Annual Campus Safety and Security Report for 2016
Activity Reported for Calendar Year 2015
Highland Heights Campus
Grant County
Metropolitan Center

Special Points of interest:

● Crime Stats
● Security & Access to Campus Facilities
● Evacuation & Emergency Response Policies
● Security Awareness & Crime Prevention Programs
● Title IX Information

The information in this report is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and the Kentucky Postsecondary Education Campus Security (Michael Minger) Act of 2000.
We urge members of the University community to use this report as a guide for safe practices on and off-campus. NKU sends an email to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed. The email includes a brief summary of the contents of this report and the web address for the NKU website where the Annual Security and Fire Safety Report can be found. The report is available online at http://police.nku.edu/jeannecleryact/securityreports.html. You may request to have a physical copy mailed to you by calling (859)572-5746. A copy of the report can also be obtained from the NKU Police Department at 415 Johns Hill Road, Highland Heights, KY 41076.
Northern Kentucky University
The Jeanne Clery Act Report for 2016—Main Campus
(Activity Reported for Calendar Year 2015)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The U.S. Department of Education holds enforcement authority for the Clery Act and there is a minimum penalty of $37,500 for each violation of the regulations that define the reporting requirements.

Northern Kentucky University is committed to providing a safe, secure, and crime-free environment for students, faculty, staff, and visitors to our Highland Heights Campus, Grant County Campus, and Metropolitan Education & Training Services. Many individuals and departments are involved in campus safety and security.

The University endeavors to consistently provide accurate information to our community regarding the safety of our campus. In furtherance of these efforts, we make our policies, procedures, and statistics available electronically. This information can help keep you and others safe at Northern.

If you would like to receive a printed copy of this information, you can stop by the University Police Department at 419 Old Johns Hill Road, Highland Heights, KY 41099 or you can request that a copy be mailed to you by calling (859) 572-5746 or sending an email to webbk4@nku.edu.

Introduction

Northern Kentucky University is one of the Cincinnati metropolitan area's outstanding universities. The University enjoys a student, faculty, and staff population of nearly 16,000 individuals, plus a significant number of visitors to NKU's many programs and special events. While no campus is devoid of crime, the University's main campus is located in the city of Highland Heights which was identified by Safewise as the 12th safest college town in America.

All members of the University community, therefore, should take reasonable precautions. NKU is committed to working with stakeholders to make our campuses safe and secure environments. The University has developed a series of policies and procedures to assist in these efforts. The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being. Portions are also provided in compliance with the federal law, specifically the Clery Act.

NKU has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crime is serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions. Northern Kentucky University strongly advocates and invites university community partnerships for the purpose empowering people to create and maintain a safe and secure campus environment. It is reasonable to expect that all persons on campus will accept responsibility for their personal health and safety and the security of their personal property. As a partner in campus safety, each person should endeavor to also be vigilant of unfamiliar persons or suspicious activities on campus.
Welcome to Northern Kentucky University!

This is an exciting time to serve in Northern Kentucky University’s Police Department. University Police is a state accredited, full-service police agency whose mission is to serve, protect, and educate the NKU community. Our dedicated professionals have a commitment to community policing and continuous improvement that focuses on the safety and high quality-of-life we all expect and enjoy. Members of the University Police Department endeavor to strategically fulfill our mission while delivering personalized, values-driven customer service.

While the information in this document is provided in accordance with the applicable regulations, we also hope that our stakeholders use it as a resource to prevent future occurrences of crime and bring awareness to the resources available at NKU.

At University Police, we recognize the success of the University and its stakeholders is a responsibility shared community-wide. Accordingly, we thank the community for their support in accomplishing our piece of the University’s mission. We hope to continue to foster the partnerships and interaction upon which that foundation is constructed.

Lieutenant John Gaffin, MS
Interim Chief of Police
Graduate, Southern Police Institute, 128th Administrative Officer’s Course
MISSION STATEMENT
The mission of the Northern Kentucky University Police Department is to serve, educate, and protect the public through community collaboration, problem recognition, problem resolution and police action.

THE CORE VALUES

INTEGRITY
A firm adherence to moral principles
Integrity is doing the right thing when no one is watching. It is consistency between values and actions, and holding ourselves to a higher standard.

LOYALTY
Faithfulness or devotion
Loyalty is a commitment to this department, to NKU, and to the community at large. We do not stand idly by as anyone attempts to harm any of the above nor do we act in opposition to the mission or goals of the above.

COURAGE
The ability to confront fear, pain, danger, uncertainty, or intimidation
We are courageous not just physically in the face of hardship, pain, or other threats; but also morally in our ability to act rightly where unpopular or where others cannot or will not act.

PROFESSIONALISM
The behavioral embodiment of our community and our professional expectations
We recognize that we represent ourselves, our department, our university, and our profession. We carry ourselves in a manner positively representing all of the above.

ADAPTABILITY
The ability to change or bend as dynamic situations or community needs dictate
We recognize that policing an institution of higher learning often calls upon officers to be many things to many people. We accept our role willingly and strive to serve the community to the best of our ability, regardless of circumstances.

DIVERSITY
Creating a culture of openness and inclusion that values diversity in people and ideas
We acknowledge and embrace the diversity in the community we serve and strive to ensure diversity is reflected in all levels of our organization.
Federal Law: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the “Clery Act”) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The U.S. Department of Education holds enforcement authority for the Clery Act and there is a minimum penalty of $37,500 for each violation of the regulations that define the reporting requirements.

State Law: The Kentucky Campus Safety and Security Act (referred to as the Michael “Minger Act”) requires higher education institutions in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. An annual report of campus safety policies, programs and statistics must also be submitted to the Kentucky Council on Postsecondary Education.

Compliance: The Northern Kentucky University Police Department has been designated as the compliance office entity for ensuring that the requirements of the Clery/Minger Acts are met by the designated Campus Security Authorities (CSAs) and the University as an entity. Federal laws require University employees that are defined as “campus security authorities” to report all crimes and fires of which they become aware (complete list below). For the purposes of this regulation, a “Campus Security Authority” is broadly defined as any employee who has the authority to report appropriate school officials sexual harassment or any other misconduct by students or employees, or an individual who a student should reasonably believe has this authority or responsibility which include, but are not limited to:

- Vice Presidents, Department Chairs, Directors and Coaches
- Assistant or Associate Vice Presidents, Deans and Provosts
- Any employee in a supervisory or management role
- Any faculty member responsible for supervising any activities or programs that include direct contact with students, outside of classroom (including faculty advisors)
- Northern Kentucky University Police Officers

The University Police is also responsible for issuing the annual reports and for coordinating the release of all Campus Crime Alerts with the designated CSAs. This designation can be found in NKU Policy titled “Policy on Disclosure of Campus Security and Crime Statistics.” For the full text of the Annual Report, go to http://police.nku.edu/JeanneCleryAct/securityreports.html.
University Police officers are responsible for the full range of law enforcement services. These include, but are not limited to, responding to and the investigation of incidents and offenses, medical emergencies, fires, bomb threats, traffic accidents, enforcement of state and local laws and other incidents that require police assistance.

The Northern Kentucky University Police Department has received accreditation through Kentucky Association of Chiefs of Police (KACP).

**Enforcement Authority**

University Police officers receive their law enforcement authority through the provisions of Kentucky Revised Statutes 164.950 – 164.990. University Police have formal law enforcement authority on property owned or controlled by NKU and on streets running through and adjacent to its campus.

All sworn NKU police officers have arrest powers and as such, officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform; to discharge their duties off-campus if engaging in intelligence gathering activity, investigating a crime committed on-campus, or if specifically requested by the chief law enforcement officer of the city or county.

The department provides around-the-clock patrols and other services to the University community. They enforce federal, state and local statutes and NKU regulations. Officers are on duty twenty-four (24) hours a day, seven (7) days a week, 365 days a year. The department maintains a close working relationship with all appropriate law enforcement elements of the criminal justice system. Meetings are held with other agencies, on both a formal and informal basis, and crime related reports and statistics are routinely exchanged.

**Officer Training**

University Police officers are trained according to Kentucky Law Enforcement Council standards. They attend the same basic training academy as other police officers in the Commonwealth of Kentucky. Certification requires that each officer must successfully complete seven hundred sixty-eight (768) hours of basic training at a school certified by the Kentucky Law Enforcement Council. University Police officers go through the Department of Criminal Justice Training (DOCJT) Police Academy in Richmond, Kentucky. Officers receive additional in-service and specialized training in a variety of subjects to ensure competency in law enforcement, security, and safety areas. Each officer completes a 14 week in-house field training program. Training includes first aid, firearms, defensive tactics, law, evidence collection and traffic accident investigation, among other topics. Officers are required to attend a minimum of 40 hours annual training offered by DOCJT. In addition, each officer receives mandated in-house training in CPR, first aid, firearms, hazardous materials, blood borne pathogens, health and counseling and other related topics. The University Detective also attends annual training for investigation of sex crimes to ensure the University is in compliance with the Clery Act and Title IX regulations.
Working Relationship with Federal, State & Local Law Enforcement Agencies

The NKU Police Department maintains a close working relationship with local, state and federal law enforcement agencies. Officers meet their counterparts from Northern Kentucky and the Greater Cincinnati area, Kentucky State Police, FBI, Postal Inspectors, ATF and the Secret Service regarding common crime problems and criminal activity on and near campus. Crime related reports and statistics are also exchanged with Highland Heights, Boone County and Williamstown Police Departments (contiguous departments) for the monitoring and recording of criminal activity which may involve students at off-campus locations. By agreement with these agencies, the NKU Police Department responds to situations at off-campus locations when requested by the agencies. The same agencies will also respond to campus at the request of University Police.

Reporting Crimes on Campus

As any other community of more than 16,000 persons, NKU experiences accidents, injuries, crimes and other emergencies. Members of the NKU community should report all crimes or emergencies on any NKU campus to police authorities as soon as possible. Students, faculty, staff members, and visitors are strongly encouraged to report criminal activity or potential criminal action, hate or bias crime, and any other emergency by dialing 911 or 7777 from any on campus telephone and (859) 572-5500 for all other calls for service. This number provides direct 24-hour-a-day contact with the police dispatcher. University Police dispatch is equipped with a telecommunications device (TDD) for communications with the hearing impaired. Reporting in person may be done at the Northern Kentucky University Police Department at 415 Johns Hill Road. One may also provide a crime tip to the University Police by going to website at http://police.nku.edu/safety/prevention/tips.html.

The University encourages prompt reporting of all crimes and public safety related to incidents to the University Police. Crimes should be reported to the University Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

In regard to Northern Kentucky University’s campuses, University Police is unable to respond to emergency calls at the Grant County Center and the Metropolitan Education & Training Services (METS) due to geographical reasons and encourages faculty, staff and students to report any immediate threats to the local law enforcement agency listed below for those areas.

- Grant County Center – Williamstown Police Department at 911 for emergencies or (859) 824-3353 for non-emergencies weekdays between 8 a.m. – 12 p.m.
- Metropolitan Education & Training Services (METS) – Boone County Sheriff’s Office at 911 for emergencies or (859) 371-1234 for non-emergencies

The University Police dispatch center is staffed twenty-four (24) hours a day, seven (7) days a week by trained and state certified telecommunications officers.
In response to a call, University Police Department will take action deemed appropriate, typically by dispatching an officer or asking the victim to report to University Police Department to file an incident report. The University Police shall make record of every incident to which it responds whether a written report is created or not, in any of the following: citizens reports of crimes, citizen complaints, citizen requests for services when: (a) an officer is dispatched, (b) an employee is assigned to investigate, (c) an employee is assigned to take action at a later time, criminal and non-criminal cases initiated by law enforcement officers and incidents involving arrests, citations, or summonses.

Comprehensive reporting is necessary to ensure that alleged events are recorded accurately and to protect the rights of officers and citizens. A record will be made of actions taken by the responding officer whether the call is a request for service or self-initiated activity. In many instances the “report requirement” will be accomplished through the collections of information on audiotape and computer by a dispatcher (i.e. case numbers, citation numbers, etc.). A record will be made of all dispatched calls. This in no way relieves officers from their responsibility to take written reports when the circumstances of a call/activity require one. When duplicate calls are received for a single incident, only one report will be required.

University Police Department incident reports involving a Northern Kentucky University student will be forwarded to the Office of Student Conduct, Rights and Advocacy for review and potential disciplinary action by the Office of Student Conduct, Rights and Advocacy. Police investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Conduct, Rights and Advocacy.

The University campus is equipped with sixty-six (66) blue light emergency phones throughout the campus. These phones are easily recognized by the blue light that towers above each phone. To operate, simply push the red button and you will be connected directly with University Police. These phones are programmed to automatically dial the University Police when activated. The telecommunications officer receiving the call knows exactly where the call is originating. A list displaying the locations of these phones may be viewed at http://safety.nku.edu/emermanagement1/guide/phones.html. These phones should only be used for emergencies, and for reporting crimes or suspicious activity.

University Police maintains direct communications with the appropriate local police, fire and emergency response agencies in order to facilitate their responses in an emergency.

In event an individual prefers to report a criminal offense to someone other than the University Police, he/she has the option of reporting the situation to the Office of Student Conduct, Rights and Advocacy, Student Union Room 301, telephone (859) 572-5147 or the Compliance and Institutional Ethics Office, Lucas Administrative Building Room 503B, telephone (859) 572-7843 or by email at comply@nku.edu.
Anonymous Reporting

Community members can report criminal or suspicious activity anonymously by either calling a twenty-four automated voice mail system or by going online. This number can be used to report any criminal activity, but should be not used to report emergencies which can be reported by calling 911. The information provided should be as detailed as possible.

Anyone may report a crime to the University Police by calling (859) 572-5500 or call Anonymous Crime Tip Line (24 hrs.) at (888) 352-3040. One may also provide a crime tip by sending an email to the University Police at http://police.nku.edu/safety/prevention/tips.html.

Voluntary Confidential Reporting

All reports will be investigated. The University Police does not have a Voluntary Confidential Reporting Policy. The University Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the University Police cannot hold reports of crime in confidence. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued by means including, but not limited to: e-mail announcements, text messages, voicemail messages, the posting of flyers, or other appropriate means. For the purposes of inclusion in the annual disclosure of crime statistics, confidential reports are generally made to other CSAs who meet certain requirements and only under certain situations, i.e. pastoral and professional counselors that are acting in that role made aware of any crime.

Although we encourage the reporting of campus crime activity directly to University Police, in some instances community members may choose to file a report with University and school officials. It is the option of the victim of a crime to, or not to, notify and seek assistance from the Office of Student Conduct, Rights and Advocacy and/or University Police; however, you are strongly urged to do so. Allegations against employees Office of Student Conduct, Rights and Advocacy may be reported to the Vice President of the Office of Legal Affairs and General Counsel at (859)572-6461.

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner to CSA’s are counted and disclosed in the annual crime statistics for the institution.

All members of the University community are asked to report violations of this policy to appropriate authorities by contacting the Title IX Coordinator (859)572-6630, Deputy Title IX Coordinators, the University Police at (859)572-5500, or by filling out an Incident Report form on the Office of Student Conduct, Rights and Advocacy website at http://scra.nku.edu/Reportanincident.html.
UNIVERSITY'S TITLE IX COORDINATOR
The university has designated the following individual to coordinate compliance with Title IX and handle inquiries regarding the university's policies that prohibit discrimination on the basis of sex:

Dr. Kathleen Roberts, Senior Advisor to the President for Inclusive Excellence & Title IX Coordinator
Inclusive Excellence
Lucas Administrative Center, Room 834
Highland Heights, KY 41076
Phone - 859-572-6630
Email - robertsk10@nku.edu

DEPUTY TITLE IX COORDINATORS
Reports of possible Title IX violations may be made to the Title IX Coordinator or to one of the Deputy Title IX Coordinators identified below:

Incidents involving students
Ann James, Sr. Associate Dean and Director of the Office of Student Conduct, Rights and Advocacy
Office of Student Conduct, Rights and Advocacy
Student Union, Room 301
Highland Heights, KY 41076
Phone - 859-572-5147, Monday-Friday 8:15-4:30pm
Email - jamesa3@nku.edu

Incidents involving student-athletes
Leslie Fields, Associate Athletic Director for Compliance
Intercollegiate Athletics
BB&T Arena at NKU
Phone - 859-572-7572
Email - fieldsl4@nku.edu

Incidents involving faculty and staff
Rachel Green, Director of Employee Relations & EEO
Office of Human Resources
Lucas Administrative Ctr., Room 717
Highland Heights, KY 41076
Phone - 859-572-7600
Email – greenr5@nku.edu


University Police
Emergency Contact: (859) 572-7777 (24-hr)
Non-Emergency Contact: (859) 572-5500 (24-hr)

The University will investigate all complaints of sexual misconduct.

Reports of sexual misconduct are taken seriously when formally reported and will be investigated and resolved through the University's disciplinary procedures. While complete confidentiality cannot be guaranteed, the University will take reasonable steps to conduct an investigation or otherwise handle a complaint of sexual misconduct in as confidential a manner as practical. However, those with a need to know (including University officials, witnesses, and those responsible for the investigation and disciplinary processes) shall have appropriate access to information concerning the complaint. Students who wish to maintain complete confidentiality should speak with mental health counselors, medical professionals, sexual assault professionals, and/or clergy.

Hate Crime Reporting

University Police will investigate fully every hate or bias crime reported by the university community. Anyone who believes that he or she is the victim of a hate or bias crime should call the University Police at (859)572-5500. An investigator will return the call within 24 hours.
Even though active shooters on college and university campuses are extremely rare, University Police understands that these incidents are frightening and are anxiety provoking. Because most incidents are over within minutes, students, faculty and staff must be prepared to deal with the situation until first responders arrive. While these situations are unpredictable, there are a few steps that can be taken immediately to protect yourself. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm’s way, you need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you.

In response to recent national events, Northern Kentucky University offers a program to all faculty, staff, and students to raise awareness and help prepare individuals on how to respond to potential violent encounter. The A.L.i.C.E. Training Program will empower and educate the NKU community on how to handle and survive a critical violent event on campus. The program provides basic history of school shootings, the motivation of these offenders, and provides option on how to respond if a violent shooter enters your building, office, or classroom. These options include: how to lockdown and barricade, evacuate, and counterattack depending on dynamics of the situation. A discussion of how the University Police will respond to such an incident will also be presented during the A.L.i.C.E. Training Program. If interested in registering for training, please go to http://hr.nku.edu/training/ALiCE.html.

Timely Warning Policy

Timely Warnings
Timely Warnings are designed to provide notification regarding certain crimes which present a serious and continuing threat to the campus community. The occurrence of Clery reportable crimes on-campus or on non-campus property immediately adjacent to or accessible from campus may trigger a Timely Warning. Such crimes include:

- Criminal Homicide (Murder, Non-Negligent Manslaughter, or Manslaughter by Negligence)
- Sexual Assault (including Rape, Fondling, Incest, and Statutory Rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes (as defined by the FBI UCR handbook)

In order to trigger a Timely Warning, the crime in question must present a serious and continuing threat to the campus community. University Police will examine the facts surrounding each eligible crime to determine, on a case-by-case basis, if such a threat exists. Factors to be examined include, but are not limited to:

- The nature of the crime;
- The continuing danger to the community; and
- The risk of compromising law enforcement efforts.

If deemed appropriate, a Timely Warning will be issued to allow community members to take steps to protect themselves. Timely Warnings also seek information that may lead to the arrest and conviction of the offender.

On the Highland Heights campus, the Chief of Police, or designee, is responsible for preparing Timely Warnings. Information for Timely Warnings may come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release is subject to the availability of accurate information concerning the incident(s). A determination will then be made regarding the existence of an on-going threat to the community.

University Police makes every effort to properly classify a criminal incident when issuing a Timely Warning. However, upon further investigation and analysis, it may be determined that an incident for which a Timely Warning was issued did not ultimately fall within the definitions of Clery reportable crimes. Therefore, some incidents for which Timely Warnings were issued may not be included in the crime statistics provided by NKU’s Annual Security Report.

Timely Warnings must be communicated in a way likely to reach the entire community. University Police will work in conjunction with the Vice President for Student Affairs to disseminate Timely Warnings. Timely
Warnings will be disseminated primarily using the NKU Flash and NKU Student Flash email list servs. Timely Warnings will also be posted at: http://police.nku.edu/safety/CleryAct/crimealerts.html

Timely Warnings will include (subject to availability):

- A summary of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Actions taken by police officials in response to the crime(s).
- Crime prevention, personal safety or other community safety resources, tips, or action items.

University Police may withhold Timely Warnings, or information in Timely Warnings, if providing that information could compromise law enforcement efforts. Additionally, Timely Warnings may be updated if new or more accurate information becomes available.

**Crime Awareness Bulletin**

University Police recognizes that some instances or crimes not triggering a Timely Warning can be addressed through similar means. When circumstances warrant, University Police may release a Crime Awareness Bulletin to inform the community to a particular string of incidents, such as a string of thefts or car break-ins. The intention is to bring about awareness and inform the community of particular incidents, with the ultimate goal of preventing further occurrences. The crimes reported in such bulletins are not subject to Timely Warning mandates. Dissemination of such bulletins will be considered on a case-by-case basis.

**Grant County Campus**

The offices of Grant County Center are responsible for preparing and distributing Timely Warnings for that campus via email blast to their faculty, staff, and students.

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**Evacuation & Emergency Response Policies**

**Emergency Response**

In the event of an emergency, contact Northern Kentucky University Police at 911 or 7777 or (859) 572-7777 to initiate the emergency messaging system.

If University Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the Northern Kentucky University community, the University Police and Marketing and Communications will determine the content of the message and either or both entities will use some or all methods described below to communicate to the campus community or appropriate segment of the campus community. If the threat is limited to a particular building or segment of the population, the University Police will take into account the safety of the community, determine the content of the notification and initiate the
notification system. If it is determined that issuing a notification will compromise the efforts to assist victims or respond appropriately to the emergency, the University Police may delay issuing the notification.

In the event of an actual on-campus emergency or dangerous situation involving immediate threat to the health or safety of student, faculty, staff, or the campus community the Northern Kentucky University will strive to provide communication to all members of its community by using email, text messages, voice messages, NKU main webpage, Twitter messages, campus status telephone line (859) 572-6165, local TV and radio stations, including 89.7 FM WNKU, and outdoor/indoor loud speaker warning system.

Emergency messaging will primarily be used only for those situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of an entire campus (i.e., severe weather, chemical spills, fires, tornadoes, and crimes). Messages about criminal activity generally will not be sent using these systems unless it is decided there is an imminent threat of danger. In those cases where a crime has been reported and University Police determine that although there is no immediate threat the crime represents a serious or ongoing threat to the campus community, a Crime Alert will be issued, as described above.

The emergency messaging system is provided in addition to existing emergency notification procedures and does not replace or eliminate any other emergency notification system (e.g., fire alarms, tornado sirens).

The emergency messaging system, known as Norse Alert, may be initiated from on-campus and from remote locations. Northern Kentucky University will, without delay and taking into account the safety of the community, determine the content of the emergency message and initiate the emergency messaging system, unless issuing a message will, in the judgment of the Northern Kentucky University Police or other responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation. If you have not registered for the Norse Alert, please take a couple of minutes and go to http://norsealert.nku.edu/ and register.

Additional Communication

In the event of a significant on-campus emergency or dangerous situation involving immediate threat to the health or safety of students, faculty or staff, the university will post information on its homepage at www.nku.edu.

The NKU Marketing and Communications Office are charged with notifying the media in the event of an emergency. Updated information will be posted to the university’s website and provided to the media.

For an emergency quick reference guide go to http://safety.nku.edu/emermanagement1/guide.html.

Building Evacuation Policy:

In accordance with Kentucky Fire Prevention Code, it is the policy of the Northern Kentucky University that a building be immediately evacuated upon the activation of the fire alarm system. Under no circumstances is it acceptable behavior at the University for any person(s) to remain in a building when a fire alarm has been activated or other safety evacuation directions have been given. To view this policy in its entirety, visit http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Building%20Evacuation%20Policy.pdf.
Northern Kentucky University has protocols for assisting people with different disabilities for safe evacuation. The evacuation policy does make exceptions for persons with disabilities that may require assistance during an emergency. To view further information, go to http://safety.nku.edu/emermanagement1/guide/impaired.html.

**Emergency Evacuation Testing Procedures:**

Evacuation drills are coordinated by the Safety and Emergency Management Office each semester for all residence hall facilities on the Northern Kentucky University campus. The emergency response and evacuation procedures are tested at least twice each semester. Evacuation routes are posted in each residence hall. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Designated locations for long-term evacuations are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The Northern Kentucky University Police, Safety and Environmental Compliance Office and Student Housing staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Northern Kentucky University utilizes training and drills to educate and train occupants on issues specific to their residence hall. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. Student Housing residential staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Northern Kentucky University also conducts regular announced tests of its emergency text messaging system in conjunction with publicized information about registering for the service.

**Notification to NKU Community about an Immediate Threat:**

If the University Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the Northern Kentucky University community, the University Police will determine the content of the message and will use the appropriate method to communicate the threat. If the threat is limited to a particular building or segment of the population, the University Police will take into account the safety of the community, determine the content of the notification and initiate the notification system. If it is determined that issuing a notification will compromise the efforts to assist victims or respond appropriately to the emergency, the University Police may delay issuing the notification.

In the event of a serious incident that poses an immediate threat to members of the University community, the following methods may be used during an emergency notification: Network email, text messages, voice messages and Twitter messages. Northern Kentucky University will provide additional information through
the NKU home page (www.nku.edu) and the info line (859)572-6165 as well as local media. All members of the local community are encouraged to notify the University Police of any emergency situation that may impose a risk to the health and safety of the students, faculty, staff, or visitors on campus. The University Police has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that institution to notify the campus community or the appropriate segments of the community that may be affected by the situation.

Safe Housing Practices and Policies

Fire Safety Information: The University’s Housing Office provides all new and returning students with a University Housing Emergency Guide and a Fire Safety Guide. Residents acknowledge receipt of this information on the Housing application. Posters with evacuation information are placed in each unit. Failure to comply with residence hall guidelines whenever a fire or severe weather alarm sounds is strictly prohibited. For further information or questions regarding this emergency and safety guides, please contact the Housing Office at (859) 572-5676.

To view safety guides, fire prevention, fire safety and education programs, and fire safety policies visit the Safety and Emergency Management at http://safety.nku.edu/firesafety.html.

Accessible Housing and Safety

Assignment of Accessible Housing: Residence hall rooms and University apartments are available for students who need accessible or unique accommodations due to disability or chronic health problems. Since there is demand for housing, students should apply for housing in a timely manner. Additionally, students must register with the Office of Disability Programs and Services. The Office of Disability Program and Services will collaborate with the Office of University Housing to provide reasonable accommodations for students with special needs. To register or for more information regarding the Office of Disability Program and Services, (859)572-5401 or go to http://disability.nku.edu.

Safety procedures for those requiring assistance:

Housing Evacuation List – Safety is a primary concern for students in University housing and requires the cooperative effort of those who live and work in the halls plus security and fire protection personnel. The University provides numerous measures to increase the safety of all students living on campus. For students who may need assistance with evacuation during an emergency, the University Housing compiles an evacuation list for the police and fire safety officials to be used for priority evacuation and safety verification. Students should register with the Office of Disability Program and Services at (859)572-5401 to be placed on these lists.
Security of and Access to Campus Facilities:

Campus Housing: Security of all student residences is a responsibility shared by Campus Housing, Residence Life, and the students who reside in the buildings. The University requires that all residences be secured twenty-four (24) hours a day, seven (7) days a week. Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain entry by use of a key or by swiping their Student ID cards in the card access readers; all others gain entry by request using an intercom system. University Housing and Residence Life employees perform preventative maintenance throughout the residences as well as responding to reported issues. Students are encouraged to keep their room and apartment doors locked at all times, are expected to ensure that doors latch behind them when they enter or leave a building, and not to prop doors open. Residents should notify University Police immediately of any suspicious activity. All security failures must be reported as soon as they are discovered to Residence Life staff (at the front desk) or the University Police at (859)572-5500.

Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. University Police Department officers patrol the residence halls on a regular basis.

Resident Assistants also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing staff and University Police also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

Academic and Administrative Buildings: Northern Kentucky University’s academic and administrative buildings are open to the public, at a minimum, during normal business hours. Some buildings or labs or open for longer periods to accommodate evening classes, research, or other special program needs. Access to some of these buildings is also controlled by card access after normal business hours and all of these buildings have varied levels of access. Individuals who wish to access these buildings during non-business hours or special events should contact the appropriate department head. Individuals can also request doors to be opened by using the Door Opening Request System by going to https://keyrequest.nku.edu/login.php.

Academic and administrative buildings do not have a specific University Police Department officer assigned to them. However, University Police Officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the building manager, a department head, or contact the University Police Department at 572-5500.

Security Considerations in the Maintenance of Campus Facilities: The University is committed to campus safety and security. Operations and Maintenance helps keep University buildings and grounds safe and secure. The Director, or his designated representative, inspects campus facilities regularly, promptly makes repairs affecting safety and security; and responds to reports of potential safety and security hazards such as broken windows and locks. Shrubbery, trees and other vegetation on campus are trimmed on a regular basis by the Ground and Horticulture Staff of Operations and Maintenance. The University Police Department assists Operations and Maintenance personnel by reporting potential safety and security hazards. Students, faculty, staff, and visitors are encouraged to report any safety or security hazards by calling (859) 572-5500.

University Police and Operations and Maintenance work together to identify inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency.
PROMOTING SAFETY & SECURITY

Education of Members of the University Community

The NKU Police Department offers a variety of information programs that inform students, faculty and staff on safety and security issues, including how to report crimes and how to prevent crimes. Programs are presented during freshman orientation and are offered each academic semester at the residence halls as well as workshops for all students, faculty and staff, fraternities and sororities, and other organizations officially sanctioned by the University. These programs are also offered upon request of student, faculty or staff groups.

The University utilizes Workplace Answers, Haven and Campus Answers, interactive online training resources to further educate the campus community. This course educates faculty/staff members about sexual assault, domestic and dating violence, and stalking, as well as how the university prohibits such offenses and employee responsibilities to respond. It is simple to use and highly effective in educating a university workforce – staff, supervisors, students and faculty. Part of the course also includes the Sexual Misconduct Policy.

The following is a list of crime prevention and security awareness programs and projects available to the University community:

Crime Prevention Presentations: Crime prevention presentations are made to various campus departments, groups and organizations. University Police makes crime prevention presentations to new students, faculty and staff at their respective orientations, and to residence hall residents. Past topics include: Awareness of Surroundings, Prevent Textbook Thefts, Identity Theft, Know Your Rights Forum, Police/Student Role Playing Scenarios, etc.

NKU Mobile App: The University has a free mobile app for iOS and Android. Within the app anyone can obtain safety information. Below are some of the safety features:

- **Emergency Contact Info:** Provides the caller with an easy way to call the University Police.

- **Alert the Norse:** To enhance security on campus and in the campus community, the University Police has launched Alert the Norse! This is a non-emergency service that provides the community with a way to notify the Police of a suspicious incident, drug related incident, an unsafe condition, vandalism, an attempted crime, etc.

- **Norse Alert:** Provides the NKU community with information about Norse Alert and provides information on how to subscribe for the free service.

- **Personal Safety Tips and Safety Info:** The safety of the University community is priority. Safety information is broken down by topics.

**Blue Emergency Call Phones:** Exterior emergency call phones linked directly to NKU police are located in sixty-six (66) locations throughout the university. The phones are easily recognized by the blue light that towers
above each phone. To operate, simply push the red button and you will be connected directly with the University Police. Your location is displayed automatically in the dispatch center. These phones should only be used for emergencies, and for reporting crimes or suspicious activity. To view locations you can go to http://safety.nku.edu/emermanagement1/guide/phones.html.

Crime Log: The University’s Crime Log can be found on-line by visiting http://police.nku.edu/JeanneCleryAct/crimelog.html. This log contains all of Northern Kentucky University Police Department’s activities such as reports taken and arrests made, as well as any incidents reported to the designated Campus Security Authorities. This log is updated every twenty-four (24) hours Monday through Friday. Additionally, a printed Crime Log is maintained and available for viewing at all times at the University Police Department located at 415 Johns Hill Road, Highland Heights, KY.

Norse Alert: The Norse Alert system is at tool to assist in promoting a safe environment for students, faculty and staff. The system is designed to be used only during emergency situations that require immediate action by the recipient. Emergencies are unplanned events that can cause physical injury to our students, faculty, or the public, cause physical or environmental damage, or that can disrupt and/or damage research or education operations. Examples would include but are not limited to:

- Active shooter
- Fire
- National Weather Service issued Tornado Warning for Campbell County, KY
- Hazardous materials release
- Presence of an explosive device

The Norse Alert notification system uses cell phone text messages, university phones, university website, e-mail system and other methods to notify students, staff and faculty of emergencies that could pose an immediate risk to health and safety. To receive this service, individuals must sign up by going to Norse Alert – NKU Emergency Contact System located at http://norsealert.nku.edu/.

Fire Safety: Training is provided to all residential hall directors and assistants. Each hall director is responsible for covering fire safety during floor meetings throughout the semester. Fire safety training is available to all faculty, staff, and students through Operations & Maintenance Safety and Environmental Compliance Office. For information go to http://safety.nku.edu/firesafety.html.

Printed Crime Prevention Materials: Printed crime prevention brochures, posters, flyers, and bookmarks are available and distributed throughout campus.

Safety Escort Program: University Police provides individuals who request it, an on-campus escort from dusk until dawn. For a police escort call (859) 572-5500.

Motorist Assistance: Parking Services provides free motorist assistance on campus to our patrons. Services include jump starts and lock out assistance. They can be reached by calling (859) 572-5505 during business hours. After office hours please call University Police at (859) 572-5500.

Electronic Alarm System: A computer-based electronic system, immediately notifies University Police dispatch upon activation. Alarm systems are configured to denote duress, intrusion fire, and other activations. In the instance of fire alarms, the Campbell County Fire Department is notified immediately.
Surveillance Cameras: University Police monitors surveillance cameras placed in strategic locations around campus.

Operation Identification: University Police allows members of the university community to check out engraving tools so they can mark identification information on valuable personal property, such as bicycles, motor vehicles, computers and audio video equipment. The engraved information can help identify the property if it is stolen. University Police also encourage participants to record the serial and make/model numbers of valuable property and to store the information in a secure off site location.

Callahan Shuttle Program: TANK operates shuttle transportation to transport students residing in student housing facilities.

Community Awareness Programs: Members of the University Police are active participants in university sponsored awareness programs and job fairs. These programs provide the NKU community with a wide range of information concerning the resources available to them through the different university departments.

Student Newspaper: The University’s student newspaper, the Northerner, has access to all information contained in the crime log. The editor of the paper makes the determination on whether a campus crime report is published. The Northerner is printed weekdays during the fall and spring semesters.

Other Notification communication methods:
- Campus sirens and speakers
- The Northern Kentucky University Website (www.nku.edu)
- Campus broadcast e-mails and voice messages
- The university/weather closings hotline (859)572-6165 or 6166.
- Local media. WNKU (89.7 FM) will have the most complete and timely announcements about the University’s status during questionable weather conditions although information will be provided to all area radio and television stations.

Health, Counseling and Student Wellness: For a health or counseling appointment, call 859-572-5650 or email at hcsw@nku.edu.

Health Services: At HCSW, the highly trained staff offers a variety of services to the NKU community. Health services such as treatment of acute illnesses and injuries, treatment of chronic diseases, physical exams, allergy shots, well-woman exams birth control, sexually transmitted illness testing, and vaccinations are available.

Counseling Services: The Health, Counseling and Student Wellness (859)572-5650 is staffed by licensed professional mental health counselors. The center is well-adapted to working with victims of sexual assault and individuals with substance abuse and relationship problems. The counseling office offers a wide range of counseling services that can support students coping with stress, depression, relationship issues, learning about yourself, and making changes to take charge of your future. The mission of Health, Counseling and Student Wellness is to facilitate student’s personal growth and development, as well as learning and retention at the University.
The Counseling staff provides a variety of confidential services:

- Crisis Intervention
- Individual Counseling
- Group Counseling
- Consultations
- Community Mental Health Resources
- Presentations/Workshops

For further information of services provided you can go to http://hcsw.nku.edu/counseling.html.

**Wellness:** Student Wellness Services educate and empower students to make informed choices about physical and mental health issues by doing outreach and planning campus wide activities with their peers.

**Prevention Services:** In an effort to build character, confidence, competence and community, the Health Counseling and Student Wellness Prevention Services educates and empowers students to make informed choices about substance use through education programming. To view information and/or request presentations go to http://hcsw.nku.edu/prevention/presentations.html.

**Alcohol and Drug Awareness and Education:** Northern Kentucky University prohibits the unlawful possession, use, or distribution of drugs and alcohol on its property or as part of its activities. Recognizing that alcohol and drug abuse is a serious problem in our society, Northern Kentucky University offers a variety of educational and assistance programs to student population. For more information call the Health, Counseling and Prevention services at (859) 572-5650.

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**Alcohol and Drug Abuse Policies & Educational Programs**

Northern Kentucky University is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies.

Northern Kentucky University policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the University community. All community members are expected to fulfill their obligations and responsibilities pursuant to University policy as well as federal, state and local laws. Disciplinary action imposed by the University may be in addition to criminal penalties. Both students and employees are subject to applicable state and federal laws.

**Alcohol Policy**

Students and employees are expected to be acquainted with and abide by state laws and University regulations regarding alcohol and drugs and to be aware of the social, physiological, and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. The University alcoholic beverage policy is designed to be consistent with the laws of the
Commonwealth of Kentucky, which, in general, prohibit the possession, consumption, and serving of alcoholic beverages by and to persons less than twenty-one (21) years of age. The University enforces all local and state laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverages by persons under the age of twenty-one (21) on campus and at university sponsored activities. The University provides regular education programs on alcohol and drug abuse as well as counseling services.

Alcoholic beverages are not permitted in classrooms, laboratories, office, residence halls, fraternities, sororities, and undergraduate sections of University Housing. Alcoholic beverages are permitted in University facilities for private events with permission of various departments, provided such does not violate any law or University regulation.

Appearing in a public place on University premises or at University sponsored activities manifestly under the influence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property can result in the individual being criminally charged and are subject to University disciplinary proceedings.

The full text of the University’s Alcohol Policy is available at http://scra.nku.edu/content/dam/dean-of-students/docs/Alcohol%20and%20Drug%20Abuse%20Policies%20and%20Educational%20Programs.pdf.

Drug Policy

Northern Kentucky University is committed to providing a healthy and safe environment for its students, faculty and staff. The University has defined conduct in relation to the unlawful possession, use, dispensation, distribution or manufacturing of alcohol or illicit drugs. Conduct which is in violation of this definition poses unacceptable risks and disregard for the health, safety, and welfare of members of the University community and shall result in disciplinary action up to and including suspension or termination. By University regulations, be federal, by state law, and, in some instances, by local ordinance, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution or manufacturing of illicit drugs on University property, on University business and/or at University sponsored activities. The unlawful possession, use, dispensation, distribution or manufacturing of controlled substances by employees, while on Northern Kentucky University property and/or on Northern Kentucky business is prohibited. Persons in violation of this policy may be jeopardizing their own well-being as well as the well-being of the University community. A clear statement of unacceptable conduct and consequences related to substance abuse is found in the NKU student handbook, Code of Student Rights and Responsibilities, and is restated in the Alcohol and Drug Policy.

The full text of the University Drug Policy is available at http://scra.nku.edu/content/dam/dean-of-students/docs/Alcohol%20and%20Drug%20Abuse%20Policies%20and%20Educational%20Programs.pdf.

Full text of the Human Resources policy is available at http://hr.nku.edu/hrpolicies.html.

Training and Counseling Resources

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The Northern Kentucky University, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to attend programs that are on-campus and off-campus.
Students are encouraged to contact the Office of Student Conduct, Rights and Advocacy at (859)572-5147 and/or the Health, Counseling and Prevention Office at (859)572-5650 for information and appropriate referral. Other prevention resource website links can be found at http://hcsw.nku.edu/.

All university employees, faculty members, their dependents and household members are eligible to use the services provided by NKU’s Employee Assistance Program (EAP). For more information please visit http://hr.nku.edu/facstaff/eap.html.

Information, literature and presentations on substance abuse are available in the Health, Counseling and Prevention Office, Room 440 of the University Center. To receive more information, contact the department at (859)572-5650 or via e-mail at: hcsw@nku.edu. Education Handouts are also available at http://hcsw.nku.edu/prevention.html.

Educational Programs in dealing with Substance Abuse

The University recognizes that alcohol and drug abuse is a serious problem in our society and offers a variety of educational and assistance programs to the student population:

- An alcohol and drug abuse awareness week that is held bi-annually.
- The Department of Athletics has an alcohol/drug education and assistance program for athletes.
- Residence hall programs on drug and alcohol abuse are held annually.
- Alcohol and drug training sessions are held annually for residence hall assistants.
- Information on presentations and literature on substance abuse are available in Health, Counseling and Prevention Services, Room 440, University Center. For more information call (859)572-5650.

Notification of Missing Students Policy

It is the policy of the University to provide all students residing in on-campus housing the option of providing a confidential contact person to be notified by the University in the event that the student is determined to be missing for a period of more than 24 hours.

Students under the age of 18, who are not emancipated individuals, shall be advised that the University is required to notify the student’s custodial parent or legal guardian within 24 hours after the Northern Kentucky University Police or another law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact persons designated by the student.

If a member of the Northern Kentucky University Community has reason to believe that a student who lives on campus is missing, or receives a report of a missing student, he or should immediately notify the University Police at (859)572-5500. In the event of another University office receives a report of a missing NKU campus
student, that office is responsible for notifying the Northern Kentucky University Police. Upon receipt of a notification of a missing student, the Northern Kentucky University Police will make the determination as to whether a student is missing. The University Police will make all possible efforts to locate the student and investigate to the student’s state of health and well-being. This investigation will be in collaboration with the Dean of Student’s Office and University Housing. University officers will contact friends, associates and/or employers of the student while attempting to locate them. The University Police will notify all necessary law enforcement agencies to assist in the location of the missing student.

If, after the investigation, the University Police determines that the student has been missing for more than 24 hours, the University shall notify the student’s emergency contact no later than 24 hours after the student is determined missing. If the student is under the age of 18, and is not an emancipated individual, the university shall notify the student’s parent or legal guardian no later than 24 hours after the student is determined missing.

Upon determination that a student has been missing for more than 24 hours, the Northern Kentucky University Police will notify the appropriate University officials. Nothing in this policy is intended to preclude the University from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that a student is missing.

If not located, the Northern Kentucky University Police will file a Missing Persons Report with the Commonwealth of Kentucky and contact any emergency contact persons listed. A copy of the missing persons report will be forwarded to the National Center for Missing Children within one business day of filing of the report. The University Police will continue to open an investigation and advise the local law enforcement.

This policy describes the official notification procedures of the University for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act (HEOA). The full text of the University Policy is available at http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Missing%20Student%20Notification%20Policy%203-4-11.pdf.

**Sexual Offense Policy & Resource Information**

Every member of the University community should be aware that the University does not tolerate sexual assault or harassment and that such behavior is prohibited both by federal and state law and by University Policy.

The University is committed to maintaining an environment that is safe and free from sexual assault, sexual harassment, stalking, and relationship violence. The University does not tolerate sexual assault, sexual harassment, stalking, and relationship violence (including threats of sexual assault and or related relationship violence). In an ongoing effort to prevent sexual assaults, sexual harassment, stalking and relationship violence,
the University provides education and prevention programs; investigates complaints of sexual assault, sexual harassment, stalking, and relationship violence; dispenses corrective or disciplinary action where appropriate; provides information on obtaining appropriate counseling and medical care; and provides complainants with information on pursuing criminal or other legal action.

The University strongly encourages the reporting of all incidents of sexual assault, sexual harassment, stalking, and relationship violence to the appropriate University officials. A report is an account or description of a specific incident. An incident may be reported without filing a formal complaint.

Filing a formal complaint is different from reporting an incident. A formal complaint is a request for the University to investigate an incident and take appropriate actions. The University will investigate all formal complaints of sexual assault, sexual harassment, stalking, or relationship violence and will take appropriate disciplinary or corrective action in each instance. The University will provide information on pursuing criminal or other legal action. It will also provide written information on health care, counseling, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other support services both within the institution and in the community for students, faculty, staff, and visitors who have reported sexual assault, sexual harassment, stalking, or relationship violence.

The University encourages individuals who make a report or file a formal complaint of sexual assault, sexual harassment, stalking, or relationship violence, regardless of where the report is made, to also contact the University’s Health and Counseling Services for assistance in accessing and navigating services, resources, and referrals both on and off campus.

Individuals who experience sexual assault or relationship violence are strongly encouraged to seek medical attention and be examined for physical injury, the presence of sexually transmitted diseases, or pregnancy as a result of rape. An individual who is considering making a criminal complaint or taking other legal action should seek medical care as soon as possible after the assault. It is important for the individual to not bathe, douche, brush teeth, or change clothing prior to the medical examination in order to avoid inadvertently removing important evidence. If you must change clothes place soiled clothing in a paper bag. If you must urinate please do not use toilet tissue. The kind of evidence that support a legal case against an accused should be collected within 72 hours of an assault.

The complainant has the right to choose whether or not to file a formal complaint. There may be circumstances, however, such as the status of the alleged assailant or the seriousness of the offense, in which the University must investigate and take action to protect the complainant or other members of the University community. In addition to pursuing administrative penalties and remedies, the complainant maintains the right to pursue criminal charges. Both the complainant and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the University’s final determination and any sanction(s)). The complainant and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding.

A student complainant is entitled to changes in academic and living situations if these changes are reasonably available. To request changes in academic classes, contact the Office of Student Conduct, Rights and Advocacy, 301 Student Union or by calling (859)572-5147. To change living accommodations, visit your Hall Director or University Housing, Norse Commons, Suite 101 to obtain a Room Change Request Form. Information about a room change procedures can also be requested by calling Student Housing at (859) 572-5676 or going to http://housing.nku.edu/current-students-new.html. You will be referred to the appropriate individuals to discuss such changes in a confidential manner. An employee complainant may consult with Human Resources regarding available options.
If the respondent is a student, the University utilizes the process outlined in the Code of Student Conduct. If the respondent is a faculty or staff employee, the University utilizes the process outlined in the Human Resources Policy and Procedures, and other applicable University policy. The Office of Student Conduct, Rights and Advocacy, Human Resources, or the Office Legal Affairs and General Counsel, can advise a complainant which procedures would be applicable in a given case. Possible sanctions for students resulting from the University disciplinary process range from a warning to disciplinary expulsion. Possible sanctions for faculty and staff range from an oral warning to termination of employment. Both the complainant and the respondent shall be informed of the outcome of the corrective action or disciplinary process. The University, will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of a university disciplinary proceeding against a student who is the alleged perpetrator. If the victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the victim if so requested. For more details on these proceedings, consult the Code of Student Rights and Responsibilities located on website http://scra.nku.edu/policies/student-rights.html.

All members of the University community are asked to report violations of this policy to appropriate authorities by contacting the Title IX Coordinator 859-572-5147, the University Police at 859-572-5500, or by filling out an Incident Report form on the Office of Student Conduct, Rights and Advocacy website; http://scra.nku.edu/Reportanincident.html. Allegations against employees of the Office of Student Conduct, Rights and Advocacy may be reported to the Vice President of the Office of Legal Affairs and General Counsel at 859-572-5588.

Title IX Reporting

Individuals may consider reporting a sex violence incident to the University’s Title IX Coordinator, who can provide assistance in addressing the incident through consultation, administrative review, and/or formal hearing. If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, by another University student, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator. Complaints of student sexual misconduct are addressed by the Code of Student Rights and Responsibilities.

Complaints of sexual harassment, including sexual assault, sexual violence other sexual misconduct, stalking, dating and intimate partner violence, and hate/bias incidents against other students can be received by the Deputy Title IX Coordinator at the Office of Student Conduct, Rights and Advocacy in Student Union, room 301. Further information can be viewed at http://scra.nku.edu/titleIX.html

Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

Complete information regarding the Northern Kentucky University Sexual Misconduct Policy can be found on the Office of Student Conduct, Rights and Advocacy website located at http://scra.nku.edu/Infostudents/Infostudents.html#misconduct
WHO IS THE UNIVERSITY'S TITLE IX COORDINATOR?

The university has designated the following individual to coordinate compliance with Title IX and handle inquiries regarding the university's policies that prohibit discrimination on the basis of sex:

Dr. Kathleen Roberts, Senior Advisor to the President for Inclusive Excellence & Title IX Coordinator
Inclusive Excellence
Administrative Center, room 834
Highland Heights, KY  41076
Phone - 859-572-6630
Email - robertsk10@nku.edu

DEPUTY TITLE IX COORDINATORS:
Reports of possible Title IX violations may be made to the Title IX Coordinator or to one of the Deputy Title IX Coordinators identified below:

Incidents involving students
Ann James, Sr. Associate Dean and Director of the Office of Student Conduct, Rights and Advocacy, Deputy Title IX Coordinator for Students
Office of Student Conduct, Rights and Advocacy
Student Union, Room 301
Highland Heights, KY 41076
Phone - 859-572-5147, Monday-Friday 8:15-4:30pm
Email - jamesa3@nku.edu

Incidents involving student-athletes
Leslie Fields, Associate Athletic Director for Compliance, Deputy Title IX Coordinator for Athletics
Intercollegiate Athletics
BB&T Arena at Northern Kentucky University
Phone - 859-572-7572
Email - fieldsl4@nku.edu

Incidents involving faculty and staff
Rachel Green, Director of Employee Relations & EEO
Office of Human Resources
Lucas Administrative Building, room 717
Highland Heights, KY  41076
Phone - 859-572-7600
Email – greenr5@nku.edu

Online Incident Report form: http://scra.nku.edu/Reportanincident.html
Northern Kentucky University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims both within the institution and in the community.

**NKU Campus Resources**

**Norse Violence Prevention Center**
The Norse Violence Prevention (NVP) Center promotes the vision of a violence-free campus by engaging the NKU community in innovative prevention strategies and support-centered advocacy. We are committed to ensuring the victims of violence are met with the very best support, compassion and services that are humanly possible.

Norse Violence Prevention Program  
Gabby Dralle, Director, Norse Violence Prevention Center  
Student Union, Room 304  (Monday – Friday 8:15am – 4:30pm)  
Phone: 859-572-5685, messages can be left after hours and will be returned promptly  
Email: Molonyg1@nku.edu  
Website: http://nvp.nku.edu  
*Contact NVP for information regarding Green Dot training (Bystander Intervention)*

**University Police**
**EMERGENCY CONTACT – 859-572-7777**  **Non-Emergency Contact – 859-572-5500**
Website: http://police.nku.edu/  
You can view NKU safety and security information by clicking: Annual Campus Security Report or Daily Crime Log  
Email: NKU Police – police@nku.edu

**Title IX Coordinator – Office of Inclusive Excellence**
**Dr. Kathleen Roberts**, Senior Advisor to the President for Inclusive Excellence & Title IX Coordinator  
Lucas Administrative Center, Room 834  
Phone: 859-572-6630  
Email: robertsk10@nku.edu  
Website: Inclusive Excellence

**Deputy Title IX Coordinator – Office of Student Conduct, Rights & Advocacy**
**Ann James**, Senior Associate Dean of Students  
Student Union, Room 301  
Phone: 859-572-6376  
Email: jamesa3@nku.edu  
Website: Office of Student Conduct, Rights and Advocacy  
You can complete an online incident report form here.
Deputy Title IX Coordinator – Athletics  
Leslie Fields, Associate Athletic Director for Compliance  
BB&T Arena at Northern Kentucky University  
Phone: 859-572-7572  
Email: fields14@nku.edu

Deputy Title IX Coordinator – Human Resources  
Rachel Green, Director of Employee Relations & EEO  
Lucas Administrative Center, Room 723  
Phone: 859-572-7600  
Email: greenr5@nku.edu  
Website: http://hr.nku.edu/

LGBTQ Programs & Services  
Bonnie Meyer, Director of LGBTQ Programs & Services  
Student Union, Room 309  
Phone: 859-572-5835  
Email: meyerb5@nku.edu  
Website: http://lgbtq.nku.edu/

Health, Counseling and Student Wellness  
859-572-5650, UC 440, Monday – Friday can call 24 hours/7 days week  
Health, Counseling and Student Wellness is staffed by professional counselors, a Nurse Practitioner and Registered Nurses. The staff provides a variety of confidential services: crisis intervention, individual counseling, group counseling, consultations, community mental health resources and presentations/workshops. Many services are available on a walk-in basis between 8:30 a.m. and 4 p.m. Appointments for other services can be made in person or by phone.  

Health, Counseling and Student Wellness  
University Center, Suite 440  
Phone: 859-572-5650  
Email: hcsw@nku.edu  
Website: http://hcsw.nku.edu/


Graduate Student Honor Code/Appeals Policy: http://scra.nku.edu/Infostudents/Infostudents1.html

Chase College of Law Honor Code and Plagiarism Policy:  
http://chaselaw.nku.edu/content/dam/chaselaw/docs/students/handbook/Honor-Code%20Jan%202013.pdf

Sexual Misconduct Policy: http://scra.nku.edu/Infostudents/Infostudents.html#misconduct

Employee Grievance Procedure: https://hr.nku.edu/hrpolicies/employee_relations/grievence.html
Off Campus Community Resources:

**Women’s Crisis Center**
Northern KY 24 Hour Crisis Line – 1-800-928-3335 or 859-491-3335
Website - https://www.wccky.org/

<table>
<thead>
<tr>
<th>Walk-In Locations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Covington:</strong></td>
<td><strong>Hebron:</strong></td>
</tr>
<tr>
<td>835 Madison Ave</td>
<td>3580 Hargrave Drive</td>
</tr>
<tr>
<td>Covington KY 41011</td>
<td>Hebron KY 41048</td>
</tr>
<tr>
<td><strong>Carrollton:</strong> Call for appt.</td>
<td><strong>Maysville:</strong></td>
</tr>
<tr>
<td>440 Main Street, 3rd Floor</td>
<td>111 East Third Street</td>
</tr>
<tr>
<td>Carrollton KY 41008</td>
<td>Maysville KY 41056</td>
</tr>
<tr>
<td><strong>Dry Ridge:</strong> Call for appt.</td>
<td><strong>Vanceburg:</strong> Call for appt.</td>
</tr>
<tr>
<td></td>
<td>283 Kentucky 59</td>
</tr>
<tr>
<td></td>
<td>Vanceburg KY 41179</td>
</tr>
</tbody>
</table>


Kentucky Domestic Violence Association: http://www.kdva.org/

Kentucky Association Sexual Assault Programs, Inc.: http://www.kasap.org/

Ohio Domestic Violence Network: http://www.odvn.org/

Indiana Coalition Against Domestic Violence: Hotline –1-800-332-7385  http://www.icadvinc.org/

National Resources:

National Center on Domestic and Sexual Violence Hotline: 1-800-799-SAFE (7233)  
http://www.nedsv.org/

National Sexual Assault Hotline: 1-800-656-HOPE (4673)  
https://www.rainn.org/about-national-sexual-assault-telephone-hotline

Not Alone ~Together Against Sexual Assault: https://www.notalone.gov/

GLBT National Help Center: 1-888-843-4564  http://www.glbtnationalhelpcenter.org/

GLBTQ Domestic Violence Project: 1-800-832-1901  http://www.glbtqdvp.org/

Stalking Resource Center: http://victimsofcrime.org/our-programs/stalking-resource-center
NKU’s primary prevention and awareness program regarding power-based personal violence is Haven, an online education module. Haven addresses the critical issues of sexual assault, relationship violence, and stalking, which impact countless college students across the country. Built in collaboration with leading researchers and practitioners, Haven is an interactive module designed to engage and empower NKU students to create a safe, healthy campus environment. All incoming first-year and transfer students at NKU are asked to complete Haven during their first semester. Haven employs the following three strategies in order to educate students:

Focus on Relationships
In Haven, students are encouraged to reflect on their personal values and expectations in relationships as a foundation for personal engagement. The program’s primary focus is to promote healthy relationships based on positive communication and respect. Haven demonstrates for students the warning signs of abuse, and situations that may be challenging or confusing regarding consent in their own relationships and those of others.

Personal Connections
Haven uses language and scenarios that are inclusive and sensitive of diverse identities and experiences to provide a relevant and engaging learning environment for students. By covering a range of perspectives and encouraging personal reflection, and drawing upon individual values and strengths to guide student engagement, Haven creates a powerful connection to these issues among students.

Real-Life Scenarios
Throughout Haven, rich and in-depth scenarios serve to model healthy behaviors, increase awareness of opportunities to intervene, and provide a range of strategies for taking action. Additional scenarios encourage students to challenge sexist language and attitudes and provide guidance for supporting a friend who may be a victim of sexual assault or relationship violence.

NKU’s ongoing prevention and awareness program is the Green Dot strategy. Green Dot is a movement, a program, and an action. The aim of Green Dot is to prevent and reduce power-based violence at NKU by engaging the campus community to be active bystanders who step in and speak out against power-based personal violence. The Green Dot movement is about gaining a critical mass of students, staff and faculty who are willing to do their small part to actively and visibly reduce power-based personal violence at NKU. All incoming first year students participated in a Green Dot presentation during the fall of 2015 and presentations are offered throughout the academic year.

Additionally, the Norse Violence Prevention Center is partnering with the Office of Fraternity & Sorority Life, Athletics, University Housing, and Student Government to launch the It’s On Us campaign at NKU this
semester. It's On Us is a national education-based campaign focusing on sexual assault awareness and prevention on college campuses. It's On Us advocates for a cultural shift surrounding sexual assault, by identifying what sexual assault is and situations in which it is beneficial to step in and prevent sexual assault from happening.

Finally, the Norse Violence Prevention Center received a grant offered through Men Can Stop Rape in partnership with Positive Coaching Alliance, and the U.S. Department of Justice, Office on Violence Against Women. This grant has allowed NKU staff to receive targeted technical assistance and training for one year under this project. As a grantee, NKU has access to the following resources:

- An interactive three-day Healthy Masculinity and Campus Athletics Training Institute based on the theory and practice of positively engaging athletics in prevention;
- A 12 month Healthy Masculinity Game Plan, consisting of concepts, products, and practices that can be employed throughout the year of the project; and
- Targeted technical assistance, including teleconferences, webinars, and individual TA technical assistance calls as needed to address specific issues or concerns.

All NKU student-athletes received training during the fall of 2015 as a result of this grant.

**Prevention and Awareness Campaigns for Employees**

The university's goal of a safe and inclusive environment includes a commitment to maintain a campus that is safe and free from sexual misconduct, including sexual harassment. All forms of sexual misconduct are prohibited and will not be tolerated at NKU. Below is information and programs to help make NKU a safe and inclusive environment:

**New Hire Orientation**

- NKU’s compliance officer reviews NKU’s prevention programs in regards to Title IX and the Clery Act at every new hire orientation.
- The many aspects of Title IX are discussed (definitions, how and where to report etc.)
- This is also backed up by the Ethical Principles and Code of Conduct.
- Sexual misconduct policy ([http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Sexual%20Misconduct.pdf](http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Sexual%20Misconduct.pdf)) is reviewed at each orientation.

**Applicable Policies**

- Sexual Misconduct - [http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Sexual%20Misconduct.pdf](http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Sexual%20Misconduct.pdf)
- Harassment Avoidance - [http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Harassment%20Avoidance%20Policy.pdf](http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Harassment%20Avoidance%20Policy.pdf)
- Affirmative Action/EEO
  - Northern Kentucky University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality of work force and to foster an
environment that embraces the broad range of human diversity.

The university is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status, is prohibited. The university will provide equal opportunity to all employees in regard to salaries, promotions, benefits and working conditions and will monitor these areas to ensure that any differences which may exist are the result of bona fide policies and procedures and are not the result of illegal discrimination.

**Ongoing Training**

NKU’s primary prevention and awareness program regarding power-based personal violence is Haven, an online education module. Haven addresses the critical issues of sexual assault, relationship violence, and stalking, which impact countless college students across the country. Built in collaboration with leading researchers and practitioners, Haven is an interactive module designed to engage and empower NKU to create a safe, healthy campus environment. Additionally, NKU has also partnered with Workplace Answers to provide faculty and staff with education regarding sexual violence and its impact. You can access the course by clicking on the following link and then logging in with your NKU id and password: [http://hrtraining.nku.edu](http://hrtraining.nku.edu). Topics included in the online course are: introduction to the laws, information regarding sexual violence, understanding harassment and discrimination, responsibilities and available resources for anyone affected by sexual violence.

- Through our partnership with a vendor, we offer an online training course to all NKU employees regarding Title IX/VaWA/Clery Act. The course was released in September 2015, and as of this writing, we have not compiled the number of employees who have completed the course to date.

- NKU’s Norse Violence Prevention Center promotes the vision of a violence free campus by engaging the NKU community in innovative prevention strategies and support-centered advocacy. The center is available to all faculty and staff. The center just introduced the “It’s On Us” campaign to our University community. The national campaign is in response to the wide-spread issue of sexual-based violence on college campuses. The campaign aspires to encourage everyone to see it as his or her responsibility to do something, big or small, to prevent this violence.

- NKU’s ongoing prevention and awareness program is the Green Dot strategy. Green Dot is a movement, a program, and an action. The aim of Green Dot is to prevent and reduce power-based violence at NKU by engaging the campus community to be active bystanders who step in and speak out against power-based personal violence. The Green Dot movement is about gaining a critical mass of students, staff and faculty who are willing to do their small part to actively and visibly reduce power-based personal violence at NKU.

- There is ongoing available Title IX training for faculty and staff.
The Campus Sex Crimes Prevention Act of 2000 is a federal law that requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which the person is employed, carries on a vocation, volunteers, or is a student.

Information regarding registered sex offenders who are affiliated with the University may be accessed through http://police.nku.edu/JeannieCleryAct/sexoffenders.html. The Kentucky State Police Sex Offender Registry (SOR) is located at: http://kspsor.state.ky.us/. This website provides sex offender and criminal offender registration information to the public through this website. The intent of this site is public safety and awareness. This database is made available to alert possible victims of potential danger, not to punish or embarrass offenders.

Programs on stranger and non-stranger rape and other violent offenses are offered by the Health, Counseling and Prevention Services in conjunction with the Department of Public Safety, and University Housing. Programs are offered each academic semester at the residence halls as well as workshops for all students, faculty and staff, fraternities and sororities, and other organizations officially sanctioned by the University. These programs are also offered by request at all other off-campus locations where University classes are taught.

Crime Prevention Presentations: Crime prevention presentations are made to various campus departments, groups and organizations. University Police makes crime prevention presentations to new students, faculty and staff at their respective orientations, and to residence hall residents. Some of the topics have included how to Awareness of Surroundings, Prevent Textbook Thefts, Identity Theft, Know Your Rights Forum, Police/Student Role Playing Scenarios, etc.

Health, Counseling and Prevention Services: The Health, Counseling and Student Wellness (859)572-5650 is staffed by licensed professional mental health counselors. The center is well-adapted to working with victims of sexual assault and individuals with substance abuse and relationship problems. The mission of Health, Counseling and Student Wellness is to facilitate student’s personal growth and development, as well as learning and retention at the University.
Reporting to the University Police Department

Benefits of reporting to University Police Department are:
- Taking action which may prevent further victimization, including issuing a crime alert (timely warning) to warn the campus community of an impending threat to their safety;
- Potential apprehension of the assailant
- Opportunity to seek justice for the wrong that has been done to you; and
- Recording of the occurrence for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, a University Police officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview.

NOTE: Reporting an incident is a distinct process from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or University disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

Procedures for On-Campus Disciplinary Action

Any member of the University community may file charges against any student for violence or other misconduct. If you decide to take part in the University adjudication process, you should contact the Office of Student Conduct, Rights and Advocacy, 301 Student Union or by calling (859)572-5147. Charges may either be filed directly by you or by the University on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the University's Code of Student Rights and Responsibilities regulations. Assailants could be subject to disciplinary action pending review by the University judicial system. Those students found responsible for violating the Code in this way could be suspended or expelled. Under the University’s disciplinary procedures both the accuser and the accused are entitled to have an advisor or support person present during the Administrative hearing. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. If you have been sexually assaulted or harassed by a non-student NKU employee, this is also a violation of the law and University policy.

Charges shall be prepared in writing and directed to the Office of Student Conduct, Rights and Advocacy. Detailed filing and hearing procedures and regulations are addressed in the Code of Student Rights and Responsibilities available on the Office of Student Conduct, Rights and Advocacy website at http://scra.nku.edu/policies/student-rights.html. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense, and to have that advisor present during the hearing. Advisors may assist in preparation for the hearing; however, he/she is not permitted to speak for the parties or otherwise participate directly in the hearing.
Northern Kentucky University is committed to maintaining a safe and secure environment that supports the academic mission of the university. According to the NKU Firearms, Explosives, Deadly Weapons and Dangerous Instrumentalities policy, members of the NKU community, including students, faculty, staff, as well as visitors to any NKU campus location, are prohibited from possession firearms, explosives, weapons, or any item that may be construed as such, on the premises of the University or in any building under university control. There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to do so while on NKU property.

All members of the NKU community should refer to the Firearms, Explosive, Deadly Weapons and Dangerous Instrumentalities Policy, which is available at the University’s Compliance Office website located at http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Administrative-Regulations/Firearms%2C%20Deadly%20Weapons%2C%20and%20Dangerous%20Instrumentalities.pdf.

Fire on college campuses has the potential to claim lives and cause extensive property damage. Most lives, however, can be saved by using common sense in a fire emergency.

Sprinkler systems, smoke detectors, and fire alarms are provided in the residence halls as specified by fire safety codes. Since the equipment is for safety of the residents, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly.

Because intentionally causing a fire or fire hazard and unauthorized alteration, misuse or abuse of fire equipment endangers the entire community, residents who abuse these items may not only face University disciplinary sanctions, but may also be subject to arrest. Abuse of fire safety equipment includes, but is not limited to, damage to smoke detectors, damage to exit signs, propping open fire doors, and damage to fire hose pipes. Additionally, failure to evacuate during a fire alarm is not only a safety hazard but it is a violation of University policy.

Residents are not to tamper with or obstruct fire alarms, smoke detectors, sprinklers in their rooms. If a resident suspects fire safety equipment to be faulty, they should immediately report their concerns to the Office of University Housing and the University Police.
Policy & Procedures for Student Housing Evacuation in Case of a Fire:

When the fire alarm is activated, you must evacuate the building as quickly as possible. **Do not re-enter the building until instructed to do so.** Failure to evacuate is not only a safety hazard, but it is a violation of University policy.

In accordance with Kentucky Fire Prevention Code, it is the policy of the Northern Kentucky University that a building be immediately evacuated upon the activation of the fire alarm system. Under no circumstances is it acceptable behavior at the University for any person(s) to remain in a building when a fire alarm has been activated or other safety evacuation directions have been given. To view this policy in its entirety, visit http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Building%20Evacuation%20Policy.pdf.

The Office of University Housing maintains a record of any on-campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities.

The Chief of the University Police Department, or designee, makes a request from the Office of University Housing for a current list of students which reside in the residence halls and have a disability which may impair them from exiting the building during an emergency. This list is distributed to the appropriate safety and emergency response agencies.

In the event of an emergency that requires evacuation of a university facility, occupants should follow the procedures to ensure their safety. The sounding of the fire alarm indicates the necessary evacuation of the building for all students. Residents on the first floor with the means of egress should evacuate the building immediately.

Residents above the first floor should go to a room with an outside window and a phone (preferably your own). Call the University Police (859) 572-5500 and inform them of your location and wait there until help arrives. Your evacuation will be coordinated by the responding emergency personnel. University Police will notify them of your location. If the emergency is determined to be false (false fire alarm, etc.), you will not be evacuated from the building.

Because a student may not be in their room when the emergency occurs, University Police ask your assistance by calling (859)572-5500 to inform them of your location.

For further information on the Evacuation Assistance of Mobility Impaired, go to http://safety.nku.edu/emermanagement1/guide/impaired.html.

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Reporting Fires on Campus

All residential buildings and University buildings are equipped with automatic fire detection and alarm systems which are monitored by University Police, 24 hours a day, and 365 days a year.

If a fire occurs in any building, community members should immediately notify University Police by dialing 911 or 7777 from a campus phone or (859)572-5500 from any cell phone. University Police will initiate a response and will summon the fire department quickly through our method of communication. If a member of
the NKU community finds evidence of a fire that has been extinguished, and the person is not sure whether University Police has responded, the community member should immediately notify University Police to investigate and document the incident.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a predesignated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in the elevators on campus ring to a dispatcher working inside of the University Police Department.

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Fire Log:

For the purposes of fire safety reporting, a fire is, “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

The University Police maintains a Fire Log of fire incidents that have occurred in student housing facilities. The fire log includes the nature of the fire, the date the incident is reported; date and time the fire occurred; incident type (smoke/fire alarm; fire); the general location of each reported incident; and a comment briefly describing the incident. The University Police posts specific incidents in the daily fire log each working day of receiving a report of an incident and is available on the web at http://police.nku.edu/safety/CleryAct/CleryPolicy.html. A printed copy can also be viewed and obtained from the Police Department on request.

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Policy for giving students with disabilities priority for first-floor housing

Handicapped accessible rooms are available in each campus residential facility. Some of our facilities have modified restroom and kitchen access such as grab bars in showers and lowered counters in the kitchen areas. Students with special needs will be accommodated through the cooperation of University Housing and Disability Program and Services. Anyone wishing to obtain a handicapped room or special accommodations should contact Disability Program and Services at (859)572-5401 or disability@nku.edu.

Appeal of assignment received or modifications offered:

There are three options available to students who feel the accommodations are not satisfactory.

1. The student may request to another space that may better accommodate their needs. Room change requests can be requested by completing a room change request form available in the Housing Office.

2. The student may request to have specific modifications completed or installed in their assigned rooms. Requests for modification of space should be submitted in writing to the Assistant Director in the housing office.
3. The Assistant Director may discuss the modifications with the Disability Resource Center staff. The request should address the following issues:

Is there a negative health impact that may be permanent if accommodation is not met? What is the likely impact on academic performance if accommodation is not met? What is the likely impact on the student's daily life if request is not met? The decision will be based on the questions listed above as well as the feasibility and availability issues:

- Is space available that meets the student's needs?
- Can the requested modification be made in the area where the student is assigned?
- Can space be adapted to provide the requested modification without creating a safety hazard (electrical load, emergency egress, etc)?
- Are there other effective methods or housing modifications that would achieve similar benefits to the requested modification?
- Is the cost of meeting the request prohibitive?

Policy and Procedure for Accommodation Appeal

If the student feels that he/she has been denied a reasonable accommodation by the Coordinator of Disability Programs and Services, an appeal may be made to the Appeals Panel of the Disability Advisory Committee according to the following procedure:

- Within five (5) business days of the denial for accommodation, the student shall submit a written notice to the Coordinator of Disability Program and Services of his/her wish to appeal that decision.
- The Coordinator of Disability Programs and Services shall notify the Disability Advisory Committee in writing of the students wish to appeal within five (5) business days.
- The Disability Advisory Committee shall form a panel of three (3) individuals to hear the appeal within five (5) business days of receipt of the notice from the Coordinator of Disability Programs and Services.

The Appeals Panel shall be comprised of the following:

- Two representatives from the Disability Advisory Committee.
- One student appointed by the Disability Advisory Committee.

In no case shall the University Legal Counsel sit as a member of the Appeals Panel.

- The Appeals Panel will notify the student and the faculty who teach the class(es) or staff who provide the services in which the accommodation has been denied of the date, time and place of the appeal hearing.
- The Appeals Panel will notify the student and the faculty who teach the class(es) or staff who provide the services in which the accommodation has been denied of the date, time and place of the appeal hearing.
- The student shall have the opportunity to explain to the Appeals Panel at the hearing why he/she believes that the decision of the Coordinator of Disability Programs and Services is incorrect. **This opportunity includes:** The right to make oral statement to the Appeals Panel and the right to submit supportive documentation.
- The Coordinator of Disability Programs and Services shall have the opportunity to explain to the Appeals Panel at the hearing his/her reasons for denying an accommodation to the student. This
opportunity includes: The right to make an oral statement to the Appeals Panel; and the right to submit supportive documentation.

- The faculty/staff shall have the opportunity to address the panel about the accommodation appeal. The Appeals Panel may ask questions during the hearing of the student, the faculty/staff and the Coordinator of Disability Programs and Services to aid it in its decision.
- The Appeals Panel must notify the student, faculty/staff and the Coordinator for Disability Programs and Services of its decision in writing within five (5) business days following the conclusion of the hearing.
- If the student is dissatisfied with the determination of the Appeals Panel, he/she may make a final appeal to the Vice President for Student Affairs and Enrollment Management.
- The student must submit a written notice of appeal to the Appeals panel and the Vice President for Student Affairs and Enrollment Management within five (5) business days of the Appeal Panel determination.
- All materials possessed by the Coordinator of Disability Program and Services and the Appeals Panel shall be forwarded to the Office for Student Affairs and Enrollment Management upon receipt of the written appeal by the Coordinator of Disability Program and Services.
- The Vice President for Student Affairs and Enrollment Management shall make his/her determination within (5) business days from receipt of the appeal.
- The Vice President for Student Affairs and Enrollment Management shall notify the student, the faculty/staff, the Coordinator of Disability Program and Services and the Appeals Panel in writing of his/her final determination.

The decision of the Vice President of Student Affairs is final.
Annual Fire Safety Report

Each year the Northern Kentucky University Police Department completes an Annual Fire Safety Report that includes: yearly fire statistics, a description of fire safety systems, yearly fire drills, policies on portable electrical appliances, smoking, and open flames, evacuation procedures, policies on fire safety education and training, and contact information.

The University shall complete the Annual Fire Report and include in the University’s annual report pursuant to the Clery Act. To view or obtain a copy of the Annual Fire Report visit the Safety and Emergency Management webpage at http://safety.nku.edu/firesafety.html.

To view safety guides, fire prevention, fire safety and education programs, and fire safety policies visit the Safety and Emergency Management at http://safety.nku.edu/firesafety.html.

Description of each Student Housing Facility Fire Safety Systems

The existence or nonexistence of automatic fire suppression systems in on-campus housing facilities: Sprinkler systems, smoke detectors, and fire alarms are provided in the residence halls as specified by fire safety codes. Currently, the existence of automatic fire suppression systems in on-campus housing facilities is disclosed through a brochure created by the Safety and Environmental and Compliance Office and distributed by the Residential Housing staff to all residents. Beginning January 2008, all residents will receive the same information through the Residential Housing listserv mass emailing.

List of Current Fire Suppression Systems in Student Housing:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring Done on Site (by NKUPD)</th>
<th>Partial *1 Sprinkler System</th>
<th>Full *2 Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placard</th>
<th>Number of evacuation (fire) drills each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callahan Hall 3510 Alexandria Pike</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>30</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Commonwealth Hall 20 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Kentucky Hall 20 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>4</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Norse Hall 10 Campbell Drive</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>0</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Northern Terrace 3520 Alexandria Pike</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>50</td>
<td></td>
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</tr>
<tr>
<td>University Suites 30 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>24</td>
<td>X</td>
<td>4</td>
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<tr>
<td>Woodcrest Apartments 10 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>3</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

*1. Partial Sprinkler Systems is defined as having sprinklers in the common areas only
*2. Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.
Note: Apartment style dorms having a direct exit to the outside are not required to have emergency evacuation plans.
Norse Hall
Norse Hall is an apartment style housing facility in which each apartment has egress directly to the outside. Each apartment is equipped with a single station smoke detector. Norse Hall is equipped with an automatic fire alarm system with pull stations at each level and automatic flow switched on the sprinkler system. Horns/strobes have been placed in each apartment. The building is fully sprinkled.

Woodcrest Apartments
Woodcrest is an apartment style housing facility in which each apartment has egress directly to the outside. Each apartment is equipped with a single station smoke detector. Woodcrest is equipped with an automatic fire alarm system with pull stations at each level and automatic flow switched on the sprinkler system. Horns/strobes have been placed in each apartment. The building is fully sprinkled.

Kentucky Hall
Kentucky Hall is a traditional style housing facility. Each unit is equipped with a single station smoke detector. The building is equipped with an automatic fire alarm system with system smoke detectors throughout the hallways, common areas, and equipment rooms. System pull stations are located at each exit on every floor. Horns/strobes are located in the common hallways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

Commonwealth Hall
Commonwealth Hall is a traditional style housing facility. Each unit is equipped with a single station smoke detector. The building is equipped with an automatic fire alarm system with system smoke detectors throughout the hallways, common areas, and equipment rooms. System pull stations are located at each exit on every floor. Horns/strobes are located in the common hallways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

University Suites
University Suites is equipped with an automatic fire alarm system consisting of system smoke detectors in each unit, pull stations at each exit and automatic flow switches on the sprinkler system. Speaker and speaker/strobes are located in each unit and in the common hallways. The building is fully sprinkled.

Callahan Hall
Each unit is equipped with a single station smoke detector. The building is equipped with an automatic fire alarm system with system smoke detectors throughout the hallways, common areas, and equipment rooms. System pull stations are located at each exit on every floor. Horns/strobes are located in each unit and the common hallways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

Northern Terrace
Each unit is equipped with two single station smoke detectors. This building is equipped with an automatic fire alarm system with smoke detectors in elevators, lobbies, and pull stations located at each exit. Horns/strobes are located in each unit and in the common open-air breezeways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

NOTE: The campus fire alarm system is a certified proprietary systems monitored by the NKU Police Department.
Fire Drills

The Higher Education Act (HEA) defines a fire drill as a supervised practice of a mandatory evacuation of a building for a fire. A drill involves planning, supervision and evaluation.

Fire evacuation drills are conducted each semester in all of the occupied residence halls in coordination with the Office of Safety and Emergency Management.

Fire evacuation drills are coordinated by the Safety and Environmental Office each semester for all residence hall facilities on the Northern Kentucky University campus. Evacuation routes are posted in each residence hall. Designated locations for long-term evacuations are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The Northern Kentucky University Police, Safety and Environmental Office and Student Housing staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. For further information go to: http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/POL_7-23-2016_FireDrill.pdf.

The purpose of fire evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Northern Kentucky University utilizes training and drills to educate and train occupants on issues specific to their residence hall. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills for residence halls are monitored by Safety and Environmental Compliance Office and Student Housing staff. Recommendations for improvements may be submitted to the appropriate departments/offices for consideration. Northern Kentucky University has protocols for assisting people with different disabilities for safe evacuation. Protocols for a variety of potential dangers can be found on Safety and Environmental Compliance website at http://safety.nku.edu/firesafety.html and the University Police website at http://safety.nku.edu/firesafety/emergencyguide.html.

Northern Kentucky University also conducts regular announced tests of its emergency text messaging system in conjunction with publicized information about registering for the service.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. Student Housing residential staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Shelter-in-Place Procedures—What it Means to "Shelter-in-Place"
If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance
If an incident occurs and the building you are in is not damaged, stay inside, seeking an interior room, until you
are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, backpack, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

**How You Will Know to "Shelter-in-Place"**
A shelter-in-place notification may come from several sources, including the NKU Police, housing staff members, other University employees, the federal or state government, Central Campbell County Fire District, or other authorities utilizing the University's emergency communication tools.

**How to "Shelter-in-Place"**
No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should have the following characteristics
   - An interior room
   - Above ground level
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.

4. Turn off air conditioners, heaters, and fans.

5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)

6. Make a list of the people with you and ask someone (housing staff, faculty, or other staff) to call the list in to Northern Kentucky University Police (859-572-7777 or 911) so they know where you are sheltering. If only students are present, one of the students should call in the list.

7. Turn on a radio or TV and listen for further instructions.

For guidance on response to a variety of potential dangers, see [http://safety.nku.edu/firesafety.html](http://safety.nku.edu/firesafety.html).
There are a few things that may not be brought into a residence hall and/or a student’s room as they pose a significant risk of fire. They include but are not limited to: any high wattage electrical appliances such as space heaters, heat lamps, any open coil electrical devices, or musical instrument amplifiers. Students should not bring any candles, incense/aromatic herb burners, any device using halogen bulbs, toaster ovens, hot plates or tanning lamps. Students are not permitted to bring or construct unapproved lofts.

**Appliance Policy:**
All appliances must be UL (Underwriters Laboratory) approved. Safety and sanitation standards do not permit major appliances in the residence halls. Non-grounded extension cords are not permitted in any residential facility. Power strips with built in breakers are allowed.

Up to six (6) additional cubic foot of refrigerator space is permitted in the Woodcrest Apartments and only two (2) additional cubic feet are permitted in all other residential areas.

Stove cooking is permissible in apartment kitchens with ventilation hoods. Microwave cooking may occur in all residential rooms. Washing machines, dryers, toaster ovens, and dishwashers are NOT permitted in any residential facility. Coffee pots and George Foreman Grills may only be used in the kitchen area of the Woodcrest Apartments. The policy on Electrical Appliances in Student Housing can be viewed at http://scra.nku.edu/content/dam/dean-of-students/docs/Housing%20Policies.pdf.

**Tobacco-Free Policy:**
Northern Kentucky University is a tobacco free campus.

Tobacco use at all University owned, operated, and leased properties is covered in this policy. Tobacco products are therefore prohibited in all interior/exterior building space, outside ground areas, walkways and parking structures, indoor/outdoor athletic facilities, and vehicles. To view the complete policy go to http://tobaccofree.nku.edu/policy.html.

**Open Flame Policy:**
The burning of candles, sparklers, incense, paper leaflets, combustible figurines, pyrotechnic device, or any other combustible material is prohibited on university property. Any fire caused by unauthorized use of open flames will be considered arson. Further information on the Open Flame Policy can be viewed at: http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Use%20of%20Open%20Flame%20Policy.pdf.

**Candles/Holiday Lights:**
Any open flame, including but not limited to candles that are either lit or unlit, is not permitted in any residence hall at NKU.

Holiday lights are permitted in the residence halls but may not be hung from the ceiling or from the walls within 6 inches of the ceiling. Lights or wires may not be run under carpet, rugs, or mattresses. Light may not be hung around doors (exception: closet doors), in hallways, or in any way that may impeded egress from an area if they begin to fall. All lights must be UL (Underwriters Laboratory) approved cool bulbs.
Procedures for Student Housing Evacuation in the Case of a Fire

An evacuation of a building is used to move person out of the building by a pre-designated route (if usable) to avoid a potentially threatening situation. Evacuation also determines that the entire building is unusable until further notice. In the event of a fire, the University expects all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the University Police at (859)572-7777.

Woodcrest Apartments and University Suites have direct exits to the outside and should evacuate promptly. Callahan Hall, Commonwealth Hall, Kentucky Hall, Norse Hall, Northern Terrace are buildings without a direct outside. Students and/or staff are informed with an evacuation instruction with a map plan in each residential room if circumstance warrants at the time of the alarm.

In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors behind as they leave. No training is provided to students in firefighting or suppression activity as this is inherently dangerous and each student’s only duty is to exit safety and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. Upon evacuation, do not run, go to the restroom, or use elevators to exit the building. If smoke is present, stay low to the ground. Report any missing persons and the location last seen to the University Police. DO NOT return to an evacuated building until authorized to do so by the University Police or the Central Campbell County Fire District.

For further information go to http://safety.nku.edu/firesafety/residencesafety.html.

Policies on Fire Safety Education and Training Programs

The Office of Safety and Emergency Management offers Fire Safety and Disaster Preparedness training programs. Training programs include: Fire Safety Education & Prevention, Fire Extinguisher Training, Fire Drill Evacuations and Disaster Preparedness. To view fire safety videos, fire safety information and policies go to: http://safety.nku.edu/firesafety/residencesafety.html.

Residence Hall Safety

While the University takes every precaution to ensure your safety from fire, there are things you can do to protect yourself in the event of a fire in your dorm room. Remember these simple Do's and Don'ts.

If you are awakened by the sound of a fire alarm:

- Don't sit up!
- Roll out of your bed.
- Stay low.
- Crawl to the door.
- Feel the door to see if it is hot.
- If the door is not hot, kneel against the door and open it slightly.
- Check the hall for smoke and flames.
- If no smoke or flames, crawl along the floor of the corridor to the fire exit, staying low and using doorways as the guide.
- Leave the building and do not re-enter until an authorized person signals it is safe to do so.
Residents are not to tamper with or obstruct fire alarms, smoke detectors, sprinklers in their rooms. If a resident suspects fire safety equipment to be faulty, they should immediately report their concerns to the Office of University Housing and the University Police.

Per federal law, Northern Kentucky University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the University Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Northern Kentucky University Police: (859)572-5500
Northern Kentucky Office of University Housing: (859)572-5676
Office of Safety and Emergency Management: (859)572-6522

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

### Plans for future improvements in fire safety

Office of Safety and Emergency Management will be upgrading the fire alarm panels in buildings not currently on Class A loop.

### Fire Statistics

#### 2016 Campus Safety and Security Survey for Reporting Year 2015

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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</thead>
<tbody>
<tr>
<td>1 Callahan Hall</td>
<td>3510 Alexandria Pike</td>
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<tr>
<td>2 Commonwealth Hall</td>
<td>20 Campbell Drive</td>
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<td>3 Kentucky Hall</td>
<td>20 Campbell Drive</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 Norse Hall</td>
<td>10 Campbell Drive</td>
<td>0</td>
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<td>5 University Suites</td>
<td>30 Campbell Drive</td>
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<td>1</td>
<td>0</td>
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<tr>
<td>6 Woodcrest Apartments</td>
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</tr>
<tr>
<td>7 Northern Terrace Apartments</td>
<td>3520 Alexandria Pike</td>
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<td>0</td>
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<tr>
<td><strong>Total</strong></td>
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</table>
**Fires — On-campus Student Housing Facilities**

**On-Campus Student Housing Facility**

<table>
<thead>
<tr>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire-related injuries</th>
<th>Fire-related deaths</th>
<th>Property damage</th>
</tr>
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<tr>
<td>1</td>
<td>Unintentional Cooking</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

Caveat: None to report in 2015

**Fires — On-campus Student Housing Facilities**

**University Suites**

<table>
<thead>
<tr>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire-related injuries</th>
<th>Fire-related deaths</th>
<th>Property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intentional Heating Equipment</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

Caveat: Student was baking and pulled the hot food out of the oven with paper towels which caught fire and caused her to drop the food onto the floor causing the carpet to char; no other damage and no one was hurt.

**Fires — On-campus Student Housing Facilities**

**Callahan Hall**

<table>
<thead>
<tr>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire-related injuries</th>
<th>Fire-related deaths</th>
<th>Property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intentional Heating Equipment</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

Caveat: Unknown person burned the roof of an elevator; it appears that someone may have held a lighter to the roof causing it to melt. Burn spot was about the size of a half dollar; no other damage and no one was hurt.

**Fires—Summary**

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Fires 2013</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Fires 2014</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Fires 2015</th>
<th>Injuries</th>
<th>Deaths</th>
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</thead>
<tbody>
<tr>
<td>Callahan Hall</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<td>Commonwealth Hall</td>
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<tr>
<td>Kentucky Hall</td>
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<td>0</td>
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<tr>
<td>Norse Hall</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>University Suites</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Woodcrest Apartments</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Northern Terrace</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
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</tr>
</tbody>
</table>
Disclosure of Campus Security & Crime Statistics

The Northern Kentucky University Police Department has been designated as the compliance office for ensuring that the requirements of the Clery/Minger Acts are met by the designated Campus Security Authorities (CSAs) and the University as an entity. The University Police is responsible for:

1. Ensuring that the University maintains compliance with all requirements of these Acts;
2. Preparing, submitting and publishing annual reports pursuant to the Clery and Minger Acts;
3. Makes the Daily Log available to the public;
4. Reporting fires, threats of fires, and fire alarms to the State Fire Marshal’s Office pursuant to the Minger Act;
5. Preparing, submitting, and publishing the Annual Fire Report pursuant to the Clery Act; and

The Compliance and Institutional Ethics Office is responsible for overall coordination of campus-wide efforts to comply with the Clery and Minger Acts.

Crime Information/Statistic Sources: The Northern Kentucky University Police Department gathers crime statistics from a variety of law enforcement agencies and CSA sources.

In compliance with the Campus Security Act, the University makes available information on selected crimes: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, stalking, dating violence, domestic violence, and the number of arrests for weapons law violations, drug abuse violations and liquor law violations to the public, to all students, faculty and staff, and to all prospective students and employees who request this information. Also included is hate or bias crimes. In addition to the above referenced crimes, crimes of larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability shall be reported at least annually.

Law Enforcement: The majority of crime statistics tracked for compliance with Clery/Minger Acts is provided by the Northern Kentucky University Police Department. Individual inquiries are made to any law enforcement agency (Highland Heights Police Department, Campbell County Police Department, Boone County Sheriff’s Office, Williamstown Police Department, etc.) that may be involved in addressing crime on the University’s campuses or properties. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Procedures for preparing the annual disclosure of crime statistics: The University Police reviews each police report and records those meeting the definitions of the Uniform Crime Report (UCR) mandated to be reported and records each by case number as to the UCR crime and the geographical area where the crime occurred. Any police report received from an adjacent Police Department that involves students at an off-campus location or a student organization officially recognized by the University is managed in the same
manner. Hate crimes and crimes reported on an anonymous, confidential basis that are mandated to be reported are also recorded in the same manner.

Crime Log: The University Police maintains a daily crime log on which it has recorded each police report. The log includes the date the incident is reported; date and time the offense occurred; incident type (criminal offense and non-criminal incidents); general location of each reported incident; the disposition of the report (open/closed; arrest, etc.); and a comment briefly describing the incident. The University Police posts specific incidents in the daily crime log each working day of receiving a report of an incident. The log is updated every twenty-four (24 hours) Monday through Friday and is available for viewing on the web at http://police.nku.edu/safety/CleryAct/crimelog.html. Additionally, a printed crime log is also available for viewing at the University Police Department located at 415 Johns Hill Road, Highland Heights, KY.

Campus Security Authorities (CSA): As defined by the Clery/Minger Acts, Campus Security Authorities (CSAs) are campus officials that have significant responsibility for students and campus activities. CSAs are provided with information on their responsibilities as well as forms to use when reporting crimes in compliance with the Clery/Minger Acts. Federal and state laws require University employees who are defined as CSAs to report all crimes, fires, and threats of fires of which they become aware. Campus security authorities at NKU include but are not limited to: Officers and Employees of the University Police Department, Employees of the Office of the Vice President of Student Affairs, Deans, Department Chairs, Directors, Assistant or Associate Vice Presidents, Assistant or Associate Deans, Provosts, Coaches, Employees and Volunteers of the Athletic Department, Employees of University Housing, any official of the institution who has significant responsibility for student and campus activities, employees serving as advisors to registered student organizations; any faculty or staff that lead or participate in education travel experiences that include students, whether credit-bearing or non-credit bearing, including international or domestic travel. The president or his designee may identify other officials as it is deemed necessary. If this happens, the university will make sure the information is disseminated to the university community. When professional mental health counselors, pastoral counselors and other licensed counselors are functioning in those capacities, they are not considered to be campus security authorities. Maintenance, support, and clerical staff are not considered campus security authorities.

All members of the university community are encouraged to report crimes or criminal activity to University Police at (859) 572-5500.

Preparation of the Annual Security Report: The Annual Security Report (ASR) is prepared each year by the Northern Kentucky University Police Department. The ASR outlines required safety and security information as well as crime tables for the previous three (3) calendar years. Each year, an e-mail notification is made to all students, faculty, and staff that provide the website to access and view this report. The ASR is available in print format, upon request, and is posted on the in multiple places on the University website. For prospective employees and students, the disclosure of the availability of the ASR link is listed on the NKU Human Resources Job webpage http://hr.nku.edu/jobseekers.html and NKU Admissions webpage, http://admissions.nku.edu/application.html, respectively. For further information on the Annual Security and Safety Report or to request a copy, please contact the University Police at (859) 572-5746.

The University Police is also responsible for issuing the annual reports and for coordinating the release of all Campus Crime Alerts with the designated CSAs. This designation can be found in NKU Policy titled “Policy on Disclosure of Campus Security and Crime Statistics.” For the full text of the Annual Report, go to http://police.nku.edu/safety/CleryAct/securityreports.html.
**Crime Statistics Location Definitions**

**On-Campus- Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Student Housing Facilities:** Any student housing facility that is owned or controlled by the institution, or is located on property or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus and is considered an on-campus student housing facility. Of the incidents listed under On-Campus, this is the number that occurred in a student housing facility.

**Non-Campus Building Or Property- Defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property- Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

*The NKU crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.*
Criminal Homicide: These offenses are separated into two categories: Murder and Non-negligent Manslaughter by Negligence.

Murder/Non-Negligent Manslaughter: is the willful (non-negligent) killings of one human being by another. NOTE: Deaths caused by suicides, fetal deaths, traffic fatalities, accidental deaths, assaults with intent to Murder and attempts to Murder, situations which a victim dies of a heart attack as the result of a crime, and justifiable homicides are excluded.

Manslaughter by Negligence: is the killing of another person through gross negligence.

Sexual Assault (Sex Offenses) – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses—Rape: Is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Sex Offenses—Fondling: Is the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because his/her youth or because of his/her temporary or permanent mental capacity.

Sex Offense—Incest: Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sex Offense—Statutory Rape: Is sexual intercourse with a person who is under the statutory age of consent (In Kentucky the age of consent is sixteen (16) years old).

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

Aggravated Assault: Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Included in Aggravated Assaults is: assaults or attempts to kill or Murder; poisoning (including the use of date rape drugs); assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives; and assault with disease. Note: It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapons is used which could or probably would be resulting in a serious potential injury if the crime were successfully completed.

Burglary: Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit to larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
**Motor Vehicle Theft:** Motor Vehicle Theft is the theft or attempted theft of a motor vehicle. (This does not include thefts from motor vehicles.) This includes all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned—including joy riding.

**Arson:** Arson is the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc..

**Larceny-Theft (only if motivated by hate):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

**Intimidation (only if motivated by hate):** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without the display of a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism to Property (only if motivated by hate):** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with the filth, or any such means as may be specified by local law.

**HATE CRIMES**
A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

**The Clery Act Categories of Bias:**

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:

Larceny-Theft (only if motivated by hate): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

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

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

VIOLENCE AGAINST WOMEN ACT (VAWA): VAWA Offenses statistics include Dating Violence; Domestic Violence, Sexual Assault, and Stalking.

Dating Violence: The term “dating violence” is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or
the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by another person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear the person’s safety or the safety of others; or (B) suffer substantial emotional distress.

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**Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse, and Liquor Laws**

The Clery Act requires reporting of arrests and referrals for disciplinary action for the following law violations:

**Weapons, Carrying, Possessing, Etc:** Is defined as the violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations:** Are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
Specific Information about Classifying Crime Statistics

The crime statistics contained on this website is published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of motor vehicle theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested/cited is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Student Judicial Services and found responsible for violating those specific laws. Being found responsible includes a referral that resulted in the student being charged by Student Judicial Services and a record of the action being kept on file.

The statistics in the Hate Crime chart are separated by category of prejudice, but the numbers for each specific crime category are part of the overall statistics reported for each year. The only exception to this is the addition of Simple Assault to the Hate Crime chart. If a hate crime occurs where there is bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Hate crime occurrences will be broken down according to the Category of Bias and the Category of Criminal Offense. There are eight types of bias categories: Race, Religion, Sexual Orientation, Gender, Ethnicity, National Origin, and Disability. There are eleven Criminal Offenses: Murder/Non-negligent manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property.
HIGHLAND HEIGHTS

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Highland Heights Campus:
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### Arrests and Disciplinary Referrals Reporting Table

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Campus Safety and Security for 2016
Activity Reported for Calendar Year 2015
## Grant County Center:

### Criminal Offenses Reporting Table

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### Arrests and Disciplinary Referrals Reporting Table

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**Grant County Center:**

### Hate Crime Reporting

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### Descriptive Unfounded Crime Reporting

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METROPOLITAN EDUCATION & TRAINING SERVICES (METS)

Campus Safety and Security for 2016
Activity Reported for Calendar Year 2015

Note: The University ended its lease of the METS Center and discontinued the management of the facility on November 30, 2015.
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#### Hate Crime Reporting

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