

TIFFIN UNIVERSITY

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

Calendar Year 2013

Tiffin University

2014

## OVERVIEW

We urge members of the University community to use this report as a guide for safe practices on and off-campus. The Dean of Students in conjunction with Campus Security sends an email to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed. The email includes a brief summary of the contents of this report and the web address for Tiffin University where the Annual Security and Fire Safety Report can be found. The report is available online at [http://www.tiffin.edu/security/TU\\_Annual%20Campus%20Safety%20and%20Fire%20Safety%20Report%202013\\_FINAL.pdf](http://www.tiffin.edu/security/TU_Annual%20Campus%20Safety%20and%20Fire%20Safety%20Report%202013_FINAL.pdf). You may request to have a physical copy mailed to you by calling (419)448-5137. A copy of the report can also be obtained from the Tiffin University Campus Safety Office at the Gillmor Center 155 Miami Street, Tiffin, Ohio 44883

## INTRODUCTION

The Tiffin University Annual Campus Security, 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.

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## Demographics

Founded in 1888, Tiffin University is proud to offer a personal and practical education for motivated, professionally focused students who want real-world experiences and results.

Tiffin is a private, coeducational university located in Tiffin, Ohio, on a small but growing campus that offers students a safe, friendly place to pursue their dreams.

Our vibrant 110-acre campus in north central Ohio features both historic red brick and sandstone buildings that date back to the 1880s as well as newer facilities such as the dynamic Hertz Technology Center and The Hayes Center for the Arts.

Students have access to some of the best undergraduate, graduate, and degree completion programs and can decide whether to pursue their degree on campus, online, or enjoy a little bit of both. Some of our most popular programs, many of which are nationally recognized, include homeland security/terrorism; sports and recreation management; communication; and business management, to name a few.

Tiffin University also is known for creating innovative partnerships in nearly everything we do: from helping our students gain access to competitive internships to connecting them to professionals in the real world as they enter the job market.

## Mission of Campus Safety and Security

Tiffin University Campus Security, a student-based Security force, is here to strive for the protection of the students, faculty and staff of the Tiffin University campus, as well as our neighbors in the community. Our underlying goal is to uphold the rules and regulations of Tiffin University, while maintaining a safe and educational environment. We will also continually work to maintain respect from our peers, the administration, local law enforcement and the surrounding community.

As a branch of the Student Affairs, it is our responsibility to assist in all matters that affect the safety and security of the residential population of the campus, as well as everyone affiliated with Tiffin University.

- Basic Responsibilities - The Campus Security Department is charged with first line responsibility to:
  - Assure the safety of persons, including University employees and students, guest of and visitors to the Campus;
  - Assure the safety, security, and protection of University property, including buildings, grounds, equipment, and other assets of the University, as well as non-University property located temporarily or permanently on University grounds;
  - Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within legal limits of the department's authority.
- Basic Duties - In fulfilling these three primary responsibilities (protection of persons, protection of property, and emergency-response services), the duties of Campus Security Officers include, but are not limited to, the following:
  - Patrolling campus grounds, either on foot or in an authorized University vehicle;
  - Conducting regular checks and inspections to insure building safety and security;
  - Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;

- Assisting all persons to comply with University regulations and rules of conduct on campus, including issuing parking citations when appropriate;
- Providing security coverage for special University functions as assigned by a direct-line supervisor;
- Providing crowd control when necessary and as assigned by a direct-line supervisor;
- Responding to requests for routine departmental services (e.g., unlocking a classroom for a person authorized to enter or vehicle un-locks).
- Providing escort services for faculty, staff and students to promote safety.
- Basic Authority and Limits
  - Citations- Campus Security Officers are authorized by the University to issue written citations for parking violations. Such citations may be issued to any person, employee or non-employee, student or nonstudent, who violates parking regulations on University property; and violators receiving such citations are subject to fines or other disciplinary actions by the University as specified in University regulations. Vehicles without the Tiffin University parking permit, vehicles that are parked in no-parking areas (in handicapped slots, in loading zones, beside fire hydrants, on grass, on sidewalks, etc.) shall normally have a parking citation issued and be subject to being towed at the owner's expense.
  - Identification Requests – Campus Security Officers are authorized to request to see the identification of any person on campus property, whether that person is an employee or non-employee, student or non-student. Any University student who refuses to comply with a Campus Security Officers request for identification is subject to disciplinary action by the University. If the person is a non-student or non-employee and fails to provide identification, that person will be requested to leave campus property and if they do not comply, Tiffin Police will be called.
  - Emergency Authority - In case of emergency, when no direct-line supervisor is immediately available, any senior University official on the scene shall assume responsibility for the situation and shall function in place of a direct-line supervisor until the latter arrives to take charge. (For present purposes, "Senior University official" refers to any University administrator.) In the absence of a direct-line supervisor or a senior University Security Officer shall notify the chain of command and receive direction until a direct line supervisor or senior university official arrives. Any University student who refuses to comply is subject to disciplinary action by the University.
  - Complaints - Since Campus Security Officers do not create University policy regulations but merely help uphold the policy regulations, Campus Security Officers should not enter into heated debates, arguments, or any other uncongenial exchanges with persons who have been issued citations or have been otherwise reminded by an Officer of Campus Security of the obligations to comply with such regulations. Those who wish to complain about or contest an action of a Campus Security Officer should be politely referred to the appropriate administrator. Campus Security Officers must be aware that they are representatives of the University and must treat all persons with courtesy, respect, and consideration, regardless of provocation at all times. At no time while on duty shall a Campus Security Officer behave in an unseemly manner or use harsh or foul language. As a uniformed representative of the college, the Officer must be a model of correct behavior.

## General Procedures for reporting a crime or emergency

- It is imperative that all crime and suspicious activity be reported to either the Tiffin University Campus Security Office of the Tiffin Police Department. By working together, the University community and the police can reduce crimes on campus. Members of the university community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to security or the Tiffin Police Department, we recognize that some may prefer to report to other individuals or university offices. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the resources section.
- All incident reports involving students are forwarded to the Division of Student Affairs for review. Investigators will investigate a report when it is deemed appropriate.

Should a criminal action occur on campus during business hours (8 AM - 5 PM), students or employees should report details to the Security Office (419-448-5137 or extension 5137). Should a criminal action occur on campus after business hours, students or employees should report details to the Campus Security Office the next day, or contact the Director of Campus Security at 419-563-5611, or the Dean of Students at 419-448-3582. If the situation is an emergency, contact the Tiffin Police Department at 911 or 447-2323.

## Confidential reporting

If you are witnessing a crime in progress, you should call 911 or Tiffin Police at 419-447-2323. If you see crime or suspicious activity occurring on campus and you would like to anonymously report it please fill out the form at is [http://www.tiffin.edu/institutionaldiversity/titleix/Incident\\_Reporting.pdf](http://www.tiffin.edu/institutionaldiversity/titleix/Incident_Reporting.pdf)

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system. You may want to consider making a confidential report. The purpose of a confidential report is to maintain confidentiality, while taking the steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; alert the campus community of potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the University's Title IX Coordinator.

### **Timely Warnings**

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to Tiffin University Campus Security in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. In the event of a serious incident which may pose an on-going threat to members of the Tiffin University community, a Timely Warning is sent to all students and employees on campus. The alerts are generally written and distributed to the university community by a Campus Services Administrator and, if necessary, approved and distributed to the community.

Timely Warnings and updates to the Tiffin University community about any particular case may be distributed via blast email. Timely Warnings are usually distributed for the following Uniform Crime Reporting Program (UCR) / National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing threat to the campus community. Timely Warnings may also be issued for other crime classifications, as deemed necessary.

### **Campus Security and Access Tiffin University**

The Tiffin University is located within the rural city of Tiffin, OH. The campus is home to all major administrative offices and classrooms, as well as libraries, residence halls, and cafeteria. The academic and administrative buildings are open to the public, at minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Campus Security Officers patrol the academic and administrative buildings on a regular basis.

#### **Residence Halls**

Access to residence halls is restricted to residents, their approved guests, and other approved members of the university community. Each resident has a front door key or a access card (Student ID) which allows access to the residence hall in which they live. Guests of residents must be accompanied at all times by the resident they are visiting. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their key/access cards. Campus Security Officers patrol the residence halls on a regular basis and work with the Resident Assistants, Residence Life Staff, and Student Affairs Staff to enforce security measures.

#### **Security Maintenance**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security Officers regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Maintenance for repair. Other members of the university community should promptly report equipment problems to Campus Security or the Maintenance.

### **Crime Statistics: The information below provides context for the crime statistics reported as part of compliance with the Clery Act.**

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Tiffin University submits the annual crime statistics published in this report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

The procedures for preparing the annual disclosure of crime statistics to the university community obtained from the following sources: the Tiffin Police Department, Tiffin University Campus Security and other University officials. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistic information is made on an annual basis to all campus security authorities. A designated campus authority includes, but is not limited to University deans, directors, department heads, residence life staff, and security officers. Statistical information is requested and provided to Campus Security by the employees at the University Counseling center, even though they are not required by law to provide statistics for the compliance document. In addition, Campus Security works with the University Counseling Center to inform the persons that are being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## **Clery Reportable Category Definitions**

### **Murder**

The willful (non-negligent) killing of a human being by another.

### **Manslaughter**

The killing of another person through gross negligence.

### **Sex Offense (Forcible)**

Any sexual act directed against another person without the other person's consent. (Includes attempts)

A. Sexual intercourse (penetration—however slight)

B. Sodomy (penetration—however slight)

C. Oral copulation (vaginal, anal)

D. Rape with a foreign object (penetration vaginal or anal—however slight)

E. Sexual battery (the touching of the intimate parts [sexual organ, anus, groin, or buttocks of any person, or the breast of a female] of another person for the purpose of sexual gratification.)

### **Sex Offense (Non-forcible)**

Any unlawful, but consensual sex act with another person. (Includes attempts)

A. Incest (sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited)

B. Statutory rape (intercourse with a person who is under the age of consent—18 years)

### **Robbery**

The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear. (Includes attempts)

### **Aggravated Assault**

An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury. (Includes attempts, and whether or not an injury occurred.)

### **Burglary**

The unlawful entry (or attempts to enter) into a defined structure with the intent to commit a theft or any felony. (Excludes vehicle burglary)

### **Motor Vehicle Theft**

The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle. (Includes attempts)

### **Arson**

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

## **Clery Act Reportable Arrests (Section 2)**

### **Drug/Narcotic Violations**

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

### **Alcohol Violations**

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. The Clery Act **does not require the reporting of public drunkenness or driving while under the influence offenses.**

### **Weapons Violation**

The unlawful possession or control of any firearm, deadly weapon, (including nunchakus or billy club) illegal knife or explosive device while on the property of Tiffin University except as required in the lawful course of business.

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### **Clery Act Hate Crimes (Section 3)**

#### **Hate Crimes**

A criminal act involving one/more of the crimes **listed in Section 1**, the crimes of Theft, Simple Assault, Intimidation or Vandalism, or any other crime involving bodily injury which: was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**Theft (Larceny):** includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.

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

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

**Vandalism:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

And any other crime involving **Bodily Injury**

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### **Definitions of Geography**

**On-campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**Note:** Statistics for university housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls that are located outside the campus boundaries are captured in the Non-Campus category.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Tiffin University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

### **Definitions of Reporting Methods**

**Reported to Non-Police:** Crime statistics are from incidents that are reported to officials at the institution who are defined by federal law as Campus Security Authorities because they have significant responsibility for students and campus activities. Including, but not limited to, Resident Assistants, Campus Security Officers, Residence Life Staff, and Student Affairs Staff.

**Reported to TPD:** Crime statistics from incidents that were reported to TPD but NOT to the institution. These incidents could have occurred on/in on-campus property, non-campus property or public property. The crime statistics provided by TPD are based on the crime definitions based on the Uniform Crime Reporting Program.

<b>CRIME CLASSIFICATION</b>	<b>TYPE OF CRIME</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
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	1	0	2
CRIMINAL OFFENSES-ON CAMPUS	SEX OFFENSES-NON FORCIBLE	0	0	0
CRIMINAL OFFENSES-ON CAMPUS	ROBBERY	1	0	0
CRIMINAL OFFENSES-ON CAMPUS	AGGRAVATED ASSAULT	1	0	7
CRIMINAL OFFENSES-ON CAMPUS	BURGLARY	14	25	6
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	1	0	2
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	SEX OFFENSES-NON FORCIBLE	0	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	ROBBERY	1	0	0
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	AGGRAVATED ASSAULT	0	0	4
CRIMINAL OFFENSES-ON CAMPUS STUDENT HOUSING	BURGLARY	6	22	6
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	1	0	0
CRIMINAL OFFENSES-NON CAMPUS	SEX OFFENSES-NON FORCIBLE	0	0	0
CRIMINAL OFFENSES-NON CAMPUS	ROBBERY	0	0	0

<b>CRIME CLASSIFICATION</b>	<b>TYPE OF CRIME</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
CRIMINAL OFFENSES-NON CAMPUS	AGGRAVATED ASSAULT	1	0	1
CRIMINAL OFFENSES-NON CAMPUS	BURGLARY	2	0	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	1
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	3	5	0
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	5	0

<b>CRIME CLASSIFICATION</b>	<b>TYPE OF CRIME</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
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	0	1	0
ARRESTS-PUBLIC PROPERTY	LIQUOR LAW VIOLATIONS	3	0	27
DISCIPLINARY ACTIONS-ON CAMPUS	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-ON CAMPUS	DRUG ABUSE VIOLATIONS	4	5	8
DISCIPLINARY ACTIONS-ON CAMPUS	LIQUOR LAW VIOLATIONS	57	78	56
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	WEAPONS	0	0	0
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	DRUG ABUSE VIOLATIONS	4	4	8
DISCIPLINARY ACTIONS-ON CAMPUS STUDENT HOUSING	LIQUOR LAW VIOLATIONS	57	78	56
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

## Hate Crimes

Tiffin University strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all member of the Tiffin University community. The Hate Crime statistics are separated by category of prejudice. The numbers of most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that in not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury , the law required that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

**Note:** A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/ bias crime.

## Crime Prevention and Safety Awareness

### Staying Safe

- Program your phone with Campus Security's number
- Do not opt out of the Tiffin University Alert System (RAVE)
- Call for an Escort when walking alone at night or anytime you feel uncomfortable.
- Know your surroundings
- Report anything you deem suspicious
- Remove yourself from unsafe conditions and report them

When in any public place, keep these general safety tips in mind.

- **Alcohol and other drugs** can impair your perceptions and decision-making. Do not place yourself in a vulnerable position by being intoxicated or under the influence of other drugs.
- **Travel in groups late at night.** Often, there is safety in numbers. If you are going to separate from your group, tell someone when you will return. Take a cell phone.
- **If you feel threatened**, cross the street or enter a store or business.
- **Have your keys in hand** as you approach your car. Check under the car and the back seat before you enter.
- **Stash valuables in your trunk.**
- **If you do drink**, set a limit and stick to it. Don't drink on an empty stomach. Also: Don't leave a drink unattended. If you are away from your drink any amount of time, toss it. It's not worth the risk.

### Out and about

- Use the **campus escort service**. Patrol members will escort students between campus locations during patrol hours.
- If you feel threatened or if you want to report something suspicious, report it to Campus Security.
- Program the University's Campus Security into your cell phone: **419-934-0721**. Or call 9-1-1.
- Notify the Campus Security if you notice anything **suspicious or unusual**.

### In the residence halls

- **Always lock your door**; even when you're sleeping or just going down the hall.
- Do not allow strangers to enter your room or your complex. Do not open your door unless you can identify the person seeking entry.

- **Do not prop any exterior doors** open to allow unescorted visitors into the residence hall.
- **Report lost or stolen residence hall keys immediately** to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- End of the term? **Load your car up just before you leave** rather than the night before. You never want valuables be in plain view in your vehicle.

Living off-campus:

- **Don't answer the door in the middle of the night** unless you are expecting someone. Ask your landlord to install a peephole in your front door.
- If you are leaving home, leave on a light or a radio or a TV to make it appear as if someone is home.
- **Lock doors and windows.** Ask your landlord to install a deadbolt, if one is not present.
- Let the police department know if a streetlight is out.

### **Notification of Missing Students**

In compliance with The Higher Education Opportunity Act (HEOA), Tiffin University will implement the following notification guidelines in the event of a missing student. In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Dean of Students Office should be contacted immediately (419) 448-3421 or the Student Affairs Office (419) 448-3264. If the student is a residential student, and an initial report is made to a resident assistant or to the Director of Residence Life, the Dean of Students will also be contacted by the appropriate staff members.

Any student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information, unless otherwise specified by the student. The student should include any other information in his or her registration. Registration forms may be filled out in the Student Affairs Office (Tiffin Campus).

All students should be advised that even if they have not registered a contact person in the Student Affairs Office (Tiffin Campus), local law enforcement officials will be notified to aid in an investigation, as will other agencies as necessity dictates.

Parents or guardians of any student less than 18 years of age and not emancipated will be notified immediately, regardless of registration status. Any reports or notification of missing students will be referred immediately to local law enforcement officials.

If a student residing in a campus housing facility is determined to have been missing for 24 hours or more, the following procedures will be implemented:

- Local law enforcement will be contacted immediately as will the President the President's Cabinet. The President and the President's staff will receive notifications of the investigation from the Dean of Students.
- Campus officials will aid local law enforcement in whatever capacity, as well as aid in seeking and obtaining information from any campus sources, such as roommates, classmates, teammates, professors, staff members, and any other campus constituents who may have information pertinent to the investigation.
- The President will coordinate all media efforts with the Vice-President for Development and Public Affairs and the Executive Director of Media Relations.
- The Dean of Students and members of the Student Affairs Staff will work with family members to keep them apprised of the situation and to offer support.
- The President will determine and coordinate any other responsibilities as needed.

NOTE: This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.

### **For International Students**

An international student attending Tiffin University on an F-1 visa is required to report to school no sooner than 30 days prior to the start of classes and no later than 7 days after the start of classes. The Primary Designated School Official (PDSO) is notified when a student successfully obtains his/her F-1 visa. From this point, the Director of International Student Services requires a flight itinerary from the student that shows the departure and arrival time of the flight, the flight number, and contact information. The flight itinerary paperwork is required to be submitted at least 2 weeks before the student arrives at the airport. The paperwork has contact information for the Director of International Student Services, the graduate assistant for International Student Services, and the assistant to the Director.

The Director of International Student Services or a member of the staff greets every student at the airport. If the student fails to report to the airport, the Director of International Student Services first attempts to contact airport security to notify authorities of the missing student. Attempts to contact the parents or guardian of the student or the recruiting agent from the student's home country follow if no contact is made through airport security. If all attempts to contact the student prove unsuccessful, the PDSO is required to terminate the student's I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) database of the failure to report. At this point, the student is considered an illegal alien to the United States and subject to deportation.

### **Active Status International Student:**

International students are required to supply the Director of International Student Services with a phone number, off-campus address, as well as, contact information for parents or guardians in case of emergency. This information is available to the staff of the Student Affairs office. If an international student is missing from the university the Director of International Students in conjunction with the Office of Residence Life will investigate the circumstances surrounding the disappearance. The friends and parents of the missing student will immediately be notified in attempt to locate the student's whereabouts. If the student is missing for more than 24 hours, the local authorities will be notified.

If the student does not report back to campus, the PDSO is required to terminate his/her I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) within 30 days.

## **TITLE IX STATEMENTS**

### **GENDER-BASED AND SEXUAL MISCONDUCT POLICIES AND GRIEVANCES**

#### **DISCRIMINATION**

Discrimination happens when a person or group are denied rights, benefits, unbiased treatment, or access to programs or facilities available to all others because of affiliation in a protected class. Individuals of the protected class have historically been denied access to or are underrepresented in educational and employment opportunities and are protected from discrimination by federal and state civil rights law.

## **HARASSMENT**

Harassment is unwelcome conduct that is based on race, color, creed, national origin, marital status, sexual orientation, religion, pregnancy, sex, national origin, age (40 or over), disability, military status, or genetic information. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment, access, scholarship, or education. It is also unlawful when conduct is severe or pervasive enough to create an educational or work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws similarly prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws. The laws also prohibit anti-discrimination for opposing employment practices that one reasonably believes discriminates against individuals, in violation of these laws.

## **SEXUAL HARASSMENT OR SEXUAL MISCONDUCT**

Members of the university community and visitors have the right to be free from sexual violence. All members of the campus community are expected to behave in a manner that does not intrude upon the rights of others. Tiffin University believes in a zero tolerance policy for sexual harassment and misconduct. When an allegation of harassment or misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such activities are certainly not repeated. Sexual misconduct offenses include but are not limited to sexual harassment, non-consensual sexual contact or intercourse, sexual exploitation, coercion, hostile environment, incapacitation, or intimidation. Physical sexual harassment may include intercourse, sexual exploitation, coercion, or even a hostile work environment.

## **RETALIATION**

Retaliation is an opposing action or threat of an adverse action taken by a member of the University in response to a person who, in good faith, makes a protected disclosure under this policy. University faculty, administration, staff, students, or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions for the purpose of intruding with the right of a person to make a protected disclosure to an immediate supervisor or other appropriate administrator within the scope of this policy.

## **LIMITATIONS OF SCOPE**

Annoyances, petty slurs, and isolated (unless severe) incidents of uncivil, rude, or non-collegial behavior will usually not rise to the level of violation of policy and should be addressed to a supervisor. The legitimate application of supervisory authority, including evaluation and requiring adherence to standards of performance, safety, and conduct, shall not be considered discrimination, harassment, or retaliation under this policy.

## **POLICY APPLICATION**

It is the responsibility of all members of the University community to create and maintain an educational and employment environment that is free of discrimination. If someone you know has been a victim of sexual harassment or misconduct by any member of the University community you are encouraged to file a formal complaint. Title IX is a federal law that prohibits discrimination on the basis of gender, including sexual harassment. The Title IX Office is charged with investigating all complaints of violations in this regard.

## **RIGHT TO FILE A COMPLAINT**

Any member of the Tiffin University community who believes that he/she has been a victim of sexual harassment/sexual misconduct by any member of the University community may file a complaint with Dr. Sharon Perry-Nause, Chief Diversity & Equity Officer and Title IX Coordinator in the Office for Institutional Diversity and Equity. Any person who believes that he/she has been retaliated against for a protected disclosure under this policy may report to the Office of Institutional Diversity and Equity.

**WHOM SHOULD I CONTACT?** (<http://www.tiffin.edu/institutionaldiversity/titleix>)

Tiffin University Faculty/Staff:

Office of Human Resources

Lori Hall at (419) 448-3433 or ([hallla@tiffin.edu](mailto:hallla@tiffin.edu))

Office of Institutional Diversity and Equity

Dr. Sharon Perry-Nause at (419) 448-3504 or  
[perrynauses@tiffin.edu](mailto:perrynauses@tiffin.edu)

Tiffin University Students:

Office of the Dean of Students

Michael Herdlick at (419) 448-3582 or  
[herdlickm@tiffin.edu](mailto:herdlickm@tiffin.edu)

Visitors, Third-party vendors:

Office of Human Resources

Lori Hall at (419) 448-3433 or ([hallla@tiffin.edu](mailto:hallla@tiffin.edu))

Office of Institutional Diversity and Equity

Dr. Sharon Perry-Nause at (419) 448-3504 or  
[perrynauses@tiffin.edu](mailto:perrynauses@tiffin.edu)

Additional University Contacts:

Campus Security

Jennifer Boucher at (419) 448-5137 or  
[boucherj@tiffin.edu](mailto:boucherj@tiffin.edu)

Counseling and Wellness

Julie George at (419) 448-3578 or  
[georgej@tiffin.edu](mailto:georgej@tiffin.edu)

## **COOPERATION WITH INVESTIGATION**

A complainant is expected to keenly provide evidence that will support his/her complaint in the time and manner believed essential and proper by the University to conduct the investigation. Failure to collaborate with the investigation course in a timely manner may compromise the ability of the University to conduct an investigation and address allegations entirely. Third parties could file a complaint on behalf of a person whom they trust has been adversely affected by behavior in violation of this policy. All employees and students are required to participate and cooperate with investigations as required by federal, state, and University policies. Information gained in assembly with the filing, investigation, and resolution of allegations will be treated as confidential excluding to the level it is essential to disclose details in the course of the investigation or when compelled to do so by law. All persons involved in the procedure must observe the same standard of discretion and respect for the privacy of persons involved in the case.

## **ANONYMOUS COMPLAINTS**

Anonymous complaints will be accepted; however, Tiffin University might be limited in the ability to investigate and/or resolve anonymous complaints since the ability to gain further information may be compromised. If the anonymous complaint comprises sufficiently comprehensive information about behavior that would constitute a crime, then the complaint will be forwarded to the Tiffin Police Department or other authorities.

## **DISABILITY AND ACCOMMODATIONS GRIEVANCE**

This policy included a grievance procedure for resolution of complaints received from the following but not limited to faculty, staff, students, visitors, and third party vendors alleging discrimination based on disability. Persons who have been denied accommodations through the Office of Disability Services may utilize the grievance procedure. For more information, please contact the Office for Diversity and Equity.

## **SANCTION STATEMENT**

Any person found responsible for violating the policy on Harassment, Sexual Misconduct, Discrimination, or Retaliation may receive a sanction ranging from warning, probation, suspension, expulsion, or termination depending on the severity of the incident(s), and taking into account any previous campus code violations. The University reserves the right to broaden or lessen any range of recommended sanctions in the case of serious alleviating conditions or offensive behavior.

## **COMPLAINT CONTACT**

Any person may file a complaint with:

Office of Civil Rights  
One Government Center  
Room 936, Jackson and Erie Streets  
Toledo, OH 43604  
(419) 245-2900

### **Sex Offender Registry**

In order to maintain awareness of sex offenders living in your neighborhood, we have provided a link to access the Sex Offender Registry of Seneca County at [http://sheriffalerts.com/cap\\_main.php?office=55153](http://sheriffalerts.com/cap_main.php?office=55153) .

The registry will allow you to enter any local address. It will then provide a list of all registered Seneca County sex offenders living within a one-mile radius within the boundaries of Seneca County. If you are looking for information about a particular sex offender, registered in Seneca County, the registry can help there as well.

We encourage you to take advantage of the free email notification. When a sex offender registers with the Seneca County Sheriff's Office you will be alerted if the offender's address is:

1. in Seneca County, and
2. within one mile of the address you have entered on your subscription

The Seneca County Sheriff's Office maintains a Sex Offender Registry as a public service tool. Individuals listed on this registry have been convicted of a sexual offense that requires them to meet a number of mandates including annual registration with law enforcement. This registry is designed to increase community safety and awareness.

This information is meant to educate you about offenders in Seneca County. It has not been made available for you to take action against any individual. Any action against an offender which is determined to be a violation of law will subject the violator to arrest and prosecution. Please report all information on offenders directly the Seneca County Sheriff's Office.

## 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. Alcohol may not be consumed in living spaces where one occupant is under the age of 21
5. 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 non-alcoholic 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 cleanup 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. The federal and state governments have also required institutions of higher learning to comply with the Drug-Free Schools and Community Act. 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. 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 OXICOTIN)

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 effect 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.

As stated earlier, situations involving drug abuse, possession, and trafficking may result in a student's ability to attain federal financial aid and could lead to further sanctions both at the University and in the public sector.

## **DRUG TESTING POLICY**

Tiffin University maintains a drug free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. We seek to assure the physical and mental wellbeing of all our students, faculty, staff, and visitors to campus. Thus, consistent with state and federal laws including the Higher Education Assistance Act and the Drug-Free Workplace Act, Tiffin University has established the following policies:

### **Reasonable Suspicion Testing**

A student is subject to drug testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing, at the expense of Tiffin University, will be required whenever the Office of the Dean of Students or his/her designee suspect or have reason to believe that a student might be engaging in the unlawful and /or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus. Reasonable grounds for requiring a student to submit to a drug test may include, but not limited to the following:

- \*Incoherent communication or inexplicable behavior
- \*A pattern of tardiness and/or absenteeism from class, chatrooms, or discussion groups
- \*Sudden, inexplicable decline in academic performance
- \*Suspicious odors on person, clothing, and/or other property including vehicles
- \*Possession of drug paraphernalia
- \*Prior positive drug test results
  - \*Arrest, citations, or convictions for a substance related offense by college or public law enforcement authorities
  - \*Observation of substance use or physical symptoms or manifestations of impairment, incoherency, erratic, or inexplicable conduct
- \* A report of substance abuse or use provided by a reliable and credible source

### **Definitions**

Alcohol: Means ethyl alcohol (ethanol). References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol.

Authorized Drug: Prescribed drugs that are used as prescribed by a medical professional or over-the-counter drugs used as intended by the manufacturer.

Controlled Substances: Means any substance (other than alcohol but including prescription medicine) that has known mind or function-altering effects that may impair or affect the ability to safely and effectively perform work, the access to which is controlled by law.

Illegal Drugs: Any form of drug, narcotic, hallucinogen, depressant stimulant, cannabis, or other substances capable of creating or maintaining impairment or otherwise affecting one's physical, emotional or mental state; the sale, purchase, transfer, use or possession of which is prohibited by law.

Reasonable Suspicion: An observation or observations of an employee's condition or performance that indicates the employee may be under the influence of a controlled substance, illegal drug or alcohol. Examples may include altered work performance, unusual behavior, speech or appearance (including, for example, noticeable odor of an alcoholic beverage or marijuana).

Under the Influence: A breath alcohol level at or above .04 ml/dl or a detectable amount of illegal drugs or controlled substances above the threshold limit established by the testing laboratory, in an employee's blood or urine as reported by the laboratory, or use of alcohol, illegal drugs or controlled substances that results in any noticeable or perceptible impairment of the employee's mental or physical faculties or job performance.

### **Testing and Disciplinary Action**

Drug testing will be conducted at a lab selected by Tiffin University and certified to conduct drug testing. A student who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample will be disciplined up to and including dismissal from Tiffin University.

A positive drug test that confirms that the student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus may result in disciplinary action including, but not limited to, suspension or dismissal from the University. The University also reserves the right to mandate professional counseling and treatment programs for a student which may be at the expense of the student.

The Tiffin University Athletic Department may choose to have additional sanctions or disciplinary actions for drug related offenses based on standards set for by the NCAA or internal policies. These actions may range from team probation, suspension, or full dismissal.

### **Firearms and Weapons Policies**

The possession or use of firearms, pellet guns, bows and arrows, slingshots, fireworks, knives or other objects which may endanger student welfare and safety is strictly prohibited on Tiffin University campuses and at all University-sponsored functions. Weapon use or possession for hunting, exhibition, course requirements, or other purposes is strictly prohibited. Violators will be subject to disciplinary action and/or criminal action. The laws of the State of Ohio are strictly followed by Tiffin University in regard to possession of weapons of any kind.

Any member of the University community who observes an individual possessing, manufacturing, transferring, selling or using a weapon and who reasonably believes that the individual is doing so without the consent of Tiffin University should immediately report this to the Campus Safety and Security Department or to the Office of Student Affairs.

Weapons may be allowed on campus ONLY for authorized law enforcement officers or authorized military personnel, acting on behalf of and within the scope of their official duties, and to the extent they are legally permitted to possess weapons in the State of Ohio. Persons legally permitted to possess weapons in the State of Ohio, to the extent that such possession is necessary as part of an academic, research, or work related activity must adhere to said policies.

## **FIREARMS POLICY**

The possession and/or use of firearms or other materials, which endanger students' welfare, is strictly prohibited and is sufficient cause for immediate dismissal from the University. Items that resemble a gun in appearance (i.e. airsoft guns, paintball guns, squirt guns, Nerf guns, etc.) are prohibited.

## **CONCEALED CARRY POLICY**

The state of Ohio has enacted a concealed carry law prohibiting carrying a concealed handgun into a school safety zone. A school safety zone consists of a school, school building, school premises, school activity and school bus. Under the law, an offense is within the vicinity of a school if it is committed within the property boundary or within 1,000 feet of the boundaries of any premises.

## **Emergency Evacuation 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 the Director of Campus Safety and Security. The emergency contact person will contact the Chief of the Tiffin Fire Department, and the Red Cross as soon as possible for details. The emergency contact person may be asked to attend a meeting of the Seneca County Terrorism Task Force for information and procedures regarding the emergency. This could include information on evacuation procedures.

The University's Emergency Management Team will consist of the Dean of Students, the Vice Presidents and the Executive Director of Media Relations and Publications. The President will convene the 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. If the situation requires this type of response, the Director of Information and Technology Services and the Executive Director of Media Relations and Publications, will be asked to place a notice on the Tiffin University web site, and the Intranet. 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 of Human Resources 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.

### **FIRE EVACUATION PROCEDURES**

*When the alarm sounds:*

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.

**DO NOT** argue with Fire Safety personnel. Failure to comply could result in your arrest.

### **Annual Fire Safety Report 2013**

#### **Fire Statistics**

Number of fires on campus	0
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.

### Fire Safety Tips

#### In the Event of a Fire

Fire alarms alert the community members of potential hazards and community member are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly. Please follow the following procedures in the event of a fire:

- Pull the fire alarm
- Leave the building immediately using the closest emergency exit
- Close doors behind you
- Call 911 when safe to do so
- Assemble in a designated area
- Re-enter the building only when instructed by officials

#### Tips

- Never leave cooking unattended
- Do not assume the alarm is false
- Do not use elevators in the event of a fire
- Know two ways out of your residence hall or office building
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call TFD or 911 to report your location
- If trained, use a fire extinguisher if the fire is small and contained, and room is not filled with smoke

### Health and Safety Inspections

The Department of Residence Life performs Residence Hall health and safety inspections several times a year usually along with academic break room checks. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook, which includes all rule and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (source of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances, etc.) or prohibited activity (smoking in the room; tampering with life safety equipment; possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately be confiscated. There is a list of prohibited item found within the student handbook.

### SUMMARY OF FIRES ON CAMPUS: 2011-2013

Facility	Address	2011	2012	2013
Friedley Hall	18 S. Sandusky St.	1	0	0
Craycraft Hall	160 Miami St.	0	0	0
Zahn Hall	173 Jackson St.	0	1	0
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	2	0
Apartment 2	355 Miami St.	0	1	0
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	Not applicable	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	1	0

<b>Facility</b>	<b>Address</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
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	1	0
Apartment 6	359 Miami St.	1	1	0
House Unit 38	50 Jackson St.	0	0	0
House Unit 39	116 S. Sandusky St.	0	0	0
House Unit 40	161 W. Market St.	0	0	0
House Unit 41	45 N. Monroe St.	0	0	0
House Unit 42	47 N. Monroe St.	0	0	0
House Unit 43	Not applicable			
House Unit 44	Not applicable			
House Unit 45	276 Clay St.	Not applicable	0	0
House Unit 46	282 Clay St.	Not applicable	0	0
House Unit 47	Not applicable			
House Unit 48	114 Jackson St.	Not applicable	0	0
House Unit 49	132 Jackson St.	Not applicable	0	0
House Unit 50	136 Jackson St.	Not applicable	0	0
House Unit 51	142 Jackson St.	Not applicable	0	0
House Unit 52	34 Miami St.	Not applicable	0	0
House Unit 53	46 Miami St.	Not applicable	0	0
House Unit 54	46 ½ Miami St.	Not applicable	0	0
House Unit 55	44 Miami St.	Not applicable	0	0
House Unit 56	401 Miami St.	Not applicable	0	0
Sophomore Hall	194 Clay St.	Not applicable	0	0
<b>TOTALS</b>		<b>2</b>	<b>7</b>	<b>0</b>

## IMPORTANT CONTACTS and EMERGENCY NUMBERS

Campus Security.....	419-448-5137
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
Office of Wellness and Counseling.....	419-448-3578

### 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

#### 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

**Campus Security – 419/934-0721 Director of Campus Security-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

**End of Report**













