

TIFFIN UNIVERSITY

TIFFIN UNIVERSITY
ANNUAL CAMPUS
SAFETY, SECURITY, AND
FIRE SAFETY REPORT

Calendar Year 2012

Tiffin University

2013

INTRODUCTION

The Tiffin University Annual Campus Safety, Security, and Fire Safety Report is provided to all students, faculty, and staff representing the University community. These reports include crime statistics and policy information contained in the Academic Bulletin, Student Handbook, and other University documents. These reports are mandated according to the 1990 Crime Awareness and Campus Security Act which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in the Title IV of the student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. This is generally referred to as the Clery Act.

This report includes crimes reported on-campus, those that occurred on property owned or controlled by Tiffin University, and on public property within or immediately adjacent to and accessible from the campus. This report also includes fire safety and policy information for Tiffin University's residence halls as required by the 2008 Higher Education Opportunity Act of HEOA (Public Law 110-315). HEOA amended the Clery Act and created additional safety and security related requirements for institutions specifically adding new categories to the list of hate crimes and fire safety reporting requirements.

Tiffin University is a community of learning with our mission to offer quality, professional-focused, learning-centered undergraduate and graduate degree programs and life-long learning opportunities to prepare traditional college age students and adult students for successful careers and for productive and satisfying lives of excellence, leadership, and service. The University represents a new kind of institution in America, the professional university, where the career objectives of traditional college age students and adult students are optimized through professionally focused undergraduate and graduate programs that have a broad general education foundation. This fundamental institutional strategy appropriately positions the University for the future.

Should you have any questions or concerns regarding the content of this annual report, please feel free to contact the following individuals at Tiffin University.

Michael J. Herdlick
Dean of Students
Phone: 419-448-3582
Email: herdlickm@tiffin.edu

Jennifer Boucher
Director of Campus Safety
Phone: 419-563-5611
Email: boucherj@tiffin.edu

TIFFIN UNIVERSITY

Annual Fire Safety Report 2012 Fire Statistics

Number of fires on campus	7
Number of Fire-related deaths on campus	0
Number of injuries related to fire resulting in treatment at medical facility	0
Value of property damage related to fire on campus or campus property	\$0

Fire Safety Systems in Campus Housing Facilities

Each of the eleven main dormitory/apartment style housing units is equipped with individual room detectors which are connected to a main system. This main operating system is directly connected to the notification system for the City of Tiffin. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department, law enforcement, and emergency personnel are notified. The estimated time of their arrival is between 3-4 minutes. The residential units falling under this system include the following:

Residential Units	Physical Location	Special Notes
Kirk Hall	187 Jackson Street	Sprinkler Units: Room/Floor
Craycraft Hall	160 Miami Street	*Limited Areas
Friedley Hall	18 S. Sandusky Street	*Limited Areas
Zahn Hall	173 Jackson Street	*Limited Areas
Huggins Hall	156 Clay Street	Sprinkler Units: Room/Floor
Miller Hall	228 West Perry Street	*Limited Areas
Jr/Sr Apartments	335 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	355 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	349 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	359 Miami Street	Sprinkler Units: Room/Floor
Sophomore Hall	194 Clay Street	Sprinkler Units: Room/Floor

*Plan to increase sprinkler units in more areas; in these units, individual rooms have smoke alarms, but are not connected to central fire panel.

- All common areas in these units are connected to the central fire panel, which is connected to the City of Tiffin emergency response system.
- For all other housing units (comprised of houses converted to student housing and located both on campus proper and contiguous to campus property), individual rooms are equipped with ionized smoke alarms. They are not connected to a larger system or directly to the local emergency response notification system.
- The City of Tiffin Fire Department conducts yearly walk-through inspections after students begin moving in during the Fall Semester.
- Electrical panels are tested bi-yearly for “hotspots” using infrared equipment.
- Annual fire alarm tests and inspections are conducted by Simplex-Grinnell Fire Systems.

- Fire extinguishers are tested and inspected annually by AA Fire Extinguisher Company
- Twice yearly inspections are conducted on the hood systems in the dining service operation.
- Resident Assistants and student safety staff members check stoves in house units nightly while on rounds.
- Safe cooking manuals are provided to students who have access to stoves/ovens.
- Employees in fire safety and evacuation procedures, as well as extinguisher training. All RAs carry keys to fire panels, and student security team members carry a key to the fire panels.
- Drills may be conducted at various times throughout the school year.
- Smoke alarms checked annually or at the beginning of semesters.

FIRE SAFETY STANDARDS

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called. In houses if possible, call the Fire Department before attempting to use an extinguisher. The residence hall alarms are all directly connected to the Fire Department.
3. Adams Street and Benner apartments and the individual houses are NOT connected to the Fire Department. In case of emergency, dial 911.
4. If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
5. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
6. If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
7. Know the location of all fire exits, fire alarms, and fire extinguishers.
8. Use only metal wastebaskets. You should empty your basket frequently.
9. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
10. The Director of Housing Operations must approve high wattage appliances before they may be used in the residence halls and houses.
11. The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is **ILLEGAL** to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
12. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
13. Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
14. Candles (used or unused), incense burners, Scentsy Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.
15. Causing a fire alarm through carelessness will result in an automatic \$100 fine. If it cannot be determined who caused the fire alarm, the fine may be split among all residents. For a full list of fire evacuation procedures, please refer to Tiffin University Emergency Procedures

Residence Hall Fire Evacuation Procedures

When the alarm sounds or there is an indication of smoke or fire

1. Close the windows.
2. Raise the shades.
3. Leave the lights on.
4. Wear coat and hard-soled shoes.
5. Carry towel and place over face in case of smoke.
6. The room will be checked after you leave.
7. Go, without talking, to your exit in single file. Walk swiftly. Do not run or push.
8. If you are not in your room, go to the nearest exit.
9. Assemble outside the hall or house at your designated spot so that roll call may be taken quickly.
10. Face away from the building in case of explosion.
11. Do not return to your room for any reason until the signal is given.
12. Everyone must leave the building, Residence Hall, house, or other, in which a fire alarm is activated. Failure to do so may result in probation, removal from housing, and/or other appropriate sanctions, including a \$50.00 fine.

SUMMARY OF FIRES ON CAMPUS: 2010-2012

Facility	Address	2010	2011	2012
Friedley Hall	18 S. Sandusky St.	0	1	0
Craycraft Hall	160 Miami St.	0	0	0
Zahn Hall	173 Jackson St.	0	0	1
Miller Hall	228 W. Perry St.	0	0	0
Huggins Hall	156 Clay St.	0	0	0
Kirk Hall	187 Jackson St.	0	0	0
Apartment 1	335 Miami St.	0	0	2
Apartment 2	355 Miami St.	0	0	1
Apartment 3	95 Adams St.	0	0	0
Apartment 4	315 Benner St.	0	0	0
House Unit 1	93 Adams St.	0	0	0
House Unit 2	128 Franklin St.	0	0	0
House Unit 3	133 Franklin St.	0	0	0
House Unit 4	139 Franklin St.	0	0	0
House Unit 5	143 Franklin St.	0	0	0
House Unit 6	149 Franklin St.	0	0	0
House Unit 7	114 Miami St.	0	0	Not applicable
House Unit 8	281 Miami St.	0	0	0
House Unit 9	293 Miami St.	0	0	0
House Unit 10	19 S. Sandusky St.	0	0	0
House Unit 11	21 S. Sandusky St.	0	0	0
House Unit 12	92 S. Sandusky St.	0	0	0
House Unit 13	107 S. Sandusky St.	0	0	0
House Unit 14	108 S. Sandusky St.	0	0	0
House Unit 15	120 S. Sandusky St.	0	0	0
House Unit 16	130 S. Sandusky St.	0	0	0
House Unit 17	140 S. Sandusky St.	0	0	1

Facility	Address	2010	2011	2012
House Unit 18	Not applicable			
House Unit 19	108 Jackson St.	0	0	0
House Unit 20	Not applicable			
House Unit 21	118 Jackson St.	0	0	0
House Unit 22	137 Jackson St.	0	0	0
House Unit 23	149 Jackson St.	0	0	0
House Unit 24	193 Jackson St.	0	0	0
House Unit 25	144 Clay St.	0	0	0
House Unit 26	172 Clay St.	0	0	0
House Unit 27	173 Clay St.	0	0	0
House Unit 28	Not applicable			
House Unit 29	192 Clay St.	0	0	0
House Unit 30	224 Clay St.	0	0	0
House Unit 31	236 Clay St.	0	0	0
House Unit 32	238 Clay St.	0	0	0
House Unit 33	246 Clay St.	0	0	0
House Unit 34	268 Clay St.	0	0	0
House Unit 35	272 Clay St.	0	0	0
House Unit 36	292 Clay St.	0	0	0
House Unit 37	158 Hudson St.	0	0	0
Apartment 5	349 Miami St.	0	0	1
Apartment 6	359 Miami St.	0	1	1
House Unit 38	50 Jackson St.	0	0	0
House Unit 39	116 S. Sandusky St.	Not applicable	0	0
House Unit 40	161 W. Market St.	Not applicable	0	0
House Unit 41	45 N. Monroe St.	Not applicable	0	0
House Unit 42	47 N. Monroe St.	Not applicable	0	0
House Unit 43	Not applicable			
House Unit 44	Not applicable			
House Unit 45	276 Clay St.	Not applicable	Not applicable	0
House Unit 46	282 Clay St.	Not applicable	Not applicable	0
House Unit 47	Not applicable			
House Unit 48	114 Jackson St.	Not applicable	Not applicable	0
House Unit 49	132 Jackson St.	Not applicable	Not applicable	0
House Unit 50	136 Jackson St.	Not applicable	Not applicable	0
House Unit 51	142 Jackson St.	Not applicable	Not applicable	0
House Unit 52	34 Miami St.	Not applicable	Not applicable	0
House Unit 53	46 Miami St.	Not applicable	Not applicable	0
House Unit 54	46 ½ Miami St.	Not applicable	Not applicable	0
House Unit 55	44 Miami St.	Not applicable	Not applicable	0
House Unit 56	401 Miami St.	Not applicable	Not applicable	0
Sophomore Hall	194 Clay St.	Not applicable	Not applicable	0
TOTALS		0	2	7

CAMPUS SAFETY AND SECURITY POLICIES AND PROCEDURES

RESIDENCE LIFE

At Tiffin University, we believe in the development of independent decision-making skills. This process is an important part of the family style approach to small group living, as well as the traditional congregate living options. Tiffin University is committed to providing an excellent residence life experience for all students regardless of national origin, race, ethnicity, creed, or sexual orientation.

The keyword to campus living is community. Community provides an excellent opportunity for interaction with others, which leads to greater maturity, a development of self-identity, realization of strengths and weaknesses, and a broadening of perspectives. When you live together in a community, there are many opportunities to learn from each other. You will find that you are willing to share talents, experience and skills.

Each house and each hall floor is under the supervision of a Resident Assistant (RA) who functions as a student administrator for the residents. He/she is responsible for helping maintain an atmosphere conducive to learning. Throughout the year, the RAs will plan or assist in the planning of educational, cultural, and recreational activities that are designed as community builders. Additionally, the RA provides a great variety of services from mediating roommate conflicts to initiating needed maintenance or repairs.

An RA is on duty each evening to provide assistance to residents. A duty roster will be posted in each house or floor of the residence halls. In addition, each hall is also supervised by an Area Coordinator (AC) who monitors the entire neighborhood and supervises the Resident Assistants. The University will provide a bed, mattress, dresser, desk and chair and closet space for each student. These items must remain in the room for the entire year. Any missing furniture will be charged to the student's account. Students may not bring beds or mattresses from home. (Students are required to provide bedding, including pillow, for an 80-inch bed, and draperies or mini-blinds.) Students can also provide personal articles to individualize their living space. The removal of University furniture from the room in which it is placed by the University is prohibited. The presence of students or furniture is prohibited on all residence hall or house roofs. The general cleanliness of all housing units is the responsibility of the residents of that unit. The University's maintenance staff handles any repairs or equipment problems in the residences. Residents in houses are expected to schedule and keep up on housekeeping chores. Cleanliness of the house and individual rooms in the residence halls is the responsibility of the residents.

The resident is responsible for the proper care of his/her room and its equipment. He or she must keep it in good order at all times. The rooms are subject to inspection by members of the staff, and charges will be made for littered or dirty rooms, soiled or defaced surfaces and furniture, and for missing or damaged equipment. **Damage to common areas are billed equally to each resident of a hall, house or apartment unit when the individual(s) responsible for billable damages cannot be identified. The University reserves the right of entry into any room for purposes of inspection, cleaning or repair.**

Room Condition Reports (RCRs) are completed prior to student arrival in the fall by a Residence Life Staff member. All students residing on campus are responsible for checking for accuracy of the room condition as stated on the RCR and signing their name that they are in agreement with what condition the room is in. The student is then also responsible for making sure the RCR is accurate when they vacate the room.

Report all thefts directly to a Residence Life staff member without delay. Involvement in theft or unauthorized entry into another person's room may result in immediate dismissal from the university.

The University reserves the right to:

1. Allow authorized personnel and agents of the university entry into any room at any time for life, safety, or health threatening emergencies; to perform requested or preventative maintenance; to respond to cries for assistance, or to investigate silence/disruptive noises.
2. Change or cancel housing assignments in the interests of health, safety, student behavior, or other reasons as deemed appropriate.
3. Change rates after due notice to the student.
4. Levy and collect charges and fines.
5. Allow rooms to be used by other persons during vacation periods.
6. Assign any reasonable number of students to a room without an adjustment in housing charges.
7. Enforce the following residency requirement:
8. Allow access by any law enforcement officer possessing a facially valid search or arrest warrant and/or implied consent which is not expressly granted by a person, but rather inferred from a person's actions and the facts and circumstances of a given situation.

RESIDENCY REQUIREMENT

The Tiffin University Board of Trustees has set a requirement for three years of residency in University housing subject to the following exceptions:

- The student will be 24 years of age as of the first day of fall classes;
- The student will complete 6 semesters of undergraduate classes as of the first day of fall classes;
- The student will attain senior level status as of the first day of fall classes;
- The student will be commuting daily from the permanent home address of their parent(s) or legal guardian(s) within a 45 minute radius of TU;
- The student is married (proof of marriage required);
- The student is a parent with custodial care responsibilities (proof of custodial care required);
- The student will fulfill one of the requirements to be considered an independent student (as determined by the Office of Financial Aid) as of the first day of fall classes

Please note that the Office of Residence Life considers the permanent home address of the student's parent(s) or legal guardian(s) to be the address of record on file with federal, state and local tax agencies and where a minimum of one of the student's parent(s) or legal guardian(s) reside. Students who qualify to reside off-campus under this clause do not need to complete a housing contract.

Students wishing to be released from their housing obligations must have this approved through the Off-Campus Living Committee. Students not released from their contracts will be held responsible for their Room and Board charges through their junior year. Please contact Student Affairs for more information.

Food Service Program

The campus food service offers a variety of meal plans for all students living on or off campus. Students are encouraged to speak with representatives from AVI or Student Affairs for dietary restrictions, food allergies, or other food related inquires.

- Students who live in the residence halls and houses are required to participate in the food service program.
- Juniors, seniors or graduate students who live in a house unit may opt for a full or commuter meal plan.
- Juniors, seniors or graduate students who live in the University apartments may opt out of the food service program entirely.

There will be an automatic billing for room and board from the Office of Residence Life for a student's sophomore and junior year or attendance at TU. Students are offered the opportunity to select rooms, roommates, and residential units each spring for the next academic year. room assignments

RESIDENCE HALL REGULATIONS AND RESPONSIBILITIES

Residential living provides students with an opportunity for educational growth which supplements and compliments their formal education. The staff encourages an atmosphere of freedom for growth in which students assume an ever-increasing degree of responsibility.

Summer Storage:

1. The university is unable to provide summer storage.
2. The University is not responsible for belongings left in the residence.
3. All items remaining after the official closing date will be discarded.

Keys:

1. Keys that are found should be turned into a Residence Life Staff member or to the Student Affairs Office. Students using or possessing unauthorized keys will be subject to disciplinary action.
2. Residents must return room keys to an RA when vacating assigned spaces and at the end of the academic year, regardless of whether or not assignments are held for the succeeding year. If a key is returned in such a manner that is not clear to whom it belonged, then the key is considered to be lost.
3. All locks and keys are the property of the University. Locks are to be repaired or changed only by the maintenance staff. Residents shall not add locks of their own to University doors or equipment.
4. Only the University may duplicate keys. Unauthorized duplication of a key is subject to punishment by suspension.
5. The University reserves the right to bill the responsible party for replacing the lock and key.

6. Any key not returned when vacating a space will result in an automatic \$200 fine which will be refunded when the key is returned to the Office of Residence Life by required due date.
7. Occupancy of a room is restricted to assigned residents and only for the period for which housing has been paid. Residents may not sublet assigned space to other persons, and may not transfer to another space without advance approval from the Residence Life Staff and clearance from the Director of Residence Life. All rooms will be inspected by a member of the Residence Life Staff upon a student's moving out of a room. A two-week room freeze at the beginning of each semester has been established before room and roommate changes are permitted.

Vacation periods:

Students needing to stay on campus over Thanksgiving, Winter or Spring Break, need to request permission from the Director of Residence Life in writing (via email) by the required date before closing. Only authorized residents are permitted in residence halls or houses. Violators may be charged with trespassing.

Any student approved to reside on campus during break periods (summer, Thanksgiving, Winter, or Spring Break) or returning prior to the official start of the academic year for pre-season activities must abide by all Residence Life policies. Should a student be found in violation of any residence life policy, the student may be asked to leave campus until the formal start of the academic year or another such date decided on by the Director of Residence Life or Dean of Students.

Prohibited Items in Residence Halls:

1. **Pets** (except fish in a tank 10 gallons or less) or other animals. Students are subject to an initial fine of \$200, and an additional \$200 per day fine until the animal is removed.
2. Space heaters and cooking devices including microwaves, George Foreman Grills, Toasterovens, toasters, electric blankets, hotplates, or multiple outlet extension cords.
3. Air Conditioners
4. Use of tacks, screws, nails, scotch tape and other devices that mark or damage the walls, ceilings, floors, woodwork, or furniture. (Pictures, posters, and other decorations may be mounted on the wall with white picture hanging putty. Students are charged for careless and unnecessary damage or disfigurement of woodwork, walls, or furniture.)
5. Bottles or food on windowsills or hung from windows.
6. Clothing, signs, etc. displayed or hung from windows without permission of the RA.
7. Painting of individual rooms. (Will be done by maintenance)
8. Loosening, damaging or removing screens from windows.
9. Exterior antennas or satellite dishes.
10. Throwing or dropping litter or other objects from windows.
11. Storing or keeping bicycles in hallways, stairways, lounges, or areas obstructing exits.
12. Room refrigerators larger than 2.2 cubic feet without the permission of the Director of Residence Life. An energy fee of \$10 per semester may be charged.
13. Playing of speakers or sound amplification equipment from windows without Residence Life permission.
14. Dartboards, knives, firearms, fireworks, water pistols, air-soft guns, or weapons of any kind.
15. No games in the hallways
16. Waterbeds or homemade lofts.

17. Smoking in any campus buildings
18. Live Christmas trees.
19. Candles or incense unused or with an open flame, or halogen/torchiere lamps.
20. Items may not be hung from or attached to the ceiling.
21. Alcohol containers of any kind (whether empty or full) are not permitted as decoration or for any other use by those under the age of 21.
22. Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in apartment / house are not over the age of 21.
23. Displays of any material that is deemed obscene, offensive or inappropriate, particularly on the outside of residential doors, common areas, or inside the room but in full view.

Guest Policy:

Overnight guests of the opposite sex should be housed in a living area designated for the sex of the guest. The host or hostess may make arrangements with the Director of Residence Life or the Residence Life Staff in the building. Guests are not allowed the use of a key and may not borrow one. Visitors are not permitted to sleep in residence lounges/living rooms. It is important for the University to protect its students and itself. It is consequently necessary to require students to be responsible for their guests in all respects. If you have not invited the visitors and you do not wish to be held liable and responsible for their actions, you need to make it clear to them and to the RA that you do not consider them your guests. Otherwise, you will be held accountable for any disturbance, damage, inflicted costs, etc. that these uninvited visitors may cause. All students' privileges to have overnight guests are subject to the following limitations:

1. Lounges in the houses and residence halls are intended for the use of residents from the specific area they are located. Visitors who do not reside in the specific area may not use these lounges unless they are guest or residents of the specific area.
2. You may not pressure or force your roommate(s) to tolerate the presence of a guest against his/her will.
3. The presence of guests must not restrict free access of legitimate occupants to all common spaces and to any private space they may have; or create any situation which infringes on the right of roommates to remain undisturbed.
4. No guest may stay in a residence hall or house for more than three days during a seven-day period. Should a pattern develop where a resident and guest abuse this privilege to the discomfort of paying residents, the situation will be reviewed by the Director of Residence Life
5. You must accompany your guest at all times.
6. Guests must be of college age or older. Anyone having guests under the age of 18 visiting the residence halls or houses must have the permission of the Director of Residence Life.
7. As per our guest policy, no guests under the age of 18 are allowed in the residence halls, apartments or houses. Therefore babysitting is not allowed in campus housing.

Quiet Hours Policy:

Quiet Hours in campus residences are set to help maintain a conducive atmosphere to study. Quiet Hours are from 11:00 PM to 10:30 AM Sunday through Thursday and 12:00 midnight to 12 noon on weekends. During Quiet Hours, noise that can be clearly heard outside of a residence hall room or house room or heard in surrounding rooms or creates a problem for residents is considered a violation of Quiet Hours.

SAFETY PRECAUTIONS IN THE RESIDENCES

1. Keep your door locked, even if you are out of your room for only a few minutes. A locked door is a preventative measure that inhibits trouble from occurring. Use safes when available.
2. Keep an inventory of your possessions. Do not bring possessions of extreme value to campus.
3. Keep your keys with you at all times.
4. If you see a suspicious person in the hallways or lounge, inform a Residence Life Staff member or the Director of Residence Life.
5. It is recommended that you carry proper insurance to protect your personal belongings.
6. Resident Assistants should be informed of guest. Students are required to escort their guest within all residential units.
7. Do not prop doors to campus residences, and if you see a propped door, promptly shut it. Every time a door is found propped, the residence hall or house will be fined \$25, to be divided among the residents or the persons responsible
8. Disabling the microwave sensor mechanisms will result in a \$25 fine.

HEALTH, WELLNESS AND COUNSELING SERVICES

Tiffin University Counseling and Wellness Center is available to provide counseling services to its students. Referrals may be made by any member of the Tiffin University Community or via health care professionals from the University Health Services. The counselor on duty will make an assessment of the student's overall physical and mental state in order to make the appropriate counseling referral. The Office of Student Affairs (419-448-3264) will aid any student who may seek counseling, or may make counseling referrals for assessments that are in the best interest of the student and the university. Contact Dean of Students, Michael Herdlick: office 419-448-3421 or cell 419-618-5154. Individual appointments can be scheduled with the Director of Counseling and Wellness Services, Dr. Matthew Gerstacker via e-mail at GerstackerMD@tiffin.edu or 419-448-3578.

University Health Services:

The University Health Services will work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. University Health Services is generally staffed by a nurse practitioner or physician during hours of operation. Some of the services available include diagnosis and treatment for common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; orthopedics; counseling referral; sexually transmitted disease diagnosis, treatment, and counseling; a variety of health education and prevention materials. To contact University Health Services please call 419-448-3429.

Student in Crisis Situations:

In the event a student is in a state of crisis and requires immediate attention or intervention by counseling services, an immediate referral will be made to the University Counseling and Wellness Center. If the student is in crisis during the normal operating hours of the University

Health Services, the student will be taken to the facility and placed under the immediate care of the health professionals. They will then make the necessary referrals for the specific type of counseling that is most beneficial to the student. If the student is in crisis outside of the normal operating hours of the University Counseling and Wellness Center, the Student Affairs Office will contact a health care or counseling professional on call to aid in making the necessary referral and/or aid in making the necessary wellness recommendation for the student's overall welfare.

Referrals:

For students who are not in crisis situations, but who are deemed by the Director of Counseling and Wellness as someone who is in need of psychiatric services, the Director of Counseling and Wellness will make the referral or necessary mandatory requirement in order to aid the student with the issues he or she is facing. Some of these referrals may be part of a judicial sanction or an intervention and it will be necessary for the student to complete the assessment/counseling process to the satisfaction of the health care professionals in order for that student to continue to be enrolled at Tiffin University.

PLEASE NOTE: In all cases of counseling, information regarding the student will be kept confidential. Student who request general counseling services will be referred to the University Counseling and Wellness Center and it is up to the student to keep those appointments. All contact regarding counseling for those students will be between the University Counseling and Wellness Center and those students directly. The University Counseling and Wellness Center health care professionals will not offer any updates regarding those students to the administration, faculty or staff of Tiffin University, or to any parents.

For those students who are referred through a judicial sanction or intervention for counseling services, the University Counseling and Wellness Center will confirm only that information that is deemed appropriate to the situation to satisfy the requirements of the sanction or intervention. Students in these situations may be asked to sign a release for partial shared further information as necessary. If a mandatory referral for the wellness of the student or for assessment purposes to ensure the safety of the student and others, only information regarding attendance at sessions may be shared between the University Counseling and Wellness Center and the Office of Student Affairs.

Counselors assist students with personal concerns on a one-to-one basis, but also by working with small groups. The following are some student concerns that counselors often address:

- Study skills enhancement and time management
- Strategies to overcome loneliness, depression, test anxiety
- Campus life or roommate concerns
- Coping with stress, relaxation techniques
- Becoming more assertive
- Sexual information or pregnancy concerns
- Alcohol and drug abuse concerns
- Decision making strategies
- Coping with death or divorce

All concerns are kept confidential. Doctors or counselors may refer a student to the Firelands Counseling Center (76 Ashwood Drive, 419-448-9440) in Tiffin or to a counselor or psychiatrist for more specialized concerns or medication concerns.

MEDICAL EMERGENCY

Students needing emergency medical treatment should be taken to Mercy Hospital located at 45 St. Lawrence Drive. If the student is in need of an ambulance, please dial 911 and contact the Dean of Students Office. If the student resides in University housing, please contact a Resident assistant, Head resident, Area Coordinator, Director of Residence Life, or Dean of Students

MEDICAL SERVICES

If a student is ill or in need of a physical checkup, s/he should make an appointment with the University affiliated physicians at **The University Health Services**, located at **217 Miami Street, Seneca House**.

Appointments for the University Health Services may be made either in person or through the Office of Student Affairs, located in the Gillmor Student Center. Open Monday –Friday. 419-448-3429, walk-ins are always welcome.

Note: The Office of Residence Life **must** have a completed **immunization record on file** prior to attendance and living on campus. In addition, we **must** have a completed **meningitis/hepatitis vaccination status form on file** prior to attendance and living on campus. This is in accordance with the law of the State of Ohio (Ohio Revised Code Section 1713.55). All students are strongly urged to have their medical/immunization records updated for their own protection as needed throughout their period of enrollment at Tiffin University. A copy of this information will be on file at The University Health Services Division as well.

COMMUNITY SERVICE ORGANIZATIONS

GENERAL ASSISTANCE

First Call for Help

(Refers callers to local agencies and/or resources)

174 Jefferson St. Tiffin, OH 44883 **419-448-4357**

MENTAL HEALTH

Christian Counseling Center

300 Melmore Street Tiffin, OH 44883 **419-447-8111**

Firelands Counseling and Recovery Services

76 Ashwood Road Tiffin, OH 44883 **419-448-9440 or 1-888-448-9445**

Mental Health & Chemical Dependency Hotline **1-800-826-1306**

Crisis Intervention (24 hours) **1-800-472-9411**

HEALTH CONCERNS

Seneca County Health Department (Sexually Transmitted Diseases, AIDS Clinic & Testing)

71 S. Washington St. Tiffin, OH 44883 **419-447-3691**

HOT Clinic (for students' age 19 or younger)
1st and 3rd Wednesdays 3 – 7pm
Call **419-447-3691** for appointment. Walk-ins also accepted

Mercy Hospital/Smoke Stoppers
458 W. Market St. Tiffin, OH 44883 **419-447-3130**

American Cancer Society
12 Hudson Street Tiffin, OH 44883 **419-448-4409**

Sandusky Valley Center
Drug & Alcohol Counseling
67 St. Francis Avenue Tiffin, OH 44883 **419-447-8331**
National Cocaine Hotline (24 Hour Service) **1-800-Cocaine**

DOMESTIC VIOLENCE
First Step (Acquaintance Rape Counseling)
P.O. Box 1103 Fostoria, OH 44830 **419-435-7300** (call collect)

VICTIM INFORMATION & NOTIFICATION EVERYDAY
Victims Right to Know-Ohio Statewide VINE Service
1-800-770-0192
Victim Assistance Program of Seneca County
419-448-5070

DISABLED SERVICES
Easter Seals (Equipment, prescriptions, counseling, & legal assistance)
309 Garrison St. Fremont, OH 43420 **419-447-9815**

PREGNANCY COUNSELING AND INFORMATION
Center for Choice (Counseling and abortion services)
Toledo, OH **419-255-7769**
Heartbeat of Tiffin (Adoption and pregnancy services)
(24 hour service) **419-447-8681**
Mercy Hospital Prenatal Clinic
458 W. Market St. **419-447-3130**
Planned Parenthood
1039 North Main Street Findlay, OH 45840 **419-423-4611**
www.ppnwo.org

POLICY STATEMENT WITH RESPECT TO CONSENSUAL RELATIONSHIPS

Tiffin University does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and standards of Tiffin University. For the personal protection of members of this community, faculty/staff-student sexual relationships are strongly discouraged. Consensual romantic or sexual relationships in which one party retains

a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities. This includes Area Coordinator's, Head Resident's, Resident Assistant's, NightWatch, and students over whom they have direct responsibility. There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent does not remove grounds for a charge of a violation of applicable parts of the faculty/staff handbooks.

Consent is informed, knowing, and voluntary. Consent is active, not passive. Silence in and of itself cannot be interpreted as consent. Consent can be given by words or actions as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be obtained by use of physical force, compelling threats, intimidating behavior, or coercion. If having sexual activity with someone known to be or should be known to be mentally or physically incapacitated by alcohol, drug, unconsciousness or blackout, a student is in violation of this policy. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction.

Sexual activity includes the intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse, in the slightest form, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

If a student is found to be in an uncomfortable sexual situation, the following suggestions may help to reduce the risk of sexual assault:

- Make sexual limits known before things go too far
- Tell a sexual aggressor "NO" clearly and loudly
- Try to remove oneself from the physical presence of a sexual aggressor
- Be responsible for personal alcohol intake/drug use and realize that alcohol and/or drugs lower sexual inhibitions and may cause vulnerability to someone who views a drunk or high person as a sexual opportunity

Tiffin University reserves the right to take whatever disciplinary measure it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. This may include modification of living arrangements for any and all parties involved, probation, suspension, and dismissal from the University. Not all forms of sexual misconduct

will be deemed to be equally serious offenses. The University may impose different sanctions ranging from verbal warnings to expulsion depending on the severity of the offense while keeping in mind the rights of both the complainant and the respondent.

POLICY STATEMENT REGARDING SEXUAL HARRASSMENT, SEXUAL ASSAULT PREVENTION AND REPORTING PROCEDURES

Tiffin University is committed to creating a campus culture which values individuals of various backgrounds, abilities, and ages, and seeks to overcome the social risks associated with being “different”. An important part of this commitment is providing an environment that is free of discrimination. Actions, words, jokes, or comments based on an individual’s race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability or Vietnam-era veteran status may constitute harassment, a form of discrimination, and will not be tolerated.

Objectionable sexual conduct, in particular, whether overt or subtle, can serve to create an offensive learning and working environment and is thus prohibited. The college affirms the principle that students, faculty and staff have the right to be free of any forms of sexual assault and sexual harassment. Sexual assault and sexual harassment are violations of the Tiffin University code and the Employee Sexual Harassment Policy, as well as violations of state and federal law. Tiffin University has developed a statement addressing sexual assault and sexual harassment to inform student, faculty, and staff of their rights and the services available. Title IX of the Education Amendments of 1972 and the Department of Education’s implementing regulations prohibit discrimination on the basis of sex in federally assisted education programs and activities.

Complaints of sexual assault will be responded to promptly and equitable. The right to confidentiality for all members of the college community will be protected to the extent possible under law. Federal law and college policy requires the reporting of incidents to appropriate personnel.

Definitions

For the purpose of the policy, the following terms are defined:

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency on interaction.

Stalking means a course of conduct directed at a specific person that would cause a reasonable

person to fear for her, his, or other's safety or to suffer substantial emotional distress.

Sexual harassment is unwelcome conduct of a sexual nature.

Sexual Assault is physical contact of a sexual nature against one's will or without one's consent.

Sexual Battery occurs when one person causes another to submit to being touched by force or the imminent threat of force, or when the victim is so mentally disabled or deficient that consent cannot be given.

Rape is sexual intercourse that is coerced through force, or threat of force or with someone who is unconscious, or developmentally incompetent or legally incapable of consent.

Sodomy is forced anal intercourse

Oral Copulation is forced oral-genital contact

Reporting Procedures

1. Educational programs will be held throughout the academic year to promote awareness of rapes, acquaintance rape, and other forcible and non-forcible sex offenses.

2. Sexual Offense Reporting Procedures: Should a sex offense occur, victims should not change clothes or bathe before seeking medical attention or reporting the crime. This action will ensure the evidence is preserved. If a sexual offense happens off campus, victims are encouraged to report the incident to the local police immediately. The police will provide guidance concerning evidence collection, legal procedures and other support resources. Students or employees should report details to the Dean of Students (or any member of the Student Affairs Staff in his/her absence).

3. Victim Assistance: The staff member receiving the report will advise victims of their option to file criminal charges with local law enforcement authorities. Students have the option of contacting the Tiffin Police Department (447-2323) or the Seneca County Sheriff's Office (447-3456) to report a sexual assault. They will also assist victims with arrangements for transportation to the nearest treatment center. The University will provide victims of sexual assault and sexual harassment with and information about victim support services. The Dean of Students or appropriate members of the Student Affairs Staff will provide students with assistance with these procedures if requested.

4. Counseling will be made available to assist victims of sex offenses and the University will make referrals to area Counselors and Victims' Advocates. A separate representative of the Student Affairs Staff will be available to assist those accused of sex offenses. A list of community counseling and health agencies are listed in this handbook in Chapter 4.

5. The University will grant victims' requests for reasonable and appropriate alternative accommodations to allay their security and safety concerns. Possible accommodations may include alternative classes, campus relocation, work reassignments and/or schedule changes.

6. Procedures for campus disciplinary actions are described in Chapter 5 under the headings of Student Disciplinary Policy and President's Ad Hoc Appeals Committee.

7. In meetings with the Dean of Students and the President's Ad Hoc Appeals Board, the

accuser and the accused are entitled to have witnesses present during disciplinary proceedings.

Both the accuser and accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense based upon a preponderance of the evidence standard..

8. Disciplinary sanctions for sexual offense policy violations may include, but would not be limited to, counseling, probation, suspension or expulsion from the University.

ALCOHOLIC BEVERAGE POLICY

Effective October 1, 1990, all colleges and universities that receive federal funds must develop a program designed to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Congress created this requirement as part of the Drug Free Schools and Communities Act Amendment of 1989, which then President Bush signed into law. Section 22 of the Act amends Title XII of the Higher Education Act of 1965 by adding a provision that outlines the steps a college must take to maintain a drug and alcohol prevention program.

To comply with the requirements of the Act, Tiffin University will annually distribute to each student and employee a copy of the Student Handbook, which will outline this program. Tiffin University, consistent with the local, state or federal law, will impose sanctions against any student or employee who violates the following standards of conduct. These sanctions may include but are not limited to mandatory participation in an appropriate rehabilitation program, expulsion from the college, termination of employment, or referral to the authorities for prosecution.

ALCOHOL VIOLATION DISCIPLINARY SANCTIONS

“On April 9, 2002, the National Institute on Alcohol Abuse and Alcoholism (NIAAA) released a groundbreaking report, “**A Call to Action: Changing the Culture of Drinking at U.S. Colleges**”. The report was prepared by the Task Force on College Drinking, a group of distinguished alcohol researchers, top higher education administrators, and college students. The report represents the first time these groups have joined together formally to address this issue, outlining the dramatic effects of high-risk drinking on college and university campuses and presenting a series of recommendations for effective prevention. In addition to the report, NIAAA commissioned **23 original scientific papers** that were designed to meet research needs identified by the panel.

In the NIAAA report, researchers outline the problem of high-risk drinking on U.S. college and university campuses. Rather than defining the issue by examining the level of drinking among college students, the Task Force focused on the detrimental and damaging consequences of high-risk drinking. -*Task Force member Ralph Hingson contributed some of the most dramatic findings included in the report. His research suggests that **each year 1,400 college students die from alcohol-related unintentional injuries. In addition, alcohol is involved in 500,000 unintentional injuries, 600,000 assaults, and 70,000 cases of sexual assault and acquaintance rape...**” (NIAAA Report, 2002)

AGE

An individual shall be 21 years of age to possess, distribute, or consume alcoholic beverages on campus or at off Campus University sponsored functions.

SALE AND USE

1. Sale or use of alcoholic beverages on campus or at off campus University sponsored functions require the formal approval and registering of the function with the Dean of Students. An alcohol/party request form must be completed at least five days before an event is to take place. Also, an F-permit must be obtained from the State of Ohio.
2. Sale or use of alcoholic beverages shall take place only in the area specified for approval.
3. In on campus living units, approved areas for drinking shall be dormitory/house rooms for students 21 or over.
4. Alcoholic beverages shall not be given as prizes, rewards or inducements.

BEHAVIOR

Any person bringing guests to campus shall be responsible for making University regulations known to them. Any violations by guests may be attributed to the host/hostess.

Any of the following actions on campus or at off campus University related functions will result in disciplinary procedures against those involved:

1. Granting access to or serving alcoholic beverages to individuals under 21 years of age.
2. Destruction of University property, personal property on the campus, or property at an approved off campus function, resulting from the use of alcohol.
3. Behavior and/or noise that infringes on the rights of others and is the result of alcohol consumption.
4. Use of false or altered university ID cards or other types of ID to obtain alcoholic beverages.
5. Public/on campus intoxication.

CONTAINERS

1. Carrying open alcohol containers outside of approved or registered areas is forbidden.
2. Kegs, beer balls, and other common sources containing beer, wine or hard liquor shall not be allowed on campus by any individual person. Registered groups, granted the permission of the Dean of Students, shall be allowed one keg at approved functions.

EVENTS

Any approved event, on or off campus, involving the sale/use of alcoholic beverages, shall be conducted by the following guidelines:

1. Individuals sponsoring the event shall implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons who appear to be intoxicated, or to persons whose behavior is inappropriate or under age.
2. No events shall include any drinking contests or games involving alcoholic beverages.
3. Advertisements for any event where alcoholic beverages are served shall state the availability of non-alcoholic beverages as predominantly as the availability of alcohol. Alcohol may not be used as an inducement to participate, or as the main focus of the event.

During the 1992-93 Academic Year, Student Government and the Office of Student Affairs revised the Alcohol Policy in accordance with the requirements of the Drug Free Schools and Communities Act Amendment of 1989. The following policy for parties or events serving alcohol is as follows:

1. If there is a cover charge, admission fee, donation, or gift of any kind to be collected to attend the event, a State F-Permit is required. The F-Permit application form is available in the Student Affairs Office. The F-Permit must be filed at least 15 days prior to the event.
2. The Party Registration Form & Permit must be on file 3 days prior to the event. All guidelines below must be followed in the planning stages and during any event that is held in any Tiffin University Residence, on Tiffin University property, or any location where a university sponsored event is to take place.
3. The Host(s) are responsible for ensuring that an EQUAL quantity of alcoholic and nonalcoholic beverages are available during events at which alcoholic beverages are available.
4. Reminder: no more than one keg of beer is permitted at any event. One keg is equal to 16 gallons or 1920 ounces or 7 cases (1 case equals 24 - 12 ounce containers). The responsible party must also provide 1920 ounces or 7 cases of appropriate non-alcoholic beverages. The Student Affairs Office reserves the right to determine what appropriate non-alcoholic beverages are to be served. Alcoholic beverages other than beer are not permitted. Event attendees are allowed no more than four 12-ounce servings of alcohol during the course of the event.
5. The Host(s) is responsible for providing food items which must include sandwiches, vegetable tray(s), cheese tray(s), etc. Chips and pretzels are permitted only if these other food items are available.
6. All parties **must** end by 1:00 AM on Friday (early Saturday morning) or Saturday night (early Sunday morning). Parties are not permitted Sunday through Thursday. The serving of alcoholic beverages must end 1 HOUR prior to the end of the event.
7. If alcohol is to be served, a system must be in place to ensure that persons under the age of 21 are identified and do not have access to alcoholic beverages. This system must be clearly stated and visible (i.e., poster or sign) to all event attendees. Any administrator or person of responsibility at the event must be able to clearly identify those persons at the event who are under the age of 21.
8. Alcohol consumption must be limited to the premises where the event is being held. Alcohol consumption is never permitted on public sidewalks, streets, alleys, or inside vehicles.
9. The Host(s) are responsible for ensuring that the noise level of the event does not disturb the surrounding members of the Tiffin and Tiffin University community.
10. The Party Registration Form and permit requires that the Host(s) be responsible for the following of these guidelines within the entire event area.
11. Signatures on the Party Registration Form shall indicate acceptance of responsibility for the planning, supervision and clean up of event and event areas.
12. Signatures on the Party Registration Form shall indicate acceptance of responsibility for any identification, testimony, accountability, and liability for any actions, disturbances, damages, injuries, etc. that are found to be in violation of Tiffin University interests, rules and regulations, or in violation of Local, State, or Federal statutes.
13. Signatures on the Party Registration Form shall indicate acceptance of responsibility and liability for any charges whatsoever either financial and/or judicial that arise as a result of the event.
14. Procedures for identifying and enforcing the 21-year-old drinking age must be detailed on this Party Registration Form.

Tiffin University recognizes the institutional responsibility for educating our students on alcohol issues. Therefore, it is imperative that students realize that the following sanctions are designed to educate them and aid them in making responsible and healthy choices, in order to increase their chances of maintaining personal safety and security.

DISCIPLINARY ACTIONS

Failure to comply with any of the stated policies may result in disciplinary action against an individual or group. If behavior problems are deemed serious enough, The Dean of Students or designee may take whatever immediate action is needed to maintain order and prevent harm or abuse to any person. **Please note: If a situation warrants, civil authorities may be notified, and any resulting actions taken by them are the sole responsibility of the student. Restitution for damages to university, personal, or community property is the responsibility of those responsible and there may be university, as well as court-ordered sanctions that are separate, but for which students proven to be involved will be held accountable.*

PHILOSOPHY STATEMENT ON DRUG ABUSE PREVENTION

Tiffin University is committed to providing students with the best possible opportunity for intellectual and personal development. This includes providing definitive actions to assist all students in understanding the problems associated with substance abuse.

In January of 1988, the University initiated a drug screening policy. Should drug use be suspected on the part of a student or employee, he or she would be requested to comply with appropriate drug screening/testing procedures. Such a request could only be made upon the agreement of the Vice President for HR and Campus Services and the Dean of Students, or the President if employees are involved. If the tests are positive, sanctions ranging from mandatory counseling to suspension or dismissal from the University could be imposed.

Being a small sized educational institution in a small town, the students are generally not subject to the pressures of drug abuse and availability that occur in larger urban universities. We are aware, however, that diligence, education and discipline on the part of the Student Affairs and other offices will help discourage drug and substance abuse.

Only a combined effort from educational institutions, government, law enforcement and individual families can halt the increase in substance abuse. TU has been, and will continue to be, active in this endeavor.

DRUG POLICY

The illegal possession, consumption, provision or sale of drugs, or misconduct resulting therefrom, is a serious offense, which is subject to disciplinary action by University and civil authorities. Depending on the seriousness and extent of the offense, action ranging from a warning/consultation up to and including expulsion may be imposed.

Tiffin University cannot and will not protect students or employees who use or sell drugs from prosecution under federal, district or state laws. However, the University will promote, encourage and make available within the limits of its resources on campus programs, counseling and referral services designed to promote education in the area of drug abuse prevention.

A description of the applicable legal sanctions under state law for the unlawful possession or distribution of illicit drugs or alcohol can be found in the Ohio Revised Code, Chapter 2925 and amendments in regard to drugs, and Chapter 4301 and amendments in regard to alcohol drug information.

SOME COMMONLY ABUSED DRUGS

STIMULANTS

Amphetamines also known as *speed, uppers, bennies, pep pills, crank, crystal, ice, etc.*

Cocaine, also known as *coke, snow, crack, rock*, which is legally classified as a narcotic

- ◇ Hallucinations may occur
- ◇ Tolerance, psychological and sometimes physical dependence can develop
- ◇ Continued high doses can cause heart problems, malnutrition, death
- ◇ Confusion, depression, or hallucinations may occur
- ◇ Effects are unpredictable - convulsions, coma and death are possible

DEPRESSANTS

Barbiturates which may also be known as *barbs, goof balls, downers, blues*

Tranquilizers such as *Valium, Librium*

Methaqualone which may also be known as *soapers, quads, or ludes*

- ◇ Confusion, loss of coordination, etc. may occur
- ◇ Tolerance, physical and psychological dependence can develop
- ◇ An overdose can cause coma, death
- ◇ Depressants taken in combinations or with alcohol are especially dangerous

CANNABIS

Marijuana also known as *grass, pot, weed*

Hashish also known as *hash*

Hashish also known as *hash oil*

- ◇ Confusion, loss of coordination; with large doses, hallucinations rarely occur
 - ◇ Long-term use may cause moderate tolerance, psychological dependence
 - ◇ Long term use may cause damage to lung tissue
- Synthetic cannabis also known as *K2, Black Mamba, Bliss, Blaze, and Spice*

HALLUCINOGENS

Lysergic acid diethylamide also known as *LSD or acid*

- ◇ Hallucinations, panic may occur
 - ◇ Tolerance develops
 - ◇ Effects may recur (*flashbacks*) even after use is discontinued
 - ◇ Possible birth defects in users' children
- Phencyclidine also known as *PCP, angel dust* and legally classified as a depressant
- Mescaline, MDA, DMT, STP, psilocybin, and designer drugs
- ◇ Depression, hallucinations, confusion, irrational behavior may occur
 - ◇ Tolerance develops
 - ◇ An overdose can cause convulsions, coma, death
 - ◇ Effects are similar to LSD effects

NARCOTICS

Heroin also known as *H, scag, junk, smack*

Morphine also known as *M, dreamer,*

Codeine

Opium

- ◇ Lethargy, apathy, loss of judgment and self-control may occur
- ◇ Tolerance, physical & psychological dependence can develop
- ◇ An overdose can cause convulsions, coma, death
- ◇ Risks of use include malnutrition, infection, hepatitis

DELIRIANTS

Aerosol products, lighter fluid, paint thinner, amyl nitrite (poppers), and other inhalants

- ◇ Loss of coordination, confusion, hallucinations may occur
- ◇ An overdose can cause convulsions, death
- ◇ Psychological dependence can develop
- ◇ Permanent damage to lungs, brain, liver, bone marrow can result

ALCOHOL

Don't be fooled by the fact that alcohol is not controlled in the same way that other drugs are - alcohol is a powerful depressant.

NICOTINE

The nicotine found in tobacco is a drug! Long-term cigarette smoking is linked to emphysema, lung cancer, and heart disease. Physical and psychological dependence can develop.

PAIN RELIEVERS (such as Vicadin and Oxycotin)

Dependence upon pain relievers can turn into an abusive situation if not managed properly.
*Mixing any of the above with alcohol or with each other can potentially be lethal.

FEDERAL AND STATE PENALTIES

Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines and marijuana, knowingly or recklessly furnishing them to a minor; and administering them to any person by force, threat of deception with the intent to cause serious harm or if serious harm results. These offenses are felonies. The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs, and the sale of paraphernalia for use with marijuana to juveniles. These offenses are misdemeanors.

A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is twenty-five years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine of up to \$1,000.

With regard to beer and intoxicating liquor, Ohio law provides that a person under twenty-one years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor, or furnishes false information in order to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold may not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000. Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may

be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to twenty years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison; forfeiture of any conveyance used to transport or conceal a controlled substance; denial of Federal benefits, such as student loans, for up to five years; ineligibility to receive or purchase a firearm; and a civil penalty of up to \$10,000.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students is against federal, state, and local policy, and will not be tolerated at Tiffin University. Tiffin University is committed to providing all students with a safe and civil environment in which all members of the T.U. community are treated with dignity and respect. Tiffin University has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, employees, and volunteers who have direct contact with students will not be tolerated on any Tiffin University campus.

“Bullying” involves systematically and chronically inflicting physical hurt or psychological distress on one or more students, employees, or guests. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonable interference with the individual’s academic performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of university or personal property, social exclusion, including incitement and/or coercion and rumor or spreading of falsehoods.

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student, university employee, or guest that places a student, university employee, or guest in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student’s educational performance, or an employee’s work performance, or a guest’s visit, or their opportunities, or benefits; has the effect of substantially negatively impacting a student’s, employee’s, or guest’s emotional or mental well-being; or, has the effect of substantially disrupting the orderly operation of the University and/or University work environment.

Tiffin University prohibits harassment, bullying, hazing, or any other victimization of students, employees, and guests based on any of the following actual or perceived traits or characteristics,

including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students, employees, and guests are on University property, while in University owned or University operated vehicles, while attending or engaged in University sponsored activities, and while away from University grounds, if the misconduct directly affects the good order, efficient management and welfare of Tiffin University.

Tiffin University reserves the right to sanction, to suspend, or to dismiss any student or to disband any organization who seriously threatens the well-being of individuals or the University. These actions may also result from student conduct that occurs away from the University's premises.

HAZING POLICY

**Note: Tiffin University's Hazing Policies and Regulations apply to all campus organizations. This includes athletic teams, band, Greek Letter Organizations, Student and Club Organizations, etc.*

HAZING STATEMENT

Tiffin University, as an educational institution has a special set of interests and purposes essential to its effective functioning. These include: (a) the opportunity for students to attain their educational objectives; (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University; (c) the protection of the health, safety, welfare, property, and human rights of all members of the University and the safety and property of the University itself. The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals. Furthermore, Tiffin University maintains autonomy over campus organizations. Initiation into campus organizations, athletic teams, and other activities undertaken by such organizations or individuals must be consistent with the stated purposes of the organizations and the educational mission of Tiffin University. Any activities that may be construed as hazing are specifically and unequivocally prohibited.

What is Hazing?

Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. The State of Ohio's Hazing Law is set forth in Section 2307.44 of the Ohio Revised Code.

Consequences of hazing

Charges can be filed not only against the organization, but also against the organization's president/captain, advisor, and any other individuals associated with the incident, and any national affiliate. The advisor/coach and president/captain of each organization must be aware that the burden of liability legally rests with them. Thus, the advisor/coach and organization's president/captain or co-captain as the situation warrants run the risk of legal action if all organizational activities and actions are not carefully monitored, and if they do not halt activities which, in the eyes of the law, can be construed as hazing.

Examples Of Hazing

Depending upon circumstances, these activities have at one time or another been construed as hazing by the courts and/or institutions of higher education. Some of these may surprise you.

- Requiring excessive calisthenics such as sit-ups, runs, or any form of physically abusive exercise, in which all members are not participating.
- Forcing, requiring or endorsing consumption of alcoholic beverages or any other drug especially for minors
- Requiring the ingestion of any undesirable, unwanted substance (i.e., spoiled food, etc.)
- Scavenger hunts, treasure hunts, road trips, or any other such activities when not done for information gathering purposes consistent with the educational purposes of the organization. Kidnaps and ditches are specifically prohibited.
- Morally degrading or humiliating games and activities such as requiring members to wade in the river, to count bricks, to act like animals or other beings, to scrub floors with toothbrushes, or to be nude at any time. This also includes spanking or hitting in any form, such as for birthdays or initiation purposes.
- Assigning or endorsing pranks such as borrowing (stealing) items, panty raids, painting property and objects, composite raids, or harassing other groups.
- Deprivation of sleep.
- Blindfolding members at any time involuntarily

TIFFIN UNIVERSITY EMERGENCY PROCEDURES AND POLICIES

If a Red (Severe) Alert is called by the Department of Homeland Security, the Seneca County Emergency Operations Center will be opened by the Chief of the Tiffin Fire Department and the Director of the Seneca County Department of Public Safety to assess the situation. The Center will be located at the Seneca County Fair Grounds.

Information will be made available to the public through WTTF 1600AM. A list of emergency contact personnel has been provided to the Tiffin Fire Department, The Seneca County Department of Public Safety, and to the Red Cross. The individuals on this list include the President, the Dean of Students (emergency contact person), the Vice Presidents, and appropriate University personnel.

The emergency contact person will contact the Chief of the Tiffin Fire Department, and the Red Cross as soon as possible for details.

The President will convene the Emergency Management Team to determine procedures. Appropriate response will be determined by information received by the emergency contact person from the above-mentioned organizations. The main topic to be addressed would be whether the threat or emergency is local, regional or national. A local threat would require an immediate response. The Executive Director of Media Relations and Publications will be asked to place a notice on the Tiffin University web site. An e-mail detailing the situation will be sent to all faculty, staff, and students and trustees.

If evacuation is required, contact numbers and information will be placed on the automated answering attendant on the main and 800 phone lines by the Executive Director of Media

Relations and Publications. This will include the evacuation location provided by the Seneca County Emergency Operations Center. This will also include phone contact numbers for cell and/or other phones at the evacuation site and phone numbers for the Emergency Operations Center. Appropriate contacts with the media will be made at this time.

The Vice President for Human Resources and Campus Services will contact all employees, informing them of emergency evacuation procedures. The Dean of Students will contact all resident students and all students on campus at the time, to inform them of emergency evacuation procedures. The parking lot south of Huggins Hall has been designated as the evacuation site. The Dean of Students will arrange for university vehicles to be moved to the evacuation site and will also coordinate ride sharing.

Students and employees are required to check in at the designated emergency evacuation site. They may then proceed elsewhere from that point if they choose. Students have been advised to identify an alternate contact person to facilitate personal emergency contacts for family. Individuals with special training (EMT, First Aid, CPR, etc.) will be asked to identify themselves to authorities or Red Cross personnel. Students, employees and onlookers will be discouraged from loitering near possible disaster sites.

In the event of a tornado watch or warning, designated safety areas have been updated and identified for each building. In the event of a chemical spill, if individuals cannot be evacuated, they should move to the highest level of the building they are in. Windows and doors should be closed and sealed, if possible. Air conditioning or other air intake fans should be turned off. Tiffin University is an evacuation site for St. Mary's School and is designated as a possible evacuation site for others in case of emergency. An electrical generator, additional water supply and first aid kits will be made available for the Gillmor Student Center.

In the event of an Active Killer, please refer to the procedures noted in www.tiffin.edu/security. For a complete copy of the Emergency Procedure, please visit the Web site: www.tiffin.edu/security

CAMPUS SECURITY ACT PROVISIONS

In November of 1990, President George Bush signed into law the Student Right to Know and Campus Security Act. The following policies and procedures have been established to comply with the provisions of this Act.

Procedures for reporting criminal actions and Emergencies

Should a criminal action occur on campus during business hours (8 AM - 5 PM), students or employees should report details to the Office of Student Affairs 419-448-3582. Should a criminal action occur on campus after business hours, students or employees should report details to the Student Affairs Office the next day or Residence Life staff. If the situation is an emergency, contact the Tiffin Police Department at 911 or 447-2323.

CRIME PREVENTION PROGRAMS

1. During the first several weeks of school, the University provides a wide array of educational activities and programs to inform students of the necessity of making strong personal choices for their overall safety and wellness. These activities include bringing local law enforcement and judicial officers to campus to discuss safety and security issues. During this time, the Residence Life Staff also conducts educational programs and facilitates discussions on a variety of topics ranging from alcohol issues to maintaining personal safety and awareness.
2. Tiffin University, the Tiffin Police Department and the Seneca County Municipal Court work cooperatively to provide an educational environment to students regarding the laws of the State of Ohio and students' responsibilities regarding those laws. We provide educational programs, such as the Diversion Program for first time underage alcohol violations, as a way to educate students on responsible behavior and the necessity of making wise personal decisions and choices.
3. Personal bodily security is promoted by encouraging students to walk in well-lighted areas and to always have an escort with them. Students are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the students during the first week of each new semester.
4. Other security concerns, (i.e. vandalism, damaged equipment, etc.) are addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made.
5. Students are expected to assist in promoting security campus wide by reminding others of proper procedures.

Residence Hall Access Policy

Tiffin University residence halls and houses are for Tiffin University residents and their invited guests only. Residents are responsible for the actions of their guests. The university reserves the right to deny access to any person at any time. Unescorted visitors will be asked to leave the premises immediately.

Security Policies Regarding Campus Facilities

Keys that will allow access to the building or floor on which they live and for the room in which they live. Students cannot enter another residence except as a guest of a student in that residence. Keys cannot be duplicated locally.

Students do not have access to keys for other buildings on campus. Front door and individual office keys are provided to employees for their respective buildings. Members of the President's Staff or directors of large administrative areas will have master keys for buildings under their supervision. Members of the maintenance staff will hold grand master keys to all buildings.

Contact Person

The Director of Campus Safety is the main contact for students and employees regarding campus law enforcement. The Director in conjunction with the Dean of Students maintains an effective

relationship with the local law enforcement agencies. The University, through the Director of Campus Safety, the Dean of Students, or any member of the President's Staff, is required to report any felony occurring on campus to the Tiffin Police Department. The University also employs a student organization called NightWatch who reports to the Director of Campus Safety functioning as a campus safety organization during the evenings and early morning hours.

Security information programs

Students and employees are encouraged to be responsible for their own security and for the security of others. Each year during Freshman Institute, all incoming students are presented with safety and legal information. Resident students meet with Resident Assistants and/or Head Residents during the first week of classes to review safety and security policies found in the Student Handbook.

INFORMING THE CAMPUS COMMUNITY

When a security problem arises, steps will be taken to inform the campus community. Information will be disseminated through the Residence Life staff as well as the Student Affairs Office.

When necessary, the local authorities will be notified and the university and its students are expected to cooperate fully during any investigation.

The university's response to criminal actions or emergencies is to evaluate the situations, record details and statements of all involved, and contact the appropriate agency, if necessary (police, fire, ambulance service, counselor, etc.). Disciplinary action will be imposed upon any student involved in criminal actions. A Timely Notification Report will be made regarding any crimes considered to be a threat to students or employees for prevention purposes. This will be accomplished through electronic mail.

Statistics concerning the occurrence of on campus and off campus safety and security are reported annual through the United States Department of Education, Office of Postsecondary Education Campus Safety and Security Survey. Institutions of postsecondary education that participate in the Federal student financial assistance programs have been required to provide the Secretary of Education with campus crime statistics since 1990 and with fire statistics since the Higher Education Opportunity Act was enacted in 2008 reauthorizing the 1965 act. The survey is administered through a web-based collection system that is accessed by the Dean of Students and the Director of Campus Safety. The Dean of Students serves the university as the Campus Safety Survey Administrator (CSSA).

Definitions of Offenses

The definitions of the following offenses are from the National Incident Based Reporting System (NIBRS), and used in the Unified Crime Reporting Handbook.

Murder - The willful (non-negligent) killing of one human being by another

Negligent Manslaughter - The unjustifiable, inexcusable, and intentional killing of a human being without deliberation, premeditation, and malice. The unlawful killing of a human being without any deliberation, which may be involuntary, in the commission of a lawful act without due caution and circumspection.

Arson - the malicious burning or exploding of the dwelling house of another, or the burning of a building within the curtilage, the immediate surrounding space, of the dwelling of another.

Sex Offenses (Forcible) - the act of forcible sexual intercourse with any person including rape and sodomy.

Sex Offenses (Non-Forcible) - Non-forcible sex offenses include sexual conduct with individuals that the law assumes are not capable of giving consent to sexual acts.

Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft - The theft of a motor vehicle.

Liquor Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Drug Abuse Violations - The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Weapons Possessions - 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 for the Campus Community Three Year Period - Summary

The Clery Act mandates reporting for four distinct parts of the campus community: On campus, On campus student housing facilities, Noncampus, and Public Property. Categories are defined in terms of “criminal offenses,” hate crimes, arrests, and disciplinary actions.

CRIME CLASSIFICATION	TYPE OF CRIME	2010	2011	2012
CRIMINAL OFFENSES-ON CAMPUS	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	SEX OFFENSES-FORCIBLE	0	1	0
CRIMINAL OFFENSES-ON CAMPUS	SEX OFFENSES-NON FORCIBLE	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	ROBBERY	0	1	0
CRIMINAL OFFENSES-ON CAMPUS	AGGRAVATED ASSAULT	0	1	0
CRIMINAL OFFENSES-ON CAMPUS	BURGLARY	15	14	25
CRIMINAL OFFENSES-ON CAMPUS	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	ARSON	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	SEX OFFENSES-FORCIBLE	0	1	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	SEX OFFENSES-NON FORCIBLE	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	ROBBERY	0	1	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	AGGRAVATED ASSAULT	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	BURGLARY	6	6	22
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	ARSON	0	0	0
CRIMINAL OFFENSES-NONCAMPUS	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	SEX OFFENSES-FORCIBLE	0	1	0
CRIMINAL OFFENSES-NON CAMPUS	SEX OFFENSES-NON FORCIBLE	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	ROBBERY	0	0	0

CRIME CLASSIFICATION	TYPE OF CRIME	2010	2011	2012
CRIMINAL OFFENSES-NON CAMPUS	AGGRAVATED ASSAULT	0	1	0
CRIMINAL OFFENSES-NON CAMPUS	BURGLARY	0	2	0
CRIMINAL OFFENSES-NON CAMPUS	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	ARSON	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	NEGLIGENT MANSLAUGHTER	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	SEX OFFENSES-FORCIBLE	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	SEX OFFENSES-NON FORCIBLE	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	ROBBERY	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	AGGRAVATED ASSAULT	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	BURGLARY	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	MOTOR VEHICLE THEFT	0	0	0
CRIMINAL OFFENSES-PUBLIC PROPERTY	ARSON	0	0	0
HATE CRIMES-ON CAMPUS	ALL CRIMES	0	0	0
HATE CRIMES-ON CAMPUS STUDENT HOUSING	ALL CRIMES	0	0	0
HATE CRIMES-NON CAMPUS	ALL CRIMES	0	0	0
HATE CRIMES-PUBLIC PROPERTY	ALL CRIMES	0	0	0
ARRESTS-ON CAMPUS	WEAPONS	0	0	0
ARRESTS-ON CAMPUS	DRUG ABUSE VIOLATIONS	0	0	0
ARRESTS-ON CAMPUS	LIQUOR LAW VIOLATIONS	1	3	5
ARRESTS-ON CAMPUS STUDENT HOUSING	WEAPONS	0	0	0
ARRESTS-ON CAMPUS STUDENT HOUSING	DRUG ABUSE VIOLATIONS	0	0	0
ARRESTS-ON CAMPUS STUDENT HOUSING	LIQUOR LAW VIOLATIONS	0	0	5

CRIME CLASSIFICATION	TYPE OF CRIME	2010	2011	2012
ARRESTS-NONCAMPUS	WEAPONS	0	0	0
ARRESTS-NONCAMPUS	DRUG ABUSE VIOLATIONS	0	0	0
ARRESTS-NONCAMPUS	LIQUOR LAW VIOLATIONS	0	0	0
ARRESTS-PUBLIC PROPERTY	WEAPONS	0	0	0
ARRESTS-PUBLIC PROPERTY	DRUG ABUSE VIOLATIONS	4	0	1
ARRESTS-PUBLIC PROPERTY	LIQUOR LAW VIOLATIONS	1	3	0
DISCIPLINARY ACTIONS-ON CAMPUS	WEAPONS	1	0	0
DISCIPLINARY ACTIONS-ON CAMPUS	DRUG ABUSE VIOLATIONS	4	4	5
DISCIPLINARY ACTIONS-ON CAMPUS	LIQUOR LAW VIOLATIONS	28	57	78
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	WEAPONS	1	0	0
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	DRUG ABUSE VIOLATIONS	4	4	4
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	LIQUOR LAW VIOLATIONS	26	57	78
DISCIPLINARY ACTIONS-NON CAMPUS	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-NON CAMPUS	DRUG ABUSE VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS-NON CAMPUS	LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS-PUBLIC PROPERTY	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-PUBLIC PROPERTY	DRUG ABUSE VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS-PUBLIC PROPERTY	LIQUOR LAW VIOLATIONS	0	0	0

IMPORTANT CONTACTS and EMERGENCY NUMBERS

Ambulance..... 911 or 419--447-1691
 Fire.....911 or 419-447-1234
 Highway Patrol.....419-448-0042
 Mercy Hospital.....419-447-3130
 Police.....911 or 447-2323
 Sheriff.....419-447-3456
 Tiffin University Student Affairs.....419-448-3264
 Dean of Students Office.....419-448-3582

Phoning Guide for Campus Emergencies

1. Accident or serious illness not leading to death

* Call 911 and Dean of Students

* Dean calls VP for Human Resources and Campus Services and other appropriate individuals (parents, coaches, media relations, etc.)

* VP informs President, as necessary

Minor accident or illness * Call Dean of Students

2. Crimes against a person

Major * Call 911 and Dean of Students

* Dean calls VP for Human Resources and Campus Services and other appropriate individuals

* VP informs President, as necessary

Minor * Call Student Affairs Office

3. Death of a Student * Call Dean of Students

* Dean calls VP for Human Resources and Campus Services and parents

* VP calls President

4. Campus Disturbance

Major * Call 911 and Dean of Students

* Dean calls VP for Human Resources and Campus Services

* VP calls President

Minor * Call Dean of Students

5. Facility Problem

Major (fire, flood) * Call 911, Director of Facilities, & Dean of Students

* Dean calls VP for Human Resources and Campus

Services and other appropriate individuals

* VP contacts President, as necessary

Minor * Call Maintenance Person on Duty

6. Psychiatric Emergency * Call Dean of Students

If serious threat to self or others * Call 911 and Firelands Counseling & Recovery

7. Public Health Problem * Call Dean of Students

8. Rape, attempted rape or other sexual assault

Student * Call 911 and Dean of Students

Employee * Call 911 and VP for HR & Campus Services

PHONE NUMBERS

24 Hour Emergency Hotline: 1-800-613-4456

Dean of Students-Michael Herdlick Director of Facilities-Bud Kinn

(W) Ext. 3582 or 419/448-3582 (W) Ext. 3276 or 419/448-3276

(Cell) 419-618-5154 (Cell) 419/937-4465

VP for Human Resources and Campus Services - Lori Hall

(W) Ext. 3433, or 419/448-3433

Nightwatch – 419/934-0721 Director of Campus Safety-Jen Boucher

(Cell) 419563-5611

Firelands Counseling & Recovery – 419/448-9440

President-Paul Marion VP for HR & Campus Services -Lori Hall

(W) Ext. 3413, or 419/448-3413 (W) Ext. 3433, or 419/448-3433

(H) 419/448-9056 (H) 419/937-2053

Tiffin Police (Non-Emergency) Seneca County Sheriff's Department

419/447-2323 419/447-3456

MEDIA RELATIONS GUIDELINES AND PROCEDURES

It is the responsibility of Tiffin University to educate the individuals and groups in the TU community to minimize behaviors that can cause accidents or injuries. Nevertheless, college related

crises and natural disasters may occur and must be addressed efficiently and effectively.

It is important that TU's relationship with the media be cordial and professional and that any statement made on behalf of Tiffin University be done through official channels. One of the primary functions of the Office of Media Relations and Publications is to ensure statements made in conjunction with the President of the University or his/her designee are accurate.

A Crisis Management Plan will be enacted in serious incidents defined as any of the following:

1. Death on campus or at a college sanctioned or sponsored event;
2. Any student death, any near fatal accident, or any attempted suicide; (*see below)
3. Serious damage to college property (including all arson);
4. Other incidents unique to the campus such as serious injury or illness;
5. A disaster or emergency affecting the campus, such as fire, chemical spill, tornado, terrorism, explosion, bomb threat; and
6. Any other incidents, which in the judgment of the college administration, require or would benefit from input from the crisis team.

*** In Case of Student Death**

Any member of the College staff who learns of a student death will immediately notify the Dean of Students, who will contact the student's parents and the Vice President for Human Resources and Campus Services. The Vice President will alert the President and Office of Media Relations. The Dean of Students will be the primary contact with the family regarding such matters as assisting in traveling to campus, accommodations and with the student body.

Guidelines

- The President or his/her designee and the Office of Media Relations are the only people who should speak to the public on behalf of Tiffin University in a crisis situation.
- When a member of the Tiffin University community is contacted by the press for comment on any aspect of the institution's programs, personnel, decisions, situations, crisis, or actions, the inquiry should be directed to the Office of Media Relations, Extension 3444, and Seitz Hall. If the Executive Director of Media Relations and Publications is not available, call the President's Office at extension 3413.

The Office of Media Relations and Publications in conjunction with the President or his designee will put into action the following:

1) Implementation of a swift, unified and comprehensive response. The Office of Media Relations will prepare an announcement for distribution to the campus community (including the Board of Trustees) by email and on the World Wide Web, as well as handle media inquiries and schedule news conferences, if required.

a) Announcements will be distributed only after relevant individuals, including family members, have been notified.

b) In the event that there are continuing developments, the Office of Media Relations will be responsible for regular updates of the situation to the campus community through electronic and/or written materials.

2) Post-audit of the University's performance during the crisis and recommendations for needed changes to the crisis management procedures.

What to Do

- When a member of the press comes on campus and begins to question any member of the TU community, direct the individual to the Office of Media Relations and Publications. If the Office of Media Relations is not available, the individual(s) should be directed to the President's Office.
- Upon contact from the press, the Office of Media Relations and Publications will consult with the President to formulate the University's response. If the President is not available, the Vice President for Development and Public Affairs will be consulted for direction.
- The Office of Media Relations will contact the appropriate employees or students at the request of the President and assist in any way to create a satisfactory result.
- When a crisis situation involves intercollegiate athletics, the Director of Sports Information, in conjunction with the Executive Director of Media Relations will consult with the Vice President for Campus Services and Director of Athletics and the President to formulate and publicize the University's response.

End of Report