Risk of overdose is increased when the person combines depressant drugs (intentionally or accidentally).

### **Stimulants (Cocaine; Methamphetamine e.g., Ritalin; Amphetamines e.g., Adderall)**

Stimulants speed up the mental and physical processes of the body. Historically they have been used both in their legal (nicotine and caffeine and in the treatment of ADD/ADHD) and illegal forms. These substances help keep people awake, provide more energy, and suppress appetite. They have also been prescribed by physicians to increase enhance focus and concentration in individuals with ADD/ADHD. These drugs can be addictive and can produce withdrawal symptoms if stopped.

**Effects**—The user may experience an increased heart rate, increased energy, and increased alertness. Users may also find they have an increased blood pressure, excessive talkativeness, and increased anxiety. In large doses, users find loss of coordination, dizziness, anxiety, cardiac and respiratory distress, and seizures, among other concerns.

**Risks**—Increase in body temperature, hallucinations, convulsions, and possible death.

### **Hallucinogens (Mushrooms, LSD, PCP)**

These are drugs that alter a person's state of mind and mood. Some types produce hallucinations, causing the person to hear, see, and smell things that are not real. Dissociative drugs do not cause hallucinations but can cause the person to feel disassociated with their body or feel detached from his/her surroundings.

**Effects**—Users may experience illusions or hallucinations. They may become confused, experience panic, anxiety, depression, and poor perception of time and distance.

**Risks**—Users may experience respiratory failure or death due to careless or accidental behaviors.

### **Dissociative Drugs (Ketamine, PCP)**

Dissociative drugs can cause a person to feel disassociated from their body or feel detached from their surroundings.

**Effects**—Users may experience feelings of detachment and distortions of space, time, and body. They may become confused, experience panic, anxiety, depression, feelings of invulnerability or exaggerated strength.

**Risks**—Users can exhibit violent behavior, loss of coordination, severe muscle contractions, kidney damage, convulsions, and possible death.

### **Predatory Drugs (Rohypnol, GHB)**

These drugs are considered predatory because of their sedative affects. They can leave an individual with no recollection of what happened. They are colorless and odorless and when mixed with soda, alcohol and other beverage become virtually undetectable. They metabolize quickly and can become difficult to detect in as little as 12 hours.

**Effects**—Causes distortion in perception, delirium, and amnesia.

**Risks**—Incapacitates user and can cause coma and seizures and amnesia. These drugs are linked with sexual assault.

### **Club Drugs (Ecstasy and Molly)**

Ecstasy comes in a tablet or capsule form. It is a synthetic drug that has stimulating and psychoactive properties similar to methamphetamine.

**Effects**—Can cause increased euphoria, energy, and emotional warmth as well as distortion in time perception and tactile experiences. It can also cause nausea, chills, sweating and muscle cramps.

**Risks**—Users can experience impaired memory and learning, paranoia, psychotic behavior, hyperthermia, cardiac and liver toxicity, along with renal failure and death.

### **Cannabis (Marijuana, Hashish)**

These drugs are illegal though conversations for legalization or decriminalization occur throughout the country regularly.

**Effects**—Users may experience euphoria, relaxation and/or drowsiness and an increased appetite.

Short-term effects may include impaired short-term memory, impaired concentration, and attention. Long-term effects may include addiction (both psychological and physical), anxiety and memory loss. Users also report lack of motivation or difficulty setting and reaching goals.

**Risks**—There is little risk of overdose however there is a risk of an increasing tolerance which can lead to increased use. There are also medical complications such as: increased risk of respiratory infections, emphysema, certain cancers, and fertility issues.

### **Steroids (Anabolic)**

Anabolic steroids are synthetic substances similar to the male sex hormone testosterone. They are generally taken orally or injected. Steroids are often abused to build muscle or enhance performance.

**Effects**—using steroids can cause liver damage, water retention, and high blood pressure for both men and women. Side effects for men include shrinking testicles, baldness, breast development and infertility. For women, side effects include facial hair, male patterned baldness, menstrual changes, and deepened voice.

**Risks**—Abuse by adolescents can prematurely end their growth spurt causing them to remain shorter in height than they would have been. There is also the potential for fatal liver cysts, liver cancer, and blood clotting problems, cholesterol changes and hypertension which can lead to heart attack or stroke. It has also been suggested that high dose use can increase aggression.

### **Alcohol**

The Food and Drug Administration defines low-risk drinking as:

- No more than 1 drink per day for women (if daily)
- No more than 2 drinks per day for men (if daily)
- No more than 3 drinks for women, 4 drinks for men on any given day

Alcohol is a depressant drug that is legal in the United States for those over the age of 21 years. Small quantities of alcohol (low-risk) have for a legal-aged user has not been linked to any increased health risks, and in some cases, has been credited with some health benefits. However, higher quantities (high-risk use) have been associated with increased risk for breast and colon cancer and in heart disease, as well as with a variety of unintentional consequences.

**Effects**—The users may experience a general relaxation, mild reduction in inhibitions and some impairment in judgment in low-risk amounts. Higher risk quantities may result in the user having greater impairment in judgment, alertness, and coordination.

**Risks—High**---risk amounts can increase risk for:

- Risk taking behaviors (example: sexual, driving)
- Alcohol poisoning which can include: passing out (coma or becoming unconscious) nausea/vomiting and memory loss (black outs)
- Hostility or other behavior changes.
- Dependence and/or addiction
- Uncharacteristic family, school, work and/or legal problems
- Health problems such as cancers, health disease and cirrhosis of the liver
- Unintentional injuries and death
- Birth and developmental defects if exposed during pregnancy. Additionally, alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug, and can cause nausea, sweating, severe headaches, convulsions and death by overdose.

### **Hiram has adopted the following sanctions for drug violations:**

a. First offense: \$100 fine and parental notification

b. Second offense: \$200 fine; parental, coach and co-curricular advisor notification prior to hearing; educational sanction to be determined by Community Council (in most cases this will involve a substance abuse evaluation administered by an off-campus agency)

c. Third offense: \$300 fine; parental, coach and co-curricular advisor notification prior to hearing; campus work hours to be determined by Community Council

d. Fourth offense: \$500 fine; parental, coach and co-curricular advisor notification prior to hearing; Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester.

Community Council or the Coordinator of Citizenship Education has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory drug assessments or other educational sanctions.

Students found responsible for trafficking drugs will be expelled in almost all cases. Drug violations on study abroad trips (or other times students are representing Hiram off-campus) will be considered more severe than ones that occur on campus. Drug violations may also impact financial aid eligibility.

Because the College is concerned that abuse of alcohol or illicit substances by individuals can be detrimental to individual development or autonomy, the College provides both confidential counseling

### **Drug Crime Violations and Statutes in Ohio**

Chapter 2925 of the Ohio Revised Code governs all state drug charges in Ohio. The following is a list of some of the most common drug offenses in Ohio:

**Trafficking in Drugs** – Ohio Rev. Code § 2925.03 – This offense is defined as the sale, shipment, transportation, distribution, or delivery of any controlled substance. This offense can be a felony of the fifth, fourth, third, second or first degree, depending on the type and amount of drug and whether the

offense occurred near minors or school property. If the offense is a certain controlled substance in Schedule I or II, it is Aggravated Trafficking in Drugs.

**Illegal Manufacture of Drugs** – Ohio Rev. Code § 2925.04 – This offense is engaging in any part of production of a controlled substance. This offense can be a felony of the third, second or first degree, depending on the type and amount of drug and whether the offense occurred near minors or school property.

**Possession of Controlled Substances** – Ohio Rev. Code § 2925.11 – Any person who knowingly obtains, possesses, or uses a controlled substance can be charged with this offense. This offense can be a misdemeanor of the first degree or felony of the fifth, fourth, third, second or first degree, depending on the type and amount of drug and whether the offense occurred near minors or school property. If the offense is a certain controlled substance in Schedule I or II, it is Aggravated Possession of Drugs.

**Possession of Paraphernalia / Drug Abuse Instruments** – Ohio Rev. Code § 2925.12 – Any person who knowingly makes, obtains, possesses, or uses any instrument, article or thing that is intended to use or administer a controlled substance, and the thing has been used by the alleged offender. Examples can include hypodermics, syringes, papers, needles, plastic bags, cutting devices, spoons, razors, etc. This offense can be a misdemeanor of the first or second degree

## Ohio's Drug Schedule

The section 3719.41 of the Ohio Revised Code classifies drugs, or controlled substances, into schedules, from Schedule I to Schedule V. The schedules categorize controlled substances, drugs, and medications. The schedules range from very addicting substances with more severe penalties for drug offenses (Schedule I) to the least addictive substances with less severe penalties for offenses involving drugs (Schedule V).

- Schedule I drugs have a high potential for abuse and no known or accepted medical use in the United States. Some examples include heroin, marijuana, and cathinone.
- Schedule II drugs have a high potential for abuse but have known or accepted medical purposes in the United States. Examples include opium, hydrocodone, amphetamines, meth and PCP.
- Schedule III drugs have a lower potential for abuse than Schedule I or II drugs and have accepted medical uses in the United States. Common examples include LSD and pentobarbital.
- Schedule IV drugs have a lower potential for abuse than Schedule III drugs and are accepted for medical use in the United States. Some examples include Xanax and Valium.
- Schedule V drugs have the least potential for abuse and are commonly used for medical purposes in the United States. Examples in this schedule include ephedrine, if not listed in another schedule, and small amounts of narcotic preparation medications.

## Examples of Controlled Substances in Ohio

Controlled substances can include anything from prescription medications to illegal street drugs. Other common types of controlled substances are medications without prescriptions, any derivative or base of street drugs or medications, natural chemicals, plants, man-made substances, or any other substance that may be abused as a drug. Some examples of controlled substances in Ohio are:

### Prescription Pills / Medications:

- Zolpidem, also known as Ambien
- Pure Hydrocodone
- Pure Codeine
- Oxymorphone, also known as Opana, Numorphan, Numorphone
- Oxycodone Hydrochloride, also known as OxyContin, Percocet, Percodan
- Morphine, also known as Roxanol, Kapanol
- Methylphenidate, also known as Ritalin, Concerta, Adderall
- Methadone, also known as Dolophine, Methadose
- Enzodiazepines, also known as alprazolam (Xanax), diazepam (Valium)
- Dextropropoxyphene, also known as Darvon, Darvocet
- Codeine or Hydrocodone with an NSAID or acetaminophen, also known as Vicodin, Lortab, Lorcet
- Anabolic Steroids

### Street Drugs / Recreational Drugs:

- Marijuana / Tetrahydrocannabinol (THC), also known as Cannabis, Pot, Weed, Ganja, Bud, Chronic
- Salvia divinorum, also known as Salvinorin A, Salvia, Sally D
- Psilocybin, also known as Psilocyn, Magic Mushrooms, Shrooms
- Phenylcyclidine, also known as PCP, Angel Dust
- Opium, also known as Poppy, Poppy Seeds, Opiates
- Methylenedioxyamphetamine, also known as Ecstasy, MDMA
- Methamphetamine, also known as Meth, Speed, Crank
- Mescaline, also known as Peyote, San Pedro, Achuma
- Lysergic acid diethylamide, also known as LSD, Acid
- Ketamine, also known as Special K
- Gamma-hydroxybutyric acid, also known as GHB, the Date Rape Drug
- Diacetylmorphine, also known as Heroin, Smack, Black Tar
- Cathinone, also known as Bath Salts
- Benzoylmethylecgonine, also known as Ecgonine, Cocaine, Powder, Blow, Coke
- Benzoylecgonine, also known as Cocaine Metabolite
- Amphetamines, also known as Uppers, Speed, Black Beauties, Bennies

## Penalties for Drug Crimes in Ohio

The potential punishments an alleged offender can face for a drug offense depend on the charged crime, the severity of the offense, whether a weapon was used, the amount of the substance and whether the offense occurred near schools or with minor children. The following list describes suggested sentencing guidelines for Ohio drug charges:

- Minor Misdemeanor – Fines up to \$150;
- Misdemeanor of the Fourth Degree – Jail time up to 30 days and/or fines not exceeding \$250;
- Misdemeanor of the Third Degree – Up to 60 days in jail and/or fines up to \$500;
- Misdemeanor of the Second Degree – Jail sentence not more than 90 days and/or a fine up to \$750;
- Misdemeanor of the First Degree – Up to 180 days in jail and/or fines up to \$1,000;
- Felony of the Fifth Degree – Prison time from six to 12 months and/or fines up to \$2,500;
- Felony of the Fourth Degree – Prison sentence from six to 18 months and/or fines not more than \$5,000;
- Felony of the Third Degree – Prison sentence ranging from one to five years and/or fines not more than \$10,000;
- Felony of the Second Degree – Sentence ranges from two to eight years in prison and/or fines not exceeding \$15,000; and
- Felony of the First Degree – Ohio prison sentence ranging from three to 10 years and/or fines up to \$20,000.

The preceding list is only a suggested guideline for Ohio, and a person convicted of drug charges can face different penalties depending on the facts of their particular case

## Federal Controlled Substances Act

The Controlled Substances Act (21 U.S.C. §§ 807 et seq.) defines federal drug charges and the penalties that can result from these charges. A person can be charged with a federal drug offense if they commit an offense while crossing state borders or entering Ohio from another country while committing a drug offense. However, since drugs often come from different countries and there are usually many people involved in drug transactions, a person can be charged with a federal drug offense even while in the state of Ohio.

The Controlled Substance Act also categorizes controlled substances into Schedules similar to Ohio's schedule of drugs, with Schedule I drugs categorized as most likely to be abused with severe penalties, and Schedule V drugs as the least likely to be abused with the least severe penalties.

Convictions for federal drug charges are usually much harsher than state sentences and can lead to longer prison sentences and much greater fines and the opportunity for self-referral. Persons who are concerned about themselves or about someone they know should contact the following individuals or organizations:

## Hiram College Counseling Services

Dr. Kevin Feisthamel, Director- X5952  
Director of Student Health Center  
Asha Goodner—x5419

## Compass Recovery Center

246 S. Chestnut St., Ravenna  
(330) 298-9392

## Family & Community Services

### Think About Your Future Diversion Program

705 Oakwood Street, Suite 221, Ravenna  
(330) 297-7027

### Al-Anon and Ala-Teen

1-888-425-2666

<https://al-anon.org/al-anon-meetings/>

### Online AA Support

#### Internet Chapter of AA with email or audio meetings

<https://aa-intergroup.org/>

<http://aaonline.org/>

## Area Resources for 12 Step Support Groups

### Hiram AA Meeting

Monday – 7:30 p.m. – closed meeting

### Hiram Fellowship AA Meeting

Tuesday – 8:30 p.m. – open meeting  
Hiram Christian Church

## Town Hall II

157 North Water Street, Kent OH  
(330)677-7037  
(330)678-Help, 24 Hour Helpline

## Summit Psychological Services

6693 N. Chestnut Street, Suite 235  
Ravenna, (330)296-3700

### Alcoholics Anonymous

1800-285-5901

### National Substance Abuse

Hotline

1-800-662-4357

### Al-Anon-closed Meeting

Hilltop Christian Church  
4572 Prospect St., Mantua  
Wednesday -7:30pm

## **Substance Abuse: Prevention Services**

Hiram College offers a variety of educational and service resources for students to address issues of drug or alcohol misuse. These resources include printed and on-line materials, counseling services, educational classes, referrals, and disciplinary action.

Hiram College's Terrier Actions for Smart Choices (TASC) provides alternative programming for students who choose to limit or not partake in the consumption of drugs and alcohol. Many of these programs occur during the late-night hours and inform students of some safe and healthy alternatives.

## **Counseling Services**

The focus of the Counseling Center is to help students with the normal, short-term issues that are typical of this age. Some of the typical issues discussed are: adjustment to college, making friends, depression, anxiety, relationships, sexuality, self-esteem, family issues, academic concerns, loneliness, self-confidence, grief and loss, suicidal thoughts, and substance use/abuse.

Students who have issues that are long-term in nature, chronic, or those requiring specialized treatment, will be assisted in locating a mental health provider in one of the neighboring communities. On-campus counseling services are free of charge to all traditional students. Fees for all off-campus services will be the financial responsibility of the student. Whenever possible, we will work with you to locate a practitioner within your insurance network.

The Counseling Center is located in the Julia Church Health Center. It is open Monday through Friday, and appointments may be scheduled from 8:30 a.m.-12:30 p.m. and 1:30 p.m.-5:00 p.m. You may either come to the Health Center to schedule an appointment in person or call x5952 or x5418. If you happen to be transferred to voicemail, please leave your name, a number where you may be contacted, and a couple available times/days that suit your schedule.

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## ***New Federal Guidelines on Sexual Assault: Campus Sexual Violence Elimination Act (or Campus SaVE Act)***

*The Violence Against Women Reauthorization Act of 2013 amended the Violence Against Women Act (VAWA) and the Clery Act to provide new requirements for schools to prevent and respond to sexual violence, domestic violence, dating violence, and stalking. These updates are sometimes referred to as Campus Sexual Violence Elimination Act or Campus SaVE Act. On April 29, 2014, The Task Force to Protect Students From Sexual Assault, which President Obama created earlier in the year, released their report outlining specific recommendations for college campuses in preventing and responding to the statistic that one in five women is sexually assaulted in college. The First Report of the White House Task Force to Protect Students from Sexual Assault is another step in Federal law, regulation and guidance on preventing and addressing sexual assault on college and university campuses. For more information on the White House Task Force Report visit <https://obamawhitehouse.archives.gov/1is2many/notalone>*

### **Domestic Violence, Dating Violence, and Stalking**

Sex offenses and sexual harassment come in many forms. The college is committed to educating the campus community about recognizing these offenses and the situations and circumstances that give rise to them. The college also provides educational programming aimed at awareness, procedures, and resources for reporting, victim rights and responsibilities, protective/safety options, laws and definitions, and penalties associated with these varied offenses, both criminal and judicial. This information is categorized and contained throughout this publication, though any member of the campus community may contact a designated Campus Security Authority (CSA) at any time to gain additional information or discuss and weigh options (refer to segment on CSA's). Because many are often hesitant or unsure in recognizing sex offenses in their various forms, the definitions of domestic and dating violence are provided in accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA):

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the applicable jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating (Intimate Partner) Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and, where the existence of such a relationship shall be determined based on the following factors:

- **The length of the relationship**
- **The type of relationship**

- **The frequency of interaction between the persons involved in the relationship**

**Stalking:** Unwanted or obsessive attention by an individual or group toward another person. Stalking behaviors are related to harassment and intimidation and may include following the victim in person or monitoring him or her, including use of social media or other technology.

**Sexual Violence:** Physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, fellow students, students from other schools, or third parties. Sexual violence is a form of sexual harassment.

### **Domestic Violence, Dating Violence, and Stalking Sanctions**

Incidents of Domestic Violence, Dating Violence and Stalking are considered Level IV violations and are heard by the Sexual Misconduct Hearing Board. Sanctions for Level IV violations may include a warning, restitution, community service, reflection/research paper, required counseling, alcohol education seminar, written letter of apology, loss of campus privileges, mandatory relocation to another residence hall, disciplinary probation, disciplinary probation with restrictions, drug education seminar, fines, denial of access to residence halls and campus buildings, and/or residence hall suspension, disciplinary suspension and/or expulsion from the College. When a respondent is found responsible, suspension or expulsion from the College as a sanction is a very strong possibility.

**Sexual Misconduct:** A range of offensive behavior of a sexual nature that is unwelcome.

**Types of sexual misconduct include the following:**

- **Rape:** When, without consent, there is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person or use of a person's mouth on another person's genitalia.

- **Sexual Abuse:** Touching of the sexual or other private parts of another person by forcible compulsion or without the latter's consent or with someone who is incapable of consent. Sexual abuse is a type of sexual assault.

- **Sexual Assault:** A broad category that includes, but is not limited to, public lewdness, rape, sexual battery, and sexual abuse.

- **Sexual Battery:** Touching of a sexual nature of a person by another person by forcible compulsion or without the latter's consent or with someone who is incapable of consent.

## New Definition of Rape vs. Historical Definition of Rape

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*In 2012, the U.S. Department of Justice expanded the definition of rape used for the collection of national Uniform Crime Reporting (UCR) statistics. The historical definition of rape, established in 1929 included only female victims penetrated vaginally by a male. The new definition includes male and female victims, all anal and vaginal sex acts, and any oral sex act that involves another person's sexual organs. This expanded definition of rape affords a more accurate representation of the volume and scope of rape and sexual assaults.*

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**Bystander Intervention:** An approach to sexual violence prevention. A bystander (or witness) is someone who sees a situation but may or may not know what to do, may think others will act, or may be afraid to take action. Bystander education programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk for sexual violence. This approach provides individuals with specific strategies (before, during, and after a sexual assault) that can potentially prevent sexual violence before it happens, or thwart sexual violence as it is occurring. Research shows that bystander intervention is an effective strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. To learn more about bystander intervention, or to request a presentation, contact Campus Safety and Campus Involvement or visit the campus safety website for a comprehensive look at safety, security, and crime prevention programming.

### Sexual Assault: Education

In previous years, walking the Walk program has been offered by the Hiram Health Center to educate students on the effects of sexual assault and what to do if you or someone you know is the victim of the sexual assault. In addition, the Portage County Victim Assistance Division discussed handling and reporting of sexual assaults. DOVE and SANE are also presented on campus to educate individuals on how they can personally respond and react if they or someone they know are the victim of sexual assault. At the beginning of each school year, a presentation is given to all new students and student leaders about sexual assault. Sexual Assault Awareness Week was held in the March. On a daily basis, flyers and online materials are available that the Health Center for review. If you are interested in more information regarding these programs and flyers, please contact the Julia Church Health Center at 330-569-5418.

## **Sexual Misconduct Policy Sex Offense Prevention and Response**

As an institution of higher education that believes in and promotes the rights and safety of all members of the campus community, Hiram College will not tolerate such crimes on campus. Because both women and men may be the victims of sex offenses or find themselves giving support to someone who has been a victim, the college is committed to educating all students about common circumstances that can lead to such offenses, possible methods of prevention, procedures for reporting offenses, and the laws and penalties related to them. It is important for everyone to learn about sex offenses, for everyone is vulnerable to them. Your close friend, a family member, the person you are dating, or even you could one day become a victim of a sex offense. There are many kinds of sex offenses, ranging from sexual abuse to sexual misconduct, criminal sexual act, and rape. Although the legal definitions vary slightly from state to state, in Ohio sexual misconduct or rape is generally defined as sexual intercourse that is perpetrated without the consent of the victim. Sexual intercourse must occur for the definition of sexual misconduct or rape to apply. In the media we most frequently hear about sexual assaults in which the perpetrator and the victim do not know each other. While this form of sexual assault is most widely publicized and perhaps most frequently reported, the more common situation on college campuses is sexual assault committed by acquaintances of the victim. The acquaintance may be a date or friend of the victim or someone the victim knows only casually. They often occur in an isolated setting such as a student's room. Alcohol and/or drug use is frequently involved in these cases. Regardless of the relationship between two people, if one person has sexual intercourse with another person without consent, the act is considered to be a sexual assault offense. An intoxicated victim may be unable to give consent to sexual intercourse. The specific section of law violated would be determined by the circumstances of the sexual assault. The same criminal laws and penalties apply to both acquaintance and stranger sexual assault. Students should use caution in situations involving someone they don't fully trust, use of alcohol and/or drugs, and group parties that may be conducive to peer pressure.

Hiram College is deeply committed to fostering an environment of engaged learning and pursuit of higher education. Accordingly, the institution has a responsibility to respond to any alleged acts of sexual misconduct that may negatively impact or harm the educational environment, ensuring that such acts are prevented or remedied if they are found to be present. As a result, in the case of sexual misconduct involving a student, the jurisdiction of Hiram College extends beyond the geographical boundaries of the campus, and the student is subject to investigation and adjudication when the institution has a reasonable knowledge of any possible violations of the policy outlined below.

### **Definition of Sexual Misconduct**

For the purposes of this policy, sexual misconduct is defined as any sexual act that occurs without the consent of one or more of the parties involved. This includes sexual imposition using physical force, assault, threat of bodily harm, or unwanted touching of a sexual nature. Sexual misconduct also includes psychological coercion, such as using a "power imbalance" to create or maintain a relationship or having sex with someone who is unable to give consent (someone under the influence of alcohol or drugs, as an example).

## Dating Violence, Domestic Violence, and Stalking

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), Hiram College is required to report statistics each year about dating violence, domestic violence, and stalking. All three behaviors are not permitted as a part of the Sexual Misconduct Policies of Hiram College.

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Past or present relationships will be determined by considering factors such as: length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; suffer substantial emotional stress. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

## Definition of Consent

Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. To meet the standard of consent in the policy, each participant is expected to give and obtain consent for each separate sexual activity. Hence, even within a single encounter, consent for one form of sexual activity does not mean consent for other forms of sexual activity. This also means that past consent does not imply present or future consent.

### Under this definition:

An individual who is asleep; mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or who is under duress, threat, coercion, or force is not able to consent.

One is not able to infer consent under circumstances in which consent is not clear, including but not limited to the absence of a verbal "no" or "stop." Silence cannot be assumed to indicate consent. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Since non-verbal communication can lead to misunderstandings, students should not rely on that form of communication as a signal of consent. According to this policy, a person who does not physically resist or verbally refuse sexual activity is not giving consent to that activity. If there is confusion during the act, all parties should stop and clarify.

A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive. A verbal “yes” constitutes consent only when it is voluntarily and knowingly given by an individual who has the capacity to give consent.

The existence of a prior or current relationship or sexual activity does not guarantee consent. Even in the context of a relationship, there must be clear communication from both parties that indicates a willingness to engage in sexual activity each time.

Consent can be granted or withdrawn at any time. Any party may withdraw consent prior to the completion of the act. Withdrawal of consent should be outwardly demonstrated by words or actions. Once consent is withdrawn, sexual activity must cease.

## Sexual Assault Risk Reduction

Crime can happen anytime, anywhere, and to anyone

RAINN (Rape, Abuse and Incest National Network) provides resources for survivors and advocates for sexual violence prevention. The following tips, found at [www.rainn.org](http://www.rainn.org), may reduce your risk for many different types of crimes, including sexual violence, whether on campus or off.

**Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, Hiram campus safety duty phone number (330-469-4119), and a local sexual assault service provider (Townhall II: 330-678-4357). Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.

**Stay alert.** When you’re moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you’re alone, only use headphones in one ear to stay aware of your surroundings.

**Be careful about posting your location.** Many social media sites, like Facebook and Snapchat, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.

**Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends but give people time earn your trust before relying on them.

**Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can’t use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

**Be secure.** Lock your door and windows when you’re asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

## **What is consent?**

Most people know that they are supposed to have consent before engaging in any sexual activity, but in the real world it's not that black and white. RAINN describes consent as an agreement between participants to engage in sexual activity. There are many ways to give consent, and some of those are discussed below. Consent doesn't have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other's boundaries.

## **How does consent work in real life?**

When you're engaging in sexual activity, **consent is about communication**. And it should happen every time. Giving consent for one activity, one time, does not mean giving consent for increased or recurring sexual contact. For example, agreeing to kiss someone doesn't give that person permission to remove your clothes. Having sex with someone in the past doesn't give that person permission to have sex with you again in the future.

## **You can change your mind at any time.**

You can withdraw consent at any point if you feel uncomfortable. It's important to clearly communicate to your partner that you are no longer comfortable with this activity and wish to stop. The best way to ensure both parties are comfortable with any sexual activity is to talk about it.

## **Positive consent can look like this:**

- Communicating when you change the type or degree of sexual activity with phrases like "Is this OK?"
- Explicitly agreeing to certain activities, either by saying "yes" or another affirmative statement, like "I'm open to trying."
- Using physical cues to let the other person know you're comfortable taking things to the next level

## **It does NOT look like this:**

- Refusing to acknowledge "no"
- Assuming that wearing certain clothes, flirting, or kissing is an invitation for anything more
- Someone being under the legal age of consent, as defined by the state
- Someone being incapacitated because of drugs or alcohol
- Pressuring someone into sexual activity by using fear or intimidation
- Assuming you have permission to engage in a sexual act because you've done it in the past

Like many other substances, alcohol can inhibit a person's physical and mental abilities. In the context of sexual assault, this means that alcohol may make it easier for a perpetrator to commit a crime and can even prevent someone from remembering that the assault occurred.

## Tips to Help You Stay Safe When Using Alcohol

You can take steps to increase your safety in situations where drinking may be involved. These tips can help you feel safer and may reduce the risk of something happening. Though it is best to stay safe while under the influence of alcohol, it's important to remember that sexual assault is never the victim's fault, regardless of whether they were sober or under the influence of drugs or alcohol when it occurred.

- **Keep an eye on your friends.** If you are going out in a group, plan to arrive together and leave together. If you decide to leave early, let your friends know. If you're at a party, check in with them during the night to see how they're doing. If something doesn't look right, **step in**. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety.
- **Have a backup plan.** Sometimes plans change quickly. You might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable. Keep the number for a reliable taxi company saved in your phone and on a piece of paper in your wallet and try to have cash on hand. It is also a good idea to download a few different rideshare apps on your phone. Having multiple options helps ensure that you will be able to get a ride home or to a safe location, even if the app you typically use is not functioning. To help keep your phone charged so you can stay in communication with friends or call a ride, consider bringing an external cell phone charger that can be used without an electrical outlet.
- **Know what you're drinking.** Don't recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches that may have a deceptively high alcohol content. There is no way to know exactly what was used to create these drinks.
- **Trust your instincts.** If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.
- **Don't leave a drink unattended.** That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
- **Don't accept drinks from people you don't know or trust.** This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.
- **Check in with yourself.** You might have heard the expression "know your limits." Whether you drink regularly or not, check in with yourself periodically to register how you feel. If you think you have had too much, ask a trusted friend to help you get water or get home safely. Remember, if someone offers you a drink, you can always say no.
- **Be aware of sudden changes in the way your body feels.** Do you feel more intoxicated than you are comfortable with? Some **drugs** are odorless, colorless and/or tasteless, and can be added to your drink without you noticing. If you feel uncomfortable, tell a friend and have them take you to a safe place. If you suspect you or a friend has been drugged, call 911, and tell the healthcare professionals that you suspect you or a friend have been drugged so they can administer the right tests.

Even if you were consuming alcohol when a sexual assault occurred, remember it was not your fault. *If you've experienced sexual assault, you're not alone. To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at [online.rainn.org](https://www.rainn.org).*

## **If someone you know has been sexually violated**

### **DO:**

- Be supportive, listen to them.
- Share your feelings of concern for them.
- Communicate to your friend that they are not responsible for the violation.
- Make sure your friend has a safe place to stay.
- Allow your friend to regain control by making their own decisions.
- Make yourself available to accompany your friend to a helping resource (e.g., hospital, Health Center, Counseling Center, Harlan House).
- Realize that you, too, have been affected and seek support if you need it.

### **DON'T:**

- Attempt to seek revenge.
- Make jokes.
- Be angry with your friend.
- Force them to talk and/or take control from them.
- Ask your friend how they could "let this happen".
- Assume you understand how your friend feels.
- Discuss the incident with others unless you have permission from your friend.

## **Informal and Formal Reporting of Sexual Misconduct**

When sexual misconduct occurs, the College sees the health and wellbeing of the victim(s) as the immediate and primary concern. Since time is crucially important in situations like this, the College educates and encourages any student who finds him or herself in this situation to report the incident as soon as possible to the Director of Student Health Services. The director is able to assist in securing any medical attention that may be needed.

**Asha Goodner, Director of Student Health Services**  
**Julia Church Health Center**  
**330-569-5418**

**If the victim, witness, friend, or family member is reporting an incident after normal business hours, please notify any Residential Education staff member (off-hours duty phone: 4330-569-4025) or a Campus Safety Officer (330-469-4119 or x6107 on campus). This staff member will put you in direct contact with the Director of Health Services as soon as possible.**

## **Preserving Evidence**

It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order. If you are a victim of an alleged offense, you should not bathe or douche, change clothing, comb your hair, brush your teeth, or disturb the area in which the alleged offense occurred.

In addition to addressing the health and wellbeing needs of the victim(s), the campus takes seriously its responsibility to initiate the appropriate investigation(s) and Campus Judicial System processes. Victims who file a report with the College are not precluded from pursuing a criminal complaint simultaneously and the victim has the option to:

- (1) Notify proper law enforcement authorities and local police.**
- (2) Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses.**
- (3) Decline to notify such authorities.**

It should also be noted that the College is required under Ohio Revised Code 2921.22 to notify local law enforcement.

## **Title IX Coordinator**

Any educational institution receiving federal financial assistance must designate at least one employee to coordinate its efforts to comply with and carry out responsibilities associated with Title IX of the Education Amendments of 1972. Title IX prohibits sex discrimination in education programs and activities. The Title IX coordinator for the Hiram College campus is **Martha Schettler**

Martha Schettler has designated Ed Frato-Sweeney, the Director of Residential and Citizenship Education, to investigate and adjudicate any Title IX harassment or sexual misconduct complaints on campus involving a student (either student against student or student against a faculty/staff member). There are two additional staff members who are currently trained to conduct sexual assault investigations.

Martha Schettler has designated Karen Holland (Director of Human Resources) to investigate and adjudicate any Title IX harassment or sexual misconduct complaints involving faculty and staff behavior (either against another faculty/staff member or against a student).

## **Sexual Misconduct Investigations**

As soon as the Coordinator of Citizenship Education receives a report of student sexual misconduct, he will promptly begin an investigation into the alleged violation. As prescribed by the Office for Civil Rights, the process for investigating claims for sexual misconduct should take no more than sixty days. During the investigative period, appropriate remedies may be taken by the College to reduce the likelihood that a hostile environment (for complainants or respondents) exists or emerges in the course of process. Remedies might include but are not limited to changing housing assignments, altering class schedules, and/or putting in place “no-contact orders.”

Students reporting misconduct will be protected from retaliation. Any allegations of retaliation will be addressed by the College appropriately.

The investigation will provide both the complainant and respondent the opportunity to present evidence and witnesses to the investigator. Both the complainant and respondent will receive relevant

updates throughout the investigative process. At the completion of the investigation, a decision will be made by the Coordinator of Citizenship Education as to whether or not the incident merits charges of the student code of conduct violation, and both the complainant and respondent will be notified.

If a complainant requests that his/her name not be revealed, the College will make every reasonable effort to maintain his/her privacy. In its pursuit of fostering a healthy and safe learning environment, it should also be noted that the College reserves the right to move forward with judicial proceedings with or without the participation or consent of the complainant.

**The standard of proof for cases of alleged sexual misconduct is a “preponderance of the evidence.”**

This means that members of the Sexual Misconduct Hearing Board will consider all information provided to determine if the situation was more likely than not to have occurred. In the event that a student is found responsible for violating the sexual misconduct policy, Hiram College will take appropriate steps to help prevent further acts of misconduct.

## **Formal Campus Hearing Procedures for Sexual Misconduct Allegations**

Acts of alleged sexual misconduct are reviewed by a Sexual Misconduct Hearing Board. The proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

This board is comprised of three members drawn from a specially trained pool of faculty and staff members; students do not serve on a Hiram College Sexual Misconduct Hearing Board. During the course of the hearing, the Coordinator of Citizenship Education will serve as the institutional representative. He will also act as the liaison between the students and the Sexual Misconduct Hearing Board. As part of his responsibilities, he will provide to all parties an explanation of the procedures, and he will be present at the hearing to ensure adherence to procedures. Following the hearing, he will send a formal notification to the complainant and respondent in writing, informing them of the outcome of the hearing.

The hearing process is not a criminal trial, nor is it intended to resemble one. It is a college-based process that provides both parties an equal opportunity to present and have access to relevant information being considered by the Sexual Misconduct Hearing Board, to bring forth witnesses, and to have a support person of their choosing present (but not verbally active or participatory) during the course of the hearing. If an attorney is being used as a support person, the College must have 72 hours' notice before the hearing. At the completion of the hearing, the Sexual Misconduct Hearing Board will deliberate each individual charge of the case and, using the preponderance of evidence standard, determine responsibility for the respondent.

For more information about these hearings, please consult the procedures for Sexual Misconduct Hearing Boards in the Campus Judicial Policies section in the Student Handbook.

There are two conditions under which students may appeal findings/sanctions imposed via the judicial system:

1) To present substantive new information or evidence likely to affect the outcome of the hearing which was not presented at the time of the original hearing.

2) To provide substantive evidence that there was a failure to follow published procedures likely to have affected the outcome of the hearing.

Each party will have one opportunity to appeal. An appeal may be submitted following the findings of the original Judicial Board or following the findings of the subsequent Appellate review.

Appeals must be submitted:

a) In writing by the student making the appeal. Oral appeals are expressly prohibited. Persons other than the student appellant may not submit appeals on behalf of the appellant.

b) In a way that clearly specifies the grounds for the appeal (see 1 and 2 above).

c) Within three business days of written receipt of the decision of the hearing.

d) To the Coordinator of Citizenship Education who will convey the appeal to the appropriate appellate review official.

## Hearing Outcome for Sexual Misconduct Allegations

Both parties will be notified in writing of the outcome of the hearing usually within five business days. The Coordinator of Citizenship Education will meet with the respondent and complainant individually to discuss the results of the hearing.

Sanctions imposed under the College Judicial System are in effect once the written finding of the hearing body has been received and remain in effect while an appeal is under consideration. Filing an appeal does not delay implementation of sanctioning.

## Sex Offender Registration

As required by the Campus Sex Crimes Prevention Act of 2000, the Office of Campus Safety provides a link to the Ohio Department of Rehabilitation and Correction, the State agency which supplies sex offender registry information to law enforcement and the public. The law requires sex offenders to register in any state in which the offender is employed, pursues a vocation, or is a student. See the Ohio Department of Rehabilitation and Correction site: <http://www.drc.ohio.gov/>

## Harassment and Bias Incidents

As members of the Hiram College community, students are expected to refrain from any verbal or physical acts of harassment or discrimination.

**Harassment** is defined as inappropriate or disrespectful conduct or communication in any form, including, but not limited to harassment based on gender, race, ethnicity, or sexual orientation.

Harassment can occur electronically in email, blogs, text messages, and web pages/social media such as Facebook, Snapchat, Instagram, Twitter, etc.

**A bias incident** is a threatened, attempted, or completed action that is motivated by bigotry and bias regarding a person's real or perceived race, religion, national origin, ethnicity, sexual orientation, disability, or gender status. Examples of these incidents include name calling, offensive language/acts, graffiti, or inappropriate gestures/behavior.

**A hate crime** is a criminal act, including physical assault or vandalism, in which the victim is a target because of his/her real or perceived race, religion, national origin, ethnicity, sexual orientation, disability, or gender. Such acts include, but are not limited to, slurs of any kind, verbal or physical harassment, the defacing or destruction of property, intimidation, or any behavior which calls attention to the differences of another person in a manner that prevents or limits his/her academic and/or personal freedom.

An opinion expressed in conversation, in a classroom or in any public forum is quite different from a discriminatory or harassing remark addressed to an individual or group. The former is at the interest of the educational venture; the College seeks to establish the free and open exchange of ideas in its curricular and co-curricular endeavors. However, since the College also believes in the worth and dignity of every individual, hate speech of any kind cannot be tolerated. Hate speech, whether obscene, derogatory or harassing, is not a means of resolving conflict among people.

All Hiram College students should live and study in an environment that is free of discrimination and harassment. Where actions are found to have occurred that violate this standard, Hiram College will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible. Students should report any harassment and discrimination to the Dean of Student's Office, the Office of Ethnic and Diversity Affairs, or Campus Safety.

## **Missing Student Notification Policy and Procedures**

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours. For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to the Hiram College Campus Safety Office and Dean of Students Office. If after investigation, Campus Safety and the Dean of Students Office determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a Hiram College department or office other than the Hiram College Campus Safety Department, the Hiram College employee receiving the report shall contact the Hiram College Campus Safety Department immediately.

## Procedure: Procedures for designation of emergency contact information

**(1) Students aged 18 and above and emancipated minors.** Students living on campus shall be given notice of this policy and an opportunity to designate an individual or individuals to be contacted by the college “in case of emergency”. Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the Hiram College Campus Safety Department or Dean of Students staff shall attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.

**(2) Students under the age of 18.** In the event a student living on campus who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college shall and is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below

### Official notification procedures for missing persons

**A.** Any faculty, staff or student who has information that a residential student may be a missing person must notify the Campus Safety Department as soon as possible and no later than 24 hours after they determine a student may be missing. HCCSD and Dean of Students Office staff shall also follow up on notification by other individuals such as friends or family members.

**B.** The Hiram College Campus Safety Department and the Dean of Students staff shall gather information about the residential student from the reporting person and from the student’s acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.

**C.** No later than 24 hours after determining that a residential student is missing, the Hiram College Campus Safety Department or Dean of Students staff shall notify the emergency contact (\*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. *\*Contact is contingent upon the correct emergency contact information being made available by the student.*

### Notification to local law enforcement

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, within 24 hours the law enforcement agency with local jurisdiction, the Hiram Police Department, will be informed of a missing student, unless the local law enforcement agency was the entity that made the determination that the student is missing.

## Campus communications about missing students

In all cases when the student is declared missing by the Hiram College Campus Safety Office after an initial investigation and in consultation with Hiram Police and other law enforcement agencies as appropriate, the HCCSD and Dean of Students Office will coordinate with the Hiram College Strategic Marketing Office to provide information to the media and other outlets that is designed to obtain public assistance in the search for any missing student. This coordination will ensure that investigations are not impeded by the release of information.

## Assembly and Access to Crime Statistics

This report is a collaborative effort prepared by the Office of Campus Safety with the cooperation of the Hiram Village Police and the Office of Citizenship Education. The report includes statistics for the previous three years of reported crimes that occurred on-campus, in off-campus sites owned or controlled by Hiram College and on public property immediately adjacent to and accessible from the campus. Paper copies of this report are available to students, faculty, staff, and the public at the Office of Campus Safety on the 2nd floor of the Kennedy Center or by calling (330) 569-5110.

## Crime Definitions

**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.

**Criminal Homicide- Manslaughter by Negligence** - The killing of another person through gross negligence.

**Criminal Homicide** - Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

**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. This type of assault usually is accompanied by the use of a weapon or by 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 which 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. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking, safecracking and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Law 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, Benzedrine).

**Liquor Law Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; 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. (Drunkenness and driving under the influence are not included in this definition).

**Dating Violence**- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Past or present relationships will be determined by considering factors such as: length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship.

**Stalking**-Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; suffer substantial emotional stress.

**Domestic Violence**- Pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Sexual Assault** - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Examples are rape, fondling, incest, and statutory rape.

**Hate Crimes** - Criminal offenses that may manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as hate crimes.

**Hate Crime- Larceny/Theft**- is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a

person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**Hate Crime-Simple Assault**-is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Hate Crime-Intimidation**-is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Hate Crime-Destruction/Damage/ Vandalism of Property**-is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Geographical Definitions

**On-Campus** – (i) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

**Non-Campus Building or Property** – (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property** – all public property including thoroughfares, streets, sidewalks and parking facilities, that is within the same reasonably contiguous geographic area of the campus, or immediately adjacent to and accessible from the campus.

## Hate Crimes Bias Categories

Race (R)      Gender (G)      Religion (R)      Sexual Orientation (S)      Ethnicity (E)      Disability (D)

Gender Identity:    Male (M)    Female (F)      National Origin

## Ohio Revised Code Sex Offense Definitions

### 2907.02 Rape.

(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

(a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

(b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.

(c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

### 2907.03 Sexual battery.

(A) No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply:

(1) The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution.

(2) The offender knows that the other person's ability to appraise the nature of or control the other person's own conduct is substantially impaired.

(3) The offender knows that the other person submits because the other person is unaware that the act is being committed.

### 2907.09 Gross sexual imposition.

(A) No person shall have sexual contact with another, not the spouse of the offender; cause another, not

(B) the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:

(1) The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force.

(2) For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

(3) The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery.

(4) The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person.

(5) The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.

(B) No person shall knowingly touch the genitalia of another, when the touching is not through clothing, the other person is less than twelve years of age, whether or not the offender knows the age of that person, and the touching is done with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person

### **2919.25 Domestic violence.**

(A) No person shall knowingly cause or attempt to cause physical harm to a family or household member.

(B) No person shall recklessly cause serious physical harm to a family or household member.

(C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member

### **2903.211 Menacing by stalking.**

(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

(2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A)(1) of this section.

(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

### **2903.21 Aggravated menacing.**

(A) No person shall knowingly cause another to believe that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family. In addition to any other basis for the other person's belief that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family, the other person's belief may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

### **Unfounded Crimes (34 C.F.R 668.46 (c)(2)(iii))**

(2) *All reported crimes must be recorded.* (i) An institution must include in its crime statistics all crimes listed in 34 C.F.R (c)(1) occurring on or within its Clery geography that are reported to a campus security authority for purposes of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).

(ii) An institution may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

(iii) An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

<b>Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities**</b>
<b>Murder/Non-Negligent Manslaughter</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	1	0	0	1	1
	<b>2018</b>	0	0	0	0	0
<b>Manslaughter by Negligence</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Sexual Assault</b> <i>(Rape, Fondling, Incest, Statutory Rape)</i>	<b>2020</b>	1	0	0	1	1
	<b>2019</b>	1	0	0	1	1
	<b>2018</b>	3	0	0	3	3
<b>Robbery</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Aggravated Assault</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	1	0	0	1	1
	<b>2018</b>	0	0	0	0	0
<b>Burglary</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	2	0	0	2	2
	<b>2018</b>	4	0	0	4	4
<b>Motor Vehicle Theft</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Arson</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0

<b>Hate Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
<b>Murder/Non-Negligent Manslaughter</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Sexual Assault</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Robbery</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Aggravated Assault</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Burglary</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Motor Vehicle Theft</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Arson</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Larceny - Theft</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Simple Assault</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Intimidation</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Destruction Damage Vandalism Of Property</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0

<b>Violence Against Women Act (VAWA)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
<b>Dating Violence</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Domestic Violence</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Stalking</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	1	0	0	1	1
	<b>2018</b>	0	0	0	0	0

<b>Alcohol/ Drugs/Weapons</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
<b>Alcohol Arrests</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	3	0	3	3	0
<b>Drug Arrests</b>	<b>2020</b>	6	0	0	6	6
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	5	0	0	5	5
<b>Weapons Arrests</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0
<b>Alcohol violations Referred for Disciplinary Actions</b>	<b>2020</b>	34	0	0	34	34
	<b>2019</b>	25	0	0	25	25
	<b>2018</b>	46	0	0	46	46
<b>Drug Violations Referred For Disciplinary Action</b>	<b>2020</b>	29	0	0	29	29
	<b>2019</b>	41	0	0	41	41
	<b>2018</b>	50	0	0	50	50
<b>Weapons Violations Referred For Disciplinary Action</b>	<b>2020</b>	0	0	0	0	0
	<b>2019</b>	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0

## Partnership Schools

Hiram College currently has 3 partnership schools. In 2020 there were **0** Clery Reportable incidents involving Hiram students.

[Cuyahoga Community College](#), 2900 Community College Ave, Cleveland, OH 44115

**Main Number:** 800- 954-8742 **Campus Police and Security, Non-emergencies:** 216-987-4325

<https://www.tri-c.edu/administrative-departments/campus-police/crime-statistics.html>

Lorain Community College, 1005 N Abbe Rd, Elyria, OH 44035

**Main Number:** 440-365-5222 **Campus Security:** 800-995-5222 ext. 4053 440-366-4053.

<https://www.lorainccc.edu/security>

Lakeland Community College, 7700 Clocktower Drive, Kirtland, OH 44094

**Main Number:** 440- 525-7000 **Campus Police:** 440.525.7241

<http://www.lakelandcc.edu/annualecurityreport>

## Annual Fire Report and Statistics

The Annual Fire Report is prepared by the Office of Campus Safety in collaboration with the Hiram Police, Hiram Fire Department, Office of Residential Education, Dean of Students Office, and Physical Plant. Campus Safety, Physical Plant, Residential Education, and the Campus Emergency Response Team (CERT) work together with local Police and Fire departments to develop and implement the policies, procedures, training programs, inspections and other activities that are part of a comprehensive fire safety program and assures the safety of students, faculty and staff at Hiram College.

The Hiram Village Fire Department provides round-the-clock fire safety and emergency response coverage, 24 hours a day, 7 days a week (24/7). In 2020, Campus Safety provided response from 8:00AM until 5:00PM, and 5:00 PM to 7:00 AM every day of the year. Current hours of availability for Campus Safety vary; please check the website for details on availability. All fires and automatic fire alarms are reported to Portage County Sheriff's Office who then dispatches local responders to the alarm. Upon Campus Safety receiving a report of a fire or fire alarm, the Officer on Duty notifies the local fire department.

Residence Hall facilities are equipped with fire alarm systems, including smoke and heat detectors, manual pull stations, and signaling devices (e.g. fire alarm horns, speakers and strobes). In addition to sounding a local alarm, each Residence Hall fire alarm panel communicates with a central monitoring station located at Portage County Sheriff's Dispatch, where trained personnel continuously monitor the panel for alarm and trouble conditions. Fire extinguishers are located throughout the Residence Halls. Sprinkler systems are provided as noted in the Fire Protection System table. Buildings with partial sprinkler systems have sprinklers located in certain utility closets and certain common areas.

## Fire Drills

Fire drills are conducted to ensure that students, faculty and staff are aware of the fire alarm signaling devices and evacuation procedures. Residential Education, in coordination with the Hiram Village Fire Department, conducts a minimum of one (1) mandatory supervised fire drills each semester in every

Residence Hall. During the drills, Firefighters, Resident Directors and Resident Assistants reserve the right to conduct random inspections to ensure that students have evacuated. They also use this opportunity to re-enforce evacuation protocols and to remind students about fire safety and evacuation procedures, including the location of fire extinguishers, fire alarm pull stations, and assembly areas. Students who failed to evacuate during a fire alarm or drill are referred for judicial action. In 2020, all required fire drills were conducted in the Fall Semester.

## Fire Safety Policies

Smoking is strictly prohibited in all campus buildings, including the Residential Halls. The use of grills, hot plates, toasters, toaster ovens, candles, oil lamps, incense, electric blankets, extension cords, electric heaters and any other means of an open flame is strictly prohibited in Residence Halls. Policies also prohibit the inappropriate discharging of fire extinguishers or tampering with fire alarm and fire protection equipment. Details on these policies can be found on the following websites:

**Residential Education** <http://www.hiram.edu/campus-life/residence-life>

**Student Life Handbook** <https://www.hiram.edu/wp-content/uploads/2021/09/2021-2022-Hiram-College-Student-Handbook-1.pdf>

## Possession of Candles Policy

All students wishing to possess/use candles for any college-sponsored or religious activity must complete a Possession of Candle form, which can be obtained in the Special Events Office. This form must be on file with all appropriate signatures three weeks prior to the scheduled event. All centerpieces containing lit candles must be approved by the Hiram Village Fire Department. Centerpieces must meet requirements specified through Ohio Revised Code (ORC) open flame policy. ORC is enforced through the Hiram Village Fire Department and they must have three weeks to inspect the centerpieces for approval.

## Fire Safety (Level I or II) Policy Violations

- a. Tampering with fire equipment, including extinguishers and fire exit signs, smoke/heat detector, or automatic door closure or pull stations.
- b. Causing a false alarm.
- c. Setting an unauthorized fire in or on College Property.
- d. Possession of or using candles or using or possession of incense or incense holders. Exceptions may be made for those participating in college-sponsored events; permission must be obtained through the Director of Campus Involvement.
- e. Failure to evacuate during fire alarm.
- f. Blocking internal or external fire escape routes.
- g. Possessing or storing flammable materials, including but not limited to: live, cut holiday decorations including trees, wreaths, roping, etc., fireworks, or other explosive devices, flammable liquids, or any other materials determined to be hazardous by the Residential Education staff. Students may not possess or use candles (unless registered) or use or possess incense or incense holders.

h. Smoking in any College building, including residence hall rooms and public areas, or smoking within 30 feet of any building.

i. Possessing or using a fog machine or anything that creates excessive smoke.

*Minimum* sanctions for fire safety violations will be a fine of not less than \$100. Disciplinary probation will also be considered. The sanction and/or fine will be based on the circumstances of the individual case.

**Remember the following fire safety tips:**

- Hot plates, toasters, electric heaters and similar heat-producing portable electrical appliances are prohibited.
- Outlets should never be overloaded with multiple plugs.
- Do not use extension cords. Use only use multi-outlet power strips that have their own self-contained circuit breaker.
- Never cover light bulbs with paper or clothing.
- Candles are not permitted in dormitories because of the fire hazard.

**Building Evacuation** Building occupants must immediately evacuate upon the activation of a fire alarm signal. Evacuation procedures have been developed for all buildings. Fire evacuation signs and maps are posted on the back of all Residence Hall room doors, along with emergency contact information. All building staff including operations staff are trained on fire evacuation. Residence Hall staff are instructed to knock on doors as they leave the buildings, if it is safe to do so, during evacuations.

**Procedures for Student Housing Evacuation:**

Students should determine the most direct evacuation route from their room and when the alarm is sounded, they should leave the building IMMEDIATELY. No resident may use an elevator during a fire alarm. Residence Life staff will check to see residents have left the building as they exit themselves. It is a violation of Federal Law for anyone to remain inside a building when a fire alarm is sounding. Failure to evacuate the building during a fire drill or fire may result in disciplinary action. Fire officials will give the okay to return to the building. Under NO circumstances may a resident return to the building before permission is given.

**General Procedures Students and Employees should follow in the case of a fire:**

Pull the nearest fire alarm and leave via the preplanned evacuation route if safe to do so. Dial 911 or 330-469-4119 and give your name and location of the fire. (If necessary, dial 911 from another building)

**When a fire alarm sounds, occupants should:**

Proceed immediately to an exit according to the posted evacuation plan and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you. Do not use an elevator.

**If there is smoke in the area, remain close to the floor.**

Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.

### **If you cannot leave the room:**

Seal the cracks around doors with clothing or other material, soaked with water if possible. Hang an object (bed sheet, jacket, shirt, etc.) in the window to gain attention. Shout for help. If possible, call 330-469-4119 or 911 and report that you are trapped. If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and follow the above procedures. As with any emergency, the best advice is to be prepared by familiarizing yourself with evacuation route plans.

#### **If are awakened by the sound of a fire alarm and smoke is present:**

- Don't sit up!
- Roll out of your bed.
- Stay low.
- Crawl to the door.
- Feel the door to see if it is hot.
- If the door is not hot, kneel against the door and open it slightly.
- Check the hall for flames.
- If no smoke or flames, crawl along the floor of the corridor to the fire exit, staying low and using doorways as the guide.
- Leave the building and do not re-enter until an authorized person signals it is safe to do so.

## **Fire Safety Education**

Campus Safety and the Hiram Village Fire Department provide fire safety training for Residence Hall staff at the beginning of each academic year. Fire safety awareness information is posted on bulletin boards and distributed to parents and resident students during orientation programs and at Residence Hall meetings.

### **Report a Fire**

Students, staff and faculty should report all fires, fire alarms and other emergency situations to Campus Safety at (330) 469-4119, the Hiram Fire Department at **9-1-1**. On receiving a report of a fire or fire alarm, a Campus Safety Officer immediately notifies the local fire department. The Campus Safety Officer will notify other campus administrative staff as necessary.

## **Fire Safety (Protection) Systems**

Residence Hall facilities are equipped with fire alarm systems, including smoke and heat detectors, manual pull stations, and signaling devices (e.g. fire alarm horns, speakers and strobes). In addition to

sounding a local alarm, each Residence Hall fire alarm panel communicates with a central monitoring station located at Portage County Sheriff's Office dispatch, where trained personnel continuously monitor the panel for alarm and trouble conditions. Fire extinguishers are located throughout the Residence Halls. Sprinkler systems are provided as noted in the Fire Protection System table. Buildings with partial sprinkler systems have sprinklers located in certain utility closets and certain common areas.

- Never leave cooking food unattended. Unattended meals are the number one cause of cooking fires.
- Wear short or close-fitting sleeves. Loose clothing can catch fire.
- Clean cooking surfaces to prevent food and grease build-up.
- Keep curtains, towels and potholders away from hot surfaces.
- Store solvents and flammable cleaners away from heat sources.
- Turn pan handles inward to prevent accidental spilling.
- Slide a pan lid over flames to smother a grease or oil fire, then turn off the heat and leave the lid in place until the pan cools. Never carry the pan to the sink or outside; you may spread the fire that way.
- Make sure a dry chemical fire extinguisher is located near the cooking area.
- Never use water or flour on grease fires.
- Close the oven door and shut off the heat to smother an oven or broiler fire.

## **Future Improvement in Fire Safety**

The Higher Education Opportunity Act (HEOA Public Law 110-315) signed into law by President George H. Bush on August 14, 2008, and effective July 1, 2010, requires institutions with on campus student housing facilities to provide Plans for Future Improvements in Fire Safety to enrolled students and current employees. Fire Safety has always been and continues to be a high priority at Hiram College. We continue to assess what more can be done to:

Assure a Fire Safe Environment

Raise our Fire Preparedness and Prevention

Renew the Fire Safety Instructions and Fire Evacuation Procedures

Update Available Training and Information

Toward these ends:

At minimum an annual review of the College's Fire Safety Policies and Procedures will be conducted.

Inspections and tests of our Fire Suppression and Protection Systems will continue on an annual schedule and any deficiencies will be corrected in accordance with the Ohio Revised Code

## **More Information**

**All fire and life safety concerns should be addressed to the Office of Campus Safety at (330) 569-5110.**

<b>2020 Residence Hall Fires</b>				
<b>Location</b>	<b>Cause of Fire</b>	<b>Deaths</b>	<b>Injuries</b>	<b>Property Damage</b>
Townhouse 68		0	0	
Townhouse 72		0	0	
Townhouse 76		0	0	
Agler		0	0	
Bancroft		0	0	
Booth		0	0	
Bowler		0	0	
Centennial		0	0	
Dean		0	0	
East		0	0	
Grey		0	0	
Henry		0	0	
Miller		0	0	
Peckham		0	0	
Whitcomb		0	0	
Hiram Inn		0	0	
<b>2019 Residence Hall Fires</b>				
<b>Location</b>	<b>Cause of Fire</b>	<b>Deaths</b>	<b>Injuries</b>	<b>Property Damage</b>
Townhouse 68		0	0	
Townhouse 72		0	0	
Townhouse 76		0	0	
Agler		0	0	
Bancroft		0	0	
Booth		0	0	
Bowler		0	0	
Centennial		0	0	
Dean		0	0	
East		0	0	
Grey		0	0	
Henry		0	0	
Miller		0	0	
Peckham		0	0	
Whitcomb		0	0	
<b>2018 Residence Hall Fires</b>				
<b>Location</b>	<b>Cause of Fire</b>	<b>Deaths</b>	<b>Injuries</b>	<b>Property Damage</b>
Townhouse 68		0	0	
Townhouse 72		0	0	
Townhouse 76		0	0	
Agler		0	0	
Bancroft		0	0	
Booth		0	0	
Bowler		0	0	
Centennial		0	0	
Dean		0	0	

East		0	0	
Grey		0	0	
Henry		0	0	
Peckham		0	0	
Miller		0	0	
Whitcomb		0	0	

<b>RESIDENCE HALL FIRE PROTECTION SYSTEMS</b>					
<b>Building</b>	<b>Extinguishers</b>	<b>Full Sprinklers</b>	<b>Partial Sprinklers</b>	<b>Fire Alarm</b>	<b>Voice</b>
Townhouse 68	✓		✓	✓	
Townhouse 72	✓		✓	✓	
Townhouse 76	✓		✓	✓	
Agler	✓			✓	
Bancroft	✓			✓	
Booth	✓		✓	✓	
Bowler	✓	✓		✓	
Centennial	✓		✓	✓	
Dean	✓			✓	
East	✓	✓		✓	✓
Gray	✓			✓	
Henry	✓			✓	
Miller	✓			✓	
Peckham	✓			✓	
Whitcomb	✓			✓	



**In Case of an Emergency**

**Call Campus Safety x0, Option 1  
 Campus Safety Duty Cell Phone 330-469-4119  
 Hiram Police, Fire, or EMS: 911**

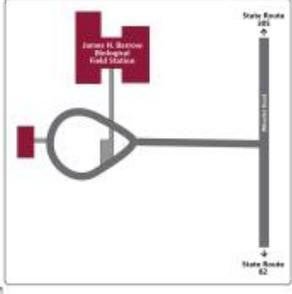
# HIRAM COLLEGE

## CAMPUS MAP



### KEY

- Campus Buildings
- Student Lot
- Visitor Lot
- Faculty Staff Lot
- Athletic Fields
- Information
- YOU ARE HERE



James H. Beane Biological Field Station  
Hiking Trails