

2019

# Annual Security and Fire Safety Report



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

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## Important Phone Numbers

### CASE WESTERN RESERVE UNIVERSITY POLICE

CWRU Police .....	216.368.3333
CWRU Police (non-emergency) .....	216.368.3300

### OTHER POLICE DEPARTMENTS

University Circle Police .....	216.791.1234
Cleveland Police (3 <sup>rd</sup> district) .....	911 or 216.623.5300
Cleveland Heights Police .....	911 or 216.321.1234 (Southside residence halls)
Cleveland Clinic Police Department .....	216.444.2250
Greater Cleveland Regional Transit Authority Police Department (RTA) (Bus and Rapid Stations) .....	216.566.5163
Hunting Valley Police Department .....	440.247.7324 (Squire Valleevue and Valley Ridge Farms)

### REFERENCE AND REFERRAL LISTING

University Counseling Services .....	216.368.5872
University Health Services .....	216.368.2450
Human Resources .....	216.368.6964
Safe Ride transport service .....	216.368.3000
Student Affairs .....	216.368.2020

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# PART I

## Introduction

This publication is part of Case Western Reserve University's overall effort to provide important information about personal safety to the campus community. It includes valuable information about safety, on and off campus. Please read it carefully, and pay special attention to the safety tips, which can help reduce the chances that you could be the victim of crime.

This report has been prepared in compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### University Profile

Case Western Reserve University (CWRU) is a 267-acre campus located in University Circle, the cultural and educational hub of the City of Cleveland. The university was formed by the 1967 merger of the Case Institute of Technology and Western Reserve University. CWRU is an independent, research-oriented university. The university is composed of the Case School of Engineering, the College of Arts and Sciences, the Frances Payne Bolton School of Nursing, the Jack, Joseph and Morton Mandel School of Applied Social Sciences, the School of Dental Medicine, the School of Graduate Studies, the School of Law, the School of Medicine, and the Weatherhead School of Management.

### Why an Annual Campus Security and Fire Safety Report?

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, also known as the Clery Act, was passed in 1990. The act requires institutions of higher education to:

- Publish an annual report by Oct. 1 that contains three years of campus crime statistics for certain types of crimes and certain campus security policy statements. This report contains crime statistics in the designated categories for calendar years 2016, 2017 and 2018.

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics are gathered from campus police, local law enforcement and university employees who have significant responsibility for student and campus activities.
- Provide timely warning notices of certain types of crimes that have occurred on or near campus and pose an ongoing threat to students and staff.
- Disclose in a public crime log any crime that occurred on campus or within the patrol jurisdiction of the campus police and is reported to the campus police.

Additionally, the Higher Education Opportunity Act of 2008 created new reporting responsibilities regarding fire safety and missing persons policies as well as the reporting of certain types of crimes labeled as hate crimes. The Campus Sexual Violence Elimination Act (SaVE Act), passed in 2013 as part of the Violence Against Women Reauthorization Act (VAWA), also added new requirements, which include:

- Adding domestic violence, dating violence and stalking to the list of crimes that institutions must include in their Annual Security Report;
- Expanding the categories of reportable hate crimes to include those based on bias against gender identity or national origin;
- Including policy statements in their Annual Security Report detailing the institution's internal procedures in cases of domestic violence, dating violence and stalking, as well as a description of education and prevention programs aimed at these topics.

In accordance with the Higher Education Act of 2008, Case Western Reserve University publishes an Annual Fire Safety Report. This report contains information on the university's fire safety policies and procedures as well as fire statistics for residence halls.

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## PART II

# Campus Policing and Security Policies: Cleveland Campus

### Case Western Reserve University Division of Public Safety

The CWRU Police Department was founded in 2006. The department deploys a professional force of police and security officers who patrol the campus on a 24-hour basis. Officers frequently patrol campus buildings, walkways and parking lots. CWRU police and security officers provide emergency response to criminal, medical, hazardous materials and fire emergencies as well as routine patrol services. CWRU police officers are sworn peace officers, certified through the Ohio Peace Officers Training Council. CWRU police officers are armed and have full arrest authority and police powers on or within 300 feet of the CWRU campus. CWRU police authority comes from section 1713.50 of the Ohio Revised Code (ORC) and the department's operating protocol with the City of Cleveland.

CWRU Division of Public Safety is responsible for the administration of all security, crime prevention and law enforcement programs on campus. Administrative and patrol operations are housed in the department headquarters building at 1689 E. 115th St. The Communications Center is housed in the lower level of Health Services Building at 2145 Adelbert Road. The CWRU Division of Public Safety is available 24 hours a day, every day of the year, to receive reports on incidents that have occurred on CWRU property.

### University Circle Police Department

The University Circle Police Department (UCPD) is a private police force managed by University Circle Inc. (UCI) whose primary responsibility is providing police services for UCI member institutions. In coordination with CWRU Police, UCPD officers help provide police and law enforcement services to the CWRU campus. UCPD-commissioned peace officers patrol the entire University Circle area, including the CWRU campus. These officers have full arrest authority, both on campus and within the boundary of University Circle (see map on page 48). Both departments work closely with the Cleveland, Cleveland Heights and Cleveland Clinic Police Departments, which also provide police services in their respective jurisdictions that include portions of the campus.

### Protocols with Surrounding Police Departments

The Case Western Reserve University Police Department has written operating protocols with both the Cleveland Police Department (CPD) and the University Circle Police Department (UCPD) regarding patrol boundaries, daily operations and the investigation of alleged criminal offenses.

### Reporting Criminal Incidents and Emergencies

All crimes that occur on campus should be reported to CWRU Division of Public Safety at **216.368.3333**. For every crime that is reported, an investigation is conducted and a file is created. Crimes occurring off campus but within the University Circle area should be reported to the University Circle Police Department at **216.791.1234**.

To further encourage the timely reporting of crimes on campus, the following persons have been designated as campus security authorities (CSA) to whom incidents also may be reported:

- The Vice President for Student Affairs
- Associate Vice Presidents for Student Affairs
- Directors and Associate Directors for Residence Life, Housing and Greek Life
- The Director and Associate Directors of Student Conduct and Community Standards
- The Title IX Investigators
- Faculty Diversity Officer
- Equal Employment Opportunity and Diversity Manager
- Advisors to university recognized student organizations
- Director of Athletics and Coaches
- Employees of Flora Stone Mather Center for Women

In addition, professional staffs for Residence Life and student resident assistants (RAs) play a key role in promoting a safe and secure environment in residence facilities. These personnel are responsible for reporting criminal activity in residence facilities and responding to emergency situations that may arise in residence facilities.

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Case Western Reserve University's Annual Security Report is the result of the efforts of many people on campus. Each year, the offices and individuals listed above provide information for inclusion in the report. No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure the statistics are as accurate as possible, and information in the report is reviewed for accurateness and completeness. If you have any concerns regarding any of the statistics or information found in this report, please contact CWRU Division of Public Safety at **216.368.1243**.

Emergency telephone service is available from all campus phones by calling **216.368.3333**. Walk-in service is available at 1689 E. 115th St. from 9 a.m. to 3 p.m., Monday–Friday. Non-emergency information is available by calling **216.368.3300** or **216.368.4630**.

## Monitoring and Recording Off-Campus Criminal Activity

CWRU Police rely on our professional relationship with local law enforcement agencies to receive information about off-campus criminal incidents in which CWRU staff, faculty and students may be involved. Reporting of such incidents by the University Circle Police Department is handled per the operating protocol between the two departments. CWRU Police will investigate any report it receives concerning such activity involving a CWRU community member. If an incident occurs that is determined to be outside CWRU Police jurisdiction, the department will notify the appropriate law enforcement agency.

## Anonymous Reporting

Individuals may anonymously report a crime to CWRU Division of Public Safety. When reporting crimes, individuals are encouraged to provide as much information as possible to assist in an investigation. Anonymous reports can be made through the reporting tab on **case.edu/publicsafety**, through 'Submit a Tip' button on the CWRU Rave Guardian smartphone app, or by calling the CWRU Police Detective Bureau at **216.368.3331**.

## Confidential Reporting and Professional Counselors

Under the Clery Act, professional counselors and licensed medical professionals, such as the professional staff at University Health and Counseling Services and the Flora Stone Mather Center for Women, are not considered to be campus security authorities when acting in their professional capacity and are not required to report crimes for inclusion

into the annual disclosure of crime statistics. Some clergy also fall under this exception. Per CWRU's Sexual Assault Policy, professional counselors may encourage patients to voluntarily and confidentially report crimes for inclusion in the crime statistics.

## Criminal Investigation and Prosecution

It is the policy of CWRU to inform all crime victims of their right to pursue criminal charges through the criminal justice system and provide assistance in this regard. In cases involving students, the Office of Student Conduct & Community Standards will conduct hearings under due process guidelines. This process is available to victims, whether or not they pursue criminal charges. These judicial procedures are valid only for incidents occurring before August 1, 2016. For conduct incidents occurring August 1, 2016 or later, please refer to the University Student Code of Conduct: [case.edu/studentlife/conduct/university-code-conduct](http://case.edu/studentlife/conduct/university-code-conduct). Additional information about student conduct process can be found on their website at [case.edu/studentlife/conduct/conduct-process](http://case.edu/studentlife/conduct/conduct-process).

## Emergency Phones

Throughout campus, there are two-way emergency phones. CWRU has 300 blue call boxes and 40 pedestal mounted blue light phones. Both phone types have an emergency button and a call button. With a touch of a button, the caller is immediately connected to CWRU's Communications Center. The location of the call is automatically recorded and response is immediate.

## Access to Campus Facilities and Residences and Security Considerations in the Maintenance of Campus Facilities

As a private university, Case Western Reserve has the right to limit access to university-owned property and buildings. During normal business hours, most university buildings are open to the public. After business hours, all campus facilities are secured on the schedule set by the university administration and will require key or CWRU ID card access. Individuals not affiliated with the university who wish to enter or use university property or buildings should obtain permission from the appropriate university authority or department.

## Residence Hall Security

There are 54 on-campus residence halls that house approximately 3,050 students. An additional 1,000 students

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live in university-owned off-campus apartments and fraternity/sorority housing. University residence halls are secured 24 hours per day. The access is restricted to residents and authorized support staff through a campus-wide card access system that requires the use of a valid university ID. All guests must be accompanied by a resident while inside residence halls. The electronic access system is monitored 24 hours a day in the CWRU Communications Center.

### Community Officers

To provide an additional level of security in residence halls, the Division of Public Safety runs the Community Officer program; these are security officers who specifically patrol the north and south residential areas during evening hours, primarily on foot, and assist with crime prevention information and programming as well as patrol and emergency response.

### Fire Alarms

Fire alarms are installed in all residence halls and are inspected in compliance with state fire codes. Fire drills are conducted twice each semester in each residence hall by the CWRU Fire and Life Safety Officer.

## Security Considerations in the Maintenance of Campus Facilities

The university's facilities are maintained by the Facility Services Department, which incorporates security and safety considerations into its maintenance planning. This includes lighting, grounds keeping and physical access. The university's Office of Environmental Health and Safety (EHS) provides routine inspections of all campus facilities to identify safety hazards. The Facility Services Department promptly addresses problems identified during these inspections.

Lighting tours are conducted every semester by Division of Public Safety and Facilities Services personnel in coordination with representatives from Undergraduate Student Government. These tours attempt to locate areas of poor or malfunctioning lighting, which are then addressed by Facilities Services. CWRU Division of Public Safety officers who notice lighting or landscaping issues that may impact safety or security notify the Communications Center of these problems so they can be forwarded to Facilities Services for action. During business hours, Facilities Services Customer Service can be contacted directly at **216.368.2580** regarding any issues observed on campus. After hours, facilities, lighting or landscaping concerns should be directed to the CWRU Communications Center at **216.368.3300**.

## Transportation Services: Safe Ride and Campus Shuttles

### Campus Shuttles

The university provides a day and night campus shuttle bus service. The shuttle serves all primary campus locations as well as the Coventry Road retail district. The shuttles run from 5:30 p.m. to 12:30 a.m. Sunday through Thursday and 5:30 p.m. to 2:30 a.m. Fridays and Saturdays. For more information on the night shuttle, call **216.791.6226** or go to [case.edu/access-services/shuttles](https://case.edu/access-services/shuttles).

### Safe Ride

An option for moving around University Circle at night is Safe Ride transport service. These are designated vans driven by security officers that provide transport within the University Circle area. The service runs from 6 p.m. to 3 a.m. during the academic year, and any CWRU student, faculty or staff member can use it. To request a Safe Ride, use one of the following ways: log on to the automated dispatch system at [saferide.case.edu](https://saferide.case.edu), call **216.368.3000**, or download the smartphone app called 'CWRU SafeRide'. This application allows users to track a driver's location and receive notification when the van is in close proximity. For more information on the program, see the Safety on Campus tab at [case.edu/publicsafety](https://case.edu/publicsafety).

### Crime Prevention

The police department offers a variety of crime awareness and personal safety programs (including those detailed above). All incoming students receive a crime-prevention briefing as part of their orientation. Events such as safety fairs and crime-prevention presentations for specific groups occur throughout the year. Additional resources include:

- Emergency procedures, which are available under the emergency preparedness tab at [case.edu/publicsafety](https://case.edu/publicsafety).
- Programs offered to resident students, focusing on safety concerns for those living on campus.
- Security and crime-awareness orientation programs conducted for new students. Departments and student groups can request presentations on safety and security.

Most crimes that occur on campus, or anywhere else for that matter, are crimes of opportunity, and can be easy to prevent. Remove the opportunity, and you prevent the crime. Secure easy-to-carry items in a locked desk or cabinet. A thief knows where purses usually are kept, such as on the floor behind a desk or in the lower right-hand drawer of a desk. A wallet left

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in the pocket of a jacket behind the door or on a chair is also a prime target. Be aware of what is happening around you, who has come into your area and what they are doing. A friendly, “May I help you?” is often enough to discourage a thief, who realizes that someone has noticed their presence.

### Daily Crime Log

The university’s daily crime log is updated every other business day and is posted at [case.edu/publicsafety](https://case.edu/publicsafety) under the Crime and Security Reports tab. The Daily Crime Log can also be viewed at CWRU Police Headquarters at 1689 E. 115th St. The log contains all reported crimes that were reported to CWRU Police Department.

### Rave Guardian Safety App

The Case Western Reserve University Division of Public Safety has partnered with Rave Mobile Safety to offer Rave Guardian, an award winning mobile safety app offering easy access to help and resources you need most. By downloading the free Rave Guardian app and registering with your CWRU email address, you will never be more than a few taps away from the CWRU Police. Our emergency dispatchers use the Rave platform to precisely understand where to send officers to response to community emergencies and help those in need. Rave Guardian users never walk alone. Users can add friends, family or public safety officials “Guardians” for extra layer of safety when walking alone. Simply set your timer for your trip with your destination—your “Guardian” can track your progress in real time and will be alerted if you do not deactivate the timer. Discreetly contact campus police with the chat feature in the app. For more information on Rave Guardian, visit [case.edu/publicsafety](https://case.edu/publicsafety).

### Bike Registration

All members of the CWRU community are encouraged to register their bicycles to help deter theft and identify recovered bicycles. To register, go to [case.edu/publicsafety/services/bike-registration-lock](https://case.edu/publicsafety/services/bike-registration-lock). Fill out and print the registration form.

Bring your completed form to CWRU Police headquarters at 1689 E. 115th St. or the Wade or Fribley student service offices. Turn in your form and receive a registration sticker. Undergraduate students are eligible for free bike U-lock when they register their bike.

### Bike Locks

Free bike U-locks are available to undergraduate students at the Wade and Fribley area offices, or at CWRU Police

headquarters at 1689 E. 115th St. Bike registration is required to obtain a free bike U-lock.

### Security Awareness and Personal Safety Presentations

CWRU Division of Public Safety offers security awareness and personal safety presentations upon request for any university department or affiliated group. These sessions are scheduled at the requester’s convenience and are conducted on site. To arrange for a session, contact Crime Prevention at [crimeprevention@case.edu](mailto:crimeprevention@case.edu) or **216.368.1243**.

### Personal Alarms

Free personal alarms are available to undergraduate students at the Wade and Fribley area offices and at CWRU Public Safety headquarters.

### Self-Defense Programs

The CWRU Police Department offers self-defense classes for those who identify as women. The department has certified instructors in the Rape Aggression Defense (RAD) program, which is 12 hours of instruction taught over multiple sessions and is offered once a semester. The department also offers “Street Smart” sessions, which are one-time classes between one and two hours long upon request. To obtain more information, email the instructors at [radprogram@case.edu](mailto:radprogram@case.edu).

### Emergency Notification, Response and Evacuation

The Division of Public Safety is responsible for alerting the campus community when a crime is reported or brought to the attention of the CWRU Police and is determined to represent a threat to members of the campus community. In making this determination, CWRU will consider the safety of students, staff and faculty, as well as the privacy interests of all persons involved in the incidents.

### Timely Warning/Security Alerts

CWRU calls timely warnings security alerts. Security Alerts are sent by either Assistant Director of Emergency Management or Assistant Vice President, online and internal communications from the Rave Alert emergency notification system and are posted on Division of Public Safety website under Security Statistics at [case.edu/publicsafety](https://case.edu/publicsafety). All faculty, staff and students are automatically enrolled in Rave Alert and receive Security Alerts, Safety Advisories and emergency notifications. All users should visit [getrave.com](https://getrave.com) to update their user information. This may also be done through the Rave Guardian app.



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Security Alerts provide information about crimes that have occurred on or near campus and still pose a serious or continuous threat. Names of the person(s) involved will not appear in security alerts.

Information provided in security alerts include:

- The location, date and time of the incident;

Crime offense;

- A short summary of the incident;
- Physical description of the suspect(s), when available;
- Date the alert was released; and
- Other relevant information that will help to protect and inform individuals from being a victim of a similar crime.

Security alerts are issued as soon as possible after an incident has been reported and all relevant facts have been gathered and it has been determined by safety officials that a continuous threat exists.

## Emergency Notifications

Emergency notifications are a method of immediately notifying the CWRU community that there is a confirmed pending or existing threat to the health and safety of students, faculty, staff or visitors. Examples of possible threats that could trigger an emergency notification include, but are not limited to, an active aggressor, extreme weather, or natural disasters. Through Rave Alert, subscribers are notified when there is an incident/event on campus that threatens public safety. Emergency notifications are activated only if safety officials believe that the campus community is under an immediate threat(s) from a significant emergency or a dangerous event and must take immediate action to remain safe and secure.

Case Western Reserve has other means to provide immediate notification to the campus community that an emergency is pending or occurring. These notification measures help to warn students, faculty, staff and visitors:

- Case.edu webpage
- Text Message
- Email
- Fire Alarms
- Facebook and Twitter
- Outdoor Warning Speakers
- Vehicle Public Address Speakers
- Voicemails on campus phones
- Voice messages to cellphones

- Voice messages to campus phones
- Rave Guardian notifications
- Other

Ongoing notifications will be evaluated continuously by on-scene personnel and university leadership. As the incident continues, additional segments of the community may require emergency notification.

The university will not deliver an emergency notification until there is sufficient information available to be specific and actionable. For example, once an emergency is confirmed by responders, the incident commander is then tasked with gathering information about the dangerous situation.

Students, faculty, and staff with a CWRU Network ID can view their Rave information by visiting [getrave.com](https://getrave.com) with their CWRU Network ID and password.

## Safety Advisories

Safety Advisories are issued to make the campus community aware of trends in less serious crimes in addition to increased presence of first responders on campus.

## Clery Act Reporting Requirements for Emergency Response Policy

Case Western Reserve University departments develops, tests and maintains emergency response, continuity and recovery plans responsible for the protection of life and property on campus. The Division of Public Safety is responsible for the all-hazard emergency operations plan and its annexes and appendices that detail the response to an imminent or potential emergency.

CWRU operates in accordance with the National Incident Management system. CWRU Police and other Public Safety staff are trained in the incident command system. CWRU Police officers are usually the first on scene when an emergency occurs on campus and as the incident evolves other university departments may be required to resolve the emergency.

Full information on the university's emergency management program can be found at [case.edu/publicsafety](https://case.edu/publicsafety).

## Report an Emergency on Campus

In an emergency, members of the CWRU community shall report emergency situations—such as a person with a gun on campus, a hazardous materials spill or fire—to the Division of Public Safety at **216.368.3333**.

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Anyone on campus can call **911** for local jurisdiction emergency responders. If **911** is called first, the CWRU community member should inform CWRU Police Department by calling **216.368.3333** immediately following calling **911**.

Rave Guardian App has an emergency call feature that will notify the CWRU Communications Center when the feature has been used. With location services enabled on a mobile device, the location accuracy will be greatly increased to allow communications officers to find the approximate location of the caller. When outside of the campus boundaries, the app will automatically ask to dial **911**.

To report instances of significant infectious disease or other public health hazards, University Health and Counseling Services can be reached at **216.368.2450**.

### **Threat Assessment and Behavioral Intervention Team (TABIT)**

Threatening behavior is taken seriously at Case Western Reserve University. If the situation requires immediate attention, contact CWRU Police Department at **216.368.3333**. In a serious but non-emergency situation, seek advice and assistance from resources on campus:

- Report the concern to any one person at Case Western Reserve University in a leadership role (e.g. your resident assistant, University Counseling Services, faculty or staff, police or security)
- Send an anonymous tip through the CWRU Rave Guardian app or call **216.368.TIPS (8477)** to leave a message for a detective
- Submit concerns to the Threat Assessment and Behavioral Intervention Team (TABIT)

The TABIT evaluates potentially worrisome situations. If the committee concludes a threat to the campus exists, TABIT members will act in accordance with university policy.

Any university community member who is concerned about a situation may activate the team for a meeting. To request an urgent assessment, contact one of the following:

- Office of the Provost—**216.368.4389**
- Human Resources—**216.368.6964**
- Office of Student Affairs—**216.368.2020**

Once an emergency is reported, CWRU will activate its emergency response plan that provides guidance for how the university will respond.

### **Responding to an Emergency**

Whether or not there was advance notice of a threat or emergency, a multi-departmental response will occur. Like all emergencies, they start and end local. If the incident expands, local, state, or federal public safety partners may be asked to provide assistance or oversee the direction and control. In instances of public health or behavioral emergencies, University Health and Counseling Services staff may be called to respond.

The confirmation of a dangerous situation or a threat to the campus community may be accomplished through a variety of resources and avenues including but not limited to: CWRU Police Department while on patrol; Communications Center dispatchers monitoring alarms and cameras; firsthand accounts from the public; security technologies and surveillance systems; and other public safety partners.

Upon confirmation of a legitimate emergency or dangerous situation, the Division of Public Safety will begin the process of determining what mode of emergency mass notification should be utilized, who should receive the messaging and content of the notification. Specific segments of the entire campus community may be notified if only that segment may be affected by the incident(s). The Division of Public Safety and University Marketing and Communications collaborate and are responsible for the content for emergency mass notifications.

Emergency notification may be authorized by the Executive Director of Public Safety, Chief of Police, Assistant Director of Emergency Management, Assistant Vice President, online and internal communications, Officer in Charge, Executive Director for Health and Counseling Services and the designee of any of these individuals, or Public Safety Communications Center.

Weather can change quickly. CWRU Division of Public Safety receives severe weather alerts from the National Weather Service and may issue an emergency notification if a Tornado Warning is in effect for the campus. The Office of Emergency Management strongly encourages members of the CWRU community to sign up for weather alerts and download weather apps. Wireless devices can receive Wireless Emergency Alerts (WEA) that include weather alerts from your carrier if it is enabled on your device.

### **Protective Actions**

CWRU Division of Public Safety may issue protective actions to protect the community from the effects of emergencies. These actions may include evacuation, lockdown or shelter in place.

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CWRU Division of Public Safety has established plans for the orderly and coordinated evacuation of all or part of the Case Western Reserve population, if it is determined that such action is the most effective means available for protecting the campus community from the effects of a disaster. Evacuations may involve a single building, portion or all of campus. CWRU Public Safety and other emergency response authorities will provide instructions and orders of evacuation. Evacuation procedures and guidance can be found on the Division of Public Safety website or Rave Guardian. Building Assembly points are found on the Environmental Health and Safety website [case.edu/ehs](http://case.edu/ehs).

The Division of Public Safety may issue a shelter in place order as a protective action. Sheltering in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. Those on campus may be asked to shelter in place because of criminal activity; tornado; or chemical, radiological, or other hazard.

The order to lockdown is only used for an active aggressor incident. An emergency notification with lockdown messaging will only be used when there is an active aggressor on or near campus. Emergency Notifications stating that the university is on lockdown means there are reports of an active aggressor(s) on or near campus. An active aggressor could be an active shooter, but is worded more broadly to include anyone with a gun, knife, or someone who uses a vehicle as a weapon.

When a lockdown is issued, dispatchers begin to lock all exterior doors. No one on campus who is outdoors will be able to enter non-residential buildings—even if you have keycard access to that building. You should get as far away as possible from the threat until an all clear message is sent.

In an active aggressor situation, Case Western Reserve University follows the guidelines promoted through ALICE:

- **Alert:** Sound an alarm of the situation at hand and call the police.
- **Lockdown:** Lock/barricade doors to provide a time barrier and give faculty, staff and students time to recognize the threat.
- **Inform:** If possible, keep faculty, staff, students and police up to date on the assailant’s location on campus.
- **Counter:** Interrupt the physical act of the shooting if possible (e.g. throw items, take the aggressor down, control the aggressor’s weapon arm, yell and scream to distract the aggressor).
- **Evacuate:** Leave the area as quickly as possible.

Lockdown procedures can be found on at [case.edu/publicsafety](http://case.edu/publicsafety).

Members of the CWRU community and the community at large will be made aware of protective actions for lockdown, shelter in place, and evacuation through several sources: outdoor speakers, indoor speakers, fire alarms, overhead speakers, text messages, desktop messages, phone calls and other means previously listed.

### Testing and Exercises

Exercises designed to test Case Western Reserve University’s emergency operations plans and procedures are conducted on an annual basis in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the standard that drills and exercises should meet and sets forth minimum requirements that include the assessment and evaluation of emergency plans, response capabilities, and evacuation procedures. Additionally, HSEEP requires proper follow-up and corrective actions when necessary. These exercises often include university personnel, surrounding jurisdiction first responders, government agencies, and members of the university community. The Division of Public Safety documents all exercises through detailed description of what core capability had been tested, the date and time of the exercise, and information about whether or not the test had been announced or unannounced.

CWRU Office of Emergency Management works closely with local and state offices of emergency management. Local and State emergency management agencies are notified of exercises conducted on campus.

## Alcohol, Drugs and Weapons Policies

### Alcohol and Other Drugs

CWRU conforms to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal in Ohio to sell, provide, or serve beer, wine, or liquor to anyone under the age of 21. The unlawful manufacture, distribution, possession, or use of alcohol and controlled substances, including illicit drugs, is prohibited on property owned or controlled by Case Western Reserve University or as part of any of its activities. CWRU complies with all federal and state drug laws. No CWRU employee may report to or engage in university-related work while under the influence of alcohol or illegal drugs. For information about the university’s drug and alcohol abuse education programs, contact the CWRU Substance Abuse Coordinator at **216.368.2450**. Employees also may call **800.227.6007** for information about the Employee Assistance

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Program. CWRU's Drug Free Schools and Communities Act Report can be found at [case.edu/studentlife/university-policies/drug-free-school-notification](https://case.edu/studentlife/university-policies/drug-free-school-notification) in the CWRU Student Handbook.

### Weapons

The use, discharge, carry or possession of firearm weapons, including air guns, is prohibited. Weapons are not permitted in any university-owned or controlled buildings, with one exception: In accordance with Ohio Revised Code 2923.1210, persons with a valid concealed handgun license may keep a handgun and/or ammunition securely locked in trunk/glove box of the person's privately owned legally parked vehicle.

### Missing Student Notification

In accordance with the Higher Education Opportunity Act of 2008, Case Western Reserve University has adopted the following policy regarding notifications during missing person investigations.

Any student residing in on-campus housing will be given the option of identifying a contact person(s) whom the university will notify if campus or local police determine the student is missing for more than 24 hours. If a student chooses to place a contact person on this list, the contact information provided will be kept confidential and will be accessible only to authorized university officials. Registration is voluntary, but all students residing in university housing will be advised of this service.

It is university policy, in accordance with federal law, that if the CWRU Police Department determines a student has been missing, the local police department having jurisdiction over the student's residence (the Cleveland or Cleveland Heights Police Departments) will be notified within 24 hours after the student is missing. Also in cases involving any un-emancipated juvenile student under 18 years of age, the university will notify the student's custodial parent or guardian and any other designated contact person within 24 hours of the determination that the student is missing. If you suspect someone is missing, immediately contact CWRU Police at **216.368.3333**. CWRU Police and the university's Division of Student Affairs will initiate an investigation immediately.

### Campus Sex Crimes Prevention Act/Sex Offender Registry

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning

registered sex offenders may be obtained. The Case Western Reserve University campus is located in Cuyahoga County, Ohio. Information concerning registered sex offenders in Cuyahoga County can be obtained at [sheriff.cuyahogacounty.us/en-us/sexual-offender-unit.aspx](https://sheriff.cuyahogacounty.us/en-us/sexual-offender-unit.aspx).

### Title IX

CWRU complies with Title IX of the Educational Amendments of 1972, prohibiting discrimination on the basis of sex in federally assisted educational programs and activities. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Sexual harassment (which includes sexual violence and assault) is a form of sex discrimination and therefore a violation of Title IX. Specific behaviors that are prohibited by Title IX include rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity; stalking; and relationship violence that is gender-based. Many behaviors that violate Title IX also constitute crimes. Title IX also prohibits discrimination of pregnant and parenting students.

Individuals who feel their Title IX rights may have been violated or who wish to discuss a Title IX matter should contact the Office of Equity at **216.368.3066**. The university's Title IX coordinator is Senior Associate Vice President for Equity Darnell Parker, who can be reached at **216.368.2020** or [darnell.parker@case.edu](mailto:darnell.parker@case.edu).

### Preventing and Responding to Sexual Assault

#### Sexual Misconduct Policy

The complete policy is available at [case.edu/equity/sexual-misconduct-title-ix/sexual-misconduct-policy](https://case.edu/equity/sexual-misconduct-title-ix/sexual-misconduct-policy). The following are policy statements regarding sexual assault and disciplinary hearings mandated by the Clery Act.

#### Sexual Assault

Case Western Reserve University is a community dependent on trust and respect for its constituent members: students, faculty and staff. Sexual assault is a violation of that trust and respect. It will not be tolerated. Sexual assault is a serious crime. Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Consent can never be given by anyone under the age of 16. Sexual assault includes, but is not limited to, the following: rape, incest, sexual assault with an object, forcible sodomy and forcible fondling.

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Lack of mutual consent is the crucial factor in any sexual assault. Consent is the equal approval, given freely, willingly and knowingly, of each participant to sexual involvement. Consent is an affirmative, conscious decision—indicated clearly by words or actions—to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force or coercion has not consented to contact. Consent cannot be given if a person's ability to resist or consent is substantially impaired because of a mental or physical condition. Examples include, but are not limited to, being unconscious, frightened, physically or psychologically pressured or forced, intimidated, substantially impaired because of intoxication (including alcohol), or substantially impaired because of the deceptive administering of any drug, intoxicant, or controlled substance.

The university strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue criminal charges, judicial action, or sanctions for their own protection and that of the entire campus community.

## Reporting Sexual Assault

To preserve the option of pursuing criminal sanctions or internal CWRU disciplinary processes, survivors should strongly consider reporting the sexual assault to an advocate, the campus police, the university and/or. Reporting an assault to police or campus security authorities does not require filing criminal charges; however, it allows all support systems to be put into motion, including: police response and crisis counseling. Reporting is best done as soon as possible after an assault, but may be done at any time. CWRU will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources, as well as counseling and support services. A courtesy transport to University Hospital Emergency Department will be provided.

## Importance of Preserving Evidence

Students who choose to notify police should be aware of the importance of immediacy in reporting the incident and preserving physical evidence, both at the assault scene and on the person assaulted. Students immediately reporting an assault should be accompanied to a health care facility of their choice for treatment and collection of evidence by a sexual assault nurse examiner (SANE). If a sexual assault survivor chooses to report the incident at a later time, important support systems still are available; however, criminal investigations can be more difficult.

When reporting a sexual assault, you may want to consider the legal distinction between a privileged and limited confidential resource.

Privileged reporting consists of those communications that legally cannot be disclosed without the reporter's consent to any other person, except under very limited circumstances such as imminent threat of danger to self or others. Examples include University Counseling and Health Services, Flora Stone Mather Center for Women, the Inter Religious Center and Cleveland Rape Crisis Center.

Limited confidential reporting consists of those communications that will not be disseminated to others except on a need-to-know basis. A limited confidential reporting source has the obligation to enlist designated campus resources to ensure steps are taken to protect the community as a whole. Examples are CWRU Police, Student Affairs, Housing and Residence Life, and hospital emergency rooms.

## Designated Reporting and Confidential Support Resources

A person wishing to pursue university action must report the conduct to one of the three University Designated Reporting Representatives (See Chart I). Taking this action does not prevent reporting the matter to the CWRU Police. To contact the CWRU Division of Public Safety, call **216.368.3333**. A person who has experienced sexual misconduct also may seek advice and guidance from confidential support resources, as discussed in Chart IIA and IIb.

## Role of Designated Reporting Representatives

- a. To hear the initial complaint/statement by the complainant and the respondent, and to make safety and support arrangements as appropriate.
- b. To receive initial complaint(s) regarding alleged sexual misconduct and to make the complainant aware of the university obligation to take action if the respondent is identified or identifiable.
- c. To provide the complainant and the respondent information about the policy and process, including the rights of the complainant and the respondent under this policy.
- d. To determine if the complaint falls within the Sexual Misconduct Policy and, if so, to determine appropriate next steps.
- e. To conduct an inquiry into reports from anonymous sources. In such instances, the university may be limited

in its ability to conduct an effective inquiry and to take action concerning the report.

Chart I. Designated Reporting Representatives
<p><b>For Student Concerns:</b>  <b>Office of Title IX</b>  <b>Thwing 318</b>            216.368.3066            (Monday–Friday) 8:30 a.m. to 5 p.m.</p>
<p><b>For Faculty Concerns:</b>  <b>Faculty Diversity Officer</b>  <b>Adelbert Hall 315</b>            216.368.8877            (Monday–Friday) 8:30 a.m. to 5 p.m.</p>
<p><b>For Staff Concerns:</b>  <b>Equal Employment Opportunity and Diversity Manager</b>  <b>Adelbert Hall 315</b>            216.368.8877            (Monday–Friday) 8:30 a.m. to 5 p.m.</p>

**Role of Confidential Support Resources**

Confidential resources are those members of the university who are licensed or designated by law as professionals to receive privileged communication, and receive information regarding possible sexual misconduct in the context of a professional relationship with the reporter of that information.

Confidential resources are not required to report allegations of sexual misconduct to designated reporting representatives unless required by law, such as the duty to report an imminent threat to self or others (see Charts IIa. and IIb.). Confidential resources provide advice, support and guidance about how to manage the situation without initiating university action. Discussions with a confidential source are not considered a report to the university or a request that any action be taken by the university in response to any allegation.

**Police Resources**

Anyone who has experienced sexual misconduct may choose to contact at any time either CWRU Division of Public Safety or a local police jurisdiction where the misconduct occurred. University officials and/or the CWRU Police Department will assist in notifying other local police authorities if requested to do so.

**On Campus**

CWRU Division of Public Safety ..... 216.368.3333  
 1689 E. 115th St. Any time, 24/7  
 Cleveland, Ohio 44106

**Off Campus**

University Circle Police ..... **216.791.1234**  
 Cleveland Police Sex Crimes Unit ..... **216.623.5630**  
 Cleveland Police 3rd District ..... **216.623.5300 or 911**  
 Cleveland Heights Police ..... **216.321.1234 or 911**

**Anonymous Reports**

In the event that the university receives an anonymous report of sexual misconduct, the university will conduct an inquiry into the matter. In such instances, the university may be limited in its ability to conduct an effective inquiry and to take action concerning the report. An anonymous tip line is available at case.edu/publicsafety under the “reporting” section. Please note that even with anonymous reports, the university has an obligation to investigate. If you feel you may have been the victim of a sexual assault and wish to speak to a privileged source about your reporting options, you can contact the Campus Sexual Assault Reporting Safe Line at **216.368.7777**.

**Additional Resources**

**Medical and Psychological Assistance Emergency Room Examination**

Any person who has been sexually assaulted may go directly to the University Hospitals’ emergency room or any local hospital for medical attention. Please note: The preservation of physical evidence is critical in the event of criminal prosecution and may be useful if university disciplinary action is pursued.

## Chart IIa. Student Confidential Support Resources

On-Campus Resources	Off-Campus Resources
<p><b>SAFE Line</b> 216.368.7777 – Any time, 24/7 For privileged and confidential conversations about sexual assault and relationship violence.</p> <p><b>University Counseling Services</b> Sears 220 216.368.5872 – 24 Hours</p> <p><b>University Health Service</b> 2145 Adelbert Road 216.368.2450 – 24 Hours</p> <p><b>Flora Stone Mather Center for Women</b> Tinkham Veale University Center, Room 248 216.368.0985 Monday–Friday, 8:30 a.m.–5 p.m. Ask to speak with the Licensed Professional Health Advocate</p> <p><b>Campus Clergy</b> Church of the Covenant 11205 Euclid Ave.—Annex Muslim Campus Ministry, Newman Catholic Campus Ministry, and United Protestant Campus Ministry 216.421.9614 or Hillel 216.231.0040 Ask to speak with a Clergy person</p>	<p><b>The Cleveland Rape Crisis Center</b> 216.619.6192 – 24 hours</p> <p><b>The Domestic Violence Center and Child Advocacy Center</b> 216.391.HELP (4357) – 24 hours</p>

## Chart IIb. Faculty and Staff Confidential Support Resources

On-Campus Resources	Off-Campus Resources
<p><b>Employee Assistance Program</b> 800.227.6007 myimpactsolution.com</p>	<p><b>The Cleveland Rape Crisis Center</b> 216.619.6192 – 24 hours</p> <p><b>The Domestic Violence Center and Child Advocacy Center</b> 216.391.HELP (4357) – 24 hours</p>

### University Health Services

Students can seek further treatment at University Health Services for any medical concerns, including sexually transmitted diseases and pregnancy testing.

### Counseling

Counseling may be pursued following a sexual assault, no matter how much time has elapsed since the incident. Counseling services are confidential except when disclosure is necessary to prevent imminent harm to self or others. Available options, on- and off-campus, are listed below. To inquire about other community counseling resources, please call 216.368.5872. All inquiries are confidential.

### Educational Services

The university offers courses designed to give students the information and skills needed to help protect them from the threat of sexual assault. The Department of Physical Education offers a Personal Safety Awareness class every semester. This seven-week class provides guest speakers from campus departments and various community service agencies. Topics covered include crime prevention, campus

and community resources and services, victim rights, the criminal justice system, and self-defense.

The CWRU Police Department offers Rape Aggression Defense classes periodically throughout the year for those who identify as female faculty, staff and students. All incoming first-year students receive education on sexual assault issues during their initial orientation programming.

Additionally, the Flora Stone Mather Center for Women and the Office of Student Conduct and Community Standards offer programming throughout the year, both scheduled and by request, on sexual assault, healthy relationships and relationship violence. These offices and the university Office of Inclusion, Diversity and Equal Opportunity are also conducting trainings for undergraduate and graduate students, staff and faculty on the university's sexual misconduct policy. Incoming first-year students complete a mandatory online training module regarding sexual misconduct and receive training during orientation week on the sexual misconduct policy and bystander intervention strategies. On the pages that follow is a list of previous and current trainings on campus regarding sexual misconduct and related topics.

## Sexual Misconduct Prevention/Education Initiatives

Initiative	Program Description	Target Audience	Program Frequency	Program Implemented	Campus Partners
Student/Guardian Electronic Letter	Letter and brochure. Sent electronically to incoming student's guardian regarding Title IX and resources.	First Year Students & their parents/ Guardians	Prior to Fall arrival	Fall 2003 Revised Yearly	*Student Affairs, First-Year Experience & Family Programs, Office of Equity
Undergraduate On-Line Community Education Module	CWRU On-line sexual misconduct education module. Completed as part of the mandatory New Student Checklist.	Incoming undergraduate students	July/ August	Summer 2014 Revised 2019	*Student Affairs, First Year Experience & Family Programs
Graduate and Professional Student On-line Modules	CWRU On-line sexual misconduct education module. Completed as part of the mandatory New Student Checklist.	Incoming graduate and Professional Students	Every Fall	Summer of 2014 Revised 2019	*Student Affairs, First Year Experience & Family Programs

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## Sexual Misconduct Prevention/Education Initiatives (continued)

Initiative	Program Description	Target Audience	Program Frequency	Program Implemented	Campus Partners
Sexual Misconduct Prevention Module for Athletics	CWRU Athletic Department created a module focusing on athletics and prevention.	All CWRU Athletes and Coaches	July 2018	February 2018	Office of Equity and Department of Athletics and Physical Education
Sexual Misconduct Reporting Posters	Office of Equity created reporting chart for reporting to the university and confidential resources.	Entire University Community	On-Going	July 2018	Office of Equity
Revision of Equity Website	Provide information around policies, procedures, resources, and training opportunities.	Entire University Community and External Community	On-Going	Spring 2016, Revised 2019	Office of Equity, students, faculty, and staff
Sexual Misconduct Prevention & Education Presentations	Presentations to raise awareness about the prevalence of SM, the SM Policy, procedures, resources etc.	Graduate/ Professional Students, Residential Staff, Orientation Leaders, International Students, Athletes, Faculty, Staff	July– November and throughout the year as requested.	Fall 2014 Revised Yearly	Office of Equity, Department of Athletics, Residence Life, First-Year Experience & Programs, academic departments, and Office for Inclusion, Diversity, and Equal Opportunity
Title IX Restroom Posters	Posters placed in every restroom throughout campus.	Entire university community	On-Going	1990 Revised 2017	Student Affairs, Office of Equity
Green Dot	By-stander intervention program	All university students, staff, and faculty	On-Going	Fall 2017	Women’s Center, International Student Services, Office of Equity, Residence Life, Greek Life, LGBT Center, Dean of Students
Social Norming Campaign	Campaign awareness against physical violence. (Including sexual misconduct and intimate partner violence)	Entire University Community	On-Going	Fall 2018	Student Affairs, Academic Affairs, undergraduate and graduate students

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## Sexual Misconduct Prevention/Education Initiatives (continued)

Initiative	Program Description	Target Audience	Program Frequency	Program Implemented	Campus Partners
SEXPO	Daylong conference set during the first week of school to destigmatize discussion around sex positivity, consent, and provide health resources to all.	Entire University Community	Every September	Fall 2016	Women's Center, Greek Life, *Student Affairs, LGBT Center, Office of Multicultural Affairs, Campus Ministry, University Health & Counseling,
Greek Community: Sexual Misconduct Prevention & Education Planning Group	IFC/Panhel initiated program to engage a representative from each Greek chapter in developing an intentional plan to eliminate sexual misconduct within the Greek Community. Catalyst Bystander Training through Greek Life SMARRT Leaders	Greek Community	On-going	Spring 2015	*Student Affairs, Center for Women, Cleveland Rape Crisis Center
SAVE – Sexual Assault and Violence Educators – Peer Education Presentations & Programs	Center for women trained student peer educators who are responsible for giving presentations throughout the campus community on a host of topics related to prevention.  Responsible for hosting the following events: SEXPO, Voices Against Violence, The Genital Monologues, Health Relationships Weeks, Sexual Assault Awareness Month, Take Back The Night	All University students	Ongoing	Fall 2010	Center for Women, *Student Affairs, Greek Life, Residence Life, Cleveland Rape Crisis Center
Let's Talk About Sex – Planned Parenthood Monthly Discussion Series	Collaboration between Planned Parenthood of Greater Cleveland and the Center for Women. Twice a month discussion series on topics ranging from healthy relationships, to consent, to sexuality.	Undergraduate and Graduate Students	Ongoing	Fall 2018	Center for Women, University Health & Wellness, Planned Parenthood Of Greater Cleveland

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## University Disciplinary Procedures Regarding Sexual Assault/University Complaint Process

Under Case Western Reserve's sexual misconduct policy, the university's complaint and campus disciplinary action procedures are as follows.

The university strongly encourages persons who experience sexual misconduct to report the misconduct, to seek assistance and to pursue university action for their own protection and that of the entire campus community.

When a complaint of alleged sexual misconduct is received, an initial inquiry is conducted by a designated reporting representative, who is a neutral administrator in the process. The designated reporting representative is responsible for coordinating the sexual misconduct process. The usual practice will be that the inquiry will be conducted in collaboration with the Office of Equity and the university Division of Student Affairs/Office of Student Conduct and Community Standards as appropriate and possible.

### Time Table

The university intends to resolve complaints of sexual misconduct in a timely manner. The university generally attempts to resolve complaints from the filing of a complaint to a determination within 60 days. The university generally attempts to make a determination on appeals within 10 business days following the submission of an appeal. However, extenuating or more complex circumstances may preclude the university from resolving a complaint within such a timeframe. The Title IX Coordinator, or his/her designee, will make a determination as to any reasonable extension of these timeframes. Complainants and respondents will be provided periodic updates as to the status of the process.

### Initial Inquiry

An initial inquiry is conducted by the designated reporting representative/deputy Title IX coordinator and will generally include interviews with the complainant and the respondent and a review of relevant documents. Following the initial inquiry, the designated reporting representative will determine whether the information gathered during the initial inquiry indicates that the complaint falls within this policy. The complainant and respondent will be informed promptly after the completion of initial inquiry.

If it is determined that the complaint falls within this policy, the designated reporting representative will either: 1) proceed with the informal process; or 2) refer the matter to the Title IX investigator/deputy Title IX coordinator for a determination

as to whether the process should proceed to the informal process, the formal process, or another university process. (See Investigator process below.) The designated reporting representative will make this determination by reviewing the following factors surrounding the complaint:

- a. The wishes of the complainant and the respondent;
- b. Consideration of a pattern of behavior;
- c. The nature and severity of the behavior or action; and
- d. The sufficiency of the information.

The complainant and the respondent will be informed promptly upon a determination by the designated reporting representative.

### Interim University Actions

In addition to conducting an initial inquiry, the designated reporting representative may need to take interim actions to protect the safety and well-being of the individuals involved in a complaint of sexual misconduct. The university will consider interim or remedial measures, as appropriate or legally supported, to protect those involved. These measures will be implemented as promptly as possible. Generally, such actions include, but are not limited to, the following:

- a. Notify the respondent that a complaint has been made against them;
- b. Provide a copy of the university sexual misconduct policy to both parties;
- c. Direct the parties or establish an agreement between the parties that they are not to initiate contact with the other party or parties until further notice by the university. Failure to cooperate or honor the agreement could result in restricting either party's presence on campus;
- d. Institute alternative work arrangements, living arrangements, dining facilities, class schedule, or advisor/supervisor arrangements as feasible and appropriate during the pendency of the process, considering safety issues and concerns of the complainant and the respondent;
- e. Provide access to appropriate academic supports, such as tutoring, or permission to withdraw from or retake a class or classes;
- f. Have each of the parties and any witnesses acknowledge the expectation of confidentiality as outlined in this policy;
- g. Advise all parties and any witnesses that they may not retaliate against any party or any witness involved in a sexual misconduct complaint.
- h. Notify the dean, department chair or supervisor of the

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complaint to assist with managing the rights of the complainant and the respondent as appropriate.

Interim Separation/Suspension Action: The university has the right to impose an interim separation or suspension, as provided for under other university policies or procedures.

### **Role of the Designated Reporting Representative and/or Sexual Misconduct Investigator(s)**

The designated reporting representative and/or sexual misconduct investigator conducts a prompt and thorough investigation of the complaint, which includes identifying and interviewing witnesses, gathering and securing relevant documentation, and identifying other relevant information. The representative/investigator provides a report of the finding of the investigation for review by the Title IX coordinator or his/her designee in consultation with the Office of General Counsel. A decision will be made as to the appropriate next steps to bring resolution to the complaint, which will include one of the following:

- a. Informal process;
- b. Formal process (administrative or board hearing);
- c. Another university process;
- d. End the process.

In making this determination, the reviewers will consider the following factors:

- a. The wishes of the complainant and the respondent;
- b. Consideration of a pattern of behavior; and
- c. The nature and severity of the behavior or action.

If the designated reporting representative/sexual misconduct investigator finds that the complaint does not fall within the sexual misconduct policy, the matter and other possible policy violations discovered (including any relevant information) may be referred to other university processes.

### **Informal Process**

The informal process is an opportunity to bring resolution to an informal complaint through awareness, education, and/or a facilitated discussion. During an informal process, written statements are not taken from the complainant or the respondent, and no hearing is conducted to determine whether the sexual misconduct policy has been violated. Normally, the informal process will not be used to resolve allegations of non-consensual sexual contact/activity, forced sexual contact/activity, non-consensual sexual intercourse, forced sexual intercourse and sexual exploitation. The

complainant will be advised of the right to end the informal process and begin the formal process, if the complainant wishes to do so.

### **STEP 1: FACILITATE RESOLUTION**

The designated reporting representative(s)/Title IX coordinator uses the information gathered during the initial inquiry to facilitate an appropriate resolution to the informal complaint. The designated reporting representative(s)/Title IX coordinator may determine that the informal action may be facilitated by an appropriate designee (e.g. for students, a residential coordinator or other designee; for staff, human resources representative; for faculty, the chair). The following are examples of possible options, one or more of which may be used to bring resolution to an informal complaint.

- a. Distribute a copy of the sexual misconduct policy to the respondent and/or the complainant and/or to the department or area whose behavior is being questioned;
- b. Educate the respondent or all parties regarding the university sexual misconduct policy;
- c. Conduct a sexual misconduct educational workshop for the designated department/school/university organization;
- d. Meet with the respondent to raise awareness about alleged inappropriate behavior and provide notice about possible university consequences;
- e. Facilitate discussion with the agreement of the complainant, respondent, and the designated reporting representative(s)/Title IX coordinator or designee;
- f. Institute alternative work arrangements, living arrangements, class schedule, dining facilities, or advisor/supervisor arrangements as feasible;
- g. Provide access to appropriate academic supports, such as tutoring, or permission to withdraw from or retake a class or classes; and/or
- h. Limit contact or impose no contact between respondent and complainant.

### **STEP 2: DOCUMENT INFORMAL RESOLUTION**

At the conclusion of the informal process, a letter summarizing the outcome(s) of the process will be sent by the designated reporting representative(s)/Title IX coordinator to the complainant and respondent and other appropriate university officials to bring closure to the matter (see Retention of Documents section in this policy).

If the matter is not resolved to the satisfaction of the complainant or the respondent utilizing the informal process, and/or the university determines the matter should be

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resolved through the formal process, the complainant, the respondent and/or the university may pursue the formal process. In such an instance, the complainant, the respondent and/or the university may request to utilize the formal process by submitting a written request to the designated reporting representative within five business days of the date of the receipt of the informal outcome letter.

### Formal Process

Determination of Administrative Hearing vs. Board Hearing:

A formal process may be facilitated in one of two ways: through an administrative hearing or a board hearing.

An administrative hearing may be used when all of the following exist:

- a. The complainant wishes to use an administrative hearing to resolve the complaint;
- b. (i) The respondent has admitted to the alleged sexual misconduct and admits that the conduct is or could be construed as sexual misconduct under the university's policy, or  
(ii) For matters in which the complainant and the respondent are both students, the designated reporting representative/investigator has determined, after consultation with the Title IX coordinator or his/her designee and the Office of General Counsel, that an administrative hearing is appropriate to determine both whether a violation of the policy has occurred and what the appropriate sanction is for a violation of the policy, if any. In such cases, the designated reporting representative/investigator will determine that the administrative hearing shall be conducted, as appropriate, by either (a) a representative from the Office of Student Conduct & Community Standards, or (b) three members of the Community Standards Board, selected as provided for in the Formal Process: University Community Standards Board section, below.
- c. The investigation or review determine(s) that an administrative hearing is appropriate to bring resolution to the complaint.

A board hearing is used when the following exists:

- a. The complainant wants to use a board hearing to resolve the complaint, and/or the review of the investigation determines that a board hearing is necessary to resolve the complaint;

- b. The respondent does not admit that the alleged sexual misconduct has occurred and/or does not admit that the alleged conduct is or could be construed as sexual misconduct under this policy; or
- c. The designated reporting representative/investigator determines, after consultation with the Title IX coordinator or his/her designee and the Office of General Counsel, that use of a board hearing is appropriate.

To move the formal process forward, the Title IX investigator/deputy Title IX coordinator will submit the following documents to the Community Standards Panel or administrative hearing representative(s) for their consideration at a formal hearing:

1. The written account from the complainant of the sexual misconduct complaint. When possible, the account should include dates, times, locations, a description of the alleged behavior/incident, and the name(s) of the respondent.
2. The written account from the respondent of the sexual misconduct complaint. When possible, the account should include dates, times, locations, a description of the alleged behavior/incident.
3. Additional written accounts from witnesses collected during the investigation.
4. Other relevant documents collected during the investigation, including the report of the sexual misconduct investigator/deputy Title IX coordinator.
5. In addition, the complainant and the respondent may submit their own written statement about the facts of the alleged behavior/incident for consideration by the panel. Written statements must be submitted no later than three business days prior to the scheduled hearing.
6. The complainant and the respondent may also submit their own written statement about the impact of the alleged behavior/incident for consideration by the panel during the sanction phase of the process, if applicable. Written statements must be submitted no later than three business days prior to the scheduled hearing.
7. The complainant and respondent may provide a list of any person(s) who may have relevant information about the behavior/incident.
8. Once steps 1-7 have been completed, the case will be turned over to the chairperson of the Community Standards Board or the administrative hearing representative who will contact the complainant and respondent within five business days to schedule a pre-hearing meeting and/or a hearing.

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## University Role to Address Violations of Policy Via Formal Process

The university may address violations of the policy in instances in which the complainant is not willing to bring a complaint and the university determines it is necessary to proceed with a formal process under the policy. In such a case, the university will select a representative to act during the formal process.

Generally, if the respondent is a faculty member, the university representative shall be the provost or his/her designee; if the respondent is a student, the university representative shall be the vice president for Student Affairs or his/her designee; and if the respondent is a staff member, the university representative shall be the vice president for Human Resources or his/her designee. If the university representative is the respondent or a potential witness, the vice president for Inclusion, Diversity and Equal Opportunity shall appoint the university representative. The university representative shall have the same rights and responsibilities as the complainant as outlined in this policy. The university representative shall not be an attorney from the Office of General Counsel.

### Formal Process: Administrative Hearing

The function of this hearing is to review the relevant documents, hear from the respondent and the complainant where the complainant wishes to participate, and to determine whether the Sexual Misconduct Policy has been violated in cases in which the complainant and respondent are both students, and/or an appropriate sanction.

All administrative hearings will be conducted by (1) a representative of the Office of Inclusion, Diversity or Equal Opportunity, or the Office of Student Affairs/Student Conduct, or his or her designee ("the administrative hearing representative"), as appropriate, or (2) three members of the University Community Standards Board, as provided for in provision b(ii) above.

#### Administrative Hearing Procedure

1. The complainant and respondent will be notified of the date, time and location of the hearing.
2. The hearing is closed and generally includes the respondent, the Title IX investigator/deputy Title IX coordinator who conducted the investigation, and the administrative hearing representative(s). The complainant will be notified of the option to attend the hearing if the complainant wishes to do so.
3. The complainant may submit an additional written statement concerning the effect of the sexual misconduct

and the desired sanction for the respondent. The written statement must be submitted no later than three business days prior to the scheduled hearing.

4. The respondent may make a statement about the sexual misconduct and the possible sanction(s) for the misconduct. The written statement must be submitted no later than three business days prior to the scheduled hearing.
5. The administrative hearing representative(s) may ask questions of the respondent and will consider the statements and any relevant information received during the investigation.
6. Prior to determining whether the Sexual Misconduct Policy was violated and/or a sanction, as applicable to the matter, the administrative hearing representative(s) will normally consult with the following individuals depending on the constituency of the respondent:

When a student is the respondent: vice president for Student Affairs or his/her designee; when a faculty member is the respondent: provost or his/her designee; when a staff member is the respondent: Vice President for Human Resources or his/her designee.

After the hearing is concluded, the administrative hearing representative(s) will make a decision promptly whether the sexual misconduct was violated, as applicable to the matter, and/or on the policy appropriate sanction and communicate that decision in writing to the respondent, complainant, and to any university administrators, faculty or staff who require the information to carry out the sanction. Generally, notification will be provided to the parties within two business days after the administrative hearing is held, except when extenuating circumstances preclude notification to the parties within such a timeframe.

### Administrative Hearing Appeal Process

If the complainant or respondent is not satisfied with the outcome of the administrative hearing, either party may notify the appropriate designated reporting representative/Title IX coordinator of the desire to file an appeal with the Appeals Board. Appeals must be submitted within three business days of receipt of the written decision. An appeal as outlined below will then be held.

### Formal Process: Sexual Misconduct Panel

The Office of Title IX selects and trains a Sexual Misconduct Panel that includes representation from all constituent groups within the university community (students, faculty, staff)

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and that is charged to hear and make a determination about whether the sexual misconduct policy has been violated and if so, the appropriate sanction for the violation.

All formal complaints referred to the Sexual Misconduct Panel in which the complainant and the respondent are both students will be chaired by the associate dean of students, or designee appointed by the associate vice president for Student Affairs/Title IX coordinator. For all other complaints involving different constituencies within the university (students, faculty or staff), a representative of the Office of Inclusion, Diversity and Equal Opportunity or the Office of Title IX will chair the hearing.

When a complaint is referred to the formal board process, the designated chairperson will select three representative members from the Sexual Misconduct Panel at-large (faculty, staff and/or students) to serve as the hearing panel for an individual case. The hearing panel will be comprised of three voting members and a non-voting chairperson.

In addition, an alternate member(s) may also be selected to attend the hearing in the event one of the other three voting members is unable to continue, or as training.

#### **Pre-Hearing Procedure:**

Prior to the board hearing, the chairperson will:

1. Determine available and appropriate hearing members from the Sexual Misconduct Panel. Every attempt will be made to include panel members representing the constituencies of the complainant and the respondent. During certain times of the academic year (e.g. during break periods, final exam times, etc.), the panel may not include student representation;
2. Consult with the complainant, the respondent and potential panel members to determine any personal and/or professional conflicts of interest that may make the panel member unable to render an unbiased decision. All panel participants are required to disclose any personal and/or professional conflicts of interest to the chairperson prior to agreeing to participate in a board hearing. The chairperson will determine whether a member should not serve on the panel because of a conflict of interest;
3. Advise both the complainant and respondent of their right to have an advisor of their choice at the hearing, whose function is to provide support for the complainant or the respondent. During the hearing, the advisor may talk quietly with the complainant or the respondent or pass notes in a non-disruptive manner. The advisor may not, in any way, intervene in the hearing or address the panel.

An advisor may be a current member of the university community (i.e. student, full-time faculty or full-time staff member) or may be an individual from outside the university community or from an off-campus resource (e.g. Rape Crisis Center). An advisor may not be an attorney from the Office of General Counsel, a witness in the matter, or an individual that otherwise has a conflict of interest in serving as an advisor as determined by the chairperson. An advisor from within or from outside the university community may be an attorney by training, but is only permitted to act as an advisor (as described above) during the hearing. The chair will assist in advising the complainant and respondent on how to obtain an advisor.

4. Notify all panel members, the complainant, the respondent, the witnesses and all those involved in the hearing process that the hearing is closed and confidential and should not be discussed outside the hearing proceedings, except as provided in the Confidentiality section of this policy;
5. Provide the panel members access to the information to be considered by the panel. The information shall include the file compiled by the Title IX Investigator/Deputy Title IX Coordinator, which shall include the items compiled by the Title IX Investigator/Deputy Title IX Coordinator (see listing above), as well as:
  - a. Any other information submitted by the complainant or respondent as deemed relevant to the complaint.  
The chairperson, in consultation with the Title IX Investigator/Deputy Title IX Coordinator, will make determinations as to the relevance of information submitted;
  - b. Any other information that may be relevant to the complaint;
  - c. Witness list and witness accounts/statements. The Title IX investigator/deputy Title IX coordinator will confer with both the complainant and the respondent regarding which of their identified investigator/deputy Title IX coordinator, will make the final determination as to which witnesses have relevant information.
6. Provide complainant, respondent, and support persons an opportunity to review all information prior to the hearing;
7. Arrange a hearing date, time, and location and notify all hearing participants;
8. Advise panel members about the complaint and the hearing procedures.

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## Hearing Procedure

1. The chairperson will convene the hearing by introducing the participants and explaining the sexual misconduct hearing purpose, procedures and Standard of Proof. Standard of Proof is the preponderance of evidence, which means that the panel must be convinced, in light of all the information presented, that it is more likely than not that the sexual misconduct policy was violated.
2. An audio recording of the hearing will be made by the university only.
3. The chairperson may determine that a complainant and/or the respondent may participate by telephone or video conference.
4. The complainant will be invited to make a statement to the panel.
5. The respondent will be invited to make a statement to the panel.
6. Panel members will be permitted to ask questions at the conclusion of each statement. The complainant and the respondent may then ask questions of each other by submitting written questions to the chair.
7. Witnesses are invited to make a statement before the panel. The panel members, the complainant and the respondent are invited to ask questions of each witness.
8. The complainant, the respondent and their support persons will be permitted to sit in the hearing during all statements and questioning. Witnesses will be permitted to attend only during their own statements and questioning. The investigator/deputy Title IX coordinator who investigated the matter shall be present at the hearing to answer questions from the panel.
9. The panel may ask further questions of the complainant and the respondent after it has heard from all witnesses.
10. After all statements and questioning are completed, the panel will dismiss the complainant, the respondent and their support persons from the hearing and meet to discuss the finding.
11. The panel will consider all information received as part of the hearing process. The panel will issue one of the following findings, based on a preponderance of the evidence:
  - a. The University Sexual Misconduct Policy was not violated, or
  - b. The University Sexual Misconduct Policy was violated. In addition, the panel may determine that the respondent's actions may violate some other university policy. The chairperson will refer the matter and all relevant information to the appropriate university process.
12. If the panel determines that the sexual misconduct policy was violated, the panel members will determine sanctions. Sanctions will be based on the nature and severity of the offense and/or on prior violations of university policy. The panel may consider the statements of the complainant and respondent regarding the impact of the behavior during the sanction process. In general sanctions may include, but are not limited to, one or more of the following:
  - a. Apology;
  - b. Participation in educational, skills or management training;
  - c. Written warning, or letter of reprimand;
  - d. Institute alternative work and/or living arrangements, class schedules, advisor/supervisor arrangements;
  - e. Limit contact between respondent and complainant;
  - f. Limit contact between the respondent and other members of the university community
  - g. Faculty and staff may face suspension without pay, consideration of or denial of advancement or pay raise, demotion, removal or suspension from administrative or honorary duties or appointments, or termination for cause;
  - h. Students may be suspended from the university, university housing, selected activities or organizations; placed on probation; or expelled from the university.
13. Prior to determining a sanction, the panel will normally consult with the following individuals depending on the constituency of the respondent:
  - When a student is the respondent: vice president for Student Affairs or his/her designee
  - When a faculty member is the respondent: provost or his/her designee
  - When a staff member is the respondent: vice president for Human Resources or his/her designee

### Report of Findings

1. The chairperson, in consultation with the panel, will draft a written report that includes the panel's finding that:
  - a. The Sexual Misconduct Policy has been violated and the type of sexual misconduct violated as defined in this policy, or



- b. The University Sexual Misconduct Policy has not been violated.
2. The report will also include the reason for the finding, and sanctions (if applicable).
3. The chairperson, or his/her designee, will distribute, at the same time or as near the same time as feasible, a copy of the report to the complainant and the respondent. The chairperson, or his/her designee, will also distribute a copy of the report to the respondent's department chair, dean/supervisor, and appropriate vice president(s) or his/her designee. A copy of the report will be kept in the office of Title IX. A student complainant or respondent has the right to re-disclose the outcome of the formal process under FERPA and/or Campus Crime Statistics Act (Clery Act) laws, as provided in the Confidentiality provision in this policy.
4. The chairperson, or his/her designee, will identify and notify the appropriate individuals to carry out the respondent's sanctions, if applicable.
5. The chairperson, or his/her designee, will notify the complainant and respondent of the right to appeal the determination and/or sanction, as provided in the Appeal Process below.
6. Sanctions are imposed immediately unless the chairperson stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

As stated above, the university will disclose, upon request, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim, or next of kin if the victim is deceased.

### Appeal Process

Either the respondent or the complainant may appeal the panel's decision and/or the sanction to an Appeals Board. The Appeals Board shall consist of three members of the Sexual Misconduct Panel, selected by a deputy Title IX coordinator, or his/her designee, who has not been involved in the particular matter being appealed. The members of the Appeals Board shall not have served as a member of the hearing panel. The Appeals Board shall not rehear or make a redetermination of the facts of the matter, but will review only whether the decision erred in one of three limited grounds on which an appeal may be filed, which are as follows:

1. New information not available to the panel which, if available at the time of the hearing, would have significantly affected the decision;

2. Evidence that established procedures were not followed in a manner that would have significantly affected the decision; and/or
3. The sanction(s) are substantially disproportionate to the severity of the violation.

Appeals must be submitted to the Title IX coordinator within three business days of receipt of the written decision and must specify the grounds for the appeal. The Title IX coordinator or his/her designee shall determine whether the appeal submitted falls within one of the three grounds for appeal of a decision. The appeal statement shall be provided to the other party. The other party shall be entitled to file an opposing statement responding to the appeal within three business days of receipt of the appeal statement. In addition, the chairperson of the panel shall be entitled to submit a responsive statement as well.

In reviewing the appeal, the Appeals Board shall review the panel's report and sanctions to be imposed, and may review any documents or statements presented to the panel. The Appeals Board shall also review the appeals statement and any opposing and/or responsive statements. The senior associate vice president for equity/Title IX coordinator, or his/her designee who has not been involved in the particular matter being appealed, will serve as a non-voting facilitator for the Appeals Board to advise on procedural issues involving the appeal. Prior to issuing a decision, the Appeals Board also shall confer with the appropriate vice president(s) or his/her designee for the constituencies of the complainant or the respondent.

Generally, if an Appeals Board finds that an appeal is valid in that either appeal basis #1 (substantial new evidence was not available to the panel that would have affected the decision) or #2 (evidence that established procedures were not followed in a manner that would have affected the decision), the Appeals Board will refer the appeal back to the Sexual Misconduct Panel to rehear the matter and remedy the issue. As for appeal basis #3 (the sanction was substantially disproportionate to the severity of the violation), the Appeals Board will make the final decision regarding the finding and the sanction based on a review of the existing written record. The sanction imposed by the Appeals Board may be different than the sanction imposed by the Sexual Misconduct Panel, including a sanction that is greater than or lesser than the sanction imposed by the panel. The Title IX coordinator or his/her designee will communicate the decision, in writing, to the respondent, the complainant, the panel members and to the appropriate administrators (i.e. respondent's department chair, dean/supervisor, and appropriate vice president). The university generally attempts to make a determination on

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appeals within 10 business days following the submission of an appeal.

The Appeals Board's decision shall be final with the exception of certain faculty sanctions described in "Additional Faculty Sanction Process."

### **Additional Faculty Sanction Process**

The factual findings and conclusions of the Sexual Misconduct Panel and/or the Appeals Board shall be determinative as to whether the university's sexual misconduct policy has been violated.

### **False Allegations**

No complaint will be considered "false" solely because it cannot be corroborated. The university will take appropriate action to address and/or impose appropriate discipline on members of the university community who file documented false complaints of sexual misconduct. In such cases of proven false allegations, discipline may include, but is not limited to, suspension or termination.

### **Alternative Housing and Academic Accommodations**

The university will accommodate requests for alternative living, working, dining, and academic arrangements as available and appropriate. This is available with all reporting options in both informal and formal choices of action. The university reserves the right, based on the circumstances, to determine the most appropriate course of action in making alternative housing arrangements.

### **The Campus Sexual Violence Elimination Act (SaVE Act)**

The SaVE Act was passed in March 2013 as part of the Violence Against Women Reauthorization Act. The SaVE Act amended the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act in the following ways:

- It adds the offenses of domestic violence, dating violence and stalking to the crimes institutions must report in their Annual Security Reports
- It adds to the categories of hate crimes that must be included in the report to include those crimes based on bias against gender identity and national origin.
- Institution's Annual Security Reports must now include descriptions of institutions internal procedures regarding the handling of cases involving domestic violence, dating violence and stalking.

### **General requirements**

A chart showing campus statistics the crimes of domestic violence, dating violence and stalking for the calendar years 2016, 2017 and 2018 is included in the campus crime statistics section of this report. These are incidents that were reported to campus or local police, or to campus security authorities. The hate crimes statistics that are included in this section include crimes motivated by bias against gender identity or national origin.

The crimes of domestic violence, dating violence and stalking are all violations of Ohio law and Case Western Reserve University's Sexual Misconduct Policy. As such the same reporting procedures detailed in the Reporting Sexual Assault section of this report apply. Crimes should be reported to CWRU Police or the applicable local police department as soon as possible. CWRU Police will assist in determining and notifying the applicable department, as well as assist with obtaining temporary protection orders or other legal protections if requested. CWRU Police will enforce criminal and civil orders of protection in accordance with Ohio law.

A person wishing to pursue university action regarding an allegation of domestic violence, dating violence or stalking must notify one of the university's designated reporting representatives as detailed on page 13 of this report in the designated reporting representatives section. The same university disciplinary procedures listed in this section will apply in cases involving domestic or dating violence and stalking. Both police and university action can be pursued by a complainant simultaneously if desired. If a complaint goes to a formal hearing through the university process, the standard of evidence used in such a hearing will be the preponderance of evidence standard; meaning that in light of all the information presented it is more likely than not that a policy violation occurred. This is the standard used in all formal hearings per the university's sexual misconduct policy.

It is CWRU policy not to identify victims in timely warning notices sent out to the campus community in accordance with the Clery Act; this policy applies to the crimes covered by the Campus SaVE Act as well. Additional services such as counseling and requests for changes in academic or living situations are also available to complainants in domestic violence, dating violence or stalking cases as are to complainants in sexual misconduct cases and as detailed in the Alternative Housing and Academic Accommodations section of this report.

The university's sexual misconduct policy also prohibits retaliation against individuals for reporting policy violations and/or crimes to law enforcement or university authorities.

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This also applies to cases involving domestic violence, dating violence, or stalking. Retaliation is the act of taking adverse action against a complainant, respondent, or any other person involved in the reporting or investigation of an alleged violation of the university's sexual misconduct policy. Allegations of retaliation should be taken to one of the university's Designated Reporting Representatives.

## Crime Statistics

### How Statistics are Compiled

Crime statistics are gathered from the following sources:

- CWRU Division of Public Safety
- University Circle Police Department
- Cleveland Police Department
- Cleveland Heights Police Department
- Hunting Valley Police Department (Squire Valleeve Farm)
- Regional Transit Authority (RTA) Police Department
- The University of Texas at Houston Police Department (Suites 180 and G180, Texas Professional Building, Houston) Anesthesiology program
- Washington, D.C., Metropolitan Police Department, (Suite LL-150, 820 First Street NE, Washington, D.C.) Anesthesiology program
- CWRU Division of Student Affairs, Student Conduct and Community Standards
- CWRU Office of Residence Life and Greek Life
- CWRU Office of Equity
- Campus Security Authorities (CSA)

CWRU's Annual Security Report is prepared by the CWRU Division of Public Safety, but is also the result of the efforts of many people on campus. Each year, the offices and individuals listed above provide information for inclusion in the report. No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure that the statistics are as accurate and complete as possible. Information in the report is reviewed for accuracy and completeness. If you have any concerns regarding the statistics or information found in the report, please contact CWRU PD at **216.368.1243**.

### Geographic Areas Related to Reportable Crimes

The following geographic definitions are used in this report.

**On campus** means any building or property owned or controlled by the university.

**On campus residential** means all residence halls, fraternity and sorority houses and other residential facilities for students on campus and owned or controlled by the university.

**Non-campus building or property** means any building or property owned or controlled by a student organization that is officially recognized by the university

**Public property** means all public property, including streets, sidewalks and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

### Definitions of Reportable Crimes

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

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The 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 without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

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**Burglary:** The unlawful entry of a structure to commit a felony or 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 acts.

**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.)

**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.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

*Source: United States Code, Title 42, Section 13925(a)(1), as amended by the Violence Against Women Reauthorization Act of 2013.*

*Note: Ohio law does not define "dating violence" as a crime.*

**Domestic Violence** means **felony or misdemeanor crimes of violence committed**

- by a current or former spouse or intimate partner 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 or intimate partner.

- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- 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 in which the crime of violence occurred.

*Source: United States Department of Education*

**Sexual Assault** means an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

*Source: United States Department of Education*

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Abuse Violations:** Violations of laws or ordinances prohibiting the production, distribution, and/or use of certain control substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

**Weapon Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## Crime Statistics 2016 to 2018

The following statistics are obtained directly from reports made to Case Western Reserve University Police, University Circle Police, Cleveland Police and Cleveland Heights Police. Crime information is also obtained from other campus offices with security authority including, but not limited to, Student Affairs, Student Conduct and Residence Life.

Offense	Year	Non-Residential Campus	On Campus Residential	Total On-Campus*	Non-Campus property	Public Property	Total
Murder / Non-Negligent Manslaughter	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Manslaughter by Negligent	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Rape	2016	0	1	1	1	0	2
	2017	0	3	3	0	0	3
	2018	1	2	3	0	0	3
Fondling	2016	1	1	2	0	0	2
	2017	0	0	0	0	0	0
	2018	0	3	3	0	0	3
Incest	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
Robbery	2016	6	0	6	0	5	11
	2017	2	0	2	0	4	6
	2018	0	1	1	0	1	2
Aggravated Assault	2016	2	0	2	0	1	3
	2017	1	0	1	0	0	1
	2018	0	0	0	0	0	0
Burglary	2016	11	4	15	0	0	15
	2017	1	5	6	0	0	6
	2018	2	0	2	1	0	3

(continued)

## Crime Statistics 2016 to 2018 (continued)

Offense	Year	Non-Residential Campus	On Campus Residential	Total On-Campus*	Non-Campus property	Public Property	Total
Motor Vehicle Theft	2016	0	0	0	0	0	0
	2017	1	0	1	0	1	2
	2018	1	0	1	0	2	3
Arson	2016	0	1	1	0	0	1
	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0

\*Total on-campus figures include offenses committed in residential facilities.

\*\*Statistic includes data received from non-law enforcement campus authorities

Starting in 2014, statistics for forcible sex offenses are broken into rape and fondling categories, non-forcible sex offenses are broken into the incest and statutory rape categories. This was required by the Violence Against Women Act (VAWA).

**HATE CRIMES:** 2016, 2017 and 2018: No hate crimes reported

**UNFOUNDED CRIMES:** The university had no unfounded crimes in 2016 and 2017. In 2018, the university had two unfounded crimes: 1 rape and 1 fondling.

A crime can only be determined to be unfounded by a law enforcement officer.

## Campus SaVE Act Statistics

	Year	On Campus Residential	Non-Residential Campus	Total On-Campus*	Non Campus Property	Public Property	Total
Domestic Violence	2016	1	0	1	0	0	1
	2017	0	1	1	0	0	1
	2018	1	0	1	0	0	1
Dating Violence	2016	0	1	1	0	0	1
	2017	0	0	0	0	0	0
	2018	3	0	3	0	0	3
Menacing/Stalking	2016	0	4	4	0	0	4
	2017	1	3	4	0	0	4
	2018	0	2	2	1	0	3

SaVE = Campus Sexual Violence Elimination Act of 2013

## Alcohol/Drug/Weapons Violations

	Year	Arrests					Total
		Non-Residential Campus	On Campus Residence Facilities	Total On-Campus*	Non-Campus	Public Property	
Weapons Violations	2016	0	0	0	0	2	<b>2</b>
	2017	0	0	0	0	0	<b>0</b>
	2018	1	0	1	0	0	<b>1</b>
Drug Abuse	2016	0	0	0	0	0	<b>0</b>
	2017	1	1	2	0	1	<b>3</b>
	2018	0	0	0	0	0	<b>0</b>
Liquor Law Violations	2016	0	0	0	0	0	<b>0</b>
	2017	0	0	0	0	0	<b>0</b>
	2018	0	0	0	0	0	<b>0</b>

	Year	Disciplinary Referrals					Total
		Non-Residential Campus	On Campus Residence Facilities	Total On-Campus*	Non-Campus property	Public Property	
Weapons Violations	2016	0	1	1	0	0	<b>1</b>
	2017	0	3	3	0	0	<b>3</b>
	2018	0	4	4	0	0	<b>4</b>
Drug Abuse	2016	0	18	18	0	2	<b>20</b>
	2017	3	58	61	0	0	<b>61</b>
	2018	6	89	95	0	0	<b>95</b>
Liquor Law Violations	2016	2	224	226	8	3	<b>237</b>
	2017	19	254	273	3	0	<b>276</b>
	2018	8	250	258	0	0	<b>258</b>

\*Total on-campus figures include offenses committed in residential facilities.

\*\*Statistic includes data received from non-law enforcement campus authorities

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## PART III

# 2019 Annual Fire Safety Report

### Overview

The information contained in this report was compiled and completed in compliance with the 2008 Higher Education Opportunity Act (HEOA). The Higher Education Opportunity Act was created by the Department of Education to address several issues on college campuses, including fire safety in on-campus housing.

The HEOA requires universities to maintain a fire log listing all fires that have occurred in their on-campus housing. The HEOA also requires the publishing of an annual fire safety report that provides information on the following items: statistics for fires that occurred in on-campus housing facilities; a description of the fire safety systems found in the residence hall facilities; number of regular supervised fire drills; policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities; procedures for student housing evacuation in the case of a fire; policies on fire safety education and training programs provided to students and employees should report that a fire has occurred; and plans for future improvements in fire safety. The Environment Health and Safety Department creates and maintains the fire log and the annual fire safety report.

### Definitions

**Audible Fire Alarm Notification Application:** A fire alarm system is a component that alerts by the sense of hearing (i.e. bell, horn, message, tones, etc.).

**Cause of Fire:** The factor(s) that can cause escalation of a fire. The causal factor may be, but is not limited to, the result of an intention or unintentional action, mechanical failure, or act of nature (Higher Education Opportunity Act).

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (Higher Education Opportunity Act).

**Fire Alarm System:** The building's fire alarm system transmits a signal to the CWRU Police Department's Dispatch Center, which is constantly attended 24 hours a day 7 days a week. Some fire alarm systems will provide the exact location to

the dispatcher of the activated device in the building. The Fire Alarm System helps the Police and Fire Department determine the exact location before they arrive.

**Fire Drill:** This is a supervised practice for a mandatory evacuation from a building that is on fire.

**Fire Extinguisher:** A fire extinguisher is a portable device containing a specialized agent that can be used to extinguish a fire. Fire Extinguishers are installed throughout the campus buildings in accordance with the Ohio Fire Code.

### **Fire Related Doors, Walls, & Partitions (Passive Fire Protection Systems):**

Passive Fire Protection Systems are components of a building designed to have a certain degree of fire resistance. These components are designed to contain the spread of smoke and fire gases, and prevent the spread of them to a certain area for a reasonable period of time. Fire rated doors, walls, and partitions are installed in areas to protect the evacuation of the occupants (i.e. stairwells), separate a specific area from another (i.e. mechanical room, student rooms, etc.), or separate adjoining buildings.

**Fire Related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals (Higher Education Opportunity Act).

**Fire Related Death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire (Higher Education Opportunity Act).

**Heat Detectors:** Heat Detectors are devices that are only activated by heat. They are used in areas where smoke or steam is likely to be present (i.e. kitchens, bathrooms, and mechanical rooms).



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**Intentional Fire (Arson):** An intentional fire that is ignited under circumstances in which the person knows that the fire should not be ignited (NFPA 921). (i.e., knowingly starting a fire to burn a bulletin board).

**Kitchen Hood Suppression System:** A specially designed Fire Protection System to extinguish fires that occur on a kitchen stove. Upon activation of the system it will release the suppression agent and activate the building's fire alarm system. Kitchen hood suppression systems can be found in the common cooking areas (if available) in the Residence Halls.

**Smoke Detectors:** A device that detects visible or invisible particles of combustion (NFPA 72).

**Smoke Detectors (Fire Alarm Initiating):** Smoke detectors automatically trigger the buildings fire alarm system.

**Smoke Detectors (Single station, battery operated):** Smoke detectors are not connected to the buildings fire alarm system and only sound locally.

**Sprinkler System:** A System of piping that is designed to deliver water on a fire to control or extinguish it. The sprinkler heads in the residential facilities are only activated by heat, not smoke or a pull station

**Undetermined:** A cause classification for fires whenever the cause cannot be proven to an acceptable level of certainty (NFPA921).

**Unintentional Fire (Accidental):** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be (example: cooking related fire).

**Value of Property Damage:** The estimated loss and value of the structure and contents in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it's not include and indirect loss, such as business interruption (Higher Education Opportunity Act).

**Visual Fire Alarm Notification Appliance:** A Visual Fire Alarm Notification Appliance is a component system that alerts fires by the detection of sight (i.e. strobe lights).

## Fire Policies

The following policies apply to all University buildings, including on-campus student housing facilities.

### Smoking

- Smoking is prohibited within all university buildings, student

housing facilities and school property.

- CWRU is now tobacco free. Read the policy at [case.edu/tobaccofree](http://case.edu/tobaccofree).

### Open Flames

- Open flames, candles, candle warmers, or incense are prohibited in residence halls, academic, and administrative buildings.

### Electrical Safety

- Ensure electrical circuits are not overloaded.
- Ensure all electrical appliances are UL rated, and do not overload circuits.
- Ensure extension cords are UL rated, do not extend into other rooms through doors, windows or stairwells, and are not used as permanent sources of power.
- Ensure festive lighting is UL rated.

### Fire Safety Systems

- Do not tamper with fire protection systems. Ensure they are not obstructed from view or access.
- All alarm systems must be kept free of storage materials and remain readily accessible.
- Fire and smoke barrier doors must be closed at all times.
- Storage of items may not be within 24 inches of ceilings, block exits, stairwells, extinguishers or fire alarm pull stations in any building on campus.

### Holiday Decorations

- Holiday decorations must not impede fire safety devices such as exit signs, sprinkler systems, smoke alarms, strobe lights or any other device.
- Live Christmas trees and wreaths are prohibited.

## On-Campus Housing Prohibited Items

The following policies apply for all University on-campus student housing facilities.

- Hot plates or similar items with an open heating element.
- Upholstered furniture (unless certified flame retardant).
- Curtains, draperies, hanging and other materials suspended from walls or ceiling unless
  - a. Certified flame retardant. Resident must be able to provide proof of flame retardant.
- Space heaters

- 
- Refrigerators more than 4 cubic feet.
  - Any equipment that places an extraordinary load on the electrical system (i.e. electrical heaters, air conditioners).
  - Halogen lighting sources.
  - Extension cords or similar electrical equipment.
  - Unfused surge protectors.
  - Storage of motor vehicles within a residential facility.
  - Flammable/combustible liquids and gases.
  - Explosives/Fireworks
  - Air rifles and guns.
  - Gunpowder.
  - Knives.
  - In general, dogs, cats, and ferrets unless approved as service or support animals with Disability Services

Note: All others must complete a pet registration through Housing.

## Campus Building Evacuations

In addition to adhering to fire policies students, faculty and staff must also understand and practice policies regarding activities during a fire alarm at Case Western Reserve University.

If a student, faculty or staff member discovers smoke or an actual fire, they should immediately pull the nearest fire alarm

and evacuate the building. Upon exit of the building they should dial **216.368.3333** to report the fire.

All building occupants should become familiar with posted evacuation routes and procedures for the buildings. These are typically located near elevators, stairwells and exits. Any student residing in or present in any university residence hall must evacuate the building when a fire alarm sounds using stairwells and exits.

All building occupants should know and memorize two exits from the building and understand that an evacuation may require you to evacuate a smoke-filled area. In the case of smoke stay low and check all doors before proceeding to an exit.

Windows may also be an exit option in some buildings. Should you need to exit from a window, verbally summon the assistance of a first responder before attempting to exit a building from a window.

Upon exiting the building occupants must move to a location away from the building and fire equipment until notified that the building is clear to be re-occupied by first responders. After evacuating, if you know of an occupant that may still be in the impacted building, provide that information to first responders by giving the name and location of the individual so they may assist them.

## Fire Statistics and Fire Log

### 2018 ON-CAMPUS HOUSING

Residential Facilities Building Name: Address	Number of Fires	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Value of Property Damaged
<b>1680 Building:</b> 1680 E. 117 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
1727 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
1719 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Alumni House:</b> 2345 Murray Hill Dr.	0	N/A	N/A	N/A	N/A
<b>Clarke Tower:</b> 1596 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Cutler House:</b> 1616 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Cutter House:</b> 11301 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Glaser House:</b> 11900 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Hitchcock House:</b> 1626 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Howe House:</b> 2335 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Kusch House:</b> 11904 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Michelson House:</b> 11896 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>NRV House 1:</b> 1672 E. 117 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 2:</b> 1697 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 3:</b> 1681 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 3A:</b> 1677 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 4:</b> 1665 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 5:</b> 1641 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 6:</b> 1623 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 7:</b> 1611 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 8:</b> 1576 E. 115 <sup>th</sup> (Tubbs Jones)	0	N/A	N/A	N/A	N/A
<b>Norton House:</b> 11443 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Pierce House:</b> 1636 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Raymond House:</b> 11447 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Recovery House:</b> 2272 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Sherman House:</b> 11439 Juniper Rd.	0	N/A	N/A	N/A	N/A

(continued)

## Fire Statistics and Fire Log (continued)

Residential Facilities Building Name: Address	Number of Fires	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Value of Property Damaged
<b>Smith House:</b> 11311 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Staley House:</b> 2365 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Storrs House:</b> 1615 Mistletoe Dr.	0	N/A	N/A	N/A	N/A
<b>Taft House:</b> 11341 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Taplin House:</b> 11331 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>The Noble Building:</b> 1720-1728 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Tippit House:</b> 2355 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Triangle Tower 2:</b> 11477 Mayfield	0	N/A	N/A	N/A	N/A
<b>Twin Gables:</b> 1715 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Tyler House:</b> 11435 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Alpha Chi Omega:</b> 11421 Bellflower Rd.	0	N/A	N/A	N/A	N/A
<b>Alpha Phi:</b> 11116 Magnolia Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Phi Epsilon:</b> 2255 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Beta Theta Pi:</b> 2253 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Delta Gamma:</b> 2265 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Tau:</b> 11909 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Chi:</b> 11911 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Delta Theta:</b> 2225 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Psi:</b> 11915 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Delta Kappa Upsilon:</b> 11913 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Mu:</b> 11418 Bellflower Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Sigma Rho:</b> 11901 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Nu:</b> 2235 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Psi:</b> 11921 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Theta:</b> 11923 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Theta Chi:</b> 11136 Magnolia Dr.	0	N/A	N/A	N/A	N/A
<b>Zeta Psi:</b> 11925 Carlton Rd.	0	N/A	N/A	N/A	N/A

(continued)

## Fire Statistics and Fire Log (continued)

### 2017 ON-CAMPUS HOUSING

Residential Facilities Building Name: Address	Number of Fires	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Value of Property Damaged
<b>1680 Building:</b> 1680 E. 117 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
1727 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
1719 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Alumni House:</b> 2345 Murray Hill Dr.	0	N/A	N/A	N/A	N/A
<b>Clarke Tower:</b> 1596 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Cutler House:</b> 1616 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Cutter House:</b> 11301 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Glaser House:</b> 11900 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Hitchcock House:</b> 1626 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Howe House:</b> 2335 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Kusch House:</b> 11904 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Michelson House:</b> 11896 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>NRV House 1:</b> 1672 E. 117 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 2:</b> 1697 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 3:</b> 1681 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 3A:</b> 1677 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 4:</b> 1665 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 5:</b> 1641 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 6:</b> 1623 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 7:</b> 1611 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NEW NRV House 8:</b> 1576 E. 115 <sup>th</sup> (Tubbs Jones)	0	N/A	N/A	N/A	N/A
<b>Norton House:</b> 11443 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Pierce House:</b> 1636 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Raymond House:</b> 11447 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Recovery House:</b> 2272 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Sherman House:</b> 11439 Juniper Rd.	0	N/A	N/A	N/A	N/A

(continued)

## Fire Statistics and Fire Log (continued)

Residential Facilities Building Name: Address	Number of Fires	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Value of Property Damaged
<b>Smith House:</b> 11311 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Staley House:</b> 2365 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Storrs House:</b> 1615 Mistletoe Dr.	0	N/A	N/A	N/A	N/A
<b>Taft House:</b> 11341 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Taplin House:</b> 11331 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>The Noble Building:</b> 1720-1728 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Tippit House:</b> 2355 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Triangle Tower 2:</b> 11477 Mayfield	0	N/A	N/A	N/A	N/A
<b>Twin Gables:</b> 1715 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Tyler House:</b> 11435 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Alpha Chi Omega:</b> 11421 Bellflower Rd.	0	N/A	N/A	N/A	N/A
<b>Alpha Phi:</b> 11116 Magnolia Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Phi Epsilon:</b> 2255 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Beta Theta Pi:</b> 2253 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Delta Gamma:</b> 2265 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Tau:</b> 11909 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Chi:</b> 11911 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Delta Theta:</b> 2225 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Psi:</b> 11915 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Delta Kappa Upsilon:</b> 11913 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Mu:</b> 11418 Bellflower Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Sigma Rho:</b> 11901 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Nu:</b> 2235 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Psi:</b> 11921 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Theta:</b> 11923 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Theta Chi:</b> 11136 Magnolia Dr.	0	N/A	N/A	N/A	N/A
<b>Zeta Psi:</b> 11925 Carlton Rd.	0	N/A	N/A	N/A	N/A

(continued)

## Fire Statistics and Fire Log (continued)

### 2016 ON-CAMPUS HOUSING

Residential Facilities Building Name: Address	Number of Fires	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Value of Property Damaged
<b>1680 Building:</b> 1680 E. 117 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
1727 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
1719 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Alumni House:</b> 2345 Murray Hill Dr.	1	Computer Power Supply Melted	N/A	N/A	\$99-\$1000
<b>Clarke Tower:</b> 1596 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Cutler House:</b> 1616 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Cutter House:</b> 11301 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Glaser House:</b> 11900 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Hitchcock House:</b> 1626 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Howe House:</b> 2335 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Kusch House:</b> 11904 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Michelson House:</b> 11896 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>NRV House 1:</b> 1672 E. 117 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 2:</b> 1697 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 3:</b> 1681 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 3A:</b> 1677 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 4:</b> 1665 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 5:</b> 1641 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 6:</b> 1623 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>NRV House 7:</b> 1611 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Norton House:</b> 11443 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Pierce House:</b> 1636 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Raymond House:</b> 11447 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Recovery House:</b> 2272 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Sherman House:</b> 11439 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Smith House:</b> 11311 Juniper Rd.	0	N/A	N/A	N/A	N/A

(continued)

## Fire Statistics and Fire Log (continued)

Residential Facilities Building Name: Address	Number of Fires	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Value of Property Damaged
<b>Staley House:</b> 2365 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Storrs House:</b> 1615 Mistletoe Dr.	0	N/A	N/A	N/A	N/A
<b>Taft House:</b> 11341 Juniper Rd.	1	Cigarette in Trash Can	N/A	N/A	\$0-\$99
<b>Taplin House:</b> 11331 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>The Noble Building:</b> 1720-1728 E. 116 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Tippit House:</b> 2355 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>(New) Triangle Tower 2:</b> 11477 Mayfield Rd.	0	N/A	N/A	N/A	N/A
<b>Twin Gables:</b> 1715 E. 115 <sup>th</sup> St.	0	N/A	N/A	N/A	N/A
<b>Tyler House:</b> 11435 Juniper Rd.	0	N/A	N/A	N/A	N/A
<b>Alpha Chi Omega:</b> 11421 Bellflower Rd.	0	N/A	N/A	N/A	N/A
<b>Alpha Phi:</b> 11116 Magnolia Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Phi Epsilon:</b> 2255 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Beta Theta Pi:</b> 2253 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Delta Gamma:</b> 2265 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Tau:</b> 11909 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Chi:</b> 11911 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Delta Theta:</b> 2225 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Psi:</b> 11915 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Delta Kappa Upsilon:</b> 11913 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Mu:</b> 11418 Bellflower Rd.	0	N/A	N/A	N/A	N/A
<b>Phi Sigma Rho:</b> 11901 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Nu:</b> 2235 Murray Hill Rd.	0	N/A	N/A	N/A	N/A
<b>Sigma Psi:</b> 11921 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Theta:</b> 11923 Carlton Rd.	0	N/A	N/A	N/A	N/A
<b>Theta Chi:</b> 11136 Magnolia Dr.	0	N/A	N/A	N/A	N/A
<b>Zeta Psi:</b> 11925 Carlton Rd.	1	Ritual Performed	N/A	N/A	\$99-\$1000

(continued)



## Fire Statistics and Fire Log (continued)

On-Campus Housing Facilities	Fire Alarm System Monitored by CWRU Police Department	Smoke Detector (Fire Alarm Initiating)	Smoke Detectors (Single Station, Non-Fire Alarm Initiating)	Heat Detectors	Audible Fire Alarm Notification system (Bell, Horn, Message, tones, etc.).	Visual Fire Alarm Notification System (Strobes)	Sprinkler System (Full Sprinkler unless noted)	Kitchen Hood Suppression system	Fire Extinguishers	Fire Rated Doors Walls & Partitions	Number of Fire Drills
1576 E. 115 St. NRV 8	X	X	X	X	X	X	X		X	X	4
1680 Building	X	Hallways Only	X	X	X	X			X		4
1727 E. 116 St.	X	Hallways Only	X	X	X	X			X		4
1719 E. 117 St.	X	Hallways Only	X	X	X	X			X		4
Alumni House	X	X		X	X	X		X	X	X	4
Clarke Tower	X	X			X	X	X	X	X	X	4
Cutler	X	X		X	X	X		X	X	X	4
Cutter	X	X		X	X	X		X	X	X	4
Glaser	X	X		X	X	X	Basement Only	X	X	X	4
Hitchcock	X	X		X	X	X		X	X	X	4
House 1	X	X	X	X	X	X	X		X	X	4
House 2	X	X	X	X	X	X	X		X	X	4
Home 3	X	X	X		X	X	X		X	X	4
Home 3A	X	X	X		X	X	X		X	X	4
House 4	X	X	X	X	X	X	X		X	X	4
House 5	X	X	X	X	X	X	X		X	X	4
House 6	X	X	X	X	X	X	X		X	X	4
House 7	X	X	X	X	X	X	X		X	X	4
Howe	X	X		X	X	X		X	X	X	4
Kusch											
Michelson	X	X		X	X	X	Basement Only	X	X	X	4
Norton	X	X		X	X	X		X	X	X	4

(continued)

## Fire Statistics and Fire Log (continued)

On-Campus Housing Facilities	Fire Alarm System Monitored by CWRU Police Department	Smoke Detector (Fire Alarm Initiating)	Smoke Detectors (Single Station, Non-Fire Alarm Initiating)	Heat Detectors	Audible Fire Alarm Notification system (Bell, Horn, Message, tones, etc.).	Visual Fire Alarm Notification System (Strobes)	Sprinkler System (Full Sprinkler unless noted)	Kitchen Hood Suppression system	Fire Extinguishers	Fire Rated Doors Walls & Partitions	Number of Fire Drills
Pierce	X	X		X	X	X		X	X	X	4
Raymond	X	X		X	X	X		X	X	X	4
Recovery House	X	X	X	X	X	X			X		4
Sherman	X	X		X	X	X		X	X	X	4
Smith	X	X		X	X	X		X	X	X	4
Staley	X	X		X	X	X	Kitchens Only	X	X	X	4
Storrs	X	X		X	X	X		X	X	X	4
Taft	X	X		X	X	X		X	X	X	4
Taplin	X	X		X	X	X		X	X	X	4
The Noble Building	X	Hallways	X	X	X	X			X		4
Tippit	X	X		X	X	X	Kitchens Only	X	X	X	4
Triangle Tower 2											0
Twin Gables	X	Hallways Only	X	X	X	X			X		4
Tyler	X	X		X	X	X		X	X	X	4
Alpha Chi Omega	X	X		X	X	X	Boiler Room	X	X		4
Alpha Phi	X	X		X	X	X	Base-ment Only	X	X	X	4
Delta Gamma	X	X		X	X	X		X	X	X	4
Phi Kappa Tau/Sigma Chi	X	X		X	X	X		X	X	X	4
Phi Delta Theta	X	X		X	X	X		X	X	X	4
Phi Kappa Psi/Delta Upsilon	X	X		X	X	X		X	X	X	4

(continued)

## Fire Statistics and Fire Log (continued)

On-Campus Housing Facilities	Fire Alarm System Monitored by CWRU Police Department	Smoke Detector (Fire Alarm Initiating)	Smoke Detectors (Single Station, Non-Fire Alarm Initiating)	Heat Detectors	Audible Fire Alarm Notification system (Bell, Horn, Message, tones, etc.)	Visual Fire Alarm Notification System (Strobes)	Sprinkler System (Full Sprinkler unless noted)	Kitchen Hood Suppression system	Fire Extinguishers	Fire Rated Doors Walls & Partitions	Number of Fire Drills
Phi Mu	X	X		X	X	X	Base-ment Only	X	X		4
Phi Sigma Rho	X	X		X	X	X			X	X	4
Sigma Nu	X	X		X	X	X		X	X	X	4
Sigma Phi Epsilon	X	X		X	X	X		X	X	X	4
Sigma Psi/ Kappa Alpha Theta	X	X		X	X	X		X	X	X	4
Theta Chi	X	X		X	X	X		X	X	X	4
Zeta Psi	X	X		X	X	X		X	X	X	4

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## Fire Drills

The Fire and Life Safety Specialist for Case Western Reserve University conducts mandatory fire drills in compliance with the State of Ohio Fire Code for all CWRU on-campus housing.

Fire drills are conducted four times a year (two per semester) for all on-campus housing facilities. During summer sessions and camps, Housing, Residence Life, and Greek Life staff are responsible for educating the occupants on fire evacuation procedures and the location of assembly points due to the constant changing of occupants (i.e. camps, conferences, etc.).

## Fire Safety Policies in On-Campus Housing

All residents should assume responsibility for ensuring fire safety in all residence facilities. Violation of fire safety includes, but is not limited to:

- Setting a fire
- Sounding a false alarm, including:
  - Falsely reporting fire, bomb threats, serious injury, or any other emergency.
  - Intentionally or negligently activating a fire alarm when no fire is present
- Tampering with a fire alarm pull station or fire suppression system.
- Not evacuating the building during a fire alarm.
- Tampering with a smoke/particle detector; sprinkler heads, or other fire safety equipment.
- Using a fire extinguisher in a non-emergency situation.
- Not evacuating the building during a fire alarm.
- Tampering with a smoke/particle detector, sprinkler heads or other fire safety equipment.
- Using or possessing cooking appliances (except in designated cooking area), hot plates, electrical heaters, halogen lighting sources, extension cords or similar electrical equipment.
- Leaving cooking items unattended while in use.
- Using candles, incense or any open-flamed device.
- Storage of a motor vehicle of any type within a residence facility.
- The blocking of any inside or outside exit.
- Storage of explosive or flammable/combustible materials.
- Obstructing or blocking fire doors, corridors, hallways or tampering with self-closing mechanisms.

## Evacuation Procedures:

### What you should do:

1. If you smell or see smoke or fire, activate the fire alarm by pulling an alarm station.
  - a. Note: Evacuation is mandatory when a fire alarm is activated.
2. Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and if it is safe to do so.
3. Notify occupants and help those needing assistance in the immediate area.
4. If fire is present in the immediate area leave all belongings and exit immediately. Otherwise, when an alarm sounds quickly gather essential personal belongings only if it can be done safely (I.D., keys, purse, wallets, etc.) and proceed out of the building. Close doors behind you to help contain the fire.
5. Follow the building's evacuation map and exit quickly via stairwells only.
  - a. **DO NOT** attempt to use elevators. Persons with disabilities who are unable to use the stairs should wait in the stairwell for rescue assistance.
6. If you get caught in heavy smoke, take short breaths, crouch down or crawl.
7. If the fire or smoke prevents you from exiting the building, go to a room far away from the fire (preferably a room with a window), shut the door and use your cell phone or room phone to call for help. If you cannot reach outside help using technology, open or break a window and signal for help. Placing an object (coat blanket, towel, etc.) under the door may prevent smoke from intruding while you are awaiting rescue.
8. Once outside proceed to the evacuation assembly area. If emergency responders are not already on the scene call CWRU Police and Security Dispatch with the following information:
  - a. Your name
  - b. Exact location of the fire and any other information you may have about the fire.
9. Return to the building only when instructed to do so by emergency personnel.

### What will happen:

1. The dispatcher will notify the appropriate fire department and CWRU Police and Security.

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- CWRU Police and Security will respond and coordinate with the responding fire personnel.

Once the actual fire or fire alarm situation is resolved and the building is assessed for safety concerns, CWRU Police and Security or fire department officials may grant permission to re-occupy the building or to enter and retrieve personal belongings.

## Fire Safety Education and Training

The Environmental Health and Safety Office offer a variety of fire safety education and training programs for the community of Case Western Reserve University.

Students receive fire safety and evacuation information during mandatory meetings with their Resident Assistant and during the required fire drills. The student can also receive voluntary fire safety education in a variety of different ways.

During the school year fire safety programs are held at request of the Resident Assistants or Coordinators in the various buildings. These additional fire safety programs include but are not limited to cover:

- Emergency procedures
- Fire safety issues
- Prohibited items
- General prevention tips
- Cooking fire safety
- Fire Extinguisher usage
- Additional fire safety programs can also be held at request of a student sponsoring group or organization.

Mandatory fire safety training is provided to Housing, Residence Life, and Greek Life Resident Assistants and Coordinators annually. These trainings cover:

- Emergency Procedures
- Fire safety issues
- Prohibited items
- Fire extinguisher usage

CWRU Police and Security Officers receive mandatory fire safety training. This training includes:

- Fire and Alarm Response
- Fire Protection Systems
- Fire Extinguisher Usage

Fire safety education and training programs are available for employees for their specific departments at request.

## Fire Response Procedures

In case of a fire alarm, the following procedure is to be followed. Generally, the **RACE** procedure is used in all university facilities with some variations. Always consult and follow your building-specific Building Emergency Act Plan or posted evacuation procedures.

If you discover a fire or smoke condition: **RACE**

- **Rescue** any person in immediate danger
- **Alarm** – pull the fire alarm to alert everyone. Report the incident by calling CWRU Police and Security at **216.368.3333**
- **Confine** the fire by closing all doors where possible. Turn off electric and gas equipment in your area as you evacuate, if possible.
  - Extinguish a small fire using a fire extinguisher, if trained and if it is safe to do so.
- **Evacuate** using the nearest stair exit. Follow the exit signs.
  - Report any discharged fire extinguishers and any first-hand information that you might have to CWRU Police and Security.

If you hear or see a fire alarm signal or announcement:

- Follow the emergency procedure for your building and area.
- Follow the announcements on the public-address system or instructions of your area floor captains.
- Follow the **EXIT** signs. Use stairs. **Do not use elevators.** Walk at a normal pace.
- Wait outside in the designated assembly areas at least 50 feet or more away from the building as instructed.
- Re-enter the building only after the “all clear” has been announced.

## Fire Extinguishers

Portable fire extinguishers of appropriate type and size are provided as required in all areas. Extinguishers are inspected, tested, maintained and documented as required by the Ohio Fire Code. Fire extinguishers are provided throughout all of the university buildings for the use of trained students, faculty, and staff. Please contact the EHS office, **Kaden Wortman** at **216.368.0021** for upcoming training opportunities.

Fire doubles in size every 30 seconds so knowing how to properly and safely extinguish a fire is a huge advantage. An average extinguisher discharges completely in less than one minute. Therefore, it is important that you know at least two locations for extinguishers. Under the Ohio Fire Code there is a 75-foot travel distance between extinguishers.

## Safety Precautions

- Before using a fire extinguisher, ALWAYS pull the building fire alarm first.
- Do not attempt to use a fire extinguisher if the fire is large and spreading Use it only for small fire-defense (e.g., a waste paper basket).
- Do not use the fire extinguisher if the lock pin is tampered, the cylinder is damaged or if the pressure gauge pointer is in the "RECHARGE" zone.
- Do not use the fire extinguisher if you are not trained and confident about using it.
- Read the extinguisher label to check if it is of right type for the kind of fire at hand. The label indicates one or more of the following fire classes and symbols and specific applications for which it can be used.
- Protect yourself at all time
- Never block your escape route
- Stay low. Avoid breathing the heated smoke and fumes

- If the fire cannot be controlled, get out immediately to safety.

## How to use a fire extinguisher

- Make sure you are using the proper extinguisher for the type of fire
- Position yourself at a safe distance from the fire (e.g., 7-10 feet).

## Remember the "PASS" Procedure

- Pull the pin: this will unlock the operating lever and allow you to discharge the extinguisher.
- Aim low: and point the extinguisher nozzle/horn/hose towards the base of the fire.
- Squeeze and hold: the handle to discharge the extinguishing agent without any interruption.
- Sweep slowly: from side to side while holding the handle.
  - \*Watch the fire area until it has completely cooled down.

## Remember the fire extinguisher key words

### P.A.S.S.

Pull the pin

Aim at the base of the fire

Squeeze the handle

Sweep side to side (slowly)

### A.B.C.

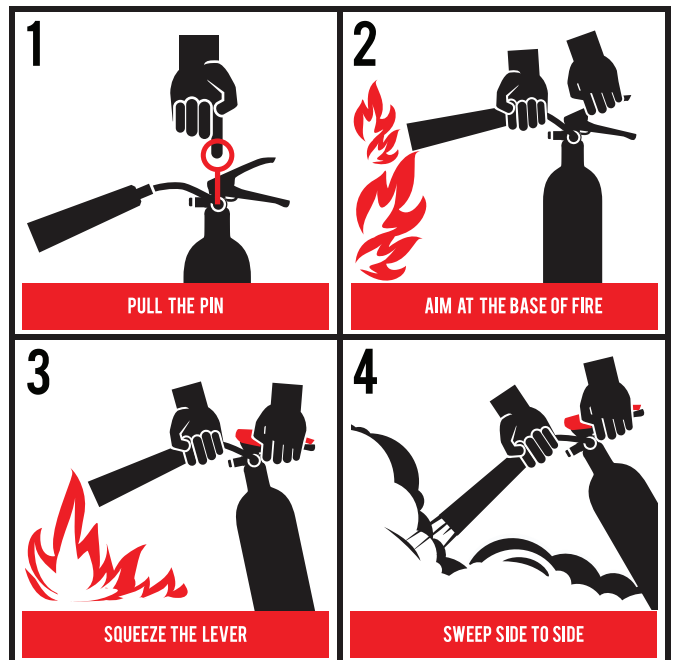
Class A: Wood, Paper, Plastic

Class B: Oil, Grease

Class C: Electrical

Class ABC: Cover all of the above

\*Report the discharged extinguisher to the EHS Office, Justin Fry at (216) 368-0021. Always make sure the fire alarm is currently activated before attempting to extinguish. Also, make sure you have a clear escape path before attempting to extinguish.



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## Fire Alarm Systems

Fire Alarm Systems are located in each of CWRU's buildings. Many of these systems go unnoticed day in and day out. However, in times of emergency they are critical.

Smoke/heat detectors detect smoke or fire and automatically activate the buildings fire alarm system.

Pull stations are located throughout the buildings in main corridors and near the stairwells. In the case of fire or smoke; Always pull the closest pull station, regardless of the size of the fire.

## Sprinkler Systems

Sprinklers are installed in many building areas to protect both life and property. In the case of a fire, each head detects temperature in the room and begins spraying water as soon as the room temperature exceeds a pre-determined value. Not all buildings or areas are equipped with sprinkler systems. Hazardous locations, storage areas and basement levels are generally protected with sprinklers as required by the Ohio Fire Code.

As you store materials and boxes in your area, always maintain a *minimum of 18 inches* of clearance between the ceiling and the storage. This clearance allows the sprinkler head to spray water uniformly and extinguish the fire effectively. If you notice any unsafe conditions such as a sprinkler head that is painted over or heavily laden with dust, blocked in any other manner or broken, promptly report this to the EHS Office by contacting **Kaden Wortman** at 216.368.0021.

## Fire and Smoke Doors

University buildings are equipped with fire rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. Please do not prop any fire or smoke doors unless they have approved hardware such as a magnetic fire door release.

# Campus Map and CWRU Police Patrol Area

