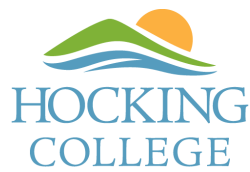




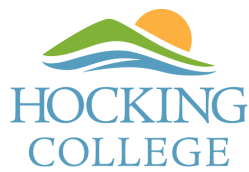
# HOCKING COLLEGE

2016 ANNUAL SECURITY AND FIRE SAFETY REPORT



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Message from Chief A. L. Matthews

On behalf of the Hocking College Police Department, I am again pleased to present this report to our community. Our department's focus is on professionalism, consistency, and reliability with an emphasis on protecting and serving our community in the best way possible.

While our campus community has been through a period of growth and flex, Hocking College continues to experience a low crime rate as our crime statistics show. The staff and personnel of the Hocking College Police Department continue to work diligently to keep our community knowledgeable, safe, and secure.

The information included in this report is provided to help further our commitment, as well as provide data in compliance with the Campus Security Act of 1990, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Higher Education Opportunity Act of 2008. Although this issue of the Hocking College Annual Security & Fire Safety Report is being published & dated for the 2016-2017 academic year, federal requirements mandate that persons who read this guide be informed that criminal activity being reported is from 2015 and the two preceding years. This guide also contains the Annual Fire Safety Report for incidences occurring in 2015.

As public safety is everyone's responsibility, the support that my department receives from the campus community is instrumental in maintaining an atmosphere that is conducive for working, living and learning. For more information, including Clery Crime Statistics, please visit our web page at <http://hocking.edu/campussafety>.



## 2016 ANNUAL SECURITY REPORT

### About Our Campus

Hocking College consists of the Main Campus located in Nelsonville, Ohio off U.S. Route 33; Perry Campus located in New Lexington, Ohio; the Energy Institute located in Logan, Ohio; and Lake Snowden located in Albany, Ohio. Hocking College currently enrolls approximately 3,000 students, of which about 750 are residential on the main campus. Additionally, the college has approximately 370 full-time, part-time, and adjunct employees, annually.

### Your Right To Know

Crime statistics for Hocking College's Main Campus, Perry Campus, Energy Institute and Lake Snowden are also available at <http://www.hocking.edu/campussafety>, clicking on *Annual Security and Fire Safety Report*.

### Reporting Crimes and Emergencies

The Department of Campus Safety/Hocking College Police Department is staffed 24/7/365.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations. If you believe you have become the victim of a crime on campus or a campus controlled facility, you are encouraged to promptly contact Campus Police at x.6598 to report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved

Keep in mind:

- If the suspect enters a vehicle, try to get a description of the vehicle and license number. Note the direction they left toward
- Above all else, protect yourself. Do not attempt to get a vehicle description or license number if doing so would expose you to danger
- Preserve evidence. Do not touch or move anything you don't have to. If the offense is a sex crime (such as rape), do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body

Emergencies can be reported to the office in any of the following ways:

- x. 6598—from any campus extension



- 740-753-6598—from any off-campus phone
- Emergency call boxes located at various locations on campus
- Elevators have direct dial phones to the Police Dispatch Center

Telephone Contact: In an emergency, Do NOT dial 911 from a College phone. Instead dial x. 6598. Campus Safety will be able to determine your on-campus location and has direct contact with Fire and EMS agencies.

Cell Phones: Cellular 911 phone calls are answered by Athens County Central Communications and will be directed to the Campus Police Department for action. Therefore, it is important to give accurate information regarding your location and the incident.

#### *Mandatory and Anonymous Reporting*

With very few exceptions, employees of the institution, including student employees, are obligated to report a sexual assault that has been disclosed to them for three reasons:

1. Federal law mandates that all instances of sexual assault be included in annual crime statistics. With the exception of licensed counselors and clergy, whose services are confidential by law, all representatives of the college are considered mandatory reporters.

- State law requires that all felony offenses be reported. A sexual offense may or may not be categorized as a felony. To meet both federal and state requirements, employees of Hocking College are required to report instances of sexual assault that have been disclosed to them
- Most importantly, as a representative of the institution, you are responsible for reporting the incident so that the college can effectively respond

2. Staff/Faculty/College Representatives can report a disclosed sexual assault by completing a Sexual Assault Reporting form. The form can be obtained from Department of Residence Life or the Campus Police Department. *All reports can be made anonymously so that no identifying information will be given.*

3. Survivors of sexual assault can report the incident for statistical purposes by completing a Sexual Assault Survivor Reporting form. The form can be obtained from the Department of Residence Life or the Campus Police Department. *All reports can be made anonymously so that no identifying information will be given.*

4. Hocking College encourages prompt and accurate reporting of all crimes to campus and local police by all community members, even when the victim elects not to or is unable to make such report.

Because of the Ohio public records law, Hocking College is not permitted to promise confidentiality to persons reporting crimes to individuals or offices that supply crime statistics for annual reporting.

#### “Campus Security Authorities”- Reporting Responsibilities

Federal law defines a Campus Security Authority (CSA) as 1) Campus Police, 2) non-police staff responsible for monitoring college property, 3) people/offices designated as those to whom crimes



should be reported, and 4) officials with significant responsibility for students and campus activities. A CSA is defined broadly to ensure complete coverage and thorough reporting of crimes. Examples of CSA's include, but are not limited to deans, residence life staff, campus safety staff, student activities coordinators, student judicial officers, and faculty advisors to student organizations. Reports should be made to a CSA for the purpose of making timely warning and the annual statistical disclosure.

List of Titles with significant responsibility for students and campus activities:

Director of Campus Safety/Chief of Police  
Vice President of Academic and Student Affairs and Provost  
Director of Residence Life, On-Campus Housing, & Student Conduct  
Director of Co-Curricular Education  
Department Chairs

#### Preparation of Annual Disclosures

The preparation of the annual disclosures is tasked to the Director of Campus Safety in collaboration with Student Affairs, Residence Life, Human Resources, and Academic Affairs.

#### Access to Campus Facilities

Administrative offices are open for public access from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

All campus academic buildings are closed to students and visitors after 11:00 P.M. Monday through Friday and all day Saturday and Sunday and are patrolled by Campus Safety personnel. Students who are required/requested by an instructor to work after hours or on weekends must notify and request access from Campus Safety for entry.

On-campus residential facilities remain locked at all hours of the day for the safety of our residents and are patrolled by Campus Safety and Residence Life personnel. Other than the residents and staff, only full-time maintenance personnel and campus safety personnel have access to the facilities. Contract vendors are provided limited access to the buildings at the discretion of a maintenance supervisor.

Hocking College does not have any off-campus student organizations.

#### Campus Safety Facility & Environmental Surveys

The Hocking College Police Department (HCPD) conducts periodic surveys to ensure that buildings meet fire and safety specifications as set forth by Ohio Revised Code and Ohio Fire Code. The Department of Campus Safety works closely with the Facilities Department to facilitate any needed repairs. The Department also conducts periodic lighting surveys to ensure campus parking lots and areas have the appropriate amount of lighting and lights are being maintained to reduce vulnerability to crime.



Campus Police Officers regularly visit campus buildings, including residence halls, to inspect lighting, shrubbery and all entry points. Officers review security procedures and make recommendations to the appropriate administrator.

### Emergency Notification & Response

The campus community, upon confirmation, will be immediately notified of a significant emergency on campus or dangerous situation involving an immediate threat to the health or safety of students or staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Hocking College Police Department or the Public Information Officer (PIO) will prepare and issue Emergency Notifications. Police personnel will make the decision of whether to issue an Emergency Notification on a case-by-case basis considering facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement effort. The Public Information Officer will then contact the responsible person as denoted for each source to disseminate to the campus community and public. The Community Notification System announcement will be the official message used in generating information for the remaining communication sources. Emergency Notifications will be issued to the campus community as soon as pertinent information about the crime is available and assessed and will be delivered using any/all of the following means:

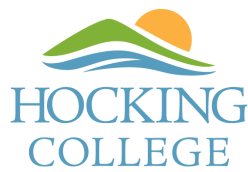
- HC Community Notification System (NIXLE) – via text, voice message, or email – (PIO)
- HC ‘all-staff’ and ‘all-student’ email – Chief Technology Officer (CTO)
- HC web page – [www.hocking.edu](http://www.hocking.edu) – (CTO)
- HC ‘all-page’ telephone network message – (CTO)
- Facebook & Twitter – (PIO)

Annually, the Director of Campus Safety will send an e-mail message to all students, staff, and faculty with a direct link to the institution’s online Emergency Specific Guidelines which includes evacuation procedures.

Hocking College will annually test its emergency response procedures through regularly scheduled exercises designed for assessment and evaluation of emergency plans and capabilities. The exercises will be documented by description of each exercise, including the date, time, and whether announced or unannounced.

### Timely Warning/Crime Alert

A Timely Warning/ Campus Crime Alert is provided to heighten the safety awareness and to provide students, staff, and faculty timely notification of ‘Clery Act’ crimes that are considered to represent a serious or continuing threat to the campus community and that are reported to the Campus Police Department or local police agency. Although not required, a timely notification may be issued for other crimes as well. The alert will provide pertinent information related to the crime and suspect, and will also seek information that may lead to arrest and conviction of the offender.



The Hocking College Police Department is responsible for preparing and issuing Alerts/Timely Warnings. Police personnel will make the decision of whether to issue an Alert/Timely Warning on a case-by-case basis considering facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement effort. Alerts/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available and assessed and will be delivered using the following means:

- HC Community Notification System (NIXLE) – via text, voice message, or email
- HC all-staff and all-student email
- HC web page – [www.hocking.edu](http://www.hocking.edu)

### Evacuation

Exigent circumstances: A situation where an immediate decision must be made due to the nature of the emergency or threat. An example of this may be a fire or explosion.

#### *Building Evacuation*

- All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by Campus Police.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- **Assist people with disabilities in exiting the building!** Remember that elevators are reserved for people with disabilities. **In case of fire or earthquake, do not use the elevators.**
- Once outside, proceed to the predetermined assembly area that should be at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Do not return to an evacuated building unless told to do so by a College official.

#### *Campus Evacuation*

- Evacuation of all or part of the campus will be announced by Campus Police.
- All persons (students and staff) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed by a College Official.

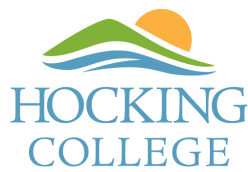
#### *Lockdown*

It may be safer to lock buildings down without evacuating in certain situations (e.g. armed intruder on campus)

- Plans are being developed to lock the affected areas in a timely manner. Subjects in affected buildings will be instructed to stay away from windows to minimize exposure.

### Emergency Response and Evacuation Procedures





This policy statement summarizes the Hocking College emergency response and evacuation procedures, including protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the Hocking College community. This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

*Emergency Response Plan:*

Hocking College has an Emergency Preparedness Committee (EPC) that is responsible for the overall direction and planning for emergency situations on campus or those that occur in the local or regional area affecting the campus. Under the direction of the EPC, Hocking College has developed a comprehensive, all-hazards Emergency Response Plan that outlines steps Hocking College will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards Hocking College may face. A summary of the Hocking College emergency response procedures is located at [www.hocking.edu](http://www.hocking.edu). Included on this web page is detailed information regarding the Hocking College emergency notification policy, including how to enroll in the mass notification system (Nixle) to ensure you receive emergency notices on Hocking College and personal phones. To enroll in Nixle, simply visit [www.nixle.com](http://www.nixle.com) and follow the given directions, selecting Hocking College Police Department from the list of available local agencies.

To ensure these plans remain current and actionable, Hocking College will conduct an emergency management exercise, at a minimum of once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. Hocking College conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, Hocking College will notify the community of the exercise and remind the community of the information included in Hocking College publicly available information regarding emergency response procedures.

*Emergency Notification System:*

Hocking College is committed to ensuring that the campus community receives timely, accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, Hocking College has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation.

*Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:*

The Hocking College Campus Police Department and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety



of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Hocking College Campus Police Department Communications Center (Ext. 6598) or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in the Hocking College Police Department or other authorized Hocking College Office to issue an emergency notification.

The Hocking College authorized representatives, including supervisors in the Campus Police Department assigned to Environmental Health and Safety, representatives of the Hocking College in the Office of Communications (P.I.O.), and/or other members of the Hocking College senior administration, will immediately initiate all or some portions of the Hocking College emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Hocking College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Hocking College will issue the emergency notification to the campus community or applicable segment of the community.

*Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:*

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. Hocking College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via Hocking College's mass notification system (Nixle), Hocking College will also post applicable messages about the dangerous condition on the Hocking College homepage ([www.hocking.edu](http://www.hocking.edu)) to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, Hocking College officials will distribute the notification to the entire campus community.

*Determining the Contents of the Emergency Notification:*

The office responsible for issuing the emergency notification (usually the Hocking College Campus Police Department Communication officers and/or Patrol Officers) will, with the assistance of campus and local first responders, determine the content of the notification. Hocking College has developed a wide range of template messages addressing several different emergency situations. The



communications officers and/or patrol officers (or others issuing the alert) will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

1. The first message is intended to **Alert** the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbor's safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated building rally point." "There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."
2. The second message is intended to **Inform** the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. PSE&G are responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to the Hocking College homepage ([www.hocking.edu](http://www.hocking.edu)) for additional information or dial (740-753-6598).
3. Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure the community that Hocking College is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will develop the most succinct message to convey to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

*Procedures Used to Notify the Campus Community:*

In the event of a situation that poses an immediate threat to members of the campus community, Hocking College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of campus community. These methods of communication include the mass notification system [Nixle], Hocking College's email system, and the Hocking College 'all-page' telephone network message. Hocking College will post updates during a critical incident on the homepage, [www.hocking.edu](http://www.hocking.edu). Individuals may also call the Hocking College emergency line (740-753-7096) for a pre-recorded message about the emergency situation. If the situation warrants, Hocking College will



establish a telephone call-in center staffed by Hocking College specialists who are trained to communicate with the campus community during an emergency situation.

### Law Enforcement Authority

The Hocking College Police Department is located behind Light and Oakley Halls off of Loop Road and is next to the Hocking Heights Residence Hall. The department is a full service police agency that derives its authority from Ohio Revised Code Section 3345.04. The primary objective of the department is to provide a safe and healthy environment that enhances campus living and learning experiences and compliments the College's educational mission.

The department has officers on duty 24 hours per day, 365 days per year, and works closely with the Nelsonville Police Department in the enforcement of federal, state and local statutes, as well as college regulations. The department maintains a staff of one full-time Police Chief, one full-time Lieutenant, four full-time Police Officers, 3 part-time Police Officers, an Office Coordinator, and a full-time Dispatcher. The officers are uniformed and armed, commissioned by the College with full enforcement and arrest powers, and provide vehicle and foot patrols throughout the college community. The primary jurisdiction of the Hocking College Police Department encompasses all Hocking College campuses and properties.

In addition to the police officers, the department also staffs thirty student employees as Campus Safety Officers. These students provide communication services to the Police Department and assist police officers with campus patrol, emergency message services, motorist assists and parking enforcement, but have *no arrest or police authority*.

The Police Department is a pro-active agency that provides community oriented policing to the Hocking College community. Members of the community are encouraged to report criminal activity or emergency situations to the department by calling the campus extension 6598, or by calling (740)753-6598.

The Police Department maintains a mutual aid contract and a city ordinance exists with the City of Nelsonville, that gives officers police authority in that jurisdiction when appropriate. The department also maintains radio communications with most local agencies (police, fire, EMS). Further, the department communicates regularly with all other local law enforcement agencies, facilitating the exchange of crime-related reports and statistics to both ensure a safe living environment for our students and provide accountability for actions of students while they are a representative of the institution.

### Campus Security Procedures

Security procedures are communicated to members of the college community through several on-going efforts. The following list specifies the medium and the audience:

- The Annual Security & Fire Safety Report – employees, students, prospective students
- The Hocking College Student Code of Conduct—students, employees
- The Hocking College Emergency Protocol Flipchart



- Residence Hall Programs- students
- Daily Crime updates- Public Record
- Crime Prevention Information – students, employees

### Crime Log

A crime log is maintained at the Hocking College Police Department and is publicly available during normal business hours. The log includes the nature, date, time, general location, and disposition of each crime that occurred on campus and is reported to the Police Department.

### Crime Prevention & Security Awareness Programs

Hocking College offers a number of programs designed to prevent crime and ensure safety for students and employees.

*Operation ID* – The Hocking College Police Department works with residence hall staff to assist students with the engraving of their Owner Applied Number (OAN) on personal property. This helps facilitate the return of property recovered by the department.

*Physical Consulting Program* - During the planning and construction phases of new and renovated buildings, the Police Chief consults with architects and engineers to ensure that the structural design offers the greatest degree of safety.

*Escort Program* - An escort is available 24-hours a day by contacting the Police Department. This program offers students, faculty and staff a safe passage when the need arises. Escorts will maintain direct radio contact with the Police Department Dispatch Center.

*Special Topics Programs* – Upon request, college representatives provide programming on various topics including fire safety, identity theft, personal defense, sexual assault awareness, and drug identification, to name a few. These programs can be requested by any member of the campus community for presentation to residence life, academic, student organization, or employee audiences.

*Bike Registration* - If you have a bicycle here on campus, or you park your bike on any Campus property, the Hocking College Police Department urges you to complete the registration form located on the Campus Safety webpage (<https://secure.hocking.edu/campussafety/bikeregistration>) so your bike will not be mistaken as unclaimed, damaged or abandoned.

*R.A.D. Basic Physical Defense for Women* - R.A.D. works with the elements of Education, Dependency on Self, Decision Making Responsibility, and Self Realization of Physical Power to enhance the safety of women in the community.

### Crime Prevention Tips



*Crime Prevention incorporates the theory that if crime is to be reduced, we must lessen the opportunity for crime. Below are some helpful suggestions for this:*

**Register for NIXLE Emergency Alerts at: [www.nixle.com](http://www.nixle.com)**

**NIXLE is a FREE service available to all students and community members.**

Not only will Hocking College use NIXLE to alert students, faculty, and staff of campus closures, the Hocking College Police Department will utilize this system in the event of an emergency and/or natural disaster on campus to advise students of the situation and to give safety information and direction.

#### **Residence Halls:**

- Lock your room door when leaving, no matter how long you will be gone. **DO NOT** give out the code to your residence hall room door.
- Do not leave large sums of money or valuables in your room. If you must, make sure money is locked in a secure area; bring your own safe if need be.
- Join Operation ID. Engrave your Owner Applied Number (OAN) on all valuables. This service is a cooperative effort between the Campus Police Department and the Residence Life Staff to facilitate the identification and return of items either turned into or recovered by the Campus Police Department.

#### **Commuters:**

- Never leave valuables in plain sight inside your vehicle. Take them with you, lock them in your trunk, or leave them at home.
- Lock your vehicle and take your keys out.
- Park in well-lit areas.

#### **General Information:**

- Never leave your books or any other items unattended. This includes in libraries and other study areas, as well as the Student Recreation Center.
- Report any suspicious or unusual activities or people to the Campus Police Department (**740-753-6598**) or the Athens County Dispatch Center (**911**).
- Give your student ID number and a copy of your schedule to a parent, spouse, roommate, or your child's school and/or caregiver in case of an emergency. This will allow police to get in touch with you quicker, if an emergency arises.
- Mark textbooks and other school materials with your Owner Applied Number (OAN).

**No police department can operate without the cooperation and support of the people it serves. The concept of crime prevention invites all segments of the community to actively participate in the reduction of crime.**

Safety Tips



*A criminal looks for an opportunity to commit a crime. Awareness, prevention, and cautious decision making, reduces the chances of a crime occurring.*

### **At Home or Rental:**

- Keep doors locked at all times, even if you are only away for a few moments. Do not “prop open” doors in the residence halls or an apartment.
- Be assertive and demand that any unwanted person in your residence leave, or leave yourself. Anyone who refuses to leave is a trespasser. If you live in a residence hall, call Campus Police (740-753-6598).
- Make sure hallways, entrances, garages, and grounds are well lit. Leave porch lights on at night. When you expect to return home after dark, leave an interior light on with shades drawn. If you live on campus, report any malfunctioning light to Campus Police Department at (740-753-6598).
- Know who is at your door before opening it. Campus Staff have IDs and no solicitors are allowed on campus.
- If a stranger stops and asks to use your phone, make the call for them. Don’t open the door and let them in.
- List initials and last name only on your mailbox or door and in the phone book.

### **Away From Home or Rental:**

- Walk or jog with a friend. Avoid jogging after dark. If you must, stay in well-lit areas; walk midpoint between curbs and buildings and away from alleys and bushes.
- Tell someone where you are going and when you will return.
- Don’t fight back if your purse or wallet is snatched. Turn it over to the thief rather than risk personal injury, and call the police immediately. Be a good witness and get the best description that you can to aid in the apprehension of the suspect and the recovery of your property.
- Be careful when patronizing ATMs (Automatic Teller Machines). Accessing ATMs in remote locations, particularly after nightfall, could expose you to risk of robbery and personal injury.
- Avoid working or studying alone in a public-access building at night.

### **Residence Hall Security:**





- Students are urged not to allow entrance to anyone who is not their guest. This is called tailgating; if you do not know them do not let them in. Call Campus Police at 740-753-6598 as soon as possible. Visitors are to be escorted at all times by their student host, who is responsible for their actions and behaviors.
- Hocking College gives a high priority to the security of residents. Resident Success Mentors (RSMs) receive training in safeguarding security and monitor building safety measures on an ongoing basis. Night staff makes periodic checks of floor and exterior doors, and report safety and security related matters to maintenance staff or the police.
- For a review of residence hall policies and procedures, please refer to the Hocking College Resident Handbook, available in the Residence Life Office.

### **Residence Halls:**

- The doors of all the Hocking College Residence Halls are equipped with a card access system. Residents can use their Student Identification card to gain entrance to their residential building 24-hours a day. All doors to the buildings are locked 24-hours a day and can only be opened with the use of an authorized identification card.
- Call boxes are placed at the main entrance to each residential building and contact the Campus Police Department. While Campus Police have the ability to permit access to the buildings, such access is not granted to unauthorized individuals.

### **Your Property:**

- Don't lend your keys out. Keys can be duplicated.
- Don't mark your key chain with your name, address or license number. Lost keys can lead to theft.
- Engrave or mark all valuable personal property with an Owner Applied Number (OAN). Keep an inventory of items. Take picture of your valuables so you can have visual record of your property. If stolen, you can give to a copy to Campus Police Department.
- Move items out of easy sight of windows and doors.
- Copy all important papers and cards that you keep in your purse or wallet. Keep these copies in a safe place – the information will be invaluable if they are lost or stolen.

### **In Your Car:**

- Check the back seat before entering.
- Keep your vehicle doors locked at all times, even when driving in the daylight.
- Keep enough gas in your tank for emergencies.





- Do not offer rides to anyone you don't know, even if he/she claims to be a student.
- Honk your horn if someone suspicious approaches your vehicle. This creates a good deterrent because criminals do not like attention.
- Lift the hood, put on flashers, and wait inside the vehicle with the doors locked if you break down. Ask people who stop to call the police or AAA for you. Do not accept a ride with anyone you don't know. Do not stop for stranded motorists. You are of greater help to them by calling the police or highway patrol.
- Keep valuables in the trunk of your vehicle, not on the seats.
- Park your car in well-lit areas.
- Remove all keys from your vehicle. Thieves look for keys.

#### **In an Elevator:**

- Press the alarm button if the elevator becomes impaired while in operation. Police will respond as quickly as possible. Remain inside until help arrives. Only trained elevator personnel are authorized to remove trapped occupants. No one else should attempt to release them or to force the elevator door open.

#### **10 Tips to Prevent Vehicle Theft**

- Always lock your vehicle when you park it. Take your keys with you.
- Lock valuables in your trunk and do not leave personal ID cards or credit cards in the vehicle.
- Never leave your vehicle running while unattended.
- Install an anti-theft device that is highly visible, hard to defeat, and that renders the vehicle inoperable.
- Photocopy your registration and insurance card and keep them in a safe place – not in your glove compartment.
- Park in a well-lit area.
- When parking curbside, turn your wheels sharply to the curb and apply the emergency brake.
- Do not hide spare keys in or on the vehicle.
- Always be observant.
- Engrave Owner Applied Number (OAN) on stereos and navigation equipment.

#### **Bicycle Safety Tips:**

Bicyclists have the same right to the roadways as motor vehicles and must obey the same traffic laws.



**Register your bicycle. Complete the registration form located on the Campus Safety webpage (<https://secure.hocking.edu/campussafety/bikeregistration>) so your bike will not be mistaken as unclaimed, damaged or abandoned.**

- Always wear a helmet.
- While riding at night, make yourself visible using reflectors, reflective clothing, and/or lights for the front and rear of your bicycle.
- Observe all traffic laws, signs, and signals.
- Bicycle parking racks are located at various places on campus, as well as at the residence halls.
- Do not park bicycles where they impede pedestrian or vehicular traffic. Prohibited areas include: any area within six feet in front and to the side of any entrance to or exit from any building, within any sidewalk, on any access or egress ramp, steps or stairs, in corridors, and in motor vehicle parking places. Bicycles attached to handrails on handicap access ramps will be impounded, as well as those parked as to present a hazard to general pedestrian traffic. Owners will be fined upon reclaiming impounded bicycles.

**Hocking College Police Department strongly encourages bicycles be secured with a locking mechanism.**

#### Alcohol & Drug Policy and Education Programs

Hocking College values the health and safety of its students and employees, and therefore supports local, state, and federal laws concerning illegal alcohol and drug use, possession, and sale. The Alcohol & Drug Policy, as found in The College Catalog, states that “Hocking College is an alcohol and drug free college and is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act of 1994, Hocking College's Alcohol & Drug Policy and Program are designed to prevent alcohol and drug problems within the college setting. The policy and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help and to direct the individual toward the best assistance available.”

Students in violation of alcohol and drug policies may be subject to arrest and prosecution under applicable local, state, or federal laws. In addition, Hocking College is committed to providing students and employees with drug and alcohol education, counseling, and referral for treatment rehabilitation. The college's Counseling Center (provided by Hopewell Health Centers), 740-656-0065, can provide resources and assistance to individuals who use drugs or alcohol, and to others whose lives are affected by family members or friends who are users. In the southern Ohio area there are numerous agencies that can provide help for you or for someone you know who uses drugs. The Counseling Center professionals can help you choose a local agency that meets your needs, or can answer specific questions you might have.



A complete listing of the Alcohol & Drug Policy along with college-based resources, information on counseling and referrals, substance abuse resources, and other services are available in The College Catalog found online <http://www.hocking.edu/documents/Registration/hcCatalog2015-16.pdf> .

### Sex Offender Notification

The Ohio Attorney General's Office provides the Electronic Sex Offender Registration & Notification (E-SORN) database. The Athens County Sheriff's Office maintains a link to this database on their webpage at <http://www.athenssheriff.com>.

#### *Policy*

The Hocking College Board of Trustees directs the college administration to establish procedures which notify the campus community where information about registered sex offenders that may be on campus can be obtained. Be it also directed that Hocking College requires campus community members required by law to register as a sex offender, to self-report their status with the college. Procedures should include procedural language addressing community notification, maintaining of records, and rights and expectations of the offender.

#### *Community Registry Notification Processes*

Pursuant to federal law, the location of online registry information will be disseminated in the annual Security Report and on the institutional webpage.

The local sheriff's office is required to notify the college president or other chief administrative officer, and the chief law enforcement officer if a classified sexual offender registered within its county is residing, employed, or attending Hocking College. Should the college receive such notification students will be advised to seek information regarding local sex offenders from the Ohio Attorney General at, [www.esorn.ag.state.oh.us](http://www.esorn.ag.state.oh.us). This database contains information and photographs regarding all registered sex offenders in the State of Ohio. This information is provided by the local county sheriff's offices. The information that is found using this link is in no way maintained by Hocking College. Hocking College cannot be held responsible for any incorrect or incomplete information.

#### *Maintaining Records*

Per O.R.C. §2950.11(A)(7), the sheriff with whom an offender has most recently registered shall provide written notice to Hocking College containing specific information about the offender and offense. This list of registered sex offenders and corresponding information will be maintained by the Hocking College Police Department.

Hocking College policy requires members of the campus community who are required by law to register as a sex offender, to self-report their status to the campus police department within 5 days of employment or enrollment. If designated as a registered sex offender after employment or enrollment, the self-reporting must occur within 5 days of the designation. Failure to self-report may result in disciplinary action up to and including termination of employment or expulsion. This list of self-reported registered sex offenders and corresponding information will be maintained by the Hocking College Police Department.

#### *Rights and Expectations*



Registered sex offenders are not barred from employment or enrollment on any Hocking College campus. Limitations and/or restrictions on employment or enrollment may be exercised, but must be reasonable, justified, and directly related to areas of potential risk.

Registered sex offenders are prohibited from working in or being upon any premises of the institution that is designated to provide services to children or the elderly without proper authority.

### Domestic Violence, Dating Violence, Sexual Assault and Stalking

#### *Policy*

Hocking College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Hocking College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Hocking College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

For a complete copy of Hocking College's policy governing sexual misconduct, visit the College catalog at: <http://www.hocking.edu/documents/Registration/hcCatalog2015-16.pdf>

All reports of this nature are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns, investigative needs, and State statutes. In addition, Hocking College publishes and disseminates annual statistics on incidents of domestic violence, dating violence, sexual assault and stalking. Hocking College desires to maintain a campus community free from incidents of this nature. Hocking College commits its resources to the following two-fold process: 1) to provide crisis intervention, a judicial/disciplinary/criminal response for victims and alleged offenders; and 2) to educate and promote discussion on domestic violence, dating violence, sexual assault and stalking. Furthermore, Hocking College and its community actively supports victims of these crimes. Hocking College has a coordinated response system that attends to the victims' physical and emotional well-being.

#### *Definitions*

**Consent:** For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent

**Sexual Assault:** Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (In the state of Ohio, rape, sexual battery, unlawful sexual conduct with a minor, and [gross] sexual imposition are considered sex offenses as well as other crimes listed in the O.R.C. sections 2907.01 to 2907.38).



**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 cohabitating with or has cohabitated with the victim as a spouse, or by any other 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 the state of Ohio, domestic violence is described as: Knowingly causing or attempting to cause physical harm to a family or household member, recklessly causing serious physical harm to a family or household member, and/or by threat of force, knowingly causing a family or household member to believe that the offender will cause imminent physical harm to the family or household member

**Dating Violence:** Means violence committed by a person—  
(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:  
(i) The length of the relationship.  
(ii) The type of relationship.  
(iii) The frequency of interaction between the persons involved in the relationship.  
The term "dating violence" is not used in Ohio law.

**Stalking:** Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. In the state of Ohio, the O.R.C. uses the term Menacing by Stalking in section 2903.211.

### *Prevention*

Hocking College considers both physical surroundings and educational programming in addressing prevention of domestic violence, dating violence, sexual assault and stalking on campus. The institution continually reviews and modifies the physical surroundings to foster security and safety. Hocking College examines such factors as campus signs, lighting, and locking procedures. For further safety information, contact the Hocking College Police Department.

Hocking College develops curricular and co-curricular educational experiences concerning domestic violence, dating violence, sexual assault and stalking prevention both on and off campus. Involved students, faculty, staff, and community members promote information and discussion on interpersonal abuse concerns. Hocking College also recognizes that individuals reduce their risk of domestic violence, dating violence, sexual assault and stalking through a process of learning and practicing preventative actions. For further information on pertinent campus educational opportunities, contact the Hocking College Student Center and/or Police Department.

The College presented R.A.D. Basic Physical Defense for Women classes which addresses these topics and posters/fliers were posted in all Residence Halls advising of information available through the Counseling Center to address these topics.

### *Reporting*

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact



between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Title IX Coordinator, Jeffrey White at 740-753-6449.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at O’Bleness Hospital in Athens, OH. In Ohio, evidence may be collected even if you choose not to make a report to law enforcement. A nurse specifically trained to collect evidence of this nature will administer a “Rape Kit” in order to collect and preserve the evidence. A victim utilizing this service is not required to provide their name. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. Any College official will assist any victim with notifying the police if they so desire.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, (Jeffrey White, Oakley Hall, Room 210, Phone: 740-753-6449) and Campus Police (if the victim so desires.) The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
<b>Sexual Assault</b>	1. Depending on when reported (immediate vs delayed report), institution will provide	Sexual assault cases are referred to the Title IX Coordinator and are

	<p>complainant with access to medical care</p> <ol style="list-style-type: none"> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties</li> <li>6. Institution will provide a “No trespass” directive to accused party if deemed appropriate</li> <li>7. Institution will provide instructions on how to apply for Protective Order</li> <li>8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> <li>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>	<p>adjudicated by the institution’s Judiciary Board using the <i>preponderance of the evidence</i> standard.</p>
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<p><b>Stalking</b></p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide instructions on how to apply for Protective Order</li> <li>4. Institution will provide information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” directive to accused party if deemed appropriate</li> </ol>	<p>Stalking cases are referred to the Judiciary Board and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Judiciary Board using the <i>preponderance of the evidence</i> standard.</p>
<p><b>Dating Violence</b></p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide instructions on how to apply for Protective Order</li> <li>4. Institution will provide information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No</li> </ol>	<p>Dating Violence cases are referred to the Judiciary Board and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the dating violence incident is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Judiciary Board using the <i>preponderance of the evidence</i> standard.</p>



	trespass” directive to accused party if deemed appropriate	
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide instructions on how to apply for Protective Order</li> <li>4. Institution will provide information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” directive to accused party if deemed appropriate</li> </ol>	Domestic Violence Cases are referred to the Judiciary Board and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the act of domestic violence is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Judiciary Board using the <i>preponderance of the evidence</i> standard.

**a. Police Report**

Domestic Violence, dating violence, sexual assault and stalking incidents that occur on college property can be reported to the Hocking College Police Department x. 6598. Officers are trained in assisting survivors and investigating these offenses. Even if the victim does not want to pursue criminal charges, he/she should still consider filing a report with the police and preserving evidences. Filing a police report does not require proceeding with criminal prosecution.

**b. Staff/Faculty/College Representative Statistical Reporting**

With very few exceptions, employees of the institution, including student employees, are obligated to report a domestic violence, dating violence, sexual assault and stalking that has been disclosed to them for three reasons:

- i. Federal law mandates that all instances of domestic violence, dating violence, sexual assault and stalking be included in annual crime statistics. With the exception of licensed counselors in the Hocking College Counseling Center and clergy, whose services are confidential by law, all representatives of the college are considered mandatory reporters



- ii. State law requires that all felony offenses be reported. An offense of this nature may or may not be categorized as a felony. To meet both federal and state requirements, employees of Hocking College are required to report instances of domestic violence, dating violence, sexual assault and stalking that have been disclosed to them
- iii. Most importantly, as a representative of the institution, you are responsible for reporting the incident so that the college can effectively respond

Staff/Faculty/College Representatives can report a disclosed domestic violence, dating violence, sexual assault and stalking by completing a Sexual Assault Reporting form. The form can be obtained from Department of Residence Life. *All reports can be made anonymously so that no identifying information will be given.*

c. Victim Statistical Report

The College, as required by the Campus Security and Right to Know Act, will provide statistics of domestic violence, dating violence, sexual assault and stalking. Personal identifying information will be removed from the statistical reports. The Sexual Assault Survivor Reporting form can be obtained from the Department of Residence Life. *All reports can be made anonymously so that no identifying information will be given.*

Because of the Ohio public records law, Hocking College is not permitted to promise confidentiality to persons reporting crimes to individuals or offices that supply crime statistics for annual reporting.

*Intervention*

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Ohio, a victim of domestic violence, dating violence, sexual assault or stalking has the many rights outlined in the Ohio Victim's Rights Statute (Chapter 2930 of the Ohio Revised Code). Further, Hocking College complies with Ohio law in recognizing the various orders of protection that exist in whatever manner deemed applicable by law. FOR EXAMPLE, any person who obtains an order of protection from Ohio or any reciprocal state, should provide a copy to Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. Protection orders, may be available through the Athens County Prosecutor's Office which is located at 1 South Court Street, Athens, OH, phone number: (740)592-3208

To the extent of the victim's cooperation and consent, College offices work together to protect victim privacy and to ensure confidentiality to the extent in which it may be kept. College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations



in addition to counseling, health services and assistance in notifying the appropriate local law enforcement. Offices that can assist with these accommodations include the Hocking College Police Department, Campus Judiciaries, the Counseling Center and Residence Life. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online.

The following resources provide immediate aid or ongoing consultation:

Hocking College Police Department	740-753-6598 (available 24 hours)	
Nelsonville Police Department	740-753-1922 (available 24 hours)	
Hocking College Counseling Center (Provided by Hopewell Health Centers)		740-656-0065
Student Conduct	740-753-7043	
Residence Life Office	740-753-6175	

If the incident of domestic violence, dating violence, sexual assault or stalking occurred on campus and/or the alleged perpetrator is a registered Hocking College student, the victim can expect the following assistance from any Hocking College department:

1. The sexual assault survivor will be encouraged to file a police report for criminal investigation. The student will also be encouraged to seek assistance at the Hocking College Counseling Center
2. and/or call the local sexual assault advocacy hotline, Careline. If the student does not choose to participate in criminal measures, the student may still proceed with judicial actions through the Office of Student Rights, Responsibilities & Judicial Affairs.
3. On-campus adjudication is conducted through the Office of Student Conduct. Proceedings are outlined in The College Catalog. Disciplinary proceedings following a report of sexual assault include:
  - i. the right of the accused and the accuser to have the same opportunities in having others present during the campus disciplinary process; and
  - ii. the right of the accuser and the accused to be informed of the outcome of the campus disciplinary process

The Office of Student Conduct and the Hocking College Police Department offer the following services, if reasonably available, to assist the sexual assault survivor:

- parking reassignment of reserved parking space
- escort service



- on-campus place of residence and phone number change
- restraining order assistance
- academic schedule adjustments
- academic withdrawal
- criminal investigation and prosecution, and
- student judicial procedures

In the event of a successful off-campus prosecution, the institution reserves the right to proceed with on-campus adjudication, based on the court's guilty finding, with or without the participation of the sexual assault survivor. However, off-campus criminal and/or civil proceedings have no bearing on the on-campus judicial process. On-campus adjudication may occur regardless of criminal and/or civil action or findings.

#### *Discipline/Adjudication*

Hocking College imposes appropriate sanctions upon violators of the sexual assault policy/pertinent student code violations. These sanctions can include, but are not limited to suspension and expulsion. In addition, a student charged with a sexual assault may be subject to prosecution under Ohio criminal statutes.

Whether or not criminal charges are filed, the College or a person may file a complaint under the Sexual Misconduct Policy, alleging that a student or employee violated the College's policy on Sexual Misconduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The College disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
2. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the College's Student Conduct Code?"



4. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and

5. The accuser and the accused each have the right to appeal the outcome of the hearing by contacting the Office of Student Conduct and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the College's policy against Sexual Harassment (located in the Student Handbook) in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Judiciary Board.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

#### *Disclosure*

The College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime.

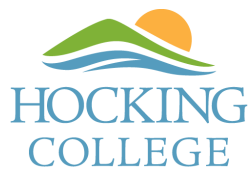
If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

#### Missing Residential Student Notification

Any missing persons report about an on-campus student must be immediately referred to the Campus Police Department who will contact the individual identified as the student's missing person contact, if any. The Hocking College Police Department will make the determination as to whether or not a student is missing. Upon receiving a report and determining that the student has been missing for 24 hours or more, the Hocking College Police will initiate the emergency contact procedures and conduct an investigation.

Federal law requires that residential students have the option to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined to be missing. Residential students over the age of 18 have the option to decline this service. Residential students will fill out the Missing Student Notification Form upon check in. These forms will be kept on file in the Residence Life Office. This contact information will be registered confidentially, will only be accessible to authorized campus officials, and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

If the missing residential student is under 18 years of age and not emancipated, the college will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional missing person contact designated by the student.



### Crime Statistics – Nelsonville Campus

Hocking College Main Campus, Nelsonville	On-Campus Total <sup>1</sup>			Residence Halls <sup>2</sup>			Non-Campus Total <sup>3</sup>			Public Property <sup>4</sup>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense - forcible <sup>5</sup>	4	-	-	4	-	-	0	-	-	0	-	-
Rape	-	2	3	-	2	3	-	0	0	-	0	0
Fondling	-	2	3	-	1	2	-	0	0	-	1	0
Sex Offense - non-forcible <sup>5</sup>	0	-	-	0	-	-	0	-	-	0	-	-
Incest	-	0	0	-	0	0	-	0	0	-	0	0
Statutory Rape	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	0	2	18	0	2	18	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	1	1	0	1	1	0	0	0	0	0	0
Stalking	0	1	8	0	1	4	0	0	0	0	0	0

In 2015 we have zero (0) Clery crimes determined by law enforcement to be unfounded.

Hate Motivated:

Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense - forcible <sup>5</sup>	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – non-forcible <sup>5</sup>	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Damage/Vandalism of Property	0	0	4	0	0	0	0	0	0	0	0	0
Hate Crime - bodily injury	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes by prejudice:

Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0



Sexual Orientation	0	0	4	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0

**Arrests**

Liquor law violations	17	20	32	17	20	27	0	0	0	2	0	2
Drug related violations	5	8	8	4	6	6	0	0	0	0	3	0
Weapons possessions	1	0	2	0	0	0	0	0	0	0	0	0

**Referrals**

Liquor law violations	6	13	3	5	13	3	0	0	0	0	0	0
Drug related violations	2	2	18	0	0	16	0	0	0	0	6	0
Weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0

**Footnotes:**

1 The term "campus" means (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). [ref. 20 USCA1092 (f)(5) (A)(I)]

2 These numbers are included in the "On-Campus Total."

3 The term "non-campus building or property" means (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution. [ref. 20 USCA 1092(f)(5)(A)(ii)]

4 The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes. Chief law enforcement officer within the specific jurisdiction provides this information. [ref. 20 USCA 1092(f)(5)(A)(iii)]

5 As defined by the Clery Act guidelines.

**Crime Statistics – Perry Campus**

Hocking College Perry Campus, New Lexington	On-Campus Total <sup>1</sup>			Residence Halls <sup>2</sup>			Non-Campus Total <sup>3</sup>			Public Property <sup>4</sup>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense - forcible <sup>5</sup>	0	-	-	0	-	-	0	-	-	0	-	-
Rape	-	0	0	-	0	0	-	0	0	-	0	0
Fondling	-	0	0	-	0	0	-	0	0	-	0	0
Sex Offense - non-forcible <sup>5</sup>	0	-	-	0	-	-	0	-	-	0	-	-
Incest	-	0	0	-	0	0	-	0	0	-	0	0
Statutory Rape	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

In 2015 we have zero (0) Clery crimes determined by law enforcement to be unfounded.

**Hate Motivated:**

Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0



Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime - bodily injury	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes by prejudice:

Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0

Arrests

Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug related violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0

Referrals

Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug related violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0

Footnotes:

1 The term "campus" means (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). [ref. 20 USCA1092 (f)(5) (A)(I)]

2 These numbers are included in the "On-Campus Total."

3 The term "non-campus building or property" means (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution. [ref. 20 USCA 1092(f)(5)(A)(ii)]

4 The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes. Chief law enforcement officer within the specific jurisdiction provides this information. [ref. 20 USCA 1092(f)(5)(A)(iii)]

5 As defined by the Clery Act guidelines.

### Crime Statistics – Lake Snowden Campus

Hocking College Snowden Campus, Albany	On-Campus Total <sup>1</sup>			Residence Halls <sup>2</sup>			Non-Campus Total <sup>3</sup>			Public Property <sup>4</sup>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense - forcible <sup>5</sup>	0	-	-	0	-	-	0	-	-	0	-	-
Rape	-	0	0	-	0	0	-	0	0	-	0	0
Fondling	-	0	1	-	0	0	-	0	0	-	0	0
Sex Offense - non-forcible <sup>5</sup>	0	-	-	0	-	-	0	-	-	0	-	-
Incest	-	0	0	-	0	0	-	0	0	-	0	0
Statutory Rape	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0





Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	1	1	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

In 2015 we have zero (0) Clery crimes determined by law enforcement to be unfounded.

**Hate Motivated:**

Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime - bodily injury	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes by prejudice:**

Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0

**Arrests**

Liquor law violations	10	2	1	0	0	0	0	0	0	0	0	0
Drug related violations	1	0	1	0	0	0	0	0	0	0	0	0
Weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0

**Referrals**

Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug related violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0

**Footnotes:**

1 The term "campus" means (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). [ref. 20 USCA1092 (f)(5) (A)(I)]

2 These numbers are included in the "On-Campus Total."

3 The term "non-campus building or property" means (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution. [ref. 20 USCA 1092(f)(5)(A)(ii)]

4 The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes. Chief law enforcement officer within the specific jurisdiction provides this information. [ref. 20 USCA 1092(f)(5)(A)(iii)]

5 As defined by the Clery Act guidelines.

### Energy Institute, Logan

Hocking College Energy Institute, Logan	On-Campus Total <sup>1</sup>			Residence Halls <sup>2</sup>			Non-Campus Total <sup>3</sup>			Public Property <sup>4</sup>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense - forcible <sup>5</sup>	0	-	-	0	-	-	0	-	-	0	-	-



Rape	-	0	0	-	0	0	-	0	0	-	0	0
Fondling	-	0	0	-	0	0	-	0	0	-	0	0
Sex Offense - non-forcible <sup>5</sup>	0	-	-	0	-	-	0	-	-	0	-	-
Incest	-	0	0	-	0	0	-	0	0	-	0	0
Statutory Rape	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

In 2015 we have zero (0) Clery crimes determined by law enforcement to be unfounded.

Hate Motivated:

Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime - bodily injury	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes by prejudice:

Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0

Arrests

Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug related violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0

Referrals

Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug related violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0

Footnotes:

1 The term "campus" means (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). [ref. 20 USCA1092 (f)(5) (A)(I)]

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5 As defined by the Clery Act guidelines



## 2016 ANNUAL FIRE SAFETY REPORT

### Residence Hall Fire Safety Systems

#### *Hocking Heights*

Hocking Heights is a fully alarmed residence hall. There are no sprinklers in the building. The fire alarm system has local detectors in each student room. The detectors in the hallway and pull stations are wired into a central alarm. Automatic fire alarm system in common areas, stand alone fire/smoke detectors in individual rooms. Automatic sprinkler system in boiler room only.

#### *Downhour Hall*

Downhour Hall has a fully operational sprinkler system with an auxiliary fire pump, due to the facility's height. The building has smoke detectors in all student rooms, common areas, halls and HVAC system. All detectors communicate with the central alarm system in each building. There is an automatic fire alarm system in all building areas, as well as an automatic sprinkler system in all building areas.

#### *North Hall*

North Hall has a fully operational sprinkler system with an auxiliary fire pump, due to the facility's height. The building has smoke detectors in all student rooms, common areas, halls and HVAC system. All detectors communicate with the central alarm system in each building. There is an automatic fire alarm system in all building areas, as well as an automatic sprinkler system in all building areas.

#### *Summit Hall*

Summit Hall has a fully operational sprinkler system. The building has smoke detectors in all student rooms, common areas, halls, and the HVAC system. All detectors communicate with the central alarm receiver in each building. There is an automatic fire alarm system in all building areas, as well as an automatic sprinkler system in all building areas.

#### *Sycamore Hall*

Sycamore Hall has a fully operational sprinkler system. The building has smoke detectors in all student rooms, common areas, halls, and the HVAC system. All detectors communicate with the central alarm receiver in each building. There is an automatic fire alarm system in all building areas, as well as an automatic sprinkler system in all building areas.

### Fire Drills, Reporting, and Evacuation

All residence halls are required to have a minimum of three evacuation (fire) drills per year per OFC 408.3. As per OFC 408.3.3 at least one drill is conducted after sunset and before sunrise. If a building evacuation drill is deficient or experiences a problem, another drill is scheduled the same quarter. The dates of all evacuation drills are posted no fewer than four days in advance of the drill so as not to be confused with a real fire alarm. Participation in each drill is mandatory. Students found not to be evacuating may be sent to campus judiciaries.

In 2015 three fire drills were conducted in each residence hall.



Evacuation procedures for each residence hall are posted in each student room in every residence hall. The evacuation procedure directs residents to evacuate the building from the nearest exit and to assemble in designated areas away from the building entrances.

Procedures for reporting a fire and evacuation of buildings are:

- Know the location of fire exits and alarm systems in your area and know how to use them
- If you discover a minor fire, immediately contact the Department of Campus Safety at x. 6598
- Activate the building alarm (fire alarm) on your way out of the building
- If you are in a room when the alarm sounds, FEEL THE DOOR FOR HEAT
  - If the door is not hot, evacuate
  - If the door is hot, DO NOT OPEN IT. Go to a phone or window and contact someone for help. Place wet towels under the door and stay low where the air is better
- Close all doors to confine the fire and reduce oxygen available to it. Do not lock doors
- When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same
- Proceed quickly to the predetermined emergency assembly point
- Assist people with disabilities in exiting the building!
- Do not use the elevators during a fire
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic
- Once outside, move to a clear area at least 500 feet away from the affected building to the designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
- If requested, assist emergency crews as necessary
- An Incident Command Post (ICP) may be set up near the emergency site. Keep clear of the ICP unless you have official business

Do not return to an evacuated building unless told to do so by emergency personnel.

**Note:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there is not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Do not jump. Response time by the Nelsonville Fire Department is excellent. If necessary, wet towels and place them under doorways.

Person or organization to which individuals should report that a fire has occurred:

- Director of Residence Life and Housing, Hocking College
- Director of Campus Safety/Chief of Police, Hocking College
- Police/Safety Officer, Hocking College

Electrical Appliance, Smoking, Open Flame, and Fire Safety

As provided in The Resident Handbook, the following are the residence hall rules:



### *Electrical Appliances*

- Approved appliances: curling irons, hair dryers, flat irons, electric razors, televisions, VCR/DVD players, game consoles, stereos, personal computers, fish tanks, and grounded extension cords
- Some kitchen appliances are also permitted including: coffee makers, sandwich makers, toasters (but not toaster ovens), and George Foreman grills
- Kitchen appliances not permitted include (but are not limited to): additional refrigerators, additional microwaves, hot plates, and single burner units
- Students who choose to use any of the permitted items above are encouraged to bring power strips with surge protectors
- Students are permitted to cook in their rooms provided that the student keeps their room and cooking area in a sanitary condition and remains in the room while cooking
- Each room is also equipped with a Microfridge

### *Smoking*

- Use of tobacco products is prohibited on all Hocking College property
- Residents will receive one warning before more strict penalties are assessed
- Violations will be reported to Campus Police for tracking purposes

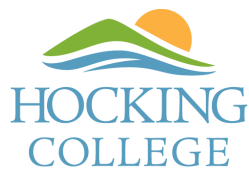
### *Open Flame and Fire Safety*

- The burning of candles and incense in the residence halls is not permitted
- Lamps with halogen bulbs are not permitted in the residence halls
- All fire related equipment, including but not limited to: fire extinguishers, hoses, alarms, EXIT signs, and notices, are available for the purpose of saving lives. This equipment is to be used for fires only. Unauthorized use of, tampering with, or discharge of any of this equipment may be referred to Campus Police and/or Campus Judiciaries
- Students are not permitted to cover smoke detector devices in rooms nor hang things in the sprinkler head cage
- Announced fire drills are held a minimum of four times per year
- When the fire alarm sounds you must vacate the building. Failure to evacuate may result in a referral to Campus Judiciaries
- Fire alarms in Hocking Heights, Downhour, and North Halls are equipped with a pre-alarm system. This loud warning is a different sound than the building alarm and will occur only in the area where the alarm is triggered
- Fire doors must remain closed at all times to contain smoke and fire. You should familiarize yourself with the exits nearest your room and exit quickly and safely when an alarm sounds. Activating a false alarm may result in referral to Campus Police and/or Campus Judiciaries

## Fire Safety Education

Prior to the beginning of each academic year, all residence life staff and student employees are instructed in building safety measures, fire alarm procedures, building evacuation policy and procedures, and general fire safety. Programs, such as “Living With Fire” and “Get Out, Stay Alive” are presented to students throughout the academic year through the cooperation of Residence Life. Additionally, fire safety information is provided to all residents in The Resident Handbook.

## Written Fire Log



A written fire log that records by the date a fire was reported, any fire that occurred in an on-campus student housing facility. The log includes the nature, date, time, and general location of each fire and is maintained at the Hocking College Police Department and is publicly available during normal business hours.

### Plans for Future Improvements in Fire Safety

Campus-wide fire alarm systems were installed that allow more flexibility and serviceability by a variety of contractors and vendors. Campus-wide network upgrades are being considered that will make it possible to integrate emergency notification capabilities.

### Fire Statistics

<b>Hocking Heights, 33 Loop Rd.</b>	2013	2014	2015
Fires in residence halls	0	0	0
Deaths related to fires	0	0	0
Injuries resulting in medical treatment	0	0	0
Value of property damage	0	0	0

<b>Downhour, 23 Loop Rd.</b>	2013	2014	2015
Fires in residence halls	0	0	0
Deaths related to fires	0	0	0
Injuries resulting in medical treatment	0	0	0
Value of property damage	0	0	0

<b>North, 17 Loop Rd.</b>	2013	2014	2015
Fires in residence halls	0	0	1*
Deaths related to fires	0	0	0
Injuries resulting in medical treatment	0	0	0
Value of property damage	0	0	0

\*The single fire reported in 2015 in the North Residence Hall was unintentional due to cooking a pine cone in a toaster oven.

<b>Summit, 1100 E. Green Dr.</b>	2013	2014	2015
Fires in residence halls	0	0	0
Deaths related to fires	0	0	0
Injuries resulting in medical treatment	0	0	0
Value of property damage	0	0	0

<b>Sycamore, 1000 E. Green Dr.</b>	2013	2014	2015
Fires in residence halls	0	0	0
Deaths related to fires	0	0	0
Injuries resulting in medical treatment	0	0	0
Value of property damage	0	0	0