A MESSAGE FROM THE DIRECTOR

Your safety is important to us here at Millikin University. We strive to provide a safe environment for you here. This Keep Safe on Campus Booklet provides information to help you create a personal “plan to be safe”. It is our hope you will use the resources and information provided here and on our website, millikin.edu/publicsafety, to make informed choices to minimize your risk and enhance your personal safety.

Keep Safe on Campus has two parts.

Part One

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the Crime Awareness and Campus Security Act). The act, passed in 1990, requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data be collected, reported and disseminated to the campus community and also submitted to the United States Department of Education. The act is intended to provide students, their families and employees with accurate, complete and timely information about safety on campus so that they can make informed decisions.

Part Two

The Annual Fire Safety Report. The Higher Education Opportunity Act of 2008 requires that any institution that maintains on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report, and keep a “fire log”. The fire safety report includes information about fire suppression equipment, fire drills, evacuation plans, educational programs, statistics and future fire suppression planning for each on-campus student housing facility. Also included is information on the number and cause of any fire, number of deaths or injuries, and value of property damaged due to a fire in an on-campus student housing facility. The fire log records the date, time, nature and general location of any fire in an on-campus student housing facility.

The Department of Public Safety stands ready to assist the campus community in maintaining a safe living, learning and teaching environment.

Be Safe,

Christopher Ballard, Director
Department of Public Safety
PART ONE

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT

Millikin University is committed to complying with The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. The Director and Assistant Director of Public Safety have overall responsibility for preparing the report. The report is disseminated to staff and students via the web and/or hardcopy, and made available for prospective employees and students. Crime statistical data is also reported to the Department of Education.

Millikin University is also firmly committed to compliance with the Illinois Campus Safety Enhancement Act of 2008. Millikin University has an “all-hazards” emergency response plan, a campus violence prevention plan, a risk threat assessment team, and a community wide campus violence prevention committee. Millikin University strives to make our community members aware of the campus resources in place to prevent potential acts of violence within the campus community. Campus safety is our entire community’s responsibility. Any suspicious or threatening behavior should be reported immediately.

Millikin University is committed to providing a safe and secure campus. To do that, the University needs your help. You can help reduce the risk of crime by remaining aware of your surroundings and taking practical precautions for your safety and for the protection of possessions. You are strongly encouraged to be proactive and reduce your vulnerability by planning to be safe.
DON’T BE A VICTIM OF CRIME

Be aware of your surroundings. Look around and be aware of potential risks. If something does not look or feel right, assume it is not right.

• Stay in well-lit, populated areas.
• Travel in pairs or groups.
• Look individuals in the eye.
• Park in well-lit areas and check the inside of your vehicle before entering.
• Lock your vehicle, keep articles of value out of sight or in your trunk.
• Have your building or vehicle key/ID card ready as you approach.
• Make use of the Safe Rides/Safe Walks service.
• Review location of blue light emergency phones.
• Use locks at all times.
• If your ID card is lost or stolen, contact Public Safety immediately.
• Be aware of date rape drugs.
• Go to parties, clubs, or bars with a trusted friend. Watch out for each other.
• Always pour your own drink.
• Do not accept an opened drink from anyone – even water.
• Do not set your drink down or leave it unattended.
• When you go to the bathroom, take your drink with you or leave it with a friend whom you trust with your life.
• If you choose to drink, drink responsibly. Much of the crime that happens on college campuses, especially sexual assault/abuse, includes the involvement of alcohol.
• Be cautious how much personal information you place on social networking web sites.
• Do not prop open residence hall entrance doors.
• Do not allow non-residents entry to residence halls.
• If you see an unescorted non-resident in a hall, notify your RA, Residence Life Professional Staff, and Public Safety.
**PLAN TO BE SAFE**

In addition to being aware of your surroundings, active advanced planning can enhance your overall safety and minimize risk – PLAN TO BE SAFE. PLAN TO BE SAFE is an active process that anticipates potentially harmful situations and prepares your response to such events. For example, if you plan on attending an off-campus social gathering, think through what could happen and establish your individual tolerances and response strategy.

- If there is alcohol present, are you going to drink?
- If you decide to drink, will you drink beer only, hard liquor or both?
- What is your individual tolerance for alcohol?
- When does your decision making become impaired?
- How will you protect yourself from date-rape drugs?
- What if someone starts smoking marijuana, are you OK with that?
- What if someone starts using harder drugs such as cocaine or heroin?
- What if a fire breaks out? (Fire is a leading cause of death and serious injury among college students each year.)
- What if an argument starts, becomes physical and/or a weapon is introduced into the fight?

The same type of planning can help to prevent harmful occurrences in dating situations. Establish your limits beforehand and **FULLY COMMUNICATE THEM TO YOUR DATE/PARTNER.**

- Are you going to a residence hall room, an apartment or a Greek chapter house?
- What is your limit for physical contact?
- What if there is an attempt to remove your clothing?
- If you are staying the night, will you be sleeping in the same bed?

What are your individual limits and tolerance? What is your plan when those limits are surpassed? How do you get yourself out of that situation? Be aware of your surroundings and interrupt changing conditions when a situation is moving in a direction that goes beyond your established limits or tolerances. At a party, if your limit is no marijuana and someone lights up, it is time to leave, or in a dating situation, if your date initiates physical contact beyond your limits, tell them to stop and remove yourself from the date. Pre-planning and establishing your limits and tolerances and response beforehand makes it much easier to effectively respond and reduces individual risk.

**PLAN TO BE SAFE** also includes thinking through what you would do in an unexpected violent event. Although you may receive direction from an official authority, specific actions and steps you take remain your individual responsibility.
Below are phrases you may receive from an official authority and what they mean:

- **Shelter-in-place**: If safe to do so, stay where you are as safely as possible. Use when conditions outside of your location may be more dangerous than staying in place.

- **Reverse Evacuation**: If safe to do so, moving inside as quickly and safely as possible. Use when conditions inside are safer than conditions outside.

- **Evacuation**: If safe to do so, move outside to a safer place as quickly and safely as possible. Use when conditions outside or in another structure are safer than conditions inside.

**UNIVERSITY STRATEGIES TO REDUCE THE RISK OF CRIME**

- Our residence halls are locked at all times. Access to residence halls is by card swipe and restricted key. Doors on residence halls that have card swipe access are shown on a campus map available at the security web site www.millikin.edu/publicsafety.

- Resident Assistants receive training in crisis management and crime prevention. This information is shared with residents throughout the academic year in floor meetings, one-on-one conversations, and opportunistic reminders.

- Resident Assistants conduct periodic life safety walk-through rounds on their floor(s).

- Floor meetings are conducted at the beginning of the semester, and as needed with crime prevention discussed in detail. Students are encouraged to be responsible for their own safety.

- Academic buildings are locked at 7 PM daily and on weekends. After hours access is through card swipe. Card swipe locations for each academic building is noted on a campus map at the security web site www.millikin.edu/publicsafety.

- Public Safety officers conduct walk-through patrols of academic buildings.

- A network of emergency blue light phones are located throughout the campus area.

- Safe Rides/Safe Walks are available from dusk to dawn for students and staff traveling to and from University owned or affiliated property. Call 3826 from any campus phone to arrange a Safe Ride/Safe Walk.
Employees are provided crime prevention information as part of their new employee orientation. They are encouraged to review the crime prevention information on the web site. Each year all employees receive a copy of the Clery disclosure report via the web or hardcopy.

MISSING STUDENT POLICY

In compliance with the Higher Education Opportunity Act of 2008, students living in any on-campus housing facility, defined as all University residence halls and Millikin East & West apartments, will be given the option of registering a confidential contact person. This confidential contact option allows all residential students to identify a significant other, close friend, roommate, or other person who may have more information about their day-to-day whereabouts than their standard emergency contact. Attempts will be made to contact the confidential contact if the student becomes missing. The accuracy of this information, like all emergency contact information, is the responsibility of each student. Your emergency and confidential contact information can be updated at any time through your myMillikin web portal.

Reports of a missing student can be made to the Department of Public Safety, or a professional staff member in Student Development (which includes The Dean of Students, Office of Residence Life and Office of Inclusion and Student Engagement). If a student, residing in an on-campus student housing facility is missing for more than 24-hours, or immediately if circumstances warrant, Public Safety will be notified and initiate an immediate investigation. The Decatur Police Department will be contacted and a missing person report will be made. Millikin Public Safety and Student Development will assist Decatur Police in their investigation to include providing information on a registered confidential contact.

If the missing student is less than 18 years of age, and not emancipated, the parents or guardians must be notified.

Providing Information

Students and employees are encouraged to visit the Public Safety web site at www.millikin.edu/publicsafety and review crime prevention and safety tips.

In addition to this document, the University provides other ways the campus community is informed about criminal activity on or around the campus area.
DAILY CRIME LOG

The Department of Public Safety, located in Walker Hall, first floor, north end, maintains a daily crime log. This log lists, by date reported, all crimes that are reported to Public Safety. The logs are updated each business day and available for viewing 24 hours a day.

EMERGENCY NOTIFICATION

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, an Emergency Notification Alert will be issued without delay.

Police or Security Officers from the Department of Public Safety shall confirm the immediate threat and notify a member of the senior security command staff. The senior command staff, consisting of the Director of Public Safety, Assistant Director of Public Safety or the Security and Parking Coordinator, shall determine the content of the message and initiate the notification. The Director of Marketing, Media & Public Relations Coordinator and Dean of Student Development are also authorized to issue emergency notifications.

Emergency notifications will be issued by use of Send Word Now (a free electronic messaging service that sends messages to personal cell phones and email), campus email, campus desktop alerts, and when possible interruption of programming on the campus radio station WJMU, 89.5 FM. [Send Word Now is tested once each semester.] You are encouraged to enter 217-464-8888 as a contact for Public Safety in your cell phone. SWN messages will come from Public Safety.

ALL MEMBERS OF THE CAMPUS COMMUNITY ARE STRONGLY ENCOURAGED TO REGISTER THEIR PERSONAL ELECTRONIC DEVICES THROUGH SEND WORD NOW TO RECEIVE EMERGENCY NOTIFICATION INFORMATION.

To sign up for Send Word Now, go to the Millikin Public Safety website, www.millikin.edu/publicsafety/Pages/SendWordNow.aspx. The instructions to register your device(s) are located at the bottom of the page. If you have questions, contact Public Safety at 217.464.8888.

The emergency notification message will be updated to provide adequate follow-up information including continuing steps taken to respond to the emergency and an “all-clear” when the emergency no longer poses a threat.

Millikin University has an Emergency Preparedness Plan (EPP). Campus residential building emergency evacuation plans are tested once each semester by unannounced drills. If building occupants do not evacuate in a timely manner, the test is repeated.
TIMELY WARNING

In the event of certain serious criminal acts that represent a serious or continuing threat to students and employees, a timely warning may be posted to campus email, myMillikin bulletin board message, or through information flyers posted around campus. These warnings alert the campus community of continuing threats especially concerning safety, thereby enabling community members to make informed decisions and protect themselves.

SEX OFFENDER INFORMATION

The State of Illinois has a sex offender registration act. Convicted sex offenders are required to register in the jurisdiction where they live. Registered sex offenders, their address, and other identifying information can be viewed on the Illinois State Police web page at www.isp.state.il.us/sor.

The University complies with the Campus Sex Crimes Prevention Act. Information provided by the State of Illinois concerning registered sex offenders who are enrolled or employed at Millikin University may be obtained from the Macon County Sheriff’s office, 333 S. Franklin Street, Decatur, Illinois 62523 or from the Illinois State Police web site at www.isp.state.il.us/sor.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is located in Walker Hall, first floor, north end. The department operates 24 hours a day, seven days a week. It is a combination department comprised of both, sworn police officers and non-sworn security officers/dispatchers. The Millikin University Police Department was established by the Board of Trustees in May 2013 in accordance with the Illinois Private College Campus Police Act (110 ILCS/1020). As outlined by that (act 1)* Millikin University Police Officers have full peace officer authority and arrest powers, including the ability to enforce city ordinances, county ordinances, traffic laws (on public ways contiguous to university property), and state statutes.

A dispatcher is always in the dispatch center and can be reached by calling 217-464-8888 (8888 campus phone), or through one of the “blue light”

(act 1)* “Members of the campus police department shall have the powers of municipal peace officers and county sheriffs, including the power to make arrests under the circumstances prescribed in Section 107-2 of the Code of Criminal Procedure of 1963, as amended, for violations of state statutes or municipal or county ordinances, including the ability to regulate and control traffic on the public way contiguous to the college or university property, for the protection of students, employees, visitors and their property, and the property branches, and interests of the college or university, in the county where the college or university is located.”
The dispatcher monitors a variety of campus alarm systems, the access control system, and local/national media for weather and crisis information.

The Public Safety Department is responsible for a wide variety of functions on campus, including both foot and motorized patrols, access control, crisis response, parking enforcement, risk management, and various life safety checks. During patrols, both Police and Security Officers are establishing a presence to deter criminal activity, conducting life safety checks, and proactively engaging our community members. Public Safety staff members attend regular training on procedures, investigations, report writing, crisis management, first aid and CPR/AED.

The Department of Public Safety works closely with state and local emergency authorities to ensure as safe an environmental as possible. Local law enforcement routinely tracks and provides information on criminal activity in the area contiguous to the University, and at off-campus locations known to be utilized by student organizations. In the event of a crisis or dangerous situation, local law enforcement will contact Public Safety who will alert the campus community to the situation. Millikin University is located within the corporate limits of the City of Decatur. As such, the Decatur Police Department (DPD) has concurrent jurisdiction with the Millikin University Police to provide police services and protection to the campus community. The Department of Public Safety does have an established Memorandum of Understanding with the Decatur Police Department.

The Department of Public Safety continually evaluates campus concerns related to safety and security. Input is received from our Safety Committee, ad hoc committees, Student Development, student organizations, and at large community members. The campus is subject to insurance consultant audits and inspections by the Decatur Fire Department. The Director or Assistant Director of Public Safety reviews all safety related incidents to evaluate operating policies and procedures.

WHERE TO REPORT CRIME, SUSPICIOUS ACTIVITY & OTHER EMERGENCIES AND WHAT THE UNIVERSITY WILL DO

Call Public Safety: 217-464-8888 or 6388
Call the Decatur Police Department, Ambulance or Fire Department: 911 or 7-911 (campus phone)
Utilize a blue light emergency phone
Students and staff are strongly encouraged to promptly report all crimes, suspicious activity and other emergencies to the Department of Public Safety, local police, ambulance service or fire department. Reports may be made to the University's Department of Public Safety by utilizing a blue light emergency phone or dialing 6388 or 8888 from a campus phone or courtesy phone. Reports also may be made in person at Public Safety in Walker Hall. Local law enforcement, the ambulance service or fire department may be reached by calling 911 or 7-911 (campus phone). Public Safety or professional staff from Student Development will assist students in contacting the Decatur Police Department or other sworn law enforcement, if needed.

Emergency blue light phones are strategically located throughout campus. Pressing the red button automatically calls Public Safety and activates a blue flashing light atop the device to help attract the attention of security patrols and passersby.

A Security or Police Officer will respond to your location, investigate the situation, file an incident report (if applicable) and assist you with any other needs you may have as a result. Dispatch and phone logs are maintained to record activity and incidents reported to Public Safety. Each business day an administrator from Public Safety reviews all investigations, reports, dispatch and phone logs.

RISK THREAT ASSESSMENT TEAM
You may also report any concerns you have regarding potential campus violence to any member of the Campus Risk Threat Assessment Team.

Those members are:
- Director or Assistant Director Public Safety 217-464-8888
- Dean of Student Development 217-424-6395
- Director of Residence Life 217-362-6410
- Director or Assistant Director of Human Resources 217-362-6416
- University Counseling Services 217-424-6360

Reports can be made confidentially and/or anonymously. To facilitate this, the campus has a conduct hotline that can be reached at 866-943-5787.

CONFIDENTIAL REPORTING OF CRIME
Voluntary confidential reports of crime may be made to a University Counselor, Dean or Director of Student Development, Director or Assistant Director of Public Safety, Health Services Coordinator, or the Director of Human Resources. Upon receipt of a voluntary confidential report of a crime, the Director or Assistant Director of Public Safety will be informed of the fact base without identifying the victim. The Director or Assistant Director of Public Safety will evaluate the facts for inclusion in the annual report. University counselors are encouraged, when they deem it appropriate, to inform the person they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
IF YOU ARE A VICTIM OF...

A THEFT OR ASSAULT - Contact Public Safety: 6388 or 8888
When your call is received, an officer will be dispatched to investigate the matter, file a University incident report, help you file a police report (it is the victim’s prerogative to file a police report), assist you in contacting a professional representative from Student Development or get medical attention if needed.

Victims should be cognizant of potential evidence. Take precautions to guard evidence from destruction or being altered.

Counseling services are available to employees and students who are victims of crime, including sexual assault. Employees seeking such assistance can contact Human Resources or utilize the University’s Employee Assistance Program. Students seeking assistance should contact Student Development (6395) or University Counseling (6360).

DOMESTIC VIOLENCE
Millikin University recognizes that domestic violence is an area of concern that can impact our students, faculty, staff, and visitors. Domestic violence is a crime. Anyone who is the victim of domestic violence, on or off campus, is encouraged to contact Public Safety or their local police department for assistance. If a faculty, staff, and/or student member or our community has an order of protection on file, Public Safety requests they be provided a copy. If a Millikin University faculty, staff, or student community member has been the victim of domestic violence, the University has resources to assist them. Human Resources, Student Development and Public Safety are available to provide assistance. Assistance can include but are not limited to:

- Reassignment of office or residential space
- Class flexibility
- Counseling accommodations
- Medical Attention
- Other security precautions

Other resources available to our community members include:
DOVE INC (Domestic Violence Support Group):
217-428-6616 (office) 217-423-2238 (hotline)
Macon County States Attorney’s Office (Victim Services):
217-424-1400

Millikin University is completely supportive of the Illinois Victims’ Economic Security and Safety Act (VESSA) which calls for employers to
provide reasonable support and accommodation to employees affected by domestic violence. For more information see the employee handbook or contact Human Resources (217-362-6416). Millikin University asks any faculty, staff, or student member of our community that has an Order of Protection on file in any jurisdiction to file a copy of that order with the Public Safety Department.

**SEXUAL MISCONDUCT**

Millikin University is a community of trust whose existence depends on strict adherence to standards of conduct set by its members. Sexual misconduct, assault and abuse are serious violations of these standards and are expressly prohibited by the University.

Millikin will pursue appropriate disciplinary action against employees or students guilty of sexual misconduct. Employees found responsible for sexual misconduct face disciplinary action including termination. Students found responsible face sanctions that include a student conduct warning, student conduct probation, student conduct suspension, expulsion, or other sanctions such as relocation of residence, rescheduling of academic courses, suspension of privileges to participate in University sponsored activity, suspension of privileges to use certain facilities, or suspension of rights to represent the University.

**SEXUAL ASSAULT/SEXUAL ABUSE**

If you are sexually assaulted/sexually abused, you have several options for reporting the offense.

**Department of Public Safety: 6388 or 8888**

Officers from the department are available 24 hours a day, seven days a week for quick response. If Police are not available, Security Officers will stand by with the reporting party, support them and serve as a conduit to make contact with Student Development, police, emergency medical services or victim support agencies. University Police Officers will investigate the matter, file an incident report and, if requested by the reporting party, initiate a formal criminal investigation (NOTE: All University Police Officers receive ongoing training on the handling of sexual assault investigations). It should be noted that Millikin University Police will request Decatur Police assistance in handling any formal criminal investigation of a reported sexual assault.

**Millikin University Student Development: 6395**

They will provide you information on alternatives for dealing with the sexual assault/sexual abuse including medical treatment, contacting the Growing Strong Sexual Assault Center, reporting to Decatur Police Department, contacting the Macon County State’s Attorney’s Victim-
Witness Program, and University procedures. A student has the right to request that the sexual misconduct complaint be handled confidentially by University staff or through the University by filing a complaint with the Dean of Student Development, Room 121 LRTUC or the Director or Assistant Director of Public Safety, first floor, Walker Hall.

**Growing Strong Sexual Assault Center: 428-0770**
Growing Strong Sexual Assault Center is a non-profit agency in Decatur that serves as a resource and support agency for sexual assault survivors. They will meet with you wherever you may be and, if appropriate, provide you with transportation to the hospital. They will discuss your options and act as an advocate for you with the University, hospital staff, police or State’s Attorney’s office.

**Decatur Police Department: 424-2711**
The Decatur Police Department will access the facts of the situation and make a determination if a criminal investigation is warranted. They can also provide information on orders of protection.

**Macon County State’s Attorney’s Office, Victim-Witness Program: 424-1418**
This program can provide assistance in a variety of ways, including offering referrals to emergency assistance, answering questions about the legal process, giving information on protection from threats/harassment, and helping with victim impact statements, to name just a few. Staff members will also assist in obtaining orders of protection, when necessary.

**Seeking Medical Attention and Support:**
Students who have been sexually assaulted are strongly encouraged to seek medical treatment immediately at the emergency room of Decatur Memorial Hospital or St. Mary’s Hospital. The hospital staff will contact the Growing Strong Sexual Assault Center (see above) and a Growing Strong survivor advocate will meet the survivor at the hospital. The Decatur Police Department may also be called. Since sexual assault is a serious crime, medical staff will identify and preserve evidence of the assault.

Before a survivor seeks medical assistance, the following precautions are advised:
- Do not bathe or douche.
- Try not to urinate.
- If oral contact occurred, do not eat, drink, smoke or brush your teeth.
- If you change your clothes, place the clothes worn during the assault in a paper bag (plastic destroys evidence).
Since it is very important to check for internal or other injuries and sexually transmitted diseases, survivors who choose not to go to the emergency room are strongly encouraged to seek medical attention from University Health Services (corner of Wood and Fairview) or a private physician.

The survivor and any individuals there to provide support must take precautions to protect evidence from destruction or becoming altered. If the survivor decides at a later time to initiate formal proceedings, the evidence may be available to assist in prosecution.

**University Response and Resources**

Millikin University is committed to assisting survivors of sexual misconduct and gender based violence recover from this trauma. Student Development, Public Safety, and Human Resources work together to assist survivors.

Survivors have the right to have their academic and/or living situations changed following an alleged sexual assault. The Dean or Professional Staff of Student Development, Director or Assistant Director of Public Safety can assist students with changing their academic or living situations.

Students seeking counseling can contact Health Services or the Office of Student Development. Employees seeking counseling are encouraged to utilize the Employee Assistance Program (EAP) for these services. Victims seeking counseling services related to sex offenses may contact the Growing Strong Sexual Assault Center, University Counseling Center staff or Millikin’s Office of Student Development.

In addition to any potential criminal investigation, a University investigation into any alleged interpersonal violence, including sexual assault, may lead to a student conduct hearing. It is University policy that in this hearing; both the accuser and the accused are entitled to the same opportunities to include:

- Having an advocate present during a student conduct proceeding
- Being informed simultaneously (in writing) of the outcome of any institutional student conduct proceeding that is brought alleging an interpersonal offense (including sexual assault/abuse). This does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).
Student Development does have a detailed process for hearings and appeals as they relate to sexual misconduct allegations. Students found responsible for a violation, or victims involved in cases of sexual misconduct, may request an appeal of the decision made by a student conduct officer or conduct board. An appeal must be made in writing and must fit within the following areas to be considered: New Information of a Substantive Nature, Substantive Procedural Error, or Substantive Disproportionate Sanctions. Full details of this student conduct process can be found here: www.millikin.edu/Handbook/Pages/UniversityJudicialSystem.aspx

For full details regarding the institutional student conduct and/or employee conduct process please see the Student or Employee handbook.

**Title IX resources and information:**

Millikin University is committed to fully complying with all Title IX requirements. All employees receive annual awareness training as it pertains to Title IX. Areas with specific responsibilities for investigation and adjudication of Title IX complaints have additional trainings.

Student Development Investigators and Hearing Officers participate in annual training regarding sexual misconduct, gender-based violence, Title IX compliance, and victim services.

Millikin University Police Officers are trained annually in investigations and procedures related to sexual misconduct, gender based violence, and other Title IX/VAWA/Clery Act concerns. It should be noted that formal criminal investigations of sexual violence are typically turned over to the Decatur Police Department for investigation. Millikin University Police will assist Decatur Police and other University departments conducting the internal investigation and review of this conduct.

Human Resources staff also participate in annual training regarding sexual misconduct, gender based violence, and Title IX compliance. Human Resources also ensures positions with particular Title IX concerns (e.g.; Athletics) are adequately trained to understand these responsibilities.
Title IX Coordinator
Diane Lane
Director of Human Resources/Title IX Coordinator
1184 West Main Street, Shilling Hall, Room 212
Phone: 217.362.6416
dlane@millikin.edu

The Title IX Coordinator is authorized to designate Deputy Title IX Coordinators to investigate discrimination and harassment complaints as deemed appropriate.

Title IX Deputy Coordinators
For students:
Raphaella Prange
Dean, Student Development
Richard Treat University Center, Room 121
Phone: 217.424.6395
rpalmer@millikin.edu

For faculty, staff, visitors, or others:
Tammy Maxwell
Asst. Director, Human Resources
Shilling Hall, Room 212
Phone: 217.362.6416
tmaxwell@millikin.edu

MILLIKIN’S VIOLENCE PREVENTION PROGRAMS:

Students:
All incoming first year students attend a variety of “first week” programs that focus on handling interpersonal conflict and mediation.

• The Men and Women’s Summit is used to address gender specific concerns and strategies for avoidance and intervention.
• Understanding Your Risk is focused on educating through information, prevention, and available resources available to prevent all manner of harm on campus.
• Off Campus students also attend similar programs that are focused on reminding them of resources available to them in the community and within the University.

In addition to these “First Week” programs, Millikin University offers a variety of ongoing education programming regarding general safety issues, Title IX/VAWA concerns, and resource availability reminders
through the following:
• Social media and information poster campaigns focused on crime prevention
• Social media and information poster campaigns focused on Title IX awareness and University contact points related to Title IX concerns
• Inclusion of Title IX specific topics within the Women’s History Month programming

Employees:
All new employees attend a full day of orientation with training on the Millikin University resources and policies regarding violence prevention. This training includes:
• Explanation of the policies governing violence in the workplace
• Explanation of the policies governing interpersonal relationships within the workplace and higher education environment
• Risk Threat Assessment Team awareness and resource explanation
• Availability and procedure for activation the Employee Assistance Program
• The availability of resources and specific contact points for concerns related to violence in the workplace, student conduct issues, and other concerns.
• Ongoing social media and information poster campaigns regarding violence prevention and available resources.

MILLIKIN’S ALCOHOL AND DRUG POLICY

Students
Possession or consumption of alcoholic beverages in any public place on campus or affiliated property is prohibited. Millikin students 21 years of age and older may possess and consume alcoholic beverages in the privacy of their individual rooms in accordance with state law. Possession of beer and wine is permitted only in cans or bottles. Use of kegs is not permitted on campus or affiliated property. Violations are subject to the University’s judicial procedures. Students under the age of 21 who possess or consume alcohol also violate state law and are subject to arrest and prosecution.

Intoxication is not an excuse for inappropriate behavior. Disorderly or inappropriate conduct resulting from excessive use of alcohol is a serious offense, which subjects offenders to student conduct action. Possession, distribution, or use of a narcotic, hallucinogenic drug, or a controlled substance, in either the refined or crude form, is prohibited.
except under the direction of a licensed physician. Students violating the University's drug policy face discipline through the University's judicial procedures. Students possessing, using, manufacturing or distributing illegal drugs also violate state law and are subject to arrest and prosecution. Drug and alcohol abuse programs are conducted throughout the year for students by personnel in the Office of Student Development, by student organizations, and by the Department of Public Safety.

**Employees**

1. The use or possession of alcoholic beverages or drugs not prescribed by a doctor is forbidden in the work areas of the University. Employees presenting themselves for duty under the influence of or in possession of alcohol or drugs are subject to immediate dismissal and referral to appropriate authorities.

2. Millikin believes that alcoholism, drug addiction and emotional disturbance are illnesses and should be treated as such, and that the majority of employees who develop alcoholism, other drug addiction or emotional illness can be helped to recover. The University will offer assistance by referral to the appropriate agency.

3. The decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the employee and any such decision to seek treatment will not be detrimental to job security. Supervisors and managers are not professionally qualified to diagnose alcoholism, drug addiction or other illness. Any referrals by them are to be based strictly on unsatisfactory job performance.

4. Any employee convicted under a criminal drug statute must report that conviction to his or her immediate supervisor within five days of the conviction. The supervisor must immediately report the conviction to the Director of Human Resources. Failure to report such conviction may result in immediate discharge. The conviction will be reviewed and disciplinary action may be taken in accordance with policies outlined in the faculty-administration and staff handbooks.

All information related to the diagnosis and treatment of alcoholism and other drug addiction or emotional illness is handled with greatest confidentiality.
MILLIKIN’S DRUG AND ALCOHOL TREATMENT AND PREVENTION PROGRAMS

Students
All incoming students to Millikin University receive a systematic orientation on managing risk. A core component of this orientation focuses on specifically managing alcohol related problems and incidents. Students are made aware of the University resources available to them in regards to prevention and treatment of alcohol issues and concerns.

Greek chapters participate in the Five Star Chapter Program. This program is designed to improve management, success, and image of the fraternity and sorority chapters at Millikin University. One of the key areas of chapter management is education and social programming that includes alcohol and drug programming including promoting non-alcoholic events.

OTHER DRUG AND ALCOHOL TREATMENT AND PREVENTION PROGRAMS INCLUDE:

**National Collegiate Alcohol Awareness Week:** This is celebrated nationwide during the third week in October. Programming and publicity campaigns highlight the week that ends with a candlelight vigil. The programming and publicity focuses on alternatives to alcohol use and abuse.

**Safe Spring Break:** A publicity campaign is launched prior to spring break. The campaign focuses on possible spring break problems and risks. Social Norming Campaign: A program to provide students with factual information about how much alcohol their peers really consume. Most college students greatly overestimate or have false perceptions regarding the amount of alcohol consumed by their peers.

**Social Norming Campaign:** The University participates in the CORE Alcohol and Drug Survey every 2 calendar years. The data from this survey is used to promote positive social norms concerning responsible use of alcohol.

**Employees**
Employees are offered a confidential Employee Assistance Program. This program includes a substance abuse professional services component. Supervisors receive training in identifying the troubled employee, intervening, and referring. Employees are made aware of the EAP services during the new employee orientation.
CRIME STATISTICS

Definitions of the crimes reported are in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program.

Murder/Non negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through negligence.

Sex Offenses:
(a) Forcible sex offense * “Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent”.

(b) Nonforcible sex offenses are acts of “unlawful, nonforcible sexual intercourse” including incest and statutory rape.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm such as apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. An unsuccessful attempt to commit murder would be classified as an aggravated assault. Note that it is not necessary that an injury result from an aggravated assault when a gun, knife, or other weapon is used which could, and probably would, result in serious personal injury if the crime was successfully completed.

Burglary (Breaking and Entering): The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense. Thus, a burglary offense will be considered to have occurred for reporting purposes so long as the entry is unlawful, i.e., it constitutes a trespass (even if it was accomplished via an unlocked door or window). Included within this offense are unsuccessful attempts where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
Domestic Violence: Felony or misdemeanor crimes of physical abuse, harassment, intimidation of a dependent, interference with personal liberty, or willful deprivation committed by a family or household member as defined in ILCS 725 5/112A-3.

Dating Violence: Felony or misdemeanor crimes of physical abuse, harassment, interference with personal liberty, or willful deprivation committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. This relationship status is determined by a variety of factors including length of perceived relationship, nature/type of relationship, and the frequency of interaction between the involved parties.

Stalking: Engaging in a course of conduct directed at a specific person that would: Cause a reasonable person to fear for his or her safety or the safety of others; and/or suffer substantial emotional distress.

Under 740 ILCS 21/10, “course of conduct” is described as two or more acts. “Emotional Distress” is defined as significant mental suffering, anxiety, or alarm.

Hate Crimes: Includes any of the above crimes and larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (G), ethnicity (E), or disability (D).

Reportable crimes that are reported as hate crimes in the above charts are coded in the Hate Crimes column. (Example: a “RA” in the aggravated assault row under the hate crime column means one (1) case of aggravated assault that was a hate crime based on race (RA) in this calendar year.) Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud.

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 actual physical attack.

Destruction/Damage/Vandalism of Property: 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.
## YEARLY CRIME STATS 2012

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### YEARLY CRIME STATS 2014

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* Those not arrested for liquor, drug or illegal weapon violations but who are referred for campus disciplinary action. A referral for campus disciplinary action for violations of University alcohol, drug or weapon policies does not mean that a violation of law has occurred.
**Hate Crime -** Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E) or Disability (D). National Origin (NO), Reportable crimes which are reported as hate crimes in the above chart are coded in the hate crimes column. (Ex: 1- RA in the aggravated assault row under the hate crimes column means one (1) case of aggravated assault in this calendar year that was a hate crime based on the race). **Crimes are only reported once.**

**Geographic locations defined:**

**Campus:**
1. 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’s educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in number one above, that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor). (The Woods)

**Non-campus building or property:**
1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. 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, in frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** Streets, sidewalks & parking facilities within or adjacent to and accessible from the campus.

**For the purposes of reporting statistics, offenses must distinguish according to where they occur as categorized above.**
PART TWO

Annual First Safety Support

Fire safety is another important component of your overall safety plan – PLAN TO ESCAPE. Plan to Escape – Knowledge, Awareness and Preparation - get down, stay low, feel the door for heat and know two ways to get out. Each Residence Hall room has an emergency evacuation plan posted in the room. The emergency evacuation plan has a map of the floor with two exits and information for evacuating during a fire and what to do during severe weather.

As with Plan to be Safe, Plan to Escape is proactive planning to minimize you are victimized by a fire event. More fire safety information is available at www.millikin.edu/security.

The Annual Fire Safety Report contains information on policies and procedures regarding fires, what to do if there is a fire, evacuation information, residence hall information and fire prevention information.

IF THERE IS A FIRE EVACUATE THE BUILDING AND CALL THE DECATUR FIRE DEPARTMENT AT:
On-campus phone: 7-911
Off-campus: 911
or 217.424.2711

YOU MAY ALSO CALL MILLIKIN PUBLIC SAFETY AT:
EXT: 8888 OR 217.464.8888
WHO TO REPORT THAT A FIRE HAS OCCURRED?

Public Safety (24 hours a day – 7 days a week)
217.464.8888
Ext. 8888 from a campus phone

Dean of Student Development
217.424.6395
Ext. 6395 from a campus phone

Director of Public Safety
217.464.8888
Ext. 8888 from a campus phone

Assistant Director of Public Safety
217.464.8888
Ext. 8888 from a campus phone

FIRE DRILLS IN RESIDENCE HALLS

Each semester a mandatory unannounced fire drill is conducted for each residence hall. The fire drill is conducted by the Department of Public Safety in conjunction with a representative from Residence Life. The fire drills are conducted to familiarize students and visitors with the visible and audible warning from the activated fire alarm and to use the primary routes available in the building. All students are required to meet by floor at a location outside the building.

FIRE EDUCATION

Fire Safety is a mandatory agenda item for residence hall floor safety meetings.

Following the fire drill a critique is completed to let students know what was done correctly and what needs improvement. Fire safety information and what to do during an actual fire is also discussed.

The Department of Public Safety maintains fire safety and proper use of fire extinguisher brochures. All Resident Assistants are trained in fire safety including hands-on fire extinguisher training.
EVACUATIONS

Never assume a fire alarm is a drill, always take an alarm seriously. Evacuation is mandatory when the fire alarm sounds. Individuals need to remain calm and quickly evacuate the building. Any student who does not evacuate the building may face student conduct action. Students, faculty, staff, and visitors are not allowed to re-enter the building until told to do so by emergency responders or a representative from Public Safety.

EVACUATION PROCEDURES

IN THE EVENT OF A FIRE:

Get down and stay low

Feel the door before opening

If the door is hot, this might indicate a fire outside your door.

1. Stay in the room and place clothing, towels, bed sheets or other similar objects at the base of the door to minimize smoke entering the room.
2. Stand at the inside of an exterior window remain inside the room, so that responding fire fighters can see you.
3. Call 7-911 and report your situation to the emergency communications dispatcher. If circumstances allow also call Public Safety at 217.464.8888 and report the room number where you are at (if you are uncertain of the room number, provide as close a description as possible).

If the door is not hot. Open the door carefully and check for smoke in the hallway.

If there is significant smoke
stay in your room follow the directions in #1 above.

If there is little or no smoke
exit your room and proceed to the nearest stairwell.

Remain calm and use handrails while proceeding down the stairwells.
RESIDENCE HALL POLICIES & PROCEDURES

Draperies and Window Coverings
For fire safety only University-provided window treatments are to be used. You may not decorate your room with your own personal draperies.

Electrical Appliances
To minimize potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. The following appliances may only be used if they have an automatic shut off: irons and coffeemakers. Room-size refrigerators can be no larger than 3 cubic feet and use no more than 1.5 amps. Microwaves are NOT permitted unless they are part of a micro fridge unit. Space heaters, sun lamps, halogen lamps, lava lamps, electric blankets, air conditioners, popcorn poppers, halogen lamps, grills, or appliances with an exposed heating element, are prohibited. Power strips with an automatic circuit breaker are the only extension cords permitted.

Open flame and explosives
- No candles allowed, even for decorative purposes. Candles will be confiscated.
- No open flames (e.g., candles, kerosene lamps) or any incendiary devices will be permitted in the residence halls. The burning of incense is not allowed in any residence hall room or public area.
- The storage or use of flammable liquids or substances is strictly prohibited in the residence halls.
- The possession or use of firearms, fireworks, other explosive materials, or weapons in any University owned housing unit is strictly prohibited by University policy and state law. BB, pellet, soft air, and paint guns are prohibited.
- Motorcycle engines, fuel tanks, and other motorized vehicles may not be stored or repaired within residence halls.

Additional fire safety policies
- All living and storage rooms will be maintained in such a manner as to allow a wide, uncluttered pathway. Nothing may be stored in the hallway.
- The use of multi-outlet plugs or power strips in the residence halls is acceptable only if the equipment has a built-in circuit breaker.
- Live trees will not be permitted in the residence halls. Small plants are acceptable.
- In order to ensure compliance, Residence Life Staff may check student rooms at any time.
• In the event of a violation of the above guidelines, student conduct action will be taken.

The use of a fire extinguisher or other fire protection equipment for other than its intended purpose will automatically result in a $50 fine, plus the cost of recharging or replacing the extinguisher. You will also be referred for judicial and possible legal action.

**Holiday Decoration Safety Regulations**

• Only artificial trees shall be permitted in student rooms, lounges, apartments, and food service areas. No lights are to be used on aluminum trees.
• Only UL-approved or UL-listed electrical light sets may be used for decoration. The power line must not pass through the doorway or window frame to an outlet.
• Trees or decorations are not to be placed in any corridor or area, which might obstruct an exit.
• All decorations used on the inside of any University building must be flameproof or made of a material that is flame retardant.
• No open flames are permitted.
• At no time will hallway or exit lights be painted or covered.

**Smoking**

Millikin University’s residence halls are smoke free. This means no smoking in any public area or residence hall room. In addition, smoking is prohibited within 25 feet of any entrance/exit area of any residence hall. Students found in violation of this policy are subject to a $50 fine per offense.
STUDENT CONDUCT ACTIONS IN RESIDENCE HALLS

Level I
Tampering with Safety Devices (fire extinguisher, smoke detector)
Automatic $50 fine and discipline session with resident assistant (RA).

Level II
Failure to comply with fire drills or other safety directions of University Staff
Automatic $50 fine and discipline session with RA.

Level III
Pulling Fire Alarm
Automatic $500 fine and discipline session with professional staff.

ON-CAMPUS STUDENT HOUSING FIRE

<table>
<thead>
<tr>
<th>Residence</th>
<th>Address</th>
<th>Fire Alarm System</th>
<th>Sprinkler</th>
<th>Fire Extinguishers</th>
<th>Smoke Detectors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aston</td>
<td>170 N. Arrival Circle</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Blackburn</td>
<td>130 N. Arrival Circle</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Dolson</td>
<td>210 N. Oakland</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hessler</td>
<td>1085 W. Kirkland</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>New Hall 2</td>
<td>1177 W. Main</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>New Hall 3</td>
<td>1212 W. Wood</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>New Hall 4</td>
<td>1188 W. Wood</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mills</td>
<td>255 N. Oakland Ave.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Millikin East</td>
<td>1371 W. Main</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Millikin West</td>
<td>1375 W. Main</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Walker</td>
<td>150 N. Arrival Circle</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WECK</td>
<td>1211 W. Main</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>The Woods at Millikin*</td>
<td>1135 W. Wood</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* This information is provided as a courtesy to potential users of the Woods. As of February, 2012, The Woods is no longer classified as a campus residential facility under the Clery Act. Residence Halls with forced air furnaces have carbon monoxide detectors in them.
The following buildings have forced air furnaces:

1. WECK Hall
2. New Hall 2
3. New Hall 3
4. New Hall 4
5. Millikin East
6. Millikin West

The following charts provided fire statistics for each University on-campus housing facility. Data for 2011, 2012, and 2013 is also provided for The Woods at Millikin. Although The Woods at Millikin is privately owned, the data is provided to assist students and their families in making an informed choice.
<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address</th>
<th>Year</th>
<th>Cause of fire</th>
<th>Number injuries</th>
<th>Number deaths</th>
<th>Value Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aston Hall</td>
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<td>Mills Hall</td>
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<td>Microwave (Food Fire)</td>
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<td>Accidental and/or unknown</td>
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<td>$0-25.00 (cup burned)</td>
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</table>
## NUMBER OF FIRES - ON CAMPUS HOUSING FACILITIES

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address</th>
<th>Year</th>
<th>Cause of fire</th>
<th>Number injuries</th>
<th>Number deaths</th>
<th>Value Property Damage</th>
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</thead>
<tbody>
<tr>
<td>Aston Hall</td>
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<tr>
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## NUMBER OF FIRES - ON CAMPUS HOUSING FACILITIES

<table>
<thead>
<tr>
<th>Name of Facility</th>
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<th>Year</th>
<th>Cause of fire</th>
<th>Number injuries</th>
<th>Number deaths</th>
<th>Value Property Damage</th>
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</thead>
<tbody>
<tr>
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