

# **MOUNT MARY COLLEGE 2011 ANNUAL SECURITY AND FIRE SAFETY REPORT**

## **INTRODUCTION**

Mount Mary College publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This act requires colleges and universities to:

1. Publish an annual report containing three years of crime statistics and certain campus security policy statements.
2. Disclose crime statistics for the campus, public areas immediately adjacent to campus and specific non-campus facilities. These statistics are compiled from campus security, local law enforcement and other college officials who have responsibility for student and campus activities.
3. Provide campus safety alerts pertaining to crimes that have been committed and pose an ongoing threat to students and staff.
4. Maintain a daily crime log that contains any reported crimes occurring on campus.

Recent amendments by the Higher Education Opportunity Act require new campus safety requirements in the following areas: hate crime reporting and emergency response, evacuation procedures, missing student notification and fire safety issues.

This report is prepared in cooperation with other college departments. The Milwaukee Police Department also provides information concerning crime statistics for inclusion in the report. The Mount Mary College annual crime statistics can be viewed or copies of the report can be requested by calling the Public Safety Office at (414) 258-4810 ext 421.

## **PUBLIC SAFETY**

Mount Mary College employs Public Safety officers to patrol the campus and assist students and employees. The Public Safety Office is located in 054 Caroline Hall, and provides protection and service to the Mount Mary community by foot and vehicular patrol 24 hours a day, 365 days a year. Their goal is to provide a safe and secure environment in which to work, live and learn. Public Safety Officers have experience and receive training in the areas of safety and security. The officers are trained and certified in CPR and AED. The officers provide a highly visible security presence through patrols of the campus. They are available to respond and provide assistance during emergency situations.

## **AUTHORITY OF PUBLIC SAFETY STAFF**

Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Mount Mary College. Public Safety officers also have the authority to enforce campus regulations, as well as issue parking tickets, which are billed to financial accounts of students, faculty and staff. Public Safety officers do not have powers of arrest. Criminal incidents are referred to the Milwaukee Police Department, who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Public Safety and the Milwaukee Police Department. Prompt reporting will assure timely warning notices on campus, and timely disclosures of crime statistics.

## **MEMORANDUM OF UNDERSTANDING**

Mount Mary College Public Safety has a close working relationship with the Milwaukee Police Department. While criminal incidents that occur on campus are referred to the Milwaukee Police Department for investigation, as Mount Mary College is in their jurisdiction, a written Memorandum of Understanding regarding the response to and investigation of criminal activities is not in place at this time.

## **REPORTING CRIMES AND EMERGENCIES**

Members of the college community are encouraged to promptly report any criminal activity or emergency they observe. Reporting may be accomplished by contacting the Public Safety Office via campus phone at ext 421, via the switchboard at ext 345, or by calling the office directly at 414-807-9560. The Public Safety Office can serve as a liaison between Mount Mary College students and staff, and the Milwaukee Police Department.

## **VOLUNTARY/CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Public Safety or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college.

## **DAILY CRIME LOG**

The Public Safety Office maintains a daily crime log that records all crimes and other serious incidents reported to Public Safety. This includes crimes that occurred on campus, in or on non-campus college owned buildings, or on public property within the campus or immediately adjacent to and accessible from the campus. The log includes the nature, date, time, and general location of each crime reported to the office, as well as the disposition of the complaint. The Daily Crime Log is available for public inspection during normal business hours, at the Public Safety Office in Room 54 of Caroline Hall.

## **SEXUAL ASSAULT POLICY**

Sexual assault perpetrated on any individual at Mount Mary College will not be tolerated and will be met with disciplinary action up to and including immediate employment termination and student dismissal. Discipline may be imposed upon a finding of a probable violation of College rules. If necessary, measures will be taken to separate the alleged assailant from the victim.

Students who are assaulted are urged to promptly report the crime both to the police and either the Associate Dean for Student Affairs, the Coordinator of Residence Life and Student Engagement, or Mount Mary Public Safety. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence.

The Associate Dean for Student Affairs, the Coordinator of Resident Life and Student Engagement, the Director of Public Safety, or the Counseling Center will discuss with the victim the range of resources and alternatives available to her/him. Referrals regarding who should be contacted with requests for changes in academic, living, or work situations by those who have been a victim of a sexual assault can be provided.

Mount Mary College Public Safety offers educational information on prevention of date rape, crime prevention, and personal safety.

## **CAMPUS SEX CRIMES PREVENTION ACT**

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. Sex offender information in the State of Wisconsin is compiled by the Department of Corrections. The Department of Corrections website allows the public to search their sex offender database online. This information can be found at (<http://offender.doc.state.wi.us/public/>)

## **COMMUNITY AWARENESS, TIMELY WARNINGS**

In order to keep the campus community informed about safety and security issues on an ongoing basis, Mount Mary College will alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. A warning will be issued when a crime occurs on or off campus that constitutes an ongoing or continuing threat to community members. The information is distributed primarily via e mail, but could include other means including postings in the residence hall and other college facilities.

## **COMMUNITY RESPONSIBILITY TO CAMPUS SAFETY**

The security of the Mount Mary College campus needs the cooperation and involvement of students, faculty and staff. All members of the community must assume a part of the responsibility for their own personal safety and the security of their belongings.

Ways that students, faculty and staff can contribute to campus security are:

1. Take precautions to ensure your own personal safety.
2. Report suspicious persons or activities to Public Safety.
3. Lock offices and room doors.
4. Lock your vehicle. Do not leave valuables out in plain view inside your vehicle.
5. Report all security related maintenance problems.

It is the responsibility of all members of the Mount Mary College community to be proactive in protecting themselves and their property. If you reduce the opportunity, you reduce crime.

## **ACCESS POLICY FOR CAMPUS FACILITIES**

During business hours, Mount Mary College campus buildings (except Caroline Residence Hall) are open to students, parents, faculty, staff, contractors, guests, and invitees. Residence Hall floor entrance doors are locked 24 hours a day. During non-business hours access to college facilities is by key, if issued, or by admittance via the Public Safety Department, or other authorized staff. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Bloechl Center, and Haggerty Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Mount Mary College employs its own staff for regular building maintenance and repair of doors, windows, lighting, and related safety items. Care is taken to ensure keys are issued only to appropriate faculty, staff and students. Public Safety staff is responsible for the daily locking and unlocking of most campus buildings, and maintains a contact listing for on-call facilities staff for after-hours response to facilities issues.

## Clery Statistic Report

	On-Campus			On-Campus Residence Hall			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
<b>Criminal Offenses</b>									
Murder	0	0	0	0	0	0	0	0	0
Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses-Non Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	1
Burglary	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	2	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Offenses</b>									
Criminal Homicide	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Damage to Property-Vandalism	0	0	0	0	0	0	0	0	0

	On Campus			On Campus Residence Hall			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
<b>Liquor Law Violations</b>									
Arrests	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	4	0	0	0
<b>Drug Law Violations</b>									
Arrests	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	1	0	0	0	0	0
<b>Weapon Violations</b>									
Arrests	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0

## **PROFESSIONAL COUNSELORS**

Campus “Professional Counselors”, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

## **SECURITY AWARENESS AND CRIME PREVENTION**

During orientation in September, students are informed of services offered by the Public Safety Department of Mount Mary College. Similar information is presented to new employees. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The Public Safety office has brochures containing strategies for residence hall security, along with tips on how to protect themselves from sexual assault, theft, and other crimes.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call Public Safety for an escort.

## **ALCOHOL USAGE POLICY**

Mount Mary College adheres to state laws and the legal drinking age. Proof of age must be shown at events where alcohol is available on the Mount Mary campus. The unauthorized sale, possession or consumption of alcoholic beverages by students on campus is prohibited unless permission has been granted for its use at specific college-sponsored functions. Off campus use or possession of alcoholic beverages is governed and controlled by state and/or local laws. Each group sponsoring social activities where alcohol will be served on campus must publish procedures in compliance with state law and Mount Mary policy. Guidelines for alcohol use at social activities are found in the Student Handbook.

### **Use of Alcohol in Caroline Residence Hall**

Wisconsin law states that the age to use alcoholic beverages is 21. Caroline Hall extends that right as a privilege to those who meet the legal qualifications. Our goal as an educational institution is to create an environment that encourages individuals to make responsible decisions. Mount Mary College does not encourage the use of alcoholic beverages, nor does it condone underage consumption. It respects the privilege extended by the state of Wisconsin. Guidelines for alcohol use in Caroline Hall are found in the Caroline Hall Handbook.

A person is expected to be responsible for his or her behavior at all times. Conduct which is in violation of the state, county, and municipal laws or the College regulations relating to the use of alcoholic beverages may involve the student in College disciplinary procedures, regardless of the action that may be taken by civil authority. College action may be taken if an individual's conduct is inappropriate to an educational institution and to a residential community, whether or not his or her actions may be due to the consumption of alcoholic beverages.

## **ALCOHOL/DRUGS/ILLEGAL SUBSTANCES POLICY**

### **Mount Mary as a Drug Free Campus**

In order to maintain an environment conducive to learning and to assist in personal development, the College provides educational information about alcohol and other drugs. When possible, one of the first responses to an individual found abusing drugs will be assistance in overcoming the problem. The use and abuse of alcohol and illegal drugs can hinder the ability of an individual to function properly, interfere with the rights of others, and be a detriment to the educational process for which Mount Mary College exists.

Possession, use, manufacturing, distribution, and/or sale, and student involvement in illicit use of narcotics, amphetamines, barbiturates, LSD, marijuana or any other harmful drug is illegal and is prohibited. Students shall not possess any illegal or controlled substance in crude or refined form except under the direction of a licensed physician. Students shall not possess any items that are designed for the use of drugs (pipes, blow tubes, bowls, bongs, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy. Student involvement in such matters is a Mount Mary College concern whether they occur on or off campus and irrespective of any action by civil authorities.

## **MISSING STUDENT NOTIFICATION**

If a member of the Mount Mary College campus community has reason to believe that a student is missing, all efforts are made to locate the student to determine his or her state of health and well being. In the event that a resident student appears to be missing, contact should be made with a Resident Assistant. The RA and Professional Staff member on duty will check with roommate, close friends, and emergency contacts to ascertain the location of the missing student. A call will be placed to instructors to check if the student has been in class. The Professional Staff member on duty may call parents or family members to check if they have information regarding the missing student's whereabouts.

If the resident student is still missing after 24 hours, the Professional Staff member on duty will contact MMC Public Safety. If the student is under 18 years of age, and not an emancipated individual, Mount Mary College will immediately contact the custodial parent or legal guardian of such student. If Public Safety is unable to determine the location and well-being of the missing student, Public Safety will notify the Milwaukee Police Department.

## **EMERGENCY NOTIFICATION**

The emergency notification system at Mount Mary College allows college administrators to contact students, faculty and staff by e-mail and system messages sent to all logged on computers on campus when an emergency exists. An emergency message can also be posted on the college website, mtmary.edu. The success of the system depends on students, faculty and staff utilizing active Mount Mary e-mail accounts.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In every potential emergency, a unique response is required. The MMC Public Safety Department is staffed 24 hours per day, 7 days per week. In the event of an emergency, Mount Mary College works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency.

One Scheduled fire drill is conducted each year in Caroline Residence Hall. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm.

There are two general categories of response to emergencies. One is "evacuation", and the other is "shelter in place". In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, staff, or visitors to campus, the college community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing building loudspeakers where equipped, activating fire alarms, and/or sending a message via the campus emergency notification system. Evacuation instructions are posted in Caroline Residence Hall, along with the other campus buildings.

Mount Mary College will, without delay and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain,

respond to, or otherwise mitigate the emergency.

If a situation occurs that involves death, serious injury, or threat to the health or welfare of a student or community member of Mount Mary College; requires an immediate response beyond the individual person or agency responding; and/or has widespread implications for or potential impact on students, faculty, and staff; it will be identified as a “critical incident”. The first college staff member to identify the critical incident will respond according to protocol, and will notify the Associate Dean for Student Affairs (or the Vice President for Academic and Student Affairs, if the Associate Dean is not available). As a result of that notification, the Chair will decide if and when (1) the Critical Incident Team will convene, and (2) the Vice President for Academic and Student Affairs will be notified.

The Critical Incident Team (CIT) consists of six core members:

- Associate Dean for Student Affairs
- Director of Public Safety
- Director of Buildings and Grounds
- Director of Information Technology
- Director of Marketing and Communication
- Associate Dean for Graduate and Continuing Education

The role of the team is to support emergency field operations and to manage and direct the activities of the various departments that will be involved in crisis response and recovery. The CIT will not manage the initial response to an incident. It is the responsibility of emergency first responders at the scene to isolate, contain, and neutralize the incident. The Vice President for Academic and Student Affairs (or designee) will be responsible for communicating the situation to the President’s Council.

The President’s Council includes:

- Mount Mary College President
- Vice President for Academic and Student Affairs
- Vice President for Enrollment Services
- Vice President of Finance and Administration
- Vice President of External Relations
- Vice President for Mission and Identity

The CIT, under the direction of the President’s Council, will confirm there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.

## **Fire Safety at Mount Mary College**

Fire fighting equipment, alarm systems, and procedures are provided for the protection of life and property in compliance with the health regulations of the City of Milwaukee.

To help ensure safety, periodic fire drills are scheduled each semester. The fire alarm system is also tested periodically. If the fire alarm is being tested, the beeping will be intermittent. However, a real fire alarm will be continuous.

### **Fire Procedures**

- Pull fire alarm and call Public Safety at extension 421 (414-807-9560 from a non-campus phone).
- Identify a designated meeting area and evacuate the building.
- Close windows and doors as you exit. Do not use elevators.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- If confronted, follow directives by Public Safety, Police or Fire Department.
- Do not re-enter buildings until they are declared safe by Police, Fire Department, and/or College officials.

### **Fire Safety Standards**

- IT IS REQUIRED BY LAW THAT ALL PERSONS EXIT DURING A FIRE ALARM.
- Keep fire doors (stairwell doors) closed at all times to keep fire and smoke from spreading in the event of a fire.
- Even small fires can get out of hand. Smoke causes more damage and injury than most fires.
- If a fire does start in your room/office, close the window and door to keep the fire from spreading. Leave the room.
- Special directions are given for Christmas and other holiday decorating. Use non-combustible decorations and lights intended for normal indoor use only. Live trees are prohibited.

### **Fire Equipment- Caroline Residence Hall**

It is each resident's responsibility to become familiar with the type and location of fire equipment and exits in her living area. Take time to check the various exits on every floor. Smoke detectors are provided in every residence hall bedroom and in the corridors. Do not deactivate them for any reason. If your smoke detector begins to beep which indicates that it needs a new battery, or the detector itself needs to be replaced, contact your RA to submit a maintenance request.

Take time to check where the fire fighting equipment is placed. There are fire extinguishers on every floor, fire hoses on every floor, and wired smoke detectors on every floor of the residence hall. These are periodically checked for maintenance.

## **Appliances**

Some common electrical appliances pose a safety hazard in confined spaces. If your appliance is rated over 6 amps (700 watts), has an exposed heating element (e.g., coils), or is not Underwriters Laboratory (UL) listed, it is not permitted in your room. Appliances NOT permitted in resident rooms include: microwave, toaster, toaster oven, space heater, air conditioner, hot plate, deep fryer, George Foreman Grill, any fish tank over 10 gallons, and Halogen lamps.

## **Candles**

Lit candles constitute a danger of fire and are therefore not permitted in the residence hall. Only candles with unburned wicks, or have had the wicks removed, will be permitted. Staff members will confiscate all candles found burning or with black wicks. Incense burning is not permitted.

## **Smoking**

All buildings on campus are smoke-free. Smoking is not permitted less than 45 feet away from any building, with the exception of certain designated areas. Those areas are: the concrete aprons on either side of the front doors of Haggerty Library; the concrete table and benches outside the southeast door of Notre Dame Hall; the sidewalk leading to the woods at the northeast door of Notre Dame Hall; the west exit of Kostka Hall at the parking lot; and the linden arches of Bergstrom Hall, east of the exit at the Post Office.

## **Mount Mary College Fire Statistic Report**

	On-Campus Residence Hall				
	2009	2010			
Fires	0	0			
Fire Injuries	0	0			
Fire Deaths	0	0			
Value of Fire Damage	\$0.00	\$0.00			
Supervised Fire Drills	1	1			

## **SUMMARY**

Mount Mary College is continually working to ensure the safety of all persons within the campus community. All Mount Mary community members have important roles in preventing and reporting

crime. Prompt reporting of incidents, personal awareness, and practicing crime prevention strategies are most important in reducing crime and staying safe.

Fire safety is also very important to the college. All students, faculty and staff should be aware of policies, equipment and evacuation procedures to insure the safety of the entire community of Mount Mary College.