



# WILKES UNIVERSITY

Mesa, Arizona Branch  
Annual Security and Fire Safety Report  
Calendar Year Jan. 1, 2015 - Dec. 31, 2015

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Mesa Center for Higher Education  
245 West 2nd St., Mesa, AZ 85201 | 1-800-WILKES-U



## LETTER FROM THE DIRECTOR OF PUBLIC SAFETY



The Department of Public Safety and the Mesa Police Department work collaboratively at Wilkes University to bring safety and security awareness to the forefront of your daily activities because a safe and secure environment requires a commitment from all community members at all times.

Consistent with our mission, vision, and strategy, we are committed to promoting involvement in all aspects of campus safety. Students, faculty, staff, guests and visitors have the right to expect our campus to be a safe environment for them to live, learn, teach and work.

We ask that you commit to the significant responsibility that you share for your personal safety and the safety of those around you by finding time to review the crime prevention and crime awareness information contained in our Annual Security and Fire Safety Report.

On behalf of the entire Public Safety team, we thank you for making a difference.

Chief Christopher J. Jagoe  
Director  
Department of Public Safety

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**IMPORTANT PHONE NUMBERS**

**EMERGENCY: CALL 911**

**What is a 911 emergency?**

It’s any situation that requires an immediate police, fire, or medical response to preserve life or property. These can include:

- an assault or immediate danger of assault
- someone choking
- a crime in progress
- a drowning
- a fight
- a fire
- a serious injury or illness
- a situation involving weapons

**Non-emergencies**

Mesa Police Dept. ....(480) 644-2211  
 Mesa Fire Dispatch .....(480) 644-2400

**Local Hospitals**

Banner Desert Medical .....(480) 412-3000  
 Banner Baywood Medical.....(480) 321-2000  
 Banner Heart Hospital .....(480) 854-5000

**Victim Services**

Victim Assistance Program..... 480) 644-4075  
 After Hours:..... (480) 644-2211  
 AZ Sexual Assault Network ..... (602) 258-1195

**Main Campus Offices**

Department of Public Safety: .....(570) 408-4999  
 Title IX Coordinator .....(570) 408-3842  
 Health & Wellness Services .....(570) 408-4730  
 Human Resources .....(570) 408-4631  
 Student Affairs .....(570) 408-4100  
 Risk & Compliance.....(570) 408-4554  
 Resident Life .....(570) 408-4350  
 Admissions .....(570) 408-4400

**Other Resources**

National Domestic Violence Hotline .....(800) 799-7233  
 Women’s Resource Center .....(800) 257-5765

## VAWA and CAMPUS SaVE REQUIREMENTS

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Included in the bill was what is known as the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of **sexual assault, domestic violence, dating violence, and stalking**. Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security & Fire Safety Reports.

Under section 304(b) of VAWA, the changes made by the new law “take effect with respect to the annual security report . . . prepared by an institution of higher education one calendar year after the date of enactment” of VAWA. Thus, the first Annual Security Report that must include the new required information is the report that must be issued by each institution by October 1st. This report would include crime statistics from calendar years 2013, 2014, and 2015. These crime statistics are also reported to the Department of Education through the web-based data collection by October 1, 2016.

## TITLE IX

In incidents where someone is the victim of sex discrimination, sexual harassment or sexual violence, victims and third parties should contact Wilkes University’s Title IX Coordinator or a deputy coordinator:

### Title IX Coordinator

Ms. Samantha Phillips  
10 East South Street  
Wilkes-Barre, PA 18766  
Phone: (570) 408-3842  
samantha.phillips@wilkes.edu

### Deputy Title IX Coordinator

Philip J. Ruthkosky, Ph.D.  
Associate Dean of Student Affairs  
Office of Student Affairs  
2nd Floor Passan Hall  
Wilkes-Barre, PA 18766  
Phone: (570) 408-4108  
philip.ruthkosky@wilkes.edu

### Deputy Title IX Coordinator

Mr. Joseph Housenick  
Chief Human Resources Officer  
Human Resources Office  
10 East South Street  
Wilkes-Barre, PA 18766  
Phone: (570) 408-4631  
joseph.housenick@wilkes.edu

## PREPARATION AND DISCLOSURE OF CRIME STATISTICS

The Department of Public Safety, located in Wilkes-Barre, PA, prepares, publishes, and distributes this annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”). The information contained in this publication is compiled in cooperation with the Department of Public Safety, the Executive Director of Wilkes-Mesa, AZ, the Offices of Student Affairs, Residence Life, Facilities Services, Human Resources, Risk & Compliance, the Office of Title IX, Campus Security Authorities, and the Mesa Police Department.

In addition to Federal and State compliance, this report serves several other purposes:

- Shows how the University reports, investigates and handles crime and fire emergency situations on or near University property;
- Advises the University community of the many University resources that are available to assist in emergencies;
- Provides tips to mitigate threats to the safety of the University community;
- Provides other safety and security information to the University community so that informed decisions may be made.

## NOTICE OF ANNUAL REPORT

Each year the Department of Public Safety sends an e-mail notification to all current students, faculty, and staff providing an electronic copy of the report along with a web link to access the report. Upon request, prospective students and employees may obtain a written paper copy of the report at:

- The Mesa Center for Higher Education  
245 W. Second Street, Mesa, AZ
- The Department of Public Safety  
148 South Main Street, Wilkes-Barre, PA

Prospective students receive information about the Clery Act via an email notification regarding the submission of an application to the University. The notice is sent to the email address provided on the prospective students’ application.

Prospective and new employees are notified about the Clery Act via the Wilkes University Human Resources jobs website: <http://wilkesuniversitycareers.applicantpro.com/jobs/>. A notification statement and link to this report is available at the bottom of the page.

The current Annual Security and Fire Safety Report available on the Department of Public Safety website: <http://www.wilkes.edu/campus-life/safety-security/annual-security-and-fire-safety-report.aspx>. You may also request a copy mailed to you by calling (570) 408-4999.

## BUILDING SECURITY AND ACCESS POLICY

Wilkes University does not maintain its own police force or security department at the Mesa Center for Higher Education. Wilkes Mesa relies upon local police departments and sheriff’s offices for law enforcement.

During normal business hours (8:30am to 4:30pm), the Mesa Center for Higher Education will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all university facilities is by key, if issued, limited access card swipe, or by admittance via the on-site administrative staff. In the case of periods of extended closing, only those with prior written approval will be admitted into the facility.

Emergencies may necessitate changes or alterations to posted schedules. Areas that are revealed as problematic have security surveys conducted of them by members of the on-site administrative staff. Recommended improvements to help ensure the campus environment is as free of risk as possible, will be submitted to the University’s Administration for consideration.

The Department of Public Safety in Wilkes-Barre, PA, acts as a resource for administration and community in the Mesa Center for Higher Education.

## MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT AUTHORITIES

The staff at the Mesa Center for Education works closely with the Mesa Police Department and Fire Departments. All emergencies, crime, fires, and suspicious activity are immediately reported to 911. While there is no written Memorandum of Understanding, the administrative staff

at the Mesa Center for Education have established strong contacts with the local police department who respond to all emergencies at the center.

## CRIME RATES AND STATISTICS

The Clery Act (20 U.S.C. § 1092(f)) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The Clery Act requires that the following “Clery crimes” be reported:

- Murder
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests & Referrals
- Illegal Weapons Possession
- Drug Law Violations
- Liquor Law Violations
- Domestic violence
- Dating violence
- Stalking
- Hate Crimes

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed above, and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, gender identity or national origin of the victim. Hate Crimes are any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

The statistics presented on the following pages are provided in compliance under federal law with the specific time periods, classifications, geographic categories, and arrest data. (Please note that incidents shown in the On-Campus Residential category are also counted in the statistics shown in the Campus category).

**Geography Definitions from the Clery Act**

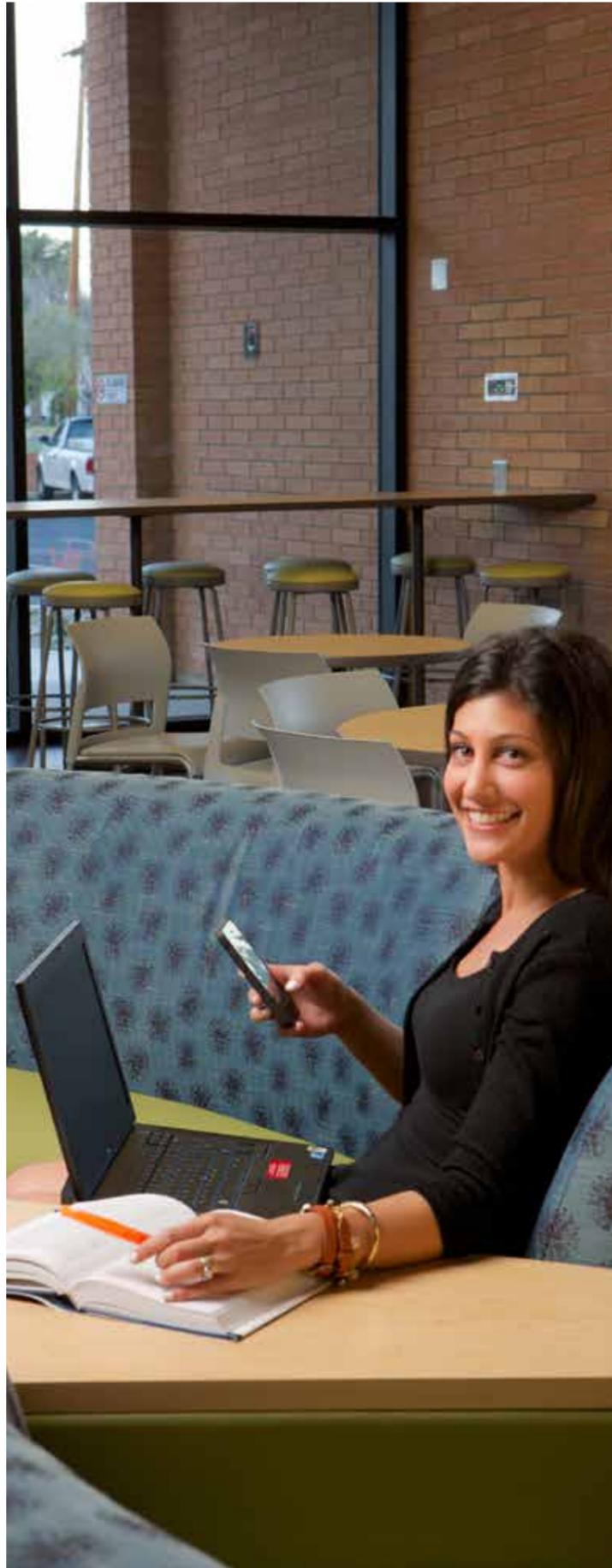
**Campus** – “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution and is owned by the institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor.”

**On-Campus Residential** – a sub-category of Campus that reflects the number of on-campus incidents that occur “in dormitories or other residential facilities for students on campus.”

*There are no on-campus residence halls at Wilkes University in Mesa, AZ.*

**Non-Campus** – “any building or property owned or controlled by a student organization recognized by the institution; and any building or property, other than a branch campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the institution.”

**Public Property** – “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”



**CRIME SUMMARY AND STATISTICS: MESA, ARIZONA BRANCH CAMPUS**

*January 1, 2015 through December 31, 2015*

Incidents shown in the On-Campus Residential category are also included in the statistics shown in the On-Campus category.

CRIME CLASSIFICATION	CAMPUS			ON-CAMPUS RESIDENTIAL			NON-CAMPUS			PUBLIC PROPERTY		
	2015	2014*	2013*	2015	2014*	2013*	2015	2014*	2013*	2015	2014*	2013*
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Forcible</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Incest	0	0		0	0		0	0		0	0	
Statutory Rape	0	0		0	0		0	0		0	0	
<b>Total Non-forcible</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offense</b>												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>												
Liquor-Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug-Related Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>												
Liquor-Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug-Related Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes**

2015 There were no reportable hate crimes.  
 2014 There were no reportable hate crimes.  
 2013 There were no reportable hate crimes.

\*Statistics for 2013 and 2014 were included in the Wilkes-Barre campuses annual reports.

## SECURITY AWARENESS, CRIME PREVENTION AND EDUCATION

Wilkes University provides a number of services and programs to the campus community to ensure the safety and security of our campus affiliates. Our services strive to emphasize proactive measures in order to minimize the need for reactive responses. We must all take responsibility for our own safety and the safety of others. Promptly and accurately reporting any and all criminal acts, dangerous situations and suspicious behaviors greatly assists in the provision of a safe campus community.

Security Awareness Programs are sponsored by various University groups (including, but not limited to, the Department of Public Safety, the University Health Services Office, the Office of Residence Life, and Student Development) throughout the academic year, and targeted towards the entire campus community (students, faculty, and staff).

The Campus Advisory Reporting Extension or "C.A.R.E." is a program designed to allow students to phone in anonymous information regarding safety and security concerns (e.g. potentially dangerous situations, suspected criminal activity, etc.) both on campus and in the community. If making the report dial (570) 408-CARE (2273). All calls will be fielded by a digital answering machine, which will not be able to identify the incoming caller's extension or phone number. Each message received will be handled by the Department of Public Safety in Wilkes-Barre, PA. Additionally, each message will be logged and given its due attention and follow-up.

## REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES ON CAMPUS

Wilkes University encourages accurate and prompt reporting of all crimes to the appropriate police agencies when the victim of a crime elects to, or is unable to, make such a report. Primary responsibility for responding to such reports rests with local police jurisdictions and a designated individual at each campus. Please report crimes at specific campuses to the local police and University Campus Safety Authorities identified in this report. In any emergency, call 911.

Whether you are a victim or a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the Mesa Police Department.

- Emergencies: call 911
- Non-emergencies: call (570) 408-4999

## WHISTLEBLOWER PROTECTION AND ANTI-RETALIATION

In accordance with the Higher Education Opportunity Act (Public Law 110-315) enacted into law August 14th, 2008, Wilkes University establishes safeguards and protections for "whistleblowers" by prohibiting any retaliatory action against any individuals that "witness or suspect violations of laws, regulations, policies, procedures and/or standards". The University also prohibits any form of retaliation against whistleblowers, including but not limited to threats, verbal or physical abuse, harassment or any adverse employment, academic or educational consequence.

Whistleblower reports are handled with sensitivity and discretion, and will be treated confidentially to the extent allowed by the circumstances and the law. Normally, the University will only share information related to the report on a need to know basis for the purpose of conducting a thorough and effective investigation.

## RESPONSE TO CALLS

A dispatcher is available 24 hours a day to answer your call. In response to a call, Public Safety will take the required action: dispatching a Public Safety Officer, contacting Wilkes-Barre Police, or asking the victim to report to the Department of Public Safety to file an incident report. All Public Safety incident reports involving University students are forwarded to the Offices of Student Affairs and Residence Life for review and potential action by the University Judicial Council.

Wilkes University community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in a timely manner. Crimes should be reported to the Department of Public Safety, the Office of Student Affairs, or the Office of Residence Life to ensure inclusion in the annual crime statistics, and to aid in providing timely warning notices to the community, when appropriate.

## CAMPUS SECURITY AUTHORITIES (CSA)

A Campus Security Authority (CSA) is an individual who is an official of the institution that has significant responsibility for student and campus activities, including but not limited to:

- Student Housing
- Student Discipline
- Campus Judicial Proceedings
- Directors of Athletics and team coaches
- Faculty Advisor to a student group
- Dean of Students overseeing Student Housing, a Student Center or student extracurricular activities
- Student Resident Assistant (RA) or a Graduate Assistant (RD) who monitors access to resident halls
- Physicians in the Health Services Center

The following individuals are identified as CSAs in the Mesa branch:

Executive Director, Mesa Branch	(570) 408-4716
Director of Enrollment, Mesa	(480) 878-4314
Student Admissions Counselor, Mesa	(480) 878-4335
Assistant Director, Mesa	(480) 878-4407
Student Admission Counselor, Mesa	(480) 878-4401

### What is the role of a CSA?

CSAs are required to report all crimes reported to them, on a timely basis, to the Department of Public Safety. However, under the Clery Act, CSAs are only obligated to report Clery Act qualifying crimes which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the University. If the reported crime is made in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then the crime is Clery reportable. CSAs should only report those crimes that have not been previously reported to the Department of Public Safety or another University CSA. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students in particular, may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

### Who is not a CSA?

The following non-CSA positions / functions include but are not limited to: faculty member without responsibility for student and campus activity beyond the classroom; physicians/nurses in Student Health and Wellness who only provide care for students; clerical or administrative support staff; cafeteria staff; facilities maintenance staff; information technology staff, licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions.

In accordance with the Clery Act regulations, Campus "Professional Counselors", when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Campus Counseling is a part of the Health and Wellness Services, and provides on-campus, confidential assessment and counseling for Wilkes University students that are experiencing personal problems. The counselors are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.



## ACCURATE AND PROMPT CRIME REPORTING

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the local law enforcement in a timely and accurate manner. Clery crimes must also be reported to the Department of Public Safety, Wilkes-Barre.

Crimes reported to the Department of Public Safety will be included within the annual crime statistics (if they occurred within the university's defined Clery boundaries) and may be used to aid in the provision of timely warnings or safety advisories to the university community.

Crimes reported to the Department of Public Safety that fall outside the department's jurisdiction will be referred to the appropriate law enforcement entity.

## VOLUNTARY, CONFIDENTIAL REPORTING

Wilkes University encourages all members of the University Community to report crime to the Department of Public Safety, even when the victim of such crime



elects or is unable to make a report. You may wish to remain anonymous by not releasing your name, or not desiring to pursue action through the University judicial board or crime justice system. With your request, the Department of Public Safety will file a report on the details of the incident without revealing your identity. The purpose of this confidential report is to respect your desire to keep the incident confidential, while taking steps to ensure the safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and included in the Annual Security Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases. Anonymous reports may be filed by calling (570) 408-CARE (2273) or by using the Anonymous Incident Report form online at <http://www.wilkes.edu/campus-life/safety-security/anonymous-incident-report.aspx>.

## MONITORING CRIMINAL ACTIVITY AT OFF-CAMPUS LOCATIONS

When a Wilkes student is involved in an off-campus offense, the Mesa Police Department should be notified by calling 911. Wilkes University does not operate off-campus student housing or off-campus student organization facilities in Mesa, AZ. In general, prospective students, employees and visitors to Wilkes, Mesa should know that, as with any community, criminal activity occasionally occurs both on- and off-campus, and it is important to take reasonable precautions at all times.

## CAMPUS SECURITY POLICIES & PROCEDURES

All policies and procedures in this report are maintained in the Undergraduate and Graduate Student Handbooks. The Student Handbook is designed to provide Wilkes students with an overview of the University — its people, programs, policies, and procedures. The Handbook and other University publications provide significant information all students should know, and students are responsible for the information and regulations outlined within. The Student Handbook is published by the Office of Student Affairs, Wilkes-Barre, PA.

## Timely Warnings

In order to aid in the prevention of similar crimes, the Director of Public Safety (or designee) will develop and issue timely warning notices. The purpose of the notice is to inform members of the community about crimes that have occurred on campus, on non-campus property, or on public property where it is determined that the incident may pose a serious or ongoing threat to members of the University community.

Timely warnings are issued through the Wilkes Alert System, the university email system, and posted on the MyWilkes portal under "Urgent News." Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post an electronic text message notification via the e2Campus Alert System, providing the university community with more immediate SMS notifications. In such instances, a copy of the notice may also be posted on each residence hall and all main access points to campus academic and office buildings. The University will post and continually update information on the MyWilkes portal.

Anyone with information warranting a timely warning should report the circumstances to the Public Safety Office, by phone (570) 408-4999 or to the Executive Director in the Mesa Center for Higher Education.

## Emergency Notifications

Wilkes University maintains an emergency notification system that allows the University to quickly notify the campus community of critical information during an emergency. This system will be used only for emergency communication and not for general information or advertisements.

Wilkes University's Department of Public Safety has overall responsibility for alerting the appropriate parties of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University community. Once an emergency has been confirmed by the Department of Public Safety, and it is deemed necessary to warn the university community of an impending threat or emergency situation, the Department of Public Safety shall do so without undue delay through the emergency notification process. Based on the initial report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, the Director of Public Safety (or designee) quickly evaluates the situation to determine if an alert is warranted, then develops the content of the notification message and determines the appropriate segment or segments of the campus community who will receive the notification. The content of the alert will be developed using the most current and confirmed information about the incident. In situations where an imminent threat is present, the Director of Public Safety (or designee) has the ability and authority to issue an alert without further consultation with any other University official.

In an effort to provide for the rapid transmission of critical information in the event of an emergency, the University utilizes e2campus™ to send text messages to each registered phone. Current students, faculty and staff must register a cell phone number that has a texting plan enabled. Cell phone numbers and other personal information will not be shared with anyone.

When an e2campus™ emergency notification is sent, the University uses its website to provide current and continuous updates acting as a central reference point for accurate information. This method is useful for those both on and off-campus.

E2campus™ is not activated if in the professional judgment of the responsible authorities such a notification would compromise efforts to resolve the emergency. Once it is determined to send the notification, the proper message is selected from several pre-scripted messages and sent to the appropriate audience. A notification can only be sent by one of several dispatchers who are trained by the Department of Public Safety.

Should the need occur to notify the City of Mesa and the surrounding neighborhoods of an emergency at the University, the Office of Marketing and Communication will be responsible for sharing this information with appropriate city officials and neighborhoods.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

University regulations have consistently supported and recognized the concerns expressed in recent legislation regarding Drug Free Campuses and workplaces. Alcohol abuse and the use of illicit substances and drugs constitute obvious hazards to health, safety, and well-being and destroy one's ability to function in a productive and contributory fashion. Policies have been developed and adopted by the University that strictly prohibit the use, possession and/or supplying of illicit substances not only on our property, but in the larger community as well.

This program serves to further Wilkes University's mission by fostering an environment that encourages lifelong learning; enhances personal growth and provides support for each individual's overall health and well-being. Members of our campus community are responsible for their own actions and expected to respect the rights of others to participate freely in all university activities. In the spirit of individual and shared responsibility, the University has adopted the following policies and practices to help shape healthy and informed decision making and maintain a caring and supportive learning environment.

## **ALCOHOLIC BEVERAGE POLICY**

The goals of the Wilkes University Alcoholic Beverage Policy include protection of health and safety of students, the preservation of an environment conducive to scholarship, as well as positive social interaction, the protection of personal and University property, and the prevention of abusive behaviors related to alcohol consumption.

The possession, sale or the furnishing of alcohol on the University campus is governed by the University Alcoholic Beverage Policy and Arizona state liquor laws. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Arizona Department of Liquor Licenses and Control. The University cooperates fully with law enforcement agencies in support of these regulations.

Wilkes University does not encourage the use of alcoholic beverages by students. The University respects the rights of individuals who are 21 years old who decide to use alcoholic beverages, but is greatly concerned about

the misuse and abuse of alcohol. Students of legal age who choose to drink must drink responsibly. Arizona State law (A.R.S. § 4-241.) prohibits the consumption, possession or purchase of alcohol by anyone under the age of 21. It is also unlawful to sell, furnish or provide alcohol to a person under the age of 21.

Violators of University alcohol/drug policies or State law are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

## **ILLCIT DRUGS POLICY**

Wilkes University is opposed to the use of any illicit substances. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Additionally, any misuse and/or abuse of prescription or over-the-counter medications will not be tolerated. Any drugs, or drug combination (legal or illegal), deemed by the University to be detrimental to the health and safety of community members are not allowed on campus. This would include, but is not limited to: synthetic cannabinoids (synthetic marijuana), mephedrone (street name "bath salts"), and party powders. Possession of drug paraphernalia is also illegal, particularly when there is evidence of drug use. Students who are charged with possession, use, transfer, or sale of these substances will be subject to disciplinary action that may result in penalty charges, suspension, or dismissal from the University independent of any external legal action.

Wilkes University is committed to maintaining a drug free workplace and regularly informs all employees about policies and available assistance with respect to drug and alcohol issues. Additionally, the Office of Human Resources co-sponsors an annual health fair open to all employees where dozens of community resources are available to raise awareness regarding a myriad of issues. Finally, staff and faculty are welcome to attend and participate in all student sponsored drug and alcohol programs and most extra-curricular activities.

## **SUBSTANCE ABUSE EDUCATION PROGRAMS**

MyStudentBody.com is a comprehensive approach to reducing the risk of drug and alcohol abuse and sexual violence among college students. MyStudentBody.com engages students and parents in effective, evidence-based prevention and gives administrators the data to target, evaluate, and strengthen prevention initiatives. Every incoming, first year student is required to complete the MyStudentBody.com program within the allotted timeframe. An email is sent to each student at the beginning of the school year with directions to participate. Failure to successfully complete the program will result in a \$100 penalty charge and required participation in a Choices alcohol education class.

Employees are required to adhere to the University's Drug-Free Workplace Policy which strictly prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of drugs by its employees in the workplace. Those who violate these policies may be subject to disciplinary procedures or may be required to participate in alcohol or other drug rehabilitation programs. In support of this policy, the University has available through the Employee Assistance Program (EAP) and the Counseling Center, therapeutic education and referrals to appropriate therapy programs dealing with drug abuse. The Human Resources department, as well as individual departments, will refer faculty and staff to the EAP or the Counseling Center. Student employees will be referred to the Counseling Center. The EAP or Counseling Center will make referrals for treatment as appropriate. An employee may be given the opportunity to choose between corrective action, which may include termination or professional intervention, diagnosis, and/or treatment.

Wilkes University and the Employee Assistance Program offer information on drug abuse assistance programs, individual counseling and referrals, and periodic educational programs on the dangers of drug abuse and managing drug related problems. Further information regarding these programs and services can be obtained from the EAP by calling (570) 823-5144, or contacting Health and Wellness Services which has extensive resource materials and which sponsors many educational seminars, lectures and other events which are designed to increase drug and alcohol awareness among members of the University community.

## **MISSING STUDENT NOTIFICATION AND PROCEDURES**

Wilkes University has no security department or police force at the Mesa, AZ branch. All missing student reports must be referred immediately to the local law enforcement agency that has jurisdiction in the area:

Mesa Police Department (480) 644-2211

Wilkes University will ensure:

- The listed missing person emergency contact, if registered, is contacted within 24 hours by Wilkes, a representative of the Office of Student Affairs, and is made aware of the missing student's status.
- If the student is under 18 years of age and not emancipated, Wilkes will notify the custodial parent or legal guardian and any other designated contact within 24 hours of the student being determined missing.

## **FIREARMS AND DANGEROUS WEAPONS POLICY**

The possession or use of firearms, deadly weapons, or explosives or explosive substances on University property by unauthorized persons is strictly forbidden. CO2 and spring-propelled guns are also prohibited.

Those who have a permit to carry a concealed firearm may not bring the firearm on campus or to University-sponsored events held off campus. Only authorized law enforcement personnel may possess a firearm while on University property.

## **SEXUAL MISCONDUCT**

Sexual misconduct in any form is prohibited by and will not be tolerated at Wilkes University. By University policy, sexual misconduct includes sexual assault, dating violence, domestic violence and stalking, as those terms are defined by applicable federal and state law. These acts constitute the deepest affront to University standards and will not be tolerated in any form. The University has in place: programs to educate the campus community regarding prevention and issues surrounding sexual misconduct; training programs for staff and faculty to provide student victims with direction for assistance; conduct policies and procedures to adjudicate cases involving sexual misconduct; and, most importantly, support systems for victims. In order



to make the Sexual Misconduct Policy understandable, definitions specific to the policy are listed below. These terms are not mutually exclusive.

**Rape** — A person commits rape when that person penetrates the vagina or anus of another individual with any body part or object without consent, or makes oral penetration with a sex organ without consent.

**Acquaintance Rape or Date Rape** — A rape (as defined above) imposed upon a victim by someone he or she knows.

**Sexual Harassment** — Any unwelcome sexual advances (verbal or physical), requests for sexual favors or other verbal or physical conduct of a sexual nature are considered sexual harassment when: submitting to or participating in the conduct is either explicitly or implicitly a term or condition of an individual's employment or educational achievement; or the conduct interferes with or is intended to interfere with academic or work performance; or if the conduct creates an intimidating, hostile or offensive educational or work

environment. A single instance of sexual misconduct may be sufficiently severe to create a hostile learning environment.

**Sexual Misconduct** — Includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, partner violence, stalking and any other behavior of a sexual nature that is non-consensual and used for the purpose of coercing, intimidating or threatening another person. Sexual misconduct can occur between people of the opposite sex or people of the same sex.

**Sexual Assault** — A person commits sexual assault when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent. Additionally, for the purpose of this policy, sexual assault includes the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks), or using force to cause a person to touch his or her own or another person's intimate parts.

**Consent** — Words or actions that demonstrate an affirmative and voluntary agreement to engage in a sexual activity. Consenting persons act freely and demonstrate a knowledge and understanding that they are engaging in a sexual activity.

- No response or lack of a response is NOT sufficient to be considered consent.
- An individual's failure to protest or resist is NOT considered consent.
- A current or previous sexual relationship is NOT sufficient to constitute consent.
- An individual who is incapacitated (see definition provided below) CANNOT give consent.
- An individual who says yes to a sexual activity due to coercion or intimidation is NOT considered to have given consent.

Assent does not constitute consent if such assent is given by a person because of youth, mental disease, or intoxication, and is unable to make a reasonable judgment concerning the nature or harmfulness of the activity. Behavior that does not constitute assault, yet which is deplorable to the University will also, upon report, result in disciplinary action against the perpetrator. For example, the attempt to obtain sexual favors through psychological coercion is behavior that may result in disciplinary action even though that behavior is not defined as sexual assault. Offenses such as unwanted touching or actions that a reasonable person would consider intimidating or offensive such as obscene phone calls and indecent exposure are also covered under policies governing sexual misconduct.

**Incapacitation** — The physical and/or mental inability for individuals to make rational, reasonable decisions because they lack the capacity to give knowing consent (see definition of consent provided above). Incapacitation is a state when an individual is under the influence of drugs or alcohol to the degree that judgment is significantly impaired.

**Sexual Violence** — Committing a physical sexual act against another person's will or where a person is incapable of giving consent. *Examples: rape, date rape, sexual assault, sexual battery, and sexual coercion.* Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

**Domestic Violence** — One or more of the following acts (including the attempt to commit one or more of the following acts) between family or household members, or protected persons\*:

- bodily injury, rape, or incest;
- putting a protected person in reasonable fear of immediate, serious bodily injury;
- false imprisonment;
- physical or sexual abuse of a child; and
- other actions that repeatedly put a protected person in reasonable fear of serious bodily injury, such as stalking or harassment.

\* "Household members" include individuals who live (or have lived) with the victim. But despite the term "household member," the victim doesn't actually need to reside in the same house as the abuser for the abuser to qualify as a "household member." *For example, a protected person could be a sibling who does not live with the victim as well as a former or current sexual partner that never lived with the victim.*

**Dating Violence** — Dating violence is controlling, abusive, and/or aggressive behavior in a romantic relationship typically used to exert power and control over a dating partner. This includes verbal, psychological/emotional, physical, or sexual abuse, or a combination. It may occur in person or electronically; in a gay or straight relationship; between a current or former dating partner. *Examples of controlling behavior include: attempts to control what you wear, where you are, whom you are with, and what you are doing. Verbal and emotional abuse may include: name calling, belittling, and threats. Aggressive physical or sexual abuse ranges from: slapping, kicking, or choking, to unwanted touching or kissing, forced sex or other sexual acts, and/or not allowing the use of birth control.*

**Stalking** — A course of conduct or repeatedly committed acts or communications toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place the other person in reasonable fear of bodily harm or causing substantial emotional distress. *Examples: unwelcome and persistent electronic message, phone calls, gifts, and other forms of observation.*

A comprehensive sexual misconduct policy for Wilkes University students and employees is published in the student handbook and available at: <http://www.wilkes.edu/undergraduatehandbook>.

## SEXUAL ASSAULT EDUCATIONAL AND PREVENTION PROGRAMS

Wilkes University is committed to the prevention of sexual misconduct through education and awareness. The following are prevention and training programs and campaigns that are currently offered, which includes programming intended to end sexual assault, dating violence, domestic violence, and stalking and address bystander intervention:

1. Training programs on how to recognize and appropriately report allegations of sexual harassment and sexual misconduct to those who may meet students in crisis situations or serve in an advisory or adjudicating capacity, such as resident assistants, Title IX officers, public safety officers, first-year student mentors, department supervisors, student affairs emergency on-call staff, and members of the student affairs council and judicial council.
2. All students and employees are provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both on-campus and in the community. The Dean of Student Life distributes an email to all students in the fall semester and to new students in the spring semester. The email contains a link to a video and written information covering the resources stated above, reporting, assistance, and prevention and awareness information including strategies to reduce one's risk of sexual assault, dating violence, domestic violence, and stalking. Human Resources provides a similar email distribution to all employees annually.
3. An online, health-education and self-assessment program administered to all incoming first-year students, which addresses their choices related to drugs and alcohol along with the connection between alcohol/drug use and sexual violence.
4. A sexual harassment and violence brochure disseminated annually to all first-year students.
5. A sexual harassment and violence resource guide disseminated annually to all faculty and staff.
6. An online training program distributed to all employees to ensure responsible employees know they are required to report sexual violence to the Title IX Coordinator and understand how to promptly and effectively respond to reports of sexual violence.
7. A Bystander Intervention program designed to provide students with the skills and confidence

to intervene safely and effectively when witness to situations where individuals may be at risk of dating violence, domestic violence, sexual assault or stalking. The mission of this peer-led program is to empower students to take on active leadership roles in addressing sexual assault, dating violence, domestic violence or stalking. Accordingly, a group of 20 upper-class students selected as peer trainers complete a comprehensive 6-hour training that educates them on recognizing situations when individuals are at risk and strategies to intervene safely and effectively. Following their preparation, peer trainers set out with the Deputy Title IX Coordinator to conduct separate interactive sessions with all 32 First-Year Foundations sections (thus reaching every freshmen student on campus). The main instructional tool used to spark dialogue surrounding the relevant issues is a video filmed on campus using resident assistants, peer mentors, theater students, and athletes as actors. The video, entitled "Colonels Don't Stand By", portrays the story of a freshmen who is at risk of assault. The peer trainers lead the freshmen in a spirited conversation about: 1) how to recognize warning signs that someone may be at risk; and 2) how different characters in the storyline could have intervened safely to alter the ending. The video was tailored to correspond to specific issues identified in a climate survey implemented in 2013 and 2014.

8. An emergency on-duty Student Affairs professional, 24 hours a day/7 days a week.
9. An emergency community notification system comprised of several communication methods including, text messaging, emails, printed fliers, and the Wilkes Portal.
10. An anonymous campus advisory extension (570-408-2273) to report information regarding safety and security concerns.
11. An after-hours counseling support line (570-408-CHAT) is available to provide a resource for students needing support when Health and Wellness Services is not open. This line is staffed with Masters-level and Doctoral-level counselors who are trained specifically in college student mental health. Support is available to students who may be experiencing any mental health issue as well as students who may be experiencing an emergency situation. During regular business hours (Monday through Friday, 8:30 a.m.-4:30 p.m.), students may schedule an appointment for counseling by calling (570) 408-

4730. Our hope is that this service will be complementary to counseling services presently available to students. We want to provide comfort and care for students by letting them know that despite their circumstances, support is always available.

### Making a Report of Sexual Misconduct

Reports of sexual misconduct, including dating violence, domestic violence, sexual assault and stalking are to be reported to the Department of Public Safety, the Office of Student Affairs or Human Resources. There is no time limit with regard to reporting; however, complainants are encouraged to proceed as quickly as possible. Evidence, witnesses, and even the accused may not be available after a period of time.

Reporting the incident to local law enforcement and campus authorities is up to the victim, but is strongly encouraged. If the victim requests, a University staff member will assist the victim in notifying law enforcement authorities. The victim may also choose to decline to notify law enforcement as well as campus authorities. If additional counseling services (beyond those identified below) are requested, the University will assist in identifying off-campus counseling or mental health services.

### Students

Reports of sexual misconduct may be reported to the Office of Student Affairs, the Title IX Coordinator, or the Department Public Safety. Students may contact:

Title IX Coordinator	(570) 408-3842
Department of Public Safety	(570) 408-4999
Dean of Students	(570) 408-4103
Director of Residence Life	(570) 408-4353
Health Services Center	(570) 408-4734

The Office of Student Affairs will also provide the alleged victim assistance in reporting the incident to the local police department (if desired). The Office of Student Affairs will work in conjunction with other University offices to provide counseling; accommodate necessary residence hall and class/work scheduling changes; and obtain the proper medical attention. Once the immediate necessities have been addressed, options available to the complainant with regard to University adjudication and criminal procedures will be explained.

### Employees

Allegations of sexual misconduct are to be reported to the Title IX Coordinator or the Chief Human Resource Officer.

Title IX Coordinator (570) 408-3842  
Chief Human Resource Officer (570) 408-4631

The Chief Human Resources Officer (or designee) will work in conjunction with other University offices to accommodate any necessary workplace changes. Once the immediate necessities have been addressed, options available to the complainant with regard to University adjudication and criminal procedures will be explained. If you wish to report a sexual assault and want to remain anonymous, you can call the CARE line (570) 408-2273.

### Procedures to Follow After a Rape, Sexual Assault or Other Sexual Misconduct

Wilkes University has effective systems in place to support a victim of rape, dating violence, domestic violence, sexual assault or stalking. Trained University personnel work closely with a victim to provide information about reporting and support services. If a victim chooses not to proceed with a disciplinary complaint or police report, and the University is aware of the allegation, the Title IX investigatory process will determine the appropriate steps to be taken in accordance with the University's Sexual Misconduct Policy while mindful of University's obligation to provide a safe and nondiscriminatory environment for all students, faculty and staff.

The following information provides steps to follow should sexual violence occur. The individual's physical well-being should be addressed as soon as possible, whether or not the individual wishes to make a formal report to the Department of Public Safety or local law enforcement.

1. Get the victim to a safe place as soon as possible.
2. Seek immediate medical attention. A medical provider can diagnose and treat the full extent of any injury or physical effect.
3. For life-threatening situations call 911.
4. For non-life-threatening situations contact the Department of Public Safety at (570) 408-4999 or the Student Affairs staff person on duty at (570) 362-8346.
5. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid

it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.

6. In cases of sexual assault, domestic violence, dating violence, and stalking, preserve evidence by saving text messages, instant messages, social networking pages, communications, pictures, or other documents, if any, that would be useful to police or investigators.
7. Preserving the above-mentioned evidence will assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a Protection From Abuse (PFA) order.

Victims will:

- Have their complaints taken seriously, subject to a full and prompt investigation as required by civil rights laws and University authorities, policy and procedures;
- Have access to legal assistance and representation as also allowed by the accused;
- Have cooperation from campus personnel in the collection of evidence;
- Have access to independently obtained counseling services;
- Be entitled to changes in academic and living environments; and
- Not be subject to pressure from University and/or police authorities.

## SUPPORT SERVICES AND RESOURCES

Anyone who is a victim of sexual assault, dating violence, domestic violence, and/or stalking at Wilkes University is encouraged to seek support and assistance and to report the incident. The Office of Student Affairs can provide students with information, support, assistance, and can arrange for a broad range of remedial and protective measures. The Office of Human Resources can provide employees with information, support, assistance, and can arrange for a broad range of remedial and protective measures. Victims may utilize the services of personnel in the University Counseling Center or services available in the Mesa Community such as:

Victim Assistance Program	(480) 644-4075
After Hours:	(480) 644-2211
Arizona Sexual Assault Network	(602) 258-1195



Designated university officials provide a written explanation to each victim reporting sexual misconduct including sexual assault, dating violence, domestic violence, and stalking. The handout includes information regarding the importance of preserving physical evidence, victim's rights and options, confidentiality, protection from retaliation, procedures about how and to whom the alleged offense should be reported, procedures for institutional disciplinary action, and other on and off campus resources.

Regardless of whether a victim chooses to report the crime to the Department of Public Safety or other law enforcement, or whether the offence occurred on or off campus, Wilkes University will assist victims of sexual assault, dating violence, domestic violence, and stalking by providing assistance and accommodations. A victim may be offered support services including, but are not limited to:

- Accompaniment to the hospital (if desired) by an on-duty Student Affairs professional.
- Assistance in reporting the incident to the local law enforcement (if desired).
- Assistance (in coordination with the Domestic Violence Service Center) with obtaining a Protection From Abuse order and/or an order pursuant to the Protection From Sexual Violence and Intimidation Act as issued through civil court proceedings (if desired).
- Accommodations to avoid contact with the alleged assailant.
  - A University "Stay Away Letter" can be issued upon request, which would require the alleged assailant to avoid any contact with the alleged victim. Wilkes University will respond to and comply with orders of protection, "no-contact" orders, restraining orders or similar lawful orders issued by criminal, civil or tribal court or by the institution itself.
  - A change in academic, transportation, working or living situations as appropriate.
- Protection from retaliation
  - Retaliation against a person who files a complaint or participates in an investigation is prohibited by University policy, and by state and federal law. Any retaliation should be immediately reported to the Office of Student Affairs.

- Access to a Title IX officer
  - The Title IX officers serve as impartial observers to assist students with any questions or concerns that they may have beginning from the time immediately following the alleged misconduct, through the investigation and to the outcome of hearings and appeals.
- Academic Support Services
  - Sexual assault, dating violence, domestic violence, and stalking may affect a students' academic progress. The University can provide ongoing support to students whose academic progress was disrupted.
- Changes to academic, living, transportation, and working situations, such as changing residence hall rooms, changing work offices/spaces, alternative transportation options, adjustment to course schedules, or a leave of absence.
  - Requests for such changes should be made to the Title IX Coordinator; Deputy Title IX Coordinator for Students; or Deputy Title IX Coordinator for Employees accordingly. This information is provided to students and employees in writing through resource guides (brochures) distributed via email.
- A full explanation of the investigation and adjudication process (including timelines, hearing procedures, and the appeals process).
- Access to ongoing information including criminal and University policy options as well as support and advice from campus and/or off campus counselors. (Please note that information shared with campus and off campus counselors is confidential; however, alleged sexual assault cases brought to the attention of the University through non-confidential sources must be investigated. Efforts will be made to honor confidentiality but cannot be guaranteed. See definition of confidentiality.)



## POSSIBLE PROTECTIVE MEASURES

Protective measures for victims may be available and put into place on an interim basis pending the final outcome of disciplinary procedures regarding sexual assault (which includes, but is not limited to, rape, domestic violence, dating violence, or stalking).

Any accommodations or protective measures provided to the victim will remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

University policies include the right of the alleged victim to freedom from encountering the alleged perpetrator in living and learning situations. The institution will change a victim's academic, living and transportation situation after an alleged sex offense if requested by the victim, or independent of such request, if the changes are reasonably available. The Dean of Student Affairs in discharging responsibilities for the health, safety and welfare of all students will make decisions relative to such cases.

Other interim measures offered by the University may include: University-imposed no contact orders as well as assistance in enforcement of court-issued Protective Orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the University. Escort services, emotional support, and interim suspension of the accused are also possible measures that can be taken (for students, interim suspension is subject to the applicable provisions of the Student Code of Conduct).

### Protective Orders

In Mesa, AZ there are two types of Protection Orders: an Order of Protection and an Injunction Against Harassment. Both types are initiated by filing a petition at the Mesa Municipal Court, 250 E 1st Avenue Mesa, AZ 85210. Court staff will provide the appropriate petition forms at no charge. The person filing the Petition is called the PLAINTIFF. The person against whom the order is requested is called the DEFENDANT. There is no fee to file a Petition for an Order of Protection or an Injunction Prohibiting Harassment. The Petition forms are filled out and given to the Court staff. The plaintiff will see the judge right after the Petition is filed.

If the judge grants the Petition and issues an Order of Protection or an Injunction Prohibiting Harassment, the Order will be effective when the defendant is served with a copy of the Order. There are fees to serve the defendant only for Injunctions Prohibiting Harassment when there was not a dating relationship between the parties. The judge may waive or defer these fees.

The Order must be served within one (1) year of issuance and is valid for one year from the date the defendant is served a copy of the Order.

### Order of Protection (ARS 13-3602)

There are specific criteria which must be met for an Order of Protection to be issued. For the judge to issue an order, there must be reasonable cause to believe the defendant has committed or may commit an act of domestic violence.

### Domestic Violence (ARS 13-3601)

*For Victim services:* Mesa Family Advocacy Center (480-644-4075)

An act of domestic violence includes:

- any act which is a dangerous crime against a child under fifteen
- recklessly endangering another person with a substantial risk of imminent death or physical injury.
- threatening or intimidating by word or conduct
- assault and aggravated assault
- custodial interference
- unlawful imprisonment
- kidnapping
- trespass in the first, second, or third degree
- criminal damage
- disorderly conduct
- harassment
- stalking
- interfering with judicial proceedings
- suspicious photographing, videotaping, filming or digitally recording
- use of telephone terrify, intimidate, threaten, harass, annoy or offend
- child or vulnerable adult abuse

### Relationship of the Parties

An Order of Protection is used for a "family" relationship between you and the Defendant. To obtain an Order of Protection one of the following must apply:

1. Married now or in the past.
2. Live together now or lived together in the past.
3. Parent of a child in common.
4. One of you is pregnant by the other.
5. You are a relative (parent, in-law, brother, sister, or grandparent).
6. Current or previous romantic or sexual relationship. Also, you must state how an act of domestic violence was threatened or committed against you within the last year.

If one of these six relationships do not apply to your circumstances then an Injunction Prohibiting Harassment may be appropriate.

### Third Party Request

If a person is either temporarily or permanently unable to personally request an order, a third party may make the request on behalf of the plaintiff.

### Where to file

Any person may file a Petition in any Justice Court, Municipal Court or Superior Court in the state. Court staff will provide assistance and provide the appropriate form for filing the Petition for an Order of Protection. There is no fee for the forms or for filing the Petition. If there is an action for maternity, paternity, annulment, legal separation or dissolution of marriage pending between the parties, The Petition must be filed in the Superior Court.

### Possible Orders

If the judge issues an Order of Protection, the judge may order:

- the defendant to not commit an act of domestic violence
- one party the use and exclusive possession of the parties' residence
- the defendant to not contact the plaintiff or other designated persons
- the defendant to not go near the residence, place of employment or school of the plaintiff or other designated person
- the defendant to not possess or purchase a firearm for the duration of the order
- relief necessary for the protection of the plaintiff and other designated persons

### Emergency Orders

If an emergency exists and an Order of Protection is required during hours the court is closed, contact the local police department.

### Injunction Against Harassment (ARS 12-1809)

There are specific criteria which must be met for an Injunction Against Harassment to be issued. For the judge to issue an order, there must be evidence of harassment during the past year or that irreparable harm to the plaintiff would result if the order is not issued.

### Definition of Harassment

Harassment is defined as: "a series of acts over any period of time that is directed at a specific person and that would cause a reasonable person to be seriously alarmed, annoyed or harassed and the conduct in fact seriously alarms, annoys and harasses the person and serves no legitimate purpose."

### Third Party

If a person is either temporarily or permanently unable to personally request an Injunction, a third party may make the request on behalf of the plaintiff.

*Injunction Against Workplace Harassment* is a civil order issued to protect employees at an employer's place of business. Only an employer or an authorized agent of an employer may file an injunction prohibiting workplace harassment.

### Where to file

Any person may file a petition in any Justice Court, Municipal Court or Superior Court in the state. Court staff will provide assistance and provide the appropriate form for filing the Petition for an Injunction Against Harassment. There is no fee for the forms or to file the Petition.

### Possible Orders

If the judge issues an Injunction Prohibiting Harassment, the judge may order:

- the defendant to not commit an act of harassment;
- the defendant to not contact the plaintiff or other designated persons;
- the defendant to not go near the residence, place of employment or school of the plaintiff or other designated persons;
- relief necessary for the protection of the plaintiff and other designated persons.



There is a fee to serve Injunctions Prohibiting Harassment when no dating relationship existed. The Court may waive or defer this fee.

### **Request a Hearing**

The defendant is entitled to request a hearing on the order.

Hearings are held within ten days of the request. If exclusive use of the home is included in the Order of Protection, the hearing will be held within five days of the request.

At the conclusion of the hearing, the judge will decide whether the order will remain in effect, be modified, or vacated.

### **Violation of the Order/Injunction**

A peace officer may arrest a person for disobeying or resisting an Order of Protection or an Injunction Prohibiting Harassment.

### **Forms for Protection Orders**

Court staff will provide the petition form free of charge at the Court, or you can download and print a copy below. The address and process server information sheets need to be completed in addition to the petition. All forms are included in the petition packet.

Students or employees may speak with the Mesa Police Department, the Department of Public Safety, the Title IX coordinator, the Office of Student Affairs, or Human Resources who can explain the process for seeking a protective order and can arrange for an escort to court house to initiate a petition seeking a protective order.

## **DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

Wilkes University will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wilkes University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Procedures for Investigating Sexual Assault, Dating Violence, Domestic Violence, and Stalking; Disciplinary Action, Possible Protective Measures, and Sanctions**

Wilkes University's disciplinary process provides a prompt, fair, and impartial investigation and resolution process. The proceedings are conducted by officials who receive training on issues related to sexual assault, domestic violence, dating violence, and stalking, and how to conduct an investigation and to ensure a process that protects the safety of victims and promotes accountability. All investigations and subsequent findings as applicable use the "preponderance of the evidence standard," which means whether it is more likely than not that the conduct occurred.

### **Students**

Sexual misconduct investigations are led by investigators who have been trained in sexual misconduct investigation and adjudication. The University reserves the right to proceed with the sexual misconduct investigation and adjudication independent of any criminal proceeding. Verdicts in criminal court are not determinative of the proceedings held by the University.

The University will make every reasonable effort to protect the confidentiality of the complainant; however, confidentiality may be compromised if it is determined that an investigation should move forward based on several factors including: the seriousness of the infraction; the complainant's age; whether there have been previous complaints about the respondent. Furthermore, the Office of Student Affairs will inform the complainant that the University's ability to respond will be limited when there is a request for the complaint to remain confidential. If the complainant does not wish to move forward with a formal Sexual Misconduct Proceeding and/or requests confidentiality, Title IX requires the University to investigate and take reasonable action in response to the information.

If the complainant decides to go forward with the complaint, and the professional staff member conducting the preliminary investigation determines there is cause to proceed (i.e. there is reasonable cause to believe the sexual misconduct policy has been violated), a formal investigation and hearing will be held. The formal resolution process will be utilized to determine whether the alleged sexual misconduct occurred and created a hostile environment, and to determine what actions the school will take to eliminate the hostile environment

and prevent its recurrence. The ultimate decision to move forward with a sexual misconduct hearing will be made after the investigator(s) has met with both the complainant and the respondent. The respondent will be promptly notified in writing of the charges and the decision to move forward with a formal investigation and hearing.

Both the respondent and complainant will be informed that each is allowed to be accompanied to all meetings, hearings, and interviews by an advisor of their choice. Advisors are allowed solely for the purpose of support and may not serve as representatives of the complainant or respondent. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them. All advisors are subject to the same campus rules.

All advisors are expected to adhere to the same following guidelines:

- Advisors are only present to guide their advisee, not to represent them, speak for them, or play an active role of any kind in the process.
- Advisors should therefore not address campus officials in a meeting, interview, or hearing, unless invited to.
- During the course of a hearing, advisors are not allowed to cross examine or actively engage in the discussion.
- Advisors are permitted to speak with their advisee as necessary, privately or during campus meetings to fully perform their advising role.
- Advisors will typically be given an opportunity to meet (or discuss) in advance of any interview or hearing with University Administrators. All questions regarding the Sexual Misconduct Process should be addressed to the University Title IX Coordinator or Deputy Title IX Coordinator.

Both the complainant and the respondent will be asked to provide a written summary of the event. Both parties will also have an equal opportunity to provide a list of witnesses, along with contact information for the witnesses. Once the lists have been received, the investigators will begin to interview witnesses.

The information gathered by the investigators through interviews and written statements will become part of the Investigative Report. The parties will receive copies of this report and have an equal opportunity to review

### **Effective Date of the Order/Injunction**

#### *When Is It Effective?*

The Order is effective only after a copy of the order has been served on the defendant.

#### *How Long Is It Effective?*

An Order expires, one year from the date the defendant is served with a copy of the order.

An Order must be served within one year from the date it is issued. If the order is not served within one year from the date the order is issued, the order expires and cannot be served.

#### *Modified Order*

If the original Order is modified, the Order as modified is effective upon service and expires one year from the date the original order was served.

#### *Service*

Information you provide on the process server information sheet is used by the person who is serving the defendant with a copy of the order.

Service of the Protection Order must be completed by a licensed process server or law enforcement agency. There is no charge by law enforcement agencies to serve Orders of Protection. There is no charge by law enforcement agencies to serve Injunctions Prohibiting Harassment when the Court has found that a dating relationship existed.

the draft report, to submit additional comments and information to the investigator, to identify any additional witnesses or physical evidence for the investigator to pursue, and to submit questions that they believe should be directed by the investigator to any witness.

Investigations will be completed within thirty (30) calendar days of the initial report of sexual misconduct, unless extenuating circumstances arise. These circumstances will be reviewed, documented, and any required extension of time will be approved by the Vice President of Student Affairs.

A final Investigative Report will be issued to both parties and the Administrative Committee on Sexual Misconduct preceding the hearing. This Report will include, but not be limited to, notes from interviews with the complainant, the respondent and any witnesses, supporting documents and/or images such as text messages, photos, and reports filed with Public Safety.

The hearing will take place before the Administrative Committee on Sexual Misconduct, a representative group trained in the areas of sexual misconduct and adjudication. A minimum of three (3) voting members of the Committee must be present to conduct a sexual misconduct hearing. The voting members may include staff members from the Office of Student Affairs, the Athletics Department, the Office of Student Development, Residence Life, the Center for Global Education and Diversity and University College along with a faculty member appointed by the Vice President for Student Affairs, in conjunction with the Provost.

A Designated Hearing Officer of the Administrative Committee on Sexual Misconduct will serve as the official in charge of convening and leading the hearing and notifying the parties, in writing, of the outcome. The Designated Hearing Officer serves as a non-voting member of the process. Additionally, the Title IX Coordinator and/or the Deputy Title IX Coordinator serve as a non-voting members, who attend sexual misconduct hearings to address procedural and policy questions.

The hearing will take place within sixty (60) calendar days of the initial report of sexual misconduct, unless extenuating circumstances, as reviewed and approved by the Vice President of Student Affairs, requires an extension of time. Extenuating circumstances (events that will compromise the process unless an extension

is given) will vary depending on the complexity of the investigation and the severity and extent of the alleged conduct. Any departure from timeframes that are designated in this policy, will be communicated to both parties through periodic updates. Both the complainant and the respondent will be given, at a minimum, at least five (5) calendar days' notice of the hearing. All parties will be informed that the proceedings will be recorded and can be used for the appeals process. The parties may not record the proceedings and no other unauthorized recordings are permitted. It is an expectation that confidentiality among members of the Administrative Committee on Sexual Misconduct be maintained with regard to any and all aspects of the hearing.

The standard of proof used by the Administrative Committee on Sexual Misconduct in determining policy violations will be based on the "preponderance of evidence," meaning that it is more likely than not the violation occurred.

The complainant and/or the respondent may request to participate via Skype or other electronic means. This allows for questioning without confrontation or additional distress. The complainant or the respondent must request this accommodation two (2) days prior to the hearing in order to allow adequate time to prepare the technology. Requests for accommodations that are not made within the two-day designated timeframe may result in a postponement of the hearing.

Both parties will have an equal opportunity to present witnesses at the hearing. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character. In general, neither party will be permitted to call as a witness anyone who was not interviewed by the investigator as part of the investigation.

The Administrative Committee on Sexual Misconduct will determine what information they need to make an informed decision on whether the Sexual Misconduct Policy was violated. Thus, the panel members may play an active role in questioning both parties and witnesses involved in the case. At no time will the complainant or the respondent be permitted to directly question one another verbally or in written format. However, no later than forty-eight (48) hours prior to the hearing, each party may submit questions they would like the Designated Hearing Officer to consider asking the

witnesses. These questions must be in writing and submitted to the Designated Hearing Officer, who will determine whether potential questions are irrelevant, duplicative, or otherwise inappropriate. Both parties will have an opportunity to address and comment on one another's testimony, as well as the testimony of all witnesses during their closing statements.

The hearing process is as follows:

- A review of the hearing process and introduction of the Administrative Committee on Sexual Misconduct.
- The complainant and respondent are given an opportunity to offer commentary relative to the Investigative Report and each other's statement.
- The complainant is questioned by the Administrative Committee on Sexual Misconduct.
- The respondent is questioned by the Administrative Committee on Sexual Misconduct.
- Witnesses give testimony and are questioned by the Administrative Committee on Sexual Misconduct.
- The complainant gives a closing statement.
- The respondent gives a closing statement.
- All but the Committee are excused and deliberation begins.

The Designated Hearing Officer will determine time restrictions and questions of relevance, enforce rules prohibiting advisors from actively engaging in the discussion, and other procedural matters as required. Although formal rules of evidence do not apply, the Designated Hearing Officer may exclude irrelevant or immaterial evidence and may ask the hearing committee to disregard evidence lacking in credibility or that is improperly prejudicial.

All evidence and/or witness names that either the complainant or respondent intends to present at the hearing shall be provided, in writing, to the Designated Hearing Officer no later than forty-eight (48) hours prior to the hearing.

The Administrative Committee on Sexual Misconduct has the authority to levy a sanction or sanctions against a student who has violated the sexual misconduct policy. Sanctions levied against a student who has violated the Sexual Misconduct Policy will vary according to the severity of the action and can include, among other forms of sanction:

- disciplinary dismissal from the University
- interim suspension
- indefinite suspension
- expulsion from residence halls

The outcome of the hearing will be shared simultaneously, in writing, with both the respondent and the complainant within three to five (3-5) calendar days of the hearing.

Both the respondent and the complainant have the right of appeal. Appeals must be submitted, in writing, to the Dean of Students within five (5) academic days of notification.

Any type of retaliation against the complainant, the respondent (other than discipline that may be imposed by this policy), witnesses, members and others associated with the process will be considered a conduct violation.

#### **Withdrawal**

If a student accused of sexual misconduct withdraws from the University prior to a pending adjudication, the sexual misconduct hearing will still proceed.

#### **Appeals Procedure for Sexual Misconduct Cases**

In cases that are adjudicated using the Sexual Misconduct Process both the complainant and the respondent have an opportunity to request an appeal with the University's Judicial Council. The student must request a review of his/her case within five (5) academic days of written notification to the student of the Administrative Committee on Sexual Misconduct's decision (appeal request form). The Dean of Students and another member of the University Judicial Council (UJC) will review the student's reason(s) to request an appeal along with any relevant documentation involving the original decision. *An appeal will be granted only if there appears to be: new evidence of significance relative to the original outcome; procedural error in the original hearing that was detrimental to the outcome; or an inappropriate sanction relative to the policy violation.* The student requesting the appeal will be notified within five (5) academic days of the request of a decision to grant an appeal.

If an appeal is granted, the UJC must give written notice to all parties concerned of the nature of the appeal and the date and time of the appeals session. All appeals sessions will be held within ten (10) academic days of the approval to grant an appeal. (Appeal sessions will be closed for UJC members only.)

The UJC will ask the student initiating the appeal to provide a detailed, written statement, describing their position relative to the case. The Administrative Committee on Sexual Misconduct (adjudicating body who heard the original case) will provide rationale for making the initial decision. Upon request from the UJC, the Administrative Committee on Sexual Misconduct will provide any documentation relevant to the case. The student initiating the appeal will have the opportunity to review the Administrative Committee on Sexual Misconduct's rationale, along with supporting documentation, prior to submitting their statement.

The UJC will not hold any regular or special sessions without at least three (3) members present of which there shall be at least one (1) member of the faculty and Office of Student Affairs staff. The Council uses a preponderance of the evidence standard in making a decision relative to appeals. Notification of the decision of the UJC is sent to, the complainant, and the respondent simultaneously in writing. If an appeal is successful the UJC will require a re-hearing of the case by the original adjudicating body, or a new hearing by a new adjudicating body, and that outcome is final.

All sessions of the UJC, in its discretion, are closed. The Council has the power to govern its own internal proceedings and establish its procedures.

### Employees

The Human Resources Department, in conjunction with legal authorities, appropriate division head(s) and Legal Counsel will investigate all alleged sexual misconduct (including sexual assault, domestic violence, dating violence and stalking) and take appropriate actions at conclusion. Any Wilkes University employee that has violated this policy will be subject to disciplinary action, including:

- Employee termination from the University
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Tenure revocation
- Withhold salary increase (from one to several years)
- Removal of endowed chair
- Removal of emeritus status
- Removal of graduate school status

- Termination of research project funding
- Removal from administrative position
- Verbal reprimand
- Required participation in counseling or training
- Demotion
- Change to reporting structure
- Reinstatement of an employment probationary period

The University reserves the right to proceed with the sexual misconduct investigation and adjudication independent of any criminal proceeding. Verdicts in criminal court are not determinative of the proceedings held by the University.

Any member of the Wilkes University community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. Inquiries about the Nondiscrimination Statement and grievance procedures may be addressed to the University's Title IX Coordinator. Anonymous complaints may also be made by reporting online through an online Confidential Reporting Mechanism.

The University will make every reasonable effort to protect the confidentiality of the complainant; however, confidentiality may be compromised if it is determined that an investigation will move forward based on several factors including: the seriousness of the infraction; the complainant's age; whether there have been previous complaints about the accused. The Chief Human Resources Officer will inform the complainant if the University's ability to respond will be limited when there is a confidentiality request. If the complainant does not wish to move forward with a formal investigation and/or requests confidentiality, Title IX requires the University to investigate and take reasonable action in response to the information.

Employees are encouraged follow the following Grievance Guidelines:

- Grievances should be submitted to Wilkes University's Title IX Coordinator or Deputy Coordinator as soon as possible.
- If possible, the grievance should be in writing and contain the grievant's name, address and contact information.
- The grievance should describe the alleged issue/discriminatory action in as much detail as possible.
- The University recognizes that circumstances related to alleged discriminatory actions may cause

employees to feel uncomfortable making a report in person and has established a confidential reporting mechanism to address this issue.

- Upon receipt of the grievance, the University's Title IX Coordinator and/or the Deputy Coordinator(s) will conduct an investigation. This investigation will provide all individuals involved with the opportunity to submit evidence relevant to the grievance.
- Upon request of the grievant, the University will make every effort to ensure the grievant's confidentiality to the extent possible. If the University cannot ensure the grievant's confidentiality, the grievant will be notified.
- Within thirty (30) calendar days of filing, the Title IX Coordinator and/or Deputy Coordinator or designee will provide a written decision to the grievant and respondent. In extenuating circumstances, the Coordinator has the right to extend this timeline and will so notify the parties involved.
- The grievant and/or respondent may appeal the decision by writing to the Vice-President for Student affairs within seven (7) calendar days of receiving the decision.
- The Vice President for Student Affairs will issue a final decision on the appeal no later than thirty (30) calendar days after it is filed.
- At any point during the grievance process, the grievant and respondent have the right to file a complaint with the appropriate state or federal agency and may also contact the U.S. Department of Education, Office for Civil Rights and/or law enforcement. The Coordinator, Deputy Coordinator or designee will notify the involved parties of this right to file a complaint.
- Retaliation against a person who files a complaint, participates in an investigation, or opposes a discriminatory educational practice or policy is prohibited by University policy, and by state and federal law.

During the process of investigating the alleged sexual misconduct, additional policy violations may evolve. The University reserves the right to question and sanction those involved in other violations (including the accused and the complainant) following the outcome of the sexual misconduct investigation. The use of alcohol and drugs is not considered a defense against violations of the sexual misconduct policies. The Human Resources department will maintain all investigatory records.

As is consistent with Federal legislation, both the respondent and complainant will be informed that each is allowed to be accompanied to all meetings, hearings, and interviews by an advisor of their choice. Advisors are allowed solely for the purpose of support and may not serve as representatives of the complainant or respondent. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them. All advisors are subject to the same campus rules. All advisors are expected to adhere to the same following guidelines:

- Advisors are only present to guide their advisee, not to represent them, speak for them, or play an active role of any kind in the process.
- Advisors should therefore not address campus officials in a meeting, interview, or hearing, unless invited to.
- During the course of a hearing, advisors are not allowed to cross examine or actively engage in the discussion.
- Advisors are permitted to speak with their advisee as necessary, privately or during campus meetings to fully perform their advising role.
- Advisors will typically be given an opportunity to meet (or discuss) in advance of any interview or hearing with University Administrators.

All questions regarding the Sexual Misconduct Process should be addressed to the University Title IX Coordinator or Deputy Title IX Coordinator.

### INFORMATION REGARDING REGISTERED SEX OFFENDERS

The Federal Campus Sex Crimes Prevention Act (CSCPA), enacted on October 28, 2000, provides for the tracking of convicted sex offenders enrolled as students at, or employed by, institutions of higher education.

The CSCPA amends the Clery Act by adding a new provision to require institutions of higher education to include a statement in their annual security reports that advises the campus community where information on registered sex offenders, provided by a State, pursuant to the federal Violent Crime Control Law Enforcement Act of 1994, may be obtained.

The CSCPA also amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, to require sex offenders who are already

required to register in a State to provide notice to each institution of higher education at which the offender is employed, carries on a vocation, or is a student (and each change in enrollment or employment status at that institution of higher education). The amendment requires state law enforcement agencies (in Arizona, it is the Arizona State Police) to provide Wilkes University with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at Wilkes University.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

A link to the Arizona Sex Offender Registry can be found at: [http://www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/). This information can also be located through the Arizona State Police web site at <http://www.azdps.gov/>. Public Safety frequently search the Arizona State Police web site for registered sex offenders living off campus, in the general vicinity of the University and as a matter of preemptive intelligence gathering.



## EMERGENCY RESPONSE PLAN

Emergency preparedness is managed at Wilkes University under the guidelines established in the Emergency Action Plan (EAP).

The EAP is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. The EAP describes the roles and responsibilities of departments, support units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

The University, through the EAP, intends to accomplish the following priorities during an emergency situation:

1. Protection of human life
2. Support of health and safety services
3. Protection of college assets
4. Maintenance of college services
5. Assessment of damages
6. Restoration of general campus operations

The EAP was developed and put into action in the spring of 2009. The EAP documents the readiness of the University Community's response in an all-hazards approach to emergency management and provide information for emergency responders to manage a crisis event as it unfolds.

The EAP is subordinate to federal, state, or local plans during a disaster declaration by those authorities. The EAP is consistent with established practices relating to coordination of emergency response. Accordingly, the EAP incorporates the use of the Incident Command System (ICS) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

## ASSESSMENT OF EMERGENCY PLANS

The University conducts regularly scheduled drills, exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. These include table top exercises, field exercises and tests of the emergency notification systems on campus. Emergency response and evacuation procedures are tested on an annual basis. Each test is documented by the Department of Public Safety and Risk & Compliance Management, including the date, time and whether it was announced or unannounced. Emergency response and evacuation procedures are publicized in conjunction with at least one test per calendar year.

## FIRE SAFETY TIPS

University Buildings are equipped with a variety of features that are designed to detect, stop, and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.

Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.





**WILKES UNIVERSITY**

*Wilkes University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the University's non-discrimination policies: Samantha Phillips, Title IX Coordinator, 10 East South St., Wilkes-Barre (570) 408-3842.*