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 pay special attention to the safety tips, which can help reduce the chances that you could be the victim of crime. Please read it carefully.

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

THE CASE CAMPUS – SECURITY AND POLICE SERVICES

Case Western Reserve University is a 155-acre campus located in University Circle, the cultural and educational hub of the City of Cleveland. The university's unique location provides unparalleled access to a rich cultural setting, but does present the security and safety risks associated with any major metropolitan area and an urban environment. Security at Case is provided by both the university's Police and Security Services and local law enforcement having concurrent jurisdiction over the campus.

Case Police and Security Services

Case Police and Security Services is responsible for the administration of all security, crime prevention, and law enforcement programs on campus. Administrative offices and patrol operations are housed in the CWRU PD Headquarters (11320 Juniper Road), and dispatch services are located in the basement of the Health Services Building (2145 Adelbert Road). Case Police and Security Services is available 24 hours a day, every day of the year, to receive reports on incidents that have occurred on Case property.

Emergency telephone service is available from all campus phones by calling 368-3333. Walk-in service is available at 11320 Juniper Road. Non-emergency information is available by calling 368-4630.

Case Police and Security Services 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. Case Police and Security officers provide escorts, alarm and emergency response to criminal, medical, hazardous materials and fire emergencies. Case Police are sworn peace officers, certified through the Ohio Peace Officers Training Council. Case Police officers are armed, and have full arrest authority and police powers on the Case campus.

University Circle Police Department (UCPD)

In coordination with university Police, UCPD provides police and law enforcement services to the Case campus. UCPD commissioned peace officers patrol University Circle, including the Case campus. These officers have full arrest authority, both on campus and within the boundary of University Circle (see map, page 4). Both departments work closely with the Cleveland and Cleveland Heights Police Departments, which also provide police services in their respective jurisdictions that include portions of the campus.

Protocols

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.

The University provides a variety of security and safety programs to help ensure a safe educational environment. The sections below outline these programs and provide additional information related to campus security and safety.

SAFETY AND CRIME PREVENTION INITIATIVES

Escort Service

CWRU provides a number of escort and shuttle options to help get our students, faculty and staff around campus safely.

Night Shuttle Service

The university provides a nightly 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 shuttle@case.edu.

Safe Ride

As an additional option for moving around University Circle at night the university offers the Safe Ride service. These are designated vans driven by security officers that provide transport within the University Circle area. The service runs from 7 pm to 3 am during the academic year and any CWRU student, faculty or staff member can use it. To request a Safe Ride, logon to the automated dispatch system at saferide. case.edu. This application allows users to track a driver's location and receive notification when the van is in close proximity. You can also call 216-368-3000, where your call will be answered by an interactive voice response system (IVERS) or you can request to speak to an on duty dispatcher. For more information on the program see the Safe Ride tab at police. case.edu.

Emergency Phones

More than 275 campus emergency phones are strategically located throughout the campus. These phones may be used for both emergency and routine purposes. The phones are equipped with panic buttons that immediately identify the location of the call at Central Dispatch. In addition, there are 22 tower emergency phones located throughout University Circle.

Residence Hall Security

There are 47 on-campus residence halls that house approximately 3,050 students. An additional 1,000 students live in university-owned apartments off campus and in off-campus fraternities. University residence halls are secured 24 hours per day, and access is restricted to residents and authorized support staff through a campus-wide card access system that requires the use of a valid university I.D. All guests must be accompanied by a resident.

Community Officers

In addition the university has the Community Officer program-these are security officers who specifically patrol the north and south residential areas during evening hours, primarily on foot.

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 & Life Safety Officer.

Campus Facilities and Grounds

Most university buildings are open to the public during normal business hours. All facilities are secured after normal business hours. 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 Fire Prevention provides routine inspections of all campus facilities to identify safety hazards. The Facility Services Department promptly addresses problems identified during these inspections.

Additional Safety Programs

Bike Locks

Free bike locks are available to undergraduate students at the Wade and Fribley area offices, or at CWRU PD headquarters at 11320 Juniper Road. Bike registration is required to obtain a free lock.

Laptop Computer Locks

Recognizing the value of laptop computers, and the information stored in them, Case Police and Security Services has laptop security locks available for purchase. These are available business hours at the CWRU Police Headquarters, 11320 Juniper Road and

the Biomedical Research Building security desk. Or you may contact the office at 368-6811.

Bike Registration

All members of the CWRU community are encouraged to register their bicycles to help deter theft and in identifying recovered bicycles. To register your bike go to police.case.edu and find the bike registration tab. Fill out and print out the registration form. Bring your completed form to CWRU PD headquarters at 11320 Juniper Road, or the Wade or Fribley student service offices. Turn in your form and receive a registration sticker. 1st year students are eligible for free bike locks when they register their bikes.

Personal Alarms

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

Security Awareness and Personal Safety Presentations

Case Police and Security Services 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, call Crime Prevention at 368-1243 or 6811.

Self-Defense Programs

The CWRU Police Department offers self defense classes for 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 1-2 hour "Street Smarts" seminars on request. Both classes teach skills ranging from crime avoidance to what the average woman can do to defend herself in a crisis situation. Classes are open to all female faculty, staff, students and guests. To obtain more information contact the Crime Prevention Office at 216-368-1243.

Crime Prevention

The police department offers a variety of crime awareness and personal safety programs (including those detailed above) are provided. These include:

- Emergency procedures, which are available on the department website: http://www.case.edu/emergencymanagement.

- Daily Crime Logs are available at CWRU PD Headquarters, 11320 Juniper Road and at http://police.case.edu

- Programs are offered to resident students, focusing on safety concerns for those living on campus. Specially selected and trained "Community Officers" present these programs.

- Security and crime awareness orientation programs are 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 they are 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 are usually kept, like on the floor behind a desk or in the lower right-hand drawer of a desk. A wallet left 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 his/her presence.

SAFETY AND CRIME PREVENTION INITIATIVES
Continued from page 1

Preventing crime is everyone's concern, from protecting yourself and your property to looking out for others at the university. Know how to protect yourself and your property by learning more about crime prevention. Crime prevention is not STOPPING something NEGATIVE from happening, it's STARTING something POSITIVE.

Reporting Crime
All crimes that occur on campus should be reported to Case Police and Security Services at 368-3333. Case Police and Security Services will notify the

TIMELY WARNING POLICY AND PROCEDURE
A Campus Security Alert ("Security Alert") is provided to give students, faculty and staff timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. A Security Alert also seeks information that may lead to the apprehension and conviction of an offender.

Case Police are responsible for preparing Security Alerts when a crime is reported to, or brought to the attention of Case Police and is determined to represent a threat to members of the campus community. In making this determination, Case will consider the safety of students, faculty, and staff, as well as the privacy interests of all persons involved in the incidents. . Examples include but are not limited to: homicide, sexual assault, aggravated or felonious assault and robbery, or when a pattern of property crime is identified for either the entire campus or a portion of the campus. Examples include thefts from buildings or vehicles.

Alerts and other advisories are sent via a mass e-mail from the RAVE emergency notification system and are posted on the CWRU PD website at http://police.case.edu.

Regardless of the action taken by the University, the names of any person involved in the incident will not appear on Security Alerts.

Information included in Campus Crime Alerts include:
- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect.
- Date the bulletin was released.
- Other relevant information that will help protect and inform individuals, including prevention strategies and police/security contact information.

HATE CRIMES
The university received no reports of hate crimes reportable under the Jeanne B. Clery Act from 2010-2012

UNIVERSITY POLICIES

POLICIES FOR REPORTING CRIMES/PREPARING ANNUAL REPORTS/CONFIDENTIAL REPORTING

appropriate police agency to respond, depending on the type of crime and where it occurred on campus. Crimes occurring off-campus, but within University Circle (see attached map) should be reported to UCPD at 216-368-2222. A computerized Crime Log is updated every other business day and is available at both North and South Campus Security Offices, and at: http://police.case.edu

Information on criminal behavior may be reported to the offices of Student Affairs, the Office of Residence Life and Greek Life, advisors to recognized student groups, and the Director of Intercollegiate Athletics and coaches.

Crimes that are reported to the following individuals or offices will be included in the annual crime statistics report. Criminal statistics from University Circle Police Department include statistics from recognized student organizations with off-campus housing.

- Case Police and Security Services
- University Circle Police Department
- Cleveland Police Department
- Cleveland Heights Police Department
- * Bratenhal Police Department (Putnam House)
- * Hunting Valley (Squire Valleevue Farm)
- Office of Student Affairs
- Office of Housing, Residence Life, and Greek Life
- Advisors to Recognized Student Organizations
- Director of Intercollegiate Athletics and Coaches
- The University of Texas at Houston Police Department (Suite180 & G180, Texas Professional Building, Houston)
- Washington D.C police department, (requested not received), Master of Science in Anesthesia program, Suite 150 First St NE & Van Ness building.

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 that all persons required to report do so, and that the statistics are as accurate and complete as possible. Information in the report is reviewed for accuracy, completeness, and readability.

If you have any concerns regarding any of the statistics or information found in the report, please contact Case Police and Security Services at 368-4630.

Confidential Reporting
Individuals may anonymously and confidentially

report a crime to Case Police and Security Services. When reporting crimes, individuals are encouraged to provide as much information as possible to assist Police and Security Services. Confidential reports can be made to CWRU PD on the anonymous tips tab on our website, police.case.edu, or by calling the Detective Bureau at 216-368-5993.

Reports that are privileged by law will not be reported to the university for inclusion in the Annual Report. This includes, but may not be limited to, reports to clergy or health care professionals.

Drugs and Alcohol
Case 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. Case complies with all federal and state drug laws. No Case 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 Case Substance Abuse Prevention Coordinator at 368-3780. Employees may also call 368-6675 for information about the Employee Assistance Program.

Weapons
Discharging, carrying, or possessing firearms, including air guns or any weapons with which injury, death, or destruction may be inflicted, is prohibited on property owned or controlled by Case Western Reserve University.

Criminal Investigation and Prosecution
It is the policy of Case 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 Student Judicial Review Board will conduct hearings under due process guidelines. This process is available to victims, whether or not they pursue criminal charges. Additional information about the Judicial Review Board process may be found in the Student Services Guide, available from Student Affairs.

Sexual Assault Policy
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. The complete university sexual assault policy can be viewed at www.case.edu/diversity/sexualconduct.

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 sixteen. Sexual assault includes, but is not limited to the following: Rape, incest, sexual assault with an object, forcible sodomy and forcible fondling.

Lack of 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. Lack of mutual consent is the crucial factor in any sexual assault. 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,

CRIME STATISTICS 2010 TO 2012

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

	Residential Facilities			Nonresidential Campus			Total on-campus*			Noncampus bldgs & property			Public Property			Total		
	12	11	10	12	11	10	12	11	10	12	11	10	12	11	10	12	11	10
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses *	8	2	3	4	0	0	12	2	3	1	0	0	0	0	0	13	2	3
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	4	1	2	4	1	3	0	0	1	4	6	4	8	7	8
Aggravated Assault	0	0	0	0	1	0	0	1	0	0	0	1	0	0	0	0	1	1
Burglary	16	30	19	1	2	13	17	32	32	2	2	1	0	0	0	19	34	33
Motor Vehicle Theft	0	0	0	3	1	0	3	1	0	0	0	0	5	1	4	8	2	4
Arson	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Total	**24**	**33**	**23**	**12**	**5**	**15**	**36**	**38**	**38**	**3**	**2**	**3**	**9**	**7**	**8**	**48**	**47**	**49**

*Total On-campus figures include offenses committed in residential facilities
*Statistic includes data received from non-law enforcement campus authorities.

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 Case disciplinary processes, survivors should strongly consider reporting the sexual assault to the local police and/or the university. 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 it may be done at any time. Case 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.

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. 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 reporters consent to any other person, except under very limited circumstances such as imminent threat of danger to self or others. Examples include University Counseling & 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 Case Police, Student Affairs, Housing & Residence Life, and hospital emergency rooms.

RESOURCE NUMBERS FOR REPORTING SEXUAL ASSAULTS

24-7 help
CWRU Police
216-368-3333

University Circle Police
216-368-2222

Cleveland Police Sex Crimes Unit
216-623-5630 or 911

Cleveland Heights Police
216-321-1234 or 911

University Counseling Services
216-368-5872 (Privileged)

University Health Services
216-368-2450 (Privileged)

Cleveland Rape Crisis Center
216-619-6192

University Hospitals (Sexual Assault Nurse Examiner)
216-844-7007 (Privileged)

Campus Sexual Assault reporting Safeline
216-368-7777 (privileged)

Domestic Violence Center
216-391-HELP

8:30-5:00pm help
Flora Stone Mather Center for Women
216-368-0985

Residence Life Staff 216-368-3780

Student Affairs
216-368-2020.

An anonymous tip line is available at police.case.edu Please note that even with anonymous reports, the university has an obligation to investigate, however anonymous reporting may limit the ability of the university to conduct an effective investigation. 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 Safeline 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.

University Health Services
Students can seek further treatment at the 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 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 Physical Education Department 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 (RAD) classes for female faculty, staff and students periodically throughout the academic year. 1-2 hour "street smarts" presentations are offered on request throughout the year to various campus organizations. Both classes teach practical skills in identifying and avoiding physical assault as well as methods for women to defend themselves. For more information contact the Crime Prevention Office at 216-368-1243 or jdd@case.edu.

UNIVERSITY DISCIPLINARY PROCEDURES REGARDING SEXUAL ASSAULT
Students are entitled to a fair hearing under the university student conduct process. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Students should contact the University Office of Student Conduct & Community Standards for more detailed information regarding the process. To ensure fairness, the following procedures apply:

• Both the respondent and the complainant may have an advisor present to advise or support him or her. However, the advisor may not address the hearing board or witnesses.

• Both the respondent and complainant have the right to be present during the entire hearing and participate in it.

• During the hearing, both the respondent and the complainant shall be given the opportunity to provide the board with information about what happened. The respondent and complainant may direct questions at witnesses through the board chair. The complainant has a right to provide a statement of impact to the hearing officer or hearing board if the board finds the respondent responsible.

• Both the respondent and complainant shall be informed of the decision by the hearing board or the hearing officer. If a respondent is found in violation and appeals the outcome, the complainant will be notified of the pending appeal and its final outcome. Educational sanctions that can be imposed are varied and depend upon the severity of the violation. Sanctions may include: Disciplinary warning, disciplinary probation, disciplinary probation, disciplinary separation, expulsion, community service, or restitution.

OPTIONS IN ADDITION TO UNIVERSITY PROCEDURES

In addition to filing charges through the university student conduct system, students who are the survivors of a sexual assault have the right to initiate prosecution of an assailant under criminal law. The university will assist survivors by directing them to the appropriate authorities to pursue such action.

TITLE IX
CWRU complies with Title IX of the Educational amendments of 1972 prohibiting discrimination on the basis of gender in federally assisted educational programs and activities. Individuals who feel their Title IX rights may have been violated by an act of sexual assault or harassment, or who wish to discuss a Title IX manner should contact the Office of

ALCOHOL/DRUG/WEAPONS VIOLATIONS

	Year	Arrests					Disciplinary Referrals					
		*On campus	Residence facilities	Non campus buildings	Public property	Total	*On campus	Residence facilities	Non residential campus	Non campus buildings	Public property	Total
Liquor Law Violations	2010	0	0	0	1	1	299	294	5	1	1	301
	2011	0	0	0	9	9	274	271	3	0	10	284
	2012	0	0	0	1	1	265	257	8	4	11	280
Drug Violations	2010	1	1	0	0	1	20	16	4	0	0	20
	2011	1	0	0	1	2	30	30	0	0	9	39
	2012	0	0	0	1	1	30	28	2	0	0	30
Weapons Violations	2010	0	0	0	0	0	4	4	0	0	0	4
	2011	0	0	0	0	0	1	1	0	0	0	1
	2012	0	0	0	0	0	2	1	1	0	0	2
Totals		**2**	**1**	**0**	**13**	**15**	**925**	**902**	**23**	**5**	**31**	**961**

*Total On-campus figures include offenses committed in residential facilities

Inclusion, Diversity and Equal Opportunity at 216-368-8877. The Title IX coordinator for the university is the Vice President for the Office of Inclusion, Diversity & Equal Opportunity.
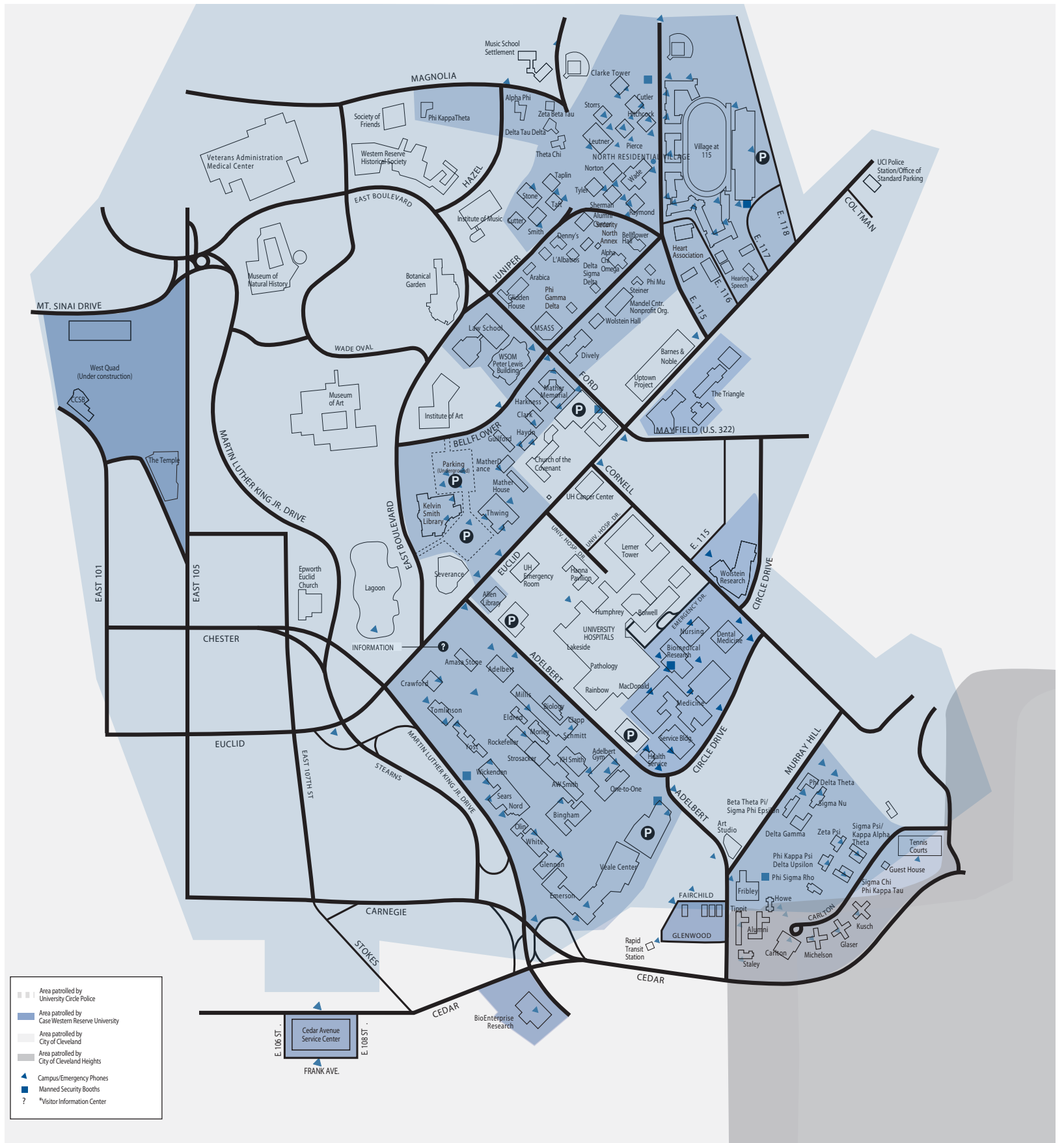
ACCOMMODATIONS

In the aftermath of a sexual assault, the university will accommodate requests for alternative living, working, and academic arrangements as available and appropriate. This is available with all reporting options in both formal and informal choices of action.

Fire Safety

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. This report can be accessed at http://www.case.edu/ehs/FireSafety/2013report.pdf.

Sexual Offender Registration

Information concerning registered sex offenders in Cuyahoga County can be obtained at http://sheriffcuyahogacounty.us/en-us/sexual-offender-unit.aspx..

Map legend:

- Area patrolled by University Circle Police
- Area patrolled by Case Western Reserve University
- Area patrolled by City of Cleveland
- Area patrolled by City of Cleveland Heights
- ▲ Campus/Emergency Phones
- ■ Manned Security Booths
- ? *Visitor Information Center

MISSING PERSONS POLICY

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

Any student residing in on campus housing will be given the option of identifying a contact person or persons whom the university will notify if the student is determined to be missing for over 24 hours by campus or local police. 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 a student is determined to have been missing over 24 hours by the CWRU Police Department, that the local police department having jurisdiction over the student's residence (the Cleveland or Cleveland Heights Police Departments) will be notified. Also in cases involving any unemancipated juvenile student under 18 years of age the university will notify the student's custodial parent or guardian and any other designated contact person as soon as possible if such a student is determined to be missing. If you suspect someone is missing, immediately contact Case Police at 216-368-3333. Case Police and the University Office of Student Affairs will immediately initiate an investigation.

CLERY ACT REPORTING REQUIREMENTS FOR EMERGENCY RESPONSE POLICY

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

CWRU approaches emergency management as a four phase process; preparedness, mitigation, response and recovery. The University's leadership and key response staff are trained in the concepts of the National Incident Management System (NIMS) and utilize the Incident Command System (ICS) to manage crises on campus. NIMS and ICS are standardized programs for emergency managers and first responders that are provided through the U.S. Department of Homeland Security and the Federal Emergency Management Agency. The University also employs a full time emergency manager who is responsible for coordinating with outside public safety partners, reviewing emergency plans and maintaining detailed emergency notification, response and evacuation procedures for the campus community.

Full information on the university's emergency management program can be found at http://www.case.edu/emergencymanagement/

REPORTING OF AN EMERGENCY ON CAMPUS

Students and employees of CWRU are required to report spontaneous emergency situations such as a person with a gun on campus, a hazardous materials spill, or fire to CWRU Police and Security Services at 216-368-3333 or by dialing 9-1-1 for local emergency responders. If 9-1-1 is called first, the community member shall still inform CWRU police by calling 216-368-333 immediately afterward.

Instances of significant infectious disease or other public health hazards must be reported to university health services 24-hour contact line at 216-368-2450.

Instances of threatening behavior are taken seriously at CWRU. If the situation is immediately dangerous call CWRU PD at 216-368-3333. If the person exhibiting the behavior is faculty or staff, the dean or vice president of that person's school or administrative unit should be called first. If the person is a student then student affairs (216-368-2020) or the counseling service (216-368-5872) should be contacted first. Additional information on how to prevent and respond to dangerous situations at CWRU can be found here http://case.edu/safecampus/index.html

Once an emergency is reported CWRU will activate its emergency response plan that outlines how the institution will;

RESPOND TO AN EMERGENCY

Emergencies are broken into two categories according to the campus emergency plan; spontaneous and anticipated.

For most spontaneous emergencies on campus there will be a multi department internal response and an external response from local public safety officials. Examples of spontaneous emergencies include fire alarms, hazardous materials spills, natural gas leaks or reports of armed persons on campus.

When notified of an emergency on campus CWRU dispatchers or third party (local municipal) dispatchers will send the appropriate first responders. First responders to spontaneous emergencies at CWRU can include but are not limited to; CWRU police and un-armed security staff, University Circle police, Environmental Health and Safety (EHS) staff, local municipal police staff, local municipal fire department staff, local municipal emergency medical staff.

According to University protocol most often the ranking CWRU police officer or senior external safety department official will take charge (assume command) of the response.

In instances of public health emergencies, which can be spontaneous or anticipated, university health services staff may be considered first responders. For behavioral emergencies university counseling services staff, human resources staff or behavioral risk assessment committee members may be called to respond.

A good example of an anticipated emergency is approaching severe weather. In these instances a predetermined group of trained emergency leaders (e.g. CWRU emergency manager, administrative services executives, critical department heads such as police and plant services) will confer and activate portions of the response plan as needed.

According to the university's plan the response protocols for any type of crisis (spontaneous or anticipated) on campus are;

- Gain and maintain situational awareness; (assess risk to life safety)

- Establish command (leadership structure) to direct, control and coordinate response actions;

- Develop Incident Action Plan; (includes public safety actions such as evacuation, lockdown, or shelter in place if necessary)

- Activate and deploy appropriate resources and systems;

- Manage and share information and intelligence including dissemination of emergency public information when required or appropriate;

- Re-evaluate Incident Action Plan; and

- Demobilize

A crisis on campus can range from a critical I.T. server failure to a severe weather emergency such as a tornado. The first step in all responses is to determine the risk to health and safety of the community. As soon as CWRU has confirmed that a significant emergency or dangerous situation exists, the university will; Take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process.

CONFIRMING A "SIGNIFICANT EMERGENCY" OR "DANGEROUS SITUATION"

Confirmation means that an institution official (or officials) has verified a legitimate emergency or dangerous situation exists. Examples of a significant emergency at CWRU include approaching tornado, explosions, large fires or large hazardous chemical spills.

Responders and administrators on campus who are trained to confirm a significant emergency exists include; the president of the university and senior administrative staff, CWRU police and security services staff, the department of emergency management staff, environmental health and safety specialists, university health services staff, student affairs staff, plant services staff, and municipal emergency service providers (e.g. firefighters, emergency medical personnel and law enforcement). Confirmation of an emergency will most often be through rapid analysis by a minimum of at least two sources.

On arrival the incident commander will use physical evidence at the scene as well as information gained by witnesses, victims, etc. to determine if there is a potential for continued harm to persons. This information will be shared with local response officials (e.g., fire department or emergency medical technicians) and other CWRU response departments on the scene. A determination of a significant emergency shall be made rapidly using the combined knowledge and experience of all response agencies involved. Occasionally during complex or novel emergencies on scene personnel may choose to consult with the Chief of Campus Police, the Director for Emergency Management or Vice President for Campus Services to aid in the confirmation process. These senior level emergency decision makers are available on a 24 hour, 7 day a week basis via cell phone and in extreme circumstances when cell service is compromised can be reached via SMS (text) messaging. It is not necessary to consult all 3 of the above mentioned decision makers prior to a confirmation. This process, although lengthy in its description typically takes place in a matter of minutes.

Local responders from the City of Cleveland, City of Cleveland Heights or other jurisdictions that respond to campus emergencies will always have final authority to determine if a significant emergency to the community exists.

For anticipated emergencies such as severe weather, threats of terrorism or contagious disease outbreaks the office of emergency management, office of student affairs or office of campus services will have authority to make a determination of a significant emergency. This process is usually slower and may require consultation with senior staff such as the Senior Vice President for Administration, the University President, or an outside agency such as the Federal Bureau of Investigation or the local public health department prior to making a confirmation. In cases of disease outbreak, chemical exposure or other bio hazards confirmation may require sampling and outside testing which can also slow the process down.

Further, there are two standing committees that monitor risk to the campus. The Flu and Emerging Infections Committee and the Threat Assessment and Behavioral Intervention Team (TABIT) may also identify and confirm a significant emergency by analyzing information provided through multiple sources. More information on the TABIT committee can be found at case.edu/safecampus/threat-assessment/what is tabit.html

IMMEDIATELY NOTIFY THE CAMPUS COMMUNITY UPON CONFIRMATION OF A SIGNIFICANT EMERGENCY;

Upon confirmation of a significant emergency or dangerous situation the official working in charge of the crisis or, the official working with local safety authorities (Incident Commander or Liaison to a Unified Command with outside officials), shall, without delay, take into account the safety of persons that may be affected by the hazard and initiate CWRU's emergency notification process.

The only reason the institution would not immediately issue a notification for a significant emergency or dangerous situation is if in the professional judgment of a responsible authority (e.g., campus safety leadership, municipal law enforcement official, fire department official, federal authority such as F.B.I., or other professional public safety leaders) doing so will compromise efforts to; assist a victim, contain the emergency, or otherwise mitigate the emergency.

At CWRU emergency notification may come from a single source, such as a fire alarm, which typically only uses visual (strobes) and audio alerting (horns) and does not deliver detailed action instructions –or- through one or more systems that can deliver voice, text, visual alerts, audio alerts, or display picture and video.

The four primary emergency notification systems on campus are; RAVE (the opt out text messaging system) system, Informacast, the indoor office telephone alerting system, and outdoor emergency speakers and fire alarm systems. Additional emergency notification options include email, web banners, television and radio broadcasts, weather radios, social media (e.g. Facebook and Twitter), and even traditional person-to-person alerting. In most instances of significant emergencies the university will attempt to coordinate messaging utilizing at least (2) systems.

Anyone with a case ID and password can view their RAVE information by visiting www.getrave.com.

An important note on severe weather notification. CWRU receives severe weather alerts from the National Weather Service (NWS) via several delivery methods. CWRU will not repeat all severe weather alerts. Further CWRU can not deliver information faster then the NWS can. It is highly recommended that students, faculty and staff sign up to receive National Weather Service Alerts for the Cleveland area via email and cell phone service at http://www.weather.gov/subscribe In addition there are several smart phone applications that are designed to customize weather alerting on your cellular device.

The university official in charge of the response (incident commander) shall determine which system or systems are to be utilized and;

WHAT SEGMENT OF THE CAMPUS COMMUNITY WILL RECEIVE A NOTIFICATION

The university's emergency notification plan does not require the entire community to be notified during a significant emergency. The official in charge of the emergency shall determine which segment of the population is at risk and notify the at risk population only.

This decision of who is at risk is made based on analyzing the available information at the scene, utilizing emergency response guides and pre-plans, or relying on a combination of training and experience from past exercises and emergencies. The initial notification decision will be re-evaluated continuously by on scene personnel and university leadership. As the incident continues, additional segments of the community may require emergency notification.

As an example, a chemical spill in a building may initially be determined to be a risk to health and safety of only the occupants of a single floor of a building. In this situation, only person(s) on the floor would be notified. The occupants of the floor would then be evacuated and floor access would be restricted to only emergency response personnel. As the incident continues if new hazard information emerges or the physical hazard expands the entire building may be notified and evacuated. The university may also choose to provide information on the event at a later time to the entire community in a non-emergency format.

THE CONTENT OF EMERGENCY MESSAGES

Some emergency alerts will not have content. For example fire alarms utilize audio tones or visual alerts such as strobes. Instructions for how to respond to tones or visual alerts are contained in emergency procedures such as the fire alarm procedures found here; http://www.

When the university delivers emergency notification via text, or voice it may come as a single message or a series of messages in rapid succession. The first message is typically a generic pre-scripted, pre-approved announcement to persons determined to be at risk or to the entire community. This "holding" message is designed to be delivered quickly and get the attention of the intended audience while first responders continue to analyze information about the crisis. It can be compared to the loud sounds that precede an Emergency Broadcast on the radio in the United States.

A sample holding message looks like this;
 CWRU Alert: Police have identified a safety
 risk. Stay alert. Updates to follow. Please only call
 368.3333 in case of emergency.

As quickly as reasonably possible the appropriate follow up "emergency action message" will be sent to the community based on the situation at hand. The incident commander determines the content of the first "emergency action message" based on the nature of the emergency. There are numerous pre-scripted, pre- approved "emergency action messages" that are based on known hazards at the university. This pre-loading process helps to streamline delivery and eliminates the need for executive approval of message content.

There are typically one of three common protective actions the at risk population may be asked to take;

Evacuation; Evacuation is the process of emptying a building of all occupants. Some of the buildings on campus, such as the residence halls, have detailed evacuation plans. Occupants of buildings that do not have a detailed evacuation plan will follow the general evacuation procedures. It is the responsibility of all students, faculty and staff to become familiar with the evacuation procedures found here;

http://police.case.edu/emergency.html

Shelter in Place; Shelter in place is a safety action that is used when the areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances. In these cases it is usually safer to stay indoors because evacuation may expose persons to danger. For example, sheltering in place used during the initial stages of an earthquake when falling debris and other dangers may be present outside. It is the responsibility of all students, faculty and staff to become familiar with the general shelter in place procedures found here;

http://police.case.edu/emergency.html

Lockdown; Lockdown is a form of sheltering in place. It is a tool used by emergency responders during situations such as a report of an armed intruder on campus when it may be more dangerous to evacuate a classroom or office of a building then to keep occupants inside. During a lockdown occupants shall attempt to secure the space they are in by locking doors or using furniture to bar entry. First responders will also attempt to control entry/exit and movement within a facility and may remotely lock doors through use of technology in an attempt to keep people safe. It is the responsibility of all students, faculty and staff to become familiar with the lockdown procedures found here;

http://police.case.edu/emergency.html

Other examples of less common or rare emergency actions that may be ordered can include quarantines or mass prophylaxis. Detailed instructions for these types of emergency actions will be given during implementation.

If enough information is known early to order a protective action, the holding message may be skipped in favor of an immediate emergency action message.

Once an action message processes is initiated and carried out by first responders the responsibility for additional emergency public information will then pass to CWRU's marketing and communications department. Members from the department form a Crisis Communications Group. The group will work with responders and university leadership to ensure delivery of timely, factual information during the remainder of the response and recovery. This includes responsibility for sending an "all clear" message to the community when there is no longer an immediate danger and it is appropriate to do so. Not every incident will include an all-clear message. Content of messages at this stage in the emergency communications process requires approval from the University's Public Information Officer.

THE INSTITUTION INITIATES THE EMERGENCY NOTIFICATION SYSTEM
A summary of the process for initiating the emergency notification system is as follows;

- A report of an emergency or impending emergency is received through the reporting avenues listed above or another source;

- Initial notification is made to the appropriate first responders (spontaneous emergency) or the proper incident management team members (e.g., behavioral assessment team, university law enforcement, university public health staff, the emergency manager, etc.) for anticipated emergencies;

- Responders, teams or committees described above will assess and confirm risks to health and safety as described in previous sections;

- After confirmation of a significant spontaneous emergency or dangerous situation the incident commander will delegate the responsibility to notify or personally notify the next level of university response by contacting the Chief of University Police, The Director for Emergency Management and the Vice President for Campus Services. This can be done simultaneously using the RAVE notification system.

- After confirmation of a significant spontaneous emergency or dangerous situation, without delay, the incident commander will delegate the responsibility to notify or if able to do so, personally activate emergency public notifications. Most often the campus public safety communications center (dispatch center) staff will send the initial messages as directed by the incident commander. Other examples of sources on campus with authority to initiate and access systems to deliver an emergency message include campus police supervisors, I.T. security staff, physical security managers, university marketing and communications staff, and office of emergency management Staff.

- Additional emergency response notifications to other campus incident management team members, senior university staff, deans, department heads, and external stakeholders, such as University Hospital executives, will be made as directed by the Chief of Police, Director for Emergency Management or Vice President of Campus Services. Staff from the dispatch center or the Office of Emergency Management shall execute this level of notification using the campus RAVE system. Message content may be response oriented and differ from the messages sent to the general public.

LIST OF ORGANIZATIONAL TITLES RESPONSIBLE FOR EMERGENCY RESPONSE AND NOTIFICATION
Outside organizations whose staff can confirm there is a significant emergency or dangerous situation on campus includes but is not limited to; Cleveland Police Department, Cleveland Fire Department, Cleveland Emergency Medical Services, Cleveland Heights Police Department, Cleveland Heights Fire Department, Hunting Valley Police, Chagrin Fire Department, Bratenhal Police Department, Regional Transit Authority Police, University Circle Police, and the Federal Bureau of Investigation, Cuyahoga County Health Department, and the City of Cleveland Health Department.

Titles of staff at CWRU who can confirm a significant emergency or dangerous situation exists include; The president of the University (and line of succession as applicable), The Senior Vice President for Administration, The Vice President of Student Affairs, Associate Vice President(s) of Student Affairs, The Vice President for Campus Services, The Director for Emergency Management, The Chief of CWRU Police, The Commander of CWRU Police, CWRU Police Officers and Supervisors, The Director of University Health Services, The Associate Director for Health Services, The Director for University Counseling Services, The Executive Director and Director for Environmental Health and Safety (EHS), EHS response staff and the Manager of Dispatch Operations. Additional staff not listed above may be trained as appropriate to expand this list.

As mentioned above the person or person(s) in charge of the emergency (incident commander(s) determine the appropriate segment or segments of the campus community to receive a notification. Incident commander(s) at CWRU can be an official from any or the above listed external organizations that can confirm an emergency on campus or any of the CWRU staff positions listed above. The Incident Commander(s) also determine the content of the message.

Members of the campus community can initiate alerts such as fire alarms by activating them locally (pull stations). Many of the other notification systems are powered by website or local software that requires password access. At the request of the Incident Commander(s) the following staff can activate additional

warning systems; CWRU dispatchers, the Dispatch Center Manager, I.T. Security Director and I.T. Communications Staff, Director for Marketing and Communications and Web Development Staff, The Director for Emergency Management, the Physical Security Manager, CWRU P.D. Administrative Sergeant, Student Affairs I.T. staff.

WHAT THE PROCEDURES ARE FOR DISSEMINATING INFORMATION TO THE LARGER COMMUNITY
The University has a crisis communications group that consists of individuals from the Department of Marketing and Communications. One of the responsibilities of this group in an emergency is to ensure timely, accurate flow of information to the larger community when appropriate. The University activates its outside public information procedures on a case-by case basis. The decision to notify can be affected by, but is not limited to, the following factors; the type of emergency, the involvement of the media, privacy of person(s) involved, the number of people affected by the event. For example, the larger community may not be notified if a fire occurs in an administrative building without injuries and very little disruption to the daily operation of the university (In this instance the appropriate emergency notification to the building occupants would still be made via the fire alarm or other emergency notification system).

The decision to not notify the larger community is typically made by the Vice President for Marketing and Communications in consultation with the President of the University or other senior leadership.

The leader of the crisis communications group will serve as the Public Information Officer (PIO). When the larger community is to be notified the PIO will coordinate with local media to disseminate information outside of the campus community through traditional methods such as television news broadcasts. The PIO may also disseminate information to other organizations like the American Red Cross can repeat messages through their media channels.

The University can also activate a live operator emergency call center to distribute information. When activated the number of the call center is broadcast through the media and other avenues and persons such as parents can call in to get up to date information and ask questions. CWRU will also post updates on the home webpage www.case.edu as well as on social media sites such as Facebook. You can follow CWRU on FB here; http://www.facebook.com/casewesternreserve

TESTING OF THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES ON AT LEAST AN ANNUAL BASIS
CWRU promotes its emergency response procedures year round through public education efforts such as; reviews of procedures at student and staff orientations, periodic media articles in the campus email newsletter, safety columns in the student newspaper and other media avenues. At least once a year, the university tests its primary emergency notification systems (sms messaging, indoor and outdoor speaker alerting, mass email) in conjunction with promoting the institutions emergency procedures. The test is scheduled and publicized to the campus community beforehand through multiple media communications. Fire alarms are tested as required by fire code.

The university also tests its emergency management plan, emergency evacuation Procedures, emergency communications policy and supporting technology annually in the form of a functional exercise. The University hires an outside consultant each year to design, facilitate and evaluate the university's response to a simulated emergency. The exercise includes functional communications between police, fire- fighters, emergency medical technicians, and all university departments involved in emergency response. During the exercise emergency messages are delivered to a limited group of exercise participants in order to simulate delivery to large amounts of community members. The exercise also involves strategizing for implementing large scale protective actions such as evacuation or sheltering in place for students and employees according to the university's protective measures procedures. The exercise is not announced and the portion of the community that participates varies depending on the emergency scenario chosen. The exercise is performance based and corrective action reports are created afterward which help to improve emergency policy, response, and procedures.

University staff may also participate in several smaller exercises and conduct additional tests of emergency policy and procedures and technology. A table documenting each test, a description of the test or exercise, the date, time and whether it was announced or unannounced can be found at:
http://www.case.edu/emergencymanagement/