



MOUNT CARMEL
College of Nursing

2016

ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

Policy for Reporting the Annual Disclosure of Crime Statistics

Mount Carmel College of Nursing (MCCN) prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill were amendments to the Clery Act that afford additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. The College, in cooperation with Mount Carmel West (MCW) Security, the Fairfield Medical Center (FMC) Police and local law enforcement agencies surrounding the MCCN and FMC campuses, prepared this report. The Annual Security Report (ASR) includes statistics for the previous three years concerning reported crimes that occurred on MCCN and FMC campuses and on public property within or immediately adjacent to and accessible from each campus. The report also includes institutional policies concerning campus security and other matters.

Each year, the College provides email notification of the website where this report is available online to all faculty, staff, and enrolled students. Email notification is also sent to prospective students and employees. These notifications include a statement of the report's availability, a link to the exact URL where the ASR is located, a brief description of the report's contents, and a statement that the College will provide a paper copy of the ASR upon request. The request shall be made by contacting the College of Nursing Compliance Officer at compliance@mccn.edu or 614-234-5021, and it will be provided at no cost.

Emergency Numbers

Emergency	911
MCW Security Department	(614) 234-5283 (non-emergencies) (614) 234-5000 (emergencies) Dial "3" from any on campus phone
FMC Police Department	(740) 687-8124
College President	(614) 234-4340
Academic Dean	(614) 234-5950
Associate Dean, Undergraduate Program	(614) 234-1076
Associate Dean, Graduate Program	(614) 234-5237
Director, Student Life	(614) 234-5828
Title IX Officer/Compliance Officer	(614) 234-5021
AA (Alcoholics Anonymous)	(614) 253-8501
City of Columbus Alcohol and Drug Abuse Program	(614) 645-7306
Sexual Assault Response Network of Central Ohio (SARNCO)	(614) 267-7020
Mount Carmel Crime and Trauma Assistance Program	(614) 234-5900
CareBridge	1-800-437-0911
Ohio Domestic Violence Network	1-800-934-9840

Fire Safety Report

This report of fire safety policies, procedures, and fire statistics is MCCN's response to the Higher Education Opportunity Act: Fire Safety Report. Learn about the policies regarding fire safety education and training programs provided to students and employees as well as rules on portable electrical appliances, smoking and open flames in residence halls. This information on fire safety also includes emergency procedures for evacuation and a list of contacts for reporting a fire. The statistics include a description of each on-campus housing facility fire safety system as well as the number of fire drills held annually.

Crime Statistics

Campus crime, arrest and referral statistics include those reported to MCW Security and FMC Police, designated campus officials (including but not limited to deans, directors, advisors to students/student organizations) and local law enforcement agencies.

An email notification is sent annually to all enrolled students that provides the website URL to access the Annual Campus Security Report (ASR). Faculty and staff receive similar notification. Students and employees who enter into the MCCN system at varying times throughout the year receive orientation packets describing how to gain access to the ASR. Paper copies of the report may also be obtained from the College Compliance Officer at 614-234-5021 or compliance@mccn.edu.

All prospective students and prospective employees are also notified of the availability of this report, the website URL, and instructions on how to obtain a paper copy of the report.

Daily Crime Report

A copy of the daily crime-fire report is available for public inspection from the College Compliance Officer. Information on viewing can be obtained by calling 614-234-5021 or emailing compliance@mccn.edu.

MCCN Crime Statistics

These figures include reports of crimes occurring on campus, non-campus buildings or properties, and public property. These geographic areas are defined as follows:

Campus

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

Non-campus building or property

1. Any building or property owned or controlled by a student organization that is officially recognized by MCCN; or
2. Any building or property owned or controlled by MCCN that is used in direct support of, or in relation to, MCCN's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of MCCN.

Public property

1. According to the Clery Act definition, "public property" is defined as the geographical area directly bordering the campus. All public property, including streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

MCCN-Main Campus Map



- | | |
|---|---|
| 1 Mount Carmel College of Nursing | 6 Mount Carmel West Hospital |
| 2 Center for Learning and Education (CLE) | E Employee and Student Parking (permit only) |
| 3 Student Residence Halls (Angela and Holy Cross) | P1 Parking Garage P1 (visitors only) |
| 4 Medical Staff Building (MSB) | P2 Parking Garage P2 (senior and graduate students - permit only) |
| 5 777 W State St (Simulation Lab) | |

* The building on top of P1 is not used by students or employees of MCCN and is not part of the campus.

MCCN-Fairfield Campus Map



1: Fairfield Medical Center

MCCN Campus Reports

MCCN Main Campus Report

Main Campus Security Act Reporting, 2013-2015

OFFENSE	MCCN MAIN CAMPUS ²			RESIDENTIAL FACILITIES ³			PUBLIC PROPERTY			NON-CAMPUS ⁴		
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	N/A	N/A
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	N/A	N/A
RAPE ¹	0	0	0	0	0	0	0	0	0	0	N/A	N/A
FONDLING ¹	0	0	0	0	0	0	0	0	0	0	N/A	N/A
STATUTORY RAPE ¹	0	0	0	0	0	0	0	0	0	0	N/A	N/A
INCEST ¹	0	0	0	0	0	0	0	0	0	0	N/A	N/A
ROBBERY	0	0	0	0	0	0	0	0	0	0	N/A	N/A
AGGRAVATED ASSAULT	2	0	0	1	0	0	0	0	0	0	N/A	N/A
BURGLARY	1	0	0	0	0	0	0	0	0	0	N/A	N/A
MOTOR VEHICLE THEFT	1	0	0	0	0	0	0	0	0	0	N/A	N/A
ARSON	0	0	0	0	0	0	0	0	0	0	N/A	N/A

¹ In the 2013 and 2014 ASRs, reporting of Rape, Fondling, Statutory Rape and Incest were separated into two categories: Sex Offenses: Forcible (rape, sodomy, fondling, and sexual assault with object) and Sex Offenses: Non-Forcible (included incest and statutory rape).

² The 2016 Clery Handbook clarified the meaning of on-campus; therefore the campus map expanded the main campus to include Mount Carmel West Hospital, which affected reporting for 2015, but not for 2014 or 2013.

³ Crime reports in the residential facilities are also included in the MCCN Main Campus categories.

⁴ The 2016 Clery Handbook clarified the meaning of non-campus. As a result, the Mount Carmel College of Nursing has added non-campus crime statistics for 2015, but did not collect statistics for 2014 or 2013.

There were no reported crimes on campus, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Hate Crimes Reporting MCCN Main Campus, 2013-2015

"Hate crimes" (crimes of prejudice) are to be reported according to category of prejudice for the specified crimes in which the victim is intentionally selected because of the perpetrator's bias against the victim based on the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, gender identity or national origin of the victim. Hate crimes include: murder-negligent manslaughter; negligent manslaughter; rape; fondling; incest; statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; arson; and larceny-theft; simple assault; intimidation; and vandalism and property crimes, etc. in instances where the victim is intentionally selected because of the perpetrator's bias against the victim.

There were no reported hate crimes on campus, non-campus or public property for the years 2013, 2014 or 2015.

There were no reported crimes on campus, in the residential facilities, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Violence Against Women Reauthorization Act of 2013 for the MCCN Main Campus

OFFENSE	MCCN MAIN CAMPUS ¹			RESIDENTIAL FACILITIES ²			PUBLIC PROPERTY			NON-CAMPUS ³		
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	N/A	N/A
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	N/A	N/A
STALKING	1	0	0	0	0	0	0	0	0	0	N/A	N/A

¹ The 2016 Clery Handbook clarified the meaning of on-campus; therefore the campus map expanded the main campus to include Mount Carmel West Hospital, which affected reporting for 2015, but not for 2014 or 2013.

² Crime reports in the residential facilities are also included in the MCCN Main Campus categories.

³ The 2016 Clery Handbook clarified the meaning of non-campus. As a result, the Mount Carmel College of Nursing has added non-campus crime statistics for 2015, but not 2014 or 2013.

There were no reported crimes on campus, in the residential facilities, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Arrests for the MCCN Main Campus

OFFENSE	MCCN MAIN CAMPUS ¹			RESIDENTIAL FACILITIES ²			PUBLIC PROPERTY			NON-CAMPUS ³		
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	N/A	N/A
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	N/A	N/A
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0	0	N/A	N/A

¹ The 2016 Clery Handbook clarified the meaning of on-campus; therefore the campus map expanded the main campus to include Mount Carmel West Hospital, which affected reporting for 2015, but not for 2014 or 2013.

² Crime reports in the residential facilities are also included in the MCCN Main Campus categories.

³ The 2016 Clery Handbook clarified the meaning of non-campus. As a result, the Mount Carmel College of Nursing has added non-campus crime statistics for 2015, but not 2014 or 2013.

There were no reported crimes on campus, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Disciplinary Actions for the MCCN Main Campus

OFFENSE	MCCN MAIN CAMPUS ¹			RESIDENTIAL FACILITIES ²			PUBLIC PROPERTY			NON-CAMPUS ³		
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	1	5	4	1	5	4	0	0	0	0	N/A	N/A
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	2	7	0	2	0	0	0	0	0	N/A	N/A
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	N/A	N/A

¹ The 2016 Clery Handbook clarified the meaning of on-campus; therefore the campus map expanded the main campus to include Mount Carmel West Hospital, which affected reporting for 2015, but not for 2014 or 2013.

² Crime reports in the residential facilities are also included in the MCCN Main Campus categories.

³ The 2016 Clery Handbook clarified the meaning of non-campus. As a result, the Mount Carmel College of Nursing has added non-campus crime statistics for 2015, but not 2014 or 2013.

Fairfield Campus Report

The Fairfield Campus operates no residential facilities. Therefore, that category is omitted from the statistical portion of the annual security report.

Fairfield Campus Security Act Reporting, 2012-2014

OFFENSE	MCCN FMC CAMPUS			FMC PUBLIC PROPERTY			FMC NON-CAMPUS ²		
	2015	2014	2013	2015	2014	2013	2015	2014	2013
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	N/A	N/A
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	N/A	N/A
RAPE ¹	0	0	0	0	0	0	0	N/A	N/A
FONDLING ¹	1	0	0	0	0	0	0	N/A	N/A
STATUTORY RAPE ¹	0	0	0	0	0	0	0	N/A	N/A
INCEST ¹	0	0	0	0	0	0	0	N/A	N/A
ROBBERY	0	0	0	0	0	0	0	N/A	N/A
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	N/A	N/A
BURGLARY	0	0	0	0	0	0	0	N/A	N/A
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	N/A	N/A
ARSON	0	0	0	0	0	0	0	N/A	N/A

¹ In the 2013 and 2014 ASRs, reporting of Rape, Fondling, Statutory Rape and Incest were separated into two categories: Sex Offenses: Forcible (rape, sodomy, fondling, and sexual assault with object) and Sex Offenses: Non-Forcible (included incest and statutory rape).

² The 2016 Clery Handbook clarified the meaning of non-campus. As a result, the Mount Carmel College of Nursing has added non-campus crime statistics for 2015, but not 2014 or 2013.

There were no reported crimes on campus, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Hate Crimes Reporting Fairfield Campus, 2013-2015

"Hate crimes" (crimes of prejudice) are to be reported according to category of prejudice for the specified crimes in which the victim is intentionally selected because of the perpetrator's bias against the victim based on the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, gender identity or national origin of the victim. Hate crimes constitute: murder-negligent manslaughter; negligent manslaughter; rape; fondling; incest; statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; arson; and larceny-theft; simple assault; intimidation; and vandalism, property crime, etc. in instances where the victim is intentionally selected because of the perpetrator's bias against the victim.

There were no reported hate crimes on campus, non-campus or public property for the years 2013, 2014 or 2015.

There were no reported crimes on campus, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Violence Against Women Reauthorization Act of 2013 for the Fairfield Campus

OFFENSE	MCCN FMC CAMPUS			FMC PUBLIC PROPERTY			FMC NON-CAMPUS ¹		
	2015	2014	2013	2015	2014	2013	2015	2014	2013
DOMESTIC VIOLENCE	2	0	0	0	0	0	0	N/A	N/A
DATING VIOLENCE	0	0	0	0	0	0	0	N/A	N/A
STALKING	0	0	0	0	0	0	0	N/A	N/A

¹ The 2016 Clery Handbook added clarification on the meaning of non-campus. As a result, the Mount Carmel College of Nursing has added non-campus crime statistics for 2015, but not 2014 or 2013.

There were no reported crimes on campus, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Arrests for the Fairfield Campus

OFFENSE	MCCN FMC CAMPUS			FMC PUBLIC PROPERTY			FMC NON-CAMPUS		
	2015	2014	2013	2015	2014	2013	2015	2014	2013
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	N/A	N/A
DRUG LAW ARRESTS	0	0	0	0	0	0	0	N/A	N/A
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	N/A	N/A

¹ The 2016 Clery Handbook added clarification on the meaning of non-campus. As a result, the Mount Carmel College of Nursing has added non-campus crime statistics for 2015, but not 2014 or 2013.

There were no reported crimes on campus, non-campus or on public property that were determined to be unfounded for the years 2013, 2014 or 2015.

Disciplinary Actions for the Fairfield Campus

OFFENSE	MCCN FMC CAMPUS			FMC NON-CAMPUS ¹			FMC PUBLIC PROPERTY		
	2015	2014	2013	2015	2014	2013	2015	2014	2013
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	N/A	N/A
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	N/A	N/A
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	N/A	N/A

Reporting a Crime

In the event of an emergency, dial 911.

Reporting a Crime on MCCN Main Campus

To report a criminal offense, contact the College front desk in Marian Hall at 614-234-5800 or MCW Security at 614-234-5283 (non-emergencies), or dial the MCW Hospital Operator at 614-234-5000 or dial "3" from any house phone located in Marian Hall or the Center for Learning & Education (emergencies only) where a hospital operator is on duty 24-hours a day and will immediately contact MCW Security. The MCW Security Office is located at 1-South, Room 36, just inside the Souder Avenue entrance to MCW Hospital.

Reporting a Crime on FMC Campus

Students on the FMC campus should notify the Program Coordinator at 740-687-6958 or FMC Police at 740-687-8124. FMC Police is located at 401 N. Ewing St., Lancaster, OH, 43130.

Reporting Crimes

Any suspicious activity or person seen in the parking lots or garages or loitering around vehicles, inside the campus, or around the main campus apartment residence should be reported to campus security authorities.

You may report a crime to the following Individuals:

- | | |
|--|--|
| 1. College President | 614-234-4340, Center for Learning & Education (CLE) Room 107 |
| 2. Academic Dean | 614-234-5950, Center for Learning & Education (CLE) Room 106 |
| 3. Associate Dean, Graduate Program | 614-234-5237, Marian Hall Room 319 |
| 4. Associate Dean, Undergraduate Program | 614-234-1076, Marian Hall Room 209 |
| 5. FMC Program Coordinator | 740-689-6896, Fairfield Medical Center |
| 6. Director of Student Life | 614-234-5828, Center for Learning & Education (CLE) Room 209 |
| 7. Director of Records and Registration | 614-234-5685, Marian Hall Room 202 |
| 8. Director of Admissions | 614-234-5144, Marian Hall Room 171 |
| 9. Supervisor, Safety and Security | 614-234-5989, Mount Carmel West Hospital |

10. Director, Safety and Security	614-546-3433, Corporate Service Center
11. Title IX Coordinator/Compliance Officer	614-234-5021, Marian Hall Room 213
12. Director of Financial Aid	614-234-5169, Marian Hall Room 301
13. College Counselor	614-234-5900 Crime and Trauma Assistance Program Mount Carmel West Hospital

Mount Carmel College of Nursing encourages anyone who is the victim of or witness to any crime to promptly report the incident to the Columbus Police Department, MCW Safety and Security, FMC Police or the Lancaster Police Department.

All reports will be investigated. Voluntary, confidential reporting of crimes may only occur when the crimes are reported to our College Counselor and when the reporter is in a treatment relationship with the College Counselor. Except for that particular circumstance, violations of the law will be referred to Columbus Police, FMC Police, Lancaster Police Department, MCW Security, and campus security authorities, where appropriate.

Confidentiality

Mount Carmel College of Nursing provides for voluntary confidential reporting of crimes only when crimes are reported to our College Counselor, with whom the reporter is in a treatment relationship, and external counselors at CareBridge, or under certain circumstances, to a physician or nurse at CareBridge or a hospital. Some off-campus reports such as those to clergy members or some healthcare professionals may also be legally confidential pursuant to state law.

Reports that are confidential by law will not be reported to the College for inclusion in the annual crime statistics report. MCCN does not have a policy that permits confidential reporting of crimes for inclusion in the annual crime statistics report. The extent to which the College can protect the identity of victims of sex-based offenses contained in police reports is not absolute; however the College uses its best efforts to protect the identity of the victim and the intimate details of the report. The identity of an uncharged suspect may be withheld.

Timely Warnings

Campus Crime Alert

In the event of a potentially dangerous situation involving the College community, either on or off campus, that, in the judgment of the College President (in consultation with MCW Security or FMC Police) constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued without delay. This Crime Alert will be issued through the Mount Carmel College of Nursing Communications Alert System to students and employees. Students and employees are automatically registered for the Alert System. In-class announcements or other appropriate means will also be used as necessary. The purpose of a Campus Crime Alert is to enable persons to protect themselves, to heighten safety awareness and to seek information that will lead to an arrest and conviction of the perpetrator when violent crimes against persons or major crimes against property have occurred.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Mount Carmel College of Nursing Communications Alert System sends messages via text message and to MCCN email addresses. If deemed appropriate, an announcement will also be made via in-class announcement, social media postings or the College website (mccn.edu). If announcements are made to other outlets, such information will be specified in the text message or email.

Anyone with information warranting a timely warning should report the circumstances to Safety & Security at Mount Carmel West via the switchboard operator at 614-234-5000 or the Fairfield Medical Center

Police Department at 740-687-8019. Callers should identify themselves to the operator as a Mount Carmel College of Nursing student, faculty or staff member if applicable.

The victim's name and other personally identifying information will NOT be included in any Emergency Notification or Crime Alert. See additional information below.

Emergency Notification v. Timely Warning

If there is an immediate threat to the health or safety of students or employees occurring on campus, MCCN will issue an Emergency Notification. No Crime Alert based on the same circumstance will be issued. However, follow-up information will be disseminated to the community as needed.

Publicly Available Record-keeping

The College does not publish the name or other personally identifying information of crime victims in the College's daily crime log or in Campus Crime Alerts or Emergency Notifications. However, police reports are open for inspection and copying under Ohio's Public Records Act. The extent to which MCCN can protect the identity of a victim in police reports is not absolute; however the College uses its best efforts to protect the identity of the victim and the intimate details of the report. The College is specifically permitted to withhold the identity of an uncharged suspect.

Emergency Notification and Response

Emergency Response Procedures

An emergency or disaster can occur at any time or any place. Being prepared for these situations is imperative to the health and safety of faculty, staff, students and guests on the campus of the Mount Carmel College of Nursing. Faculty and staff on the Mount Carmel West campus are provided an emergency flipchart that is designed to quickly access pertinent information in critical times of need. This flipchart is also available throughout the campus in each building for students to review. This flipchart includes a step-by-step guide for the following emergencies:

- Disaster (external or internal) – Code Yellow
- Fire – Code Red
- Severe Weather/Tornado – Code Gray
- Bomb/Bomb Threat – Code Black
- Hazardous Material Spill/Release – Code Orange
- Person With Gun/Hostage Situation – Code Silver
- Evacuation – Code E-Vac
- Suspicious Package Found on Campus
- Suspicious Person Found on Campus
- Campus Lockdown
- Active Shooter on Campus

Students and faculty at the Fairfield Medical Center receive an orientation packet that includes step-by-step guides for the emergencies listed above. In addition, in the event of an emergency, the overhead speakers at the Fairfield Medical Center provide additional information and instruction to everyone at the medical center.

Emergency Notification System – Notification of an Immediate Threat

In times of crisis, communicating to multiple audiences through a variety of communication tools in a timely manner is critical. The following may be used:

- Communications Alert System
- Dark Web Site
- Inbound call-in hotline

- Telephone Trees
- Media Contact List
- E-mail databases

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus by the College, in the judgment of the College President (in consultation with MCW Security or FMC Police), an Emergency Notification will be issued without delay; unless issuing a message will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency situation. The College President and MCW Security or FMC Police will determine the content of the message, determine the appropriate segments of the campus community to receive the message and will use some or all of the methods described above to communicate to the campus community.

Emergency Response and Evacuation Procedures

To report an emergency:

1. MCW Security: Dial "3" from any house phone located in Marian Hall or Center for Learning & Education or dial 614-234-5000 and ask for Safety and Security.
2. FMC Police: 740-687-8124
3. Police: 911
4. Fire: 911

Evacuation Procedure (Code E-Vac):

When a Code E is called, it is necessary to remove College faculty, staff, students and visitors from the College buildings, including resident apartments.

- Evacuate persons in immediate danger.
- The order to evacuate an area or the facility must come from the College President, Administrative representative, MCW Safety and Security or FMC Police. The evacuation order will be announced overhead and/or via the Communications Alert System.
- Evacuation can be immediate, partial (from one area to another area) or total (removal of everyone from the building).
- If an evacuation of the building is necessary, all occupants will gather in the parking area (east) directly across from the main College entrance unless instructed otherwise.

Emergency Drills, Testing and Evacuation Procedures

Exercises designed to test MCCN's emergency procedures and preparedness are conducted at least annually and may be conducted in the form of a drill, tabletop, functional, or full scale exercise. These exercises may include not only College personnel, but also surrounding jurisdiction first responders and government agencies, as well as members of the MCW hospital community. The College publicizes its emergency response and evacuation procedure in conjunction with at least one annual test of the emergency procedures.

MCW Security documents a description of each exercise as well as the date and time of the exercise and information about whether the test was announced or unannounced. The College works closely with MCW Security to conduct exercise activities in accordance with federal and state exercise guidelines. All campus wide exercises meet or exceed the minimum requirements set forth by the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the standard which all drills and exercises should meet. HSEEP sets forth minimum requirements that include the assessment and evaluation of emergency plans, response capabilities, and evacuation procedures. HSEEP also requires follow-up to ensure proper follow-up and corrective action where necessary.

Testing of the Communication Alert System occurs monthly. Resident apartments conduct fire drills one to two times per year. Fire drills are documented by MCW Security.

Annual Publication

General information about the College's response and evacuation procedures is publicized each year as part of its Campus Safety Report, which is published as part of its compliance with the Clery Act.

Missing Student Policy

If a member of the MCCN community has reason to believe that a MCCN student who lives in the resident apartments has been missing for 24 hours, that person should immediately contact the following administrators:

- | | |
|--|--|
| 1. College President | 614-234-4340, Center for Learning & Education (CLE) Room 107 |
| 2. Academic Dean | 614-234-5950, Center for Learning & Education (CLE) Room 106 |
| 2. Associate Dean, Graduate Program | 614-234-5237, Marian Hall Room 319 |
| 3. Associate Dean, Undergraduate Program | 614-234-1076, Marian Hall Room 209 |
| 4. Director, Records and Registration | 614-234-5685, Marian Hall Room 202 |
| 5. Director, Student Life | 614-234-5828 Center for Learning & Education (CLE) Room 209 |

The College President will immediately notify other appropriate law enforcement agencies upon receipt of a missing student report. If the Law Enforcement agency makes an official determination that a student is missing, emergency contact procedures will be initiated within 24-hours in accordance with the student's designation. In addition, College administrators or their designees will be notified to include the Director of Financial Aid, Director of Student Life, and Director of College Relations.

Student Emergency Contact Information

Each student who lives in the resident apartments may register contact information to be notified in the event the student is determined to be missing. Student contact information will be registered confidentially, will be accessible only to authorized College officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

If a missing student is under 18 years of age and is not emancipated, MCCN is required to notify his or her custodial parent or guardian within 24-hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

Building Security, Access, and Maintenance

MCCN Main Campus

MCW Security provides services to Mount Carmel College of Nursing. MCCN is an independent institution and considered private property. Persons who do not have legitimate business on campus may be asked to leave or considered as trespassers.

During business hours, the College (excluding the apartment residence buildings) is open to students, parents, employees, hospital personnel, contractors, guests, and invitees. During non-business hours, access to College facilities is by authorized key card or by admittance via MCW Security, Student Life staff, or College administrators. Cameras are located throughout the College with 24 hour recording.

MCW Security officers have the authority to issue parking citations but do not have arrest powers. MCW Security maintains a professional working relationship and refers criminal incidents to the Columbus Police Department (CPD), which has jurisdiction on the campus. MCW Security issues a photo identification badge to each student and employee. MCW Security provides uniform security to MCCN 24 hours a day, seven days a week to assist college faculty and students.

The exterior doors to the apartment residence buildings are secured 24-hours a day. In addition, each apartment unit is equipped with a security alarm system. MCW Security and Columbus Police patrol the area surrounding the residence regularly. Security escorts are available to students upon request (614-234-5283 or 614-234-5000).

Mount Carmel West Hospital Facilities and Security staff work in coordination regarding the maintenance of facilities, landscaping, and lighting on campus. MCW Security provides crime prevention audits to MCCN, reviewing lighting, landscaping and obstructions.

In addition, emergency call boxes are located outside of parking garages, near the resident apartment buildings, and at various locations throughout the hospital campus.

Fairfield Campus

Mount Carmel College of Nursing at FMC is located within Fairfield Medical Center, which is a nonprofit community hospital. Persons who do not have legitimate business on campus may be asked to leave or considered as trespassers.

During business hours, FMC is open to students, parents, employees, hospital personnel, contractors, guests, visitors, and invitees. During non-business hours, access to hospital facilities is by authorized key card or by admittance via FMC Police. All hospital external doors are locked via a computer system at 11:00 p.m. through 5:30 a.m. except the Emergency Department entrance, which is known as the North Entrance. After entrance through the Emergency Department, there is a set of locked double doors before access to the Kroger Pharmacy.

FMC Police are fully commissioned officers by the governor of the state of Ohio. The officers have full arrest powers and are armed.

FMC Human Resources Department issues a photo identification badge to each student, employee, and independent contractor. Sales representatives and vendors are signed in through a software program, "Vendor Mate," which is located in the Materials Management Department.

FMC Police and Lancaster City Police patrol the campus and surrounding areas regularly. Security escorts are available to students upon request by calling 740-687-8019. FMC Police and the Plant Engineering Department work in coordination regarding the maintenance of facilities, landscaping, and lighting on campus.

Panic alarms are located throughout the interior of the facility. Emergency call boxes are located on each of the three levels of the parking garage and at the south entrance of the hospital. Recording cameras operate 24 hours a day, 7 days a week and are located throughout the campus.

Law Enforcement Authority and Jurisdiction

Mount Carmel College of Nursing (MCCN) is a subsidiary corporation of Mount Carmel Health System. MCCN Columbus campus is located on the campus of Mount Carmel West (MCW) Hospital where the MCW Safety and Security Office provides services for MCCN. The MCW Security Department is maintained by Mount Carmel Health System and not by MCCN.

The Fairfield Medical Center (FMC) campus is located on the campus of Fairfield Medical Center in Lancaster, Ohio, where the FMC Police Department provides services for FMC. The FMC Police Department is maintained by Fairfield Medical Center and not by MCCN.

MCW Security and FMC Police have the authority to ask persons for identification and to determine whether individuals have lawful business at the College or at FMC. MCW Security officers have the authority to issue parking citations, but do not have arrest power. MCW Security maintains a professional working relationship and refers criminal incidents to the Columbus Police Department (CPD), which has jurisdiction on the campus. The FMC Police has commissioned officers and full arrest powers.

MCW Security and FMC Police can and do respond to student-related incidents that occur on campus. MCW Security and FMC Police also have direct communication with local police, fire department, and ambulance services to facilitate rapid response in any emergency situation. Designated Safety and Security Officers are trained or certified in the following areas:

- Crime Prevention
- Active Shooter
- Aggression managers
- Crisis Intervention
- Fire Prevention
- Bomb Awareness
- Hazmat responders
- CPR

Campus Crime Prevention and Security Awareness Programs

Security Awareness Programs

In August of every year, both main campus and FMC campus students come together for orientation and are informed of services offered by MCW Security. FMC students are provided additional information about FMC police force services at a separate orientation at FMC. Students are also routinely informed of ways to maintain personal safety and apartment residence security. Similar information is presented to new employees. In addition, each main campus student resident is provided an electronic copy of the *Residence Handbook* that includes additional safety and security information.

New students and new employees, no matter when they enter into enrollment or employment throughout the year, are provided with an orientation packet that cites where to locate many items on the College website, including the ASR. The ASR is posted on the College website for MCCN and FMC students, faculty, staff and the general public, under the tab "About Us," and then under the "Consumer Information Details" navigation link (<http://mccn.edu/pdf/asr-fire-safety-report.pdf>). The ASR contains current crime and fire statistics for Mount Carmel College of Nursing.

MCW Security provides Active Shooter training at the beginning of each academic year. MCCN offers students, faculty and staff the opportunity to download the MYFORCE® Application to their phone for additional protection on campus. MYFORCE® is a complete personal security system on a phone. It provides the ability to instantaneously notify a live response team of a crisis simply by pushing a button. In addition, the Director of Student Life organizes periodic programs on campus that deal with student safety; MCW Security provides similar updates for employees. Program schedules are communicated to students via CARMELink announcements, student email messages, the monthly student newsletter, and bulletin boards located in common areas on the campus. Communications to employees are made via the College-wide email system or the Mount Carmel Health System Intranet.

The College of Nursing has a representative on the Mount Carmel West Hospital Safety Team. The team generally meets monthly. The team meets annually to review the following plans:

- Security management
- Safety management
- Emergency management (disaster preparedness)
- Hazardous materials and waste management
- Medical equipment management
- Fire prevention management
- Utilities
- Emergency response

In an effort to provide education and training to faculty and staff at all campuses across Ohio, the Ohio

Department of Safety, in conjunction with the Ohio Department of Higher Education and The Ohio State University, conducts periodic training sessions for campus representatives in each of Ohio's eight Homeland Security Planning Regions.

General Safety Precautions

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibilities for their own safety and the safety of others. To enhance personal safety, MCW Security officers are available to escort students to and from their vehicles parked at MCW and to or from the apartment residence buildings. Students and employees are encouraged to use this service after dark. FMC Police Department officers are also available to escort students to and from their vehicles. Students and employees are encouraged to use this service after dark or at any time they feel unsafe.

Members of the College community at both the MCCN main and FMC campuses are encouraged to assume responsibility for their own personal safety, and security of personal belongings, by taking the following simple common sense precautions.

- Although both campuses are well lighted, do not walk alone after dark.
- Keep purses/billfolds and other valuables with you or stored in a campus locker.
- Do not record your address on your key ring.
- Do not provide personal identifying information over the phone.
- If living on main campus:
 - Lock your door and alarm the security system when you leave the apartments at MCCN campus
 - Take your key with you when you leave the apartment
 - Do not loan your key to anyone
 - Do not prop doors open
 - Report any potential fire hazards or broken equipment to the Director of Student Life (614-234-5828).
- Report any unusual circumstances to the Marian Hall front desk (614-234-5800), MCW Security (614-234-5283) or to the FMC Police Department (740-687-8124).

Disclosure of Disciplinary Actions

To Victim of an Alleged Sex-Based Offense

Both the accuser and the accused will be simultaneously informed, in writing, of the outcome of any institutional proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking. The accuser and the accused will also be informed of the procedures to appeal the results of the disciplinary proceeding; of any changes to the results that occur prior to the time that such results become final; and when such results become final.

To Victims of an Alleged Perpetrator of a Crime of Violence

Upon written request, MCCN will disclose to the alleged victim of any crime of violence or a sexual assault, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

Alcohol, Drug, and Substance Abuse Policies

The following information is provided in response to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), which requires that the College show that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The College must certify that it is in compliance with this law in order to receive any federal funds. The law requires, in part, the annual distribution of the following descriptive statements to each College student and employee. There is no distinction between full-time and part-time or permanent and

temporary students and employees.

The unlawful possession, use, consumption or distribution of drugs and/or alcohol by students or employees on College property or as a part of any College activity is prohibited. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject as well to disciplinary actions by the College, in conformance with The *Student Catalog* [located here: http://catalog.mccn.edu/content.php?catoid=14&navoid=990#Drug-Free_Policy]. Sanctions for violations may include suspension, and/or termination/dismissal, as well as compulsory attendance at drug/alcohol education programs or other appropriate disciplinary measures.

All students and employees entering MCCN are tested for drug and substance use. This is a mandatory requirement for the College community.

Legal and Responsible Use of Alcohol

The consumption of alcohol is limited through laws that establish minimum drinking ages, drinking and driving laws and so on. The possession or use of alcohol by anyone under 21 years of age is illegal, and individuals in violation will be subject to disciplinary action by MCCN. Alcoholic beverages are never served to students during any campus events. Individuals who bring or use alcoholic beverages into the College or apartment residence are subject to disciplinary action including immediate expulsion from the residence and possible expulsion from the College.

Drug Use

The use, offer for sale, sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. The use, offer for sale, sale, distribution, possession, or manufacture of chemicals, products, or materials for the purpose of use as an intoxicant (such as glue or paint) except as expressly permitted by law is also prohibited. Possession of drug paraphernalia is also prohibited. Individuals who bring or use illegal drugs into the College or apartment residence are subject to disciplinary action including immediate expulsion from the residence and possible expulsion from the College. More information can be found in the drug abuse policies published in the *Student Catalog*.

Alcohol and Other Drug Education

MCCN encourages education to assist students to understand the consequences of current and future behavior as it relates to drug and alcohol use. MCCN educates students on the Zero-One-Three rule which can be a helpful tool in developing a clearer idea of what is “responsible drinking.” Zero alcohol; One drink per hour; No more than three drinks per day, and never daily. This rule is also available to students in the *Student Catalog*.

If a student tests positive for non-prescribed controlled or illegal substances and/or alcohol, the student may immediately be referred to the Mount Carmel Health System Assistance Program (CareBridge) for assessment and possible referral to a trained substance abuse counselor.

Counseling, Treatment and Rehabilitation Services

Mount Carmel College of Nursing demonstrates its commitment to eliminating illegal drug use and resolving alcohol problems by offering students and employees the opportunity to participate in Mount Carmel CareBridge programs. A partial list of services provided includes alcohol and drug abuse, anxiety and depression, family relationships, job and legal concerns, marital and other relationship difficulties, and self-esteem issues.

The CareBridge program also provides counseling and rehabilitation for all referrals. Participants with drug or alcohol abuse problems may be referred to additional appropriate services. Those needing assistance may call 1-800-437-0911. A licensed professional is available to assist 24-hours a day.

Violence Against Women/Campus SaVE

Mount Carmel College of Nursing is committed to maintaining a safe, secure, living, learning and working

environment. This includes providing an environment free from sexual harassment, domestic violence, dating violence and stalking. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. MCCN believes in a zero tolerance policy for any type of criminal activity.

Sexual Offense Prevention and Response

MCCN is committed to maintaining a healthy and safe learning, living, educational, and working environment that is free from gender discrimination and harassment and to creating an environment that promotes responsibility, dignity, and respect in matters of sexual conduct. The College's Title IX Policy prohibits "Sexual and Interpersonal Offenses" such as sexual assault, sexual misconduct, sexual violence, domestic violence, dating violence, and stalking. "Sexual offenses" include any sexual act directed toward another person, without consent of the victim, including instances where the victim is incapable of giving consent. Under the Clery Act, sexual assault includes rape, fondling, incest, and statutory rape. Sexual conduct requires consent.

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

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

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 if the accused substantially impairs the victim/survivor's judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or 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.

Domestic violence is a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By 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 which the crime of violence occurred.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or safety of others; or suffer substantial emotional distress.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition: dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; dating violence does not include acts covered under the definition of domestic abuse.

Victims of assault or sexual offenses on either the main or FMC campuses should immediately contact the Title IX Officer (614-234-5021), a member of the College administration, Resident Assistant staff, Columbus Police (dial 911), MCW Security (614-234-5283 or dial "3" from any house phone in Marian Hall or the CLE), or FMC Police Department (740-687-8124). College administrators or the Resident Assistant will assist in notifying authorities, if requested.

The first priority for a victim of sexual assault should be to get to a place of safety, followed by necessary medical treatment. MCW Security and Columbus Police and FMC Police strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. There is staff at Mount Carmel and FMC emergency rooms specifically trained to treat sexual assault victims. The MCCN Title IX Officer will help students or employees:

- Access medical and mental health treatment.
- Report the Sexual or Interpersonal Offense to the police.
- Access support resources.
- Assist the victim/survivor in obtaining a MCCN no-contact order, a court-issued restraining order, or other lawful order of protection.
- Access written notification about existing counseling, health, advocacy, legal assistance, and visa and immigration assistance.

Filing a report with MCW or FMC Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and College misconduct procedures, or only the latter. The Title IX Officer will guide the victim through the available options and support the victim in his or her decision. MCCN provides a number of interim support services, upon request, to students who have been victims/survivors of any sexual or interpersonal offense. Students may, upon request, obtain interim support services, such as changing academic, residential, working, and transportation circumstances from the Title IX Officer. **No police report, disciplinary complaint or investigation need occur before this option is available. The Title IX Officer will exercise discretion and sensitivity about sharing the identity of the victim/survivor when arranging for interim support services. A victim/survivor can access these services at any time, even if the student initially declined the service.**

These services include the following:

- Changing residence hall assignments so that neither party shares the same residence hall (available to residential students);
- Changing class assignments so that the parties do not share the same classes (available to instructional staff and students);
- Providing academic support services including tutoring;
- Changing the students' work situation;
- Transportation/parking options;
- Prohibiting any contact between the parties; and/or
- Assisting the victim/survivor in obtaining a MCCN no-contact order or a court-issued restraining order or other lawful order of protection.

The College will follow the disciplinary proceedings and guidelines for cases involving student misconduct detailed in the Title IX Policy for incidents of sex based offenses. However, in the case of a sexual offense, the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Disciplinary hearings for alleged sexual misconduct violations will be held before a trained Administrative Hearing Panel (two faculty and one staff member). The hearings are designed to provide a prompt, fair and impartial investigation and resolution of the complaint. The College is

committed to addressing all complaints of sexual misconduct and/or physical or mental abuse or harm in a prompt and equitable manner. Upon receipt of a complaint, the Title IX Officer will generally conduct an initial review and assessment within 1 to 3 days, then there will be a Procedural Review within 3-5 days, and the disciplinary hearing within 21 calendar days. Appeals will be typically conducted within 21 calendar days following the disciplinary hearing. These timelines may be extended based upon the complexity, severity and extent of the misconduct or for good cause. The timelines may also be affected by the fall or spring break period and summer or fall terms. The standard of review used to determine responsibility on campus is a “preponderance” standard. This determination is based on the greater weight of the information and does not require a standard beyond a reasonable doubt.

Both the victim and accused will be informed of the outcome of the hearing. The outcome of the hearing means only the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. A student found to have violated the College’s Title IX Policy could be criminally prosecuted in the Ohio courts and subject to a range of disciplinary actions. Sanctions against a student who has violated the Policy include suspension, dismissal, expulsion from campus housing, educational intervention, no-contact orders, and restrictions from participating in extracurricular activities and vary depending on the severity of the violation and the accused’s conduct history. The recommended sanction for Sexual and Interpersonal Offenses is often expulsion from Mount Carmel College of Nursing.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual offense, if such changes are reasonably available. To the extent possible, the College will maintain as confidential any accommodations or protective measures provided to the victim.

Programming, Education and Resources

During student orientation and online training, students are educated on domestic situations and abuse as well as on risk reduction and security services offered through MCCN and in the community. Also during orientation and in online training, students are informed about bystander intervention and provided information on safe and positive options for bystander intervention. Additional information on bystander-focused prevention of sexual violence is also available to students in the *Student Catalog* (http://catalog.mccn.edu/content.php?catoid=12&navoid=645#title_ix_compliance). The College informs its employees about bystander intervention and domestic situations and abuse during faculty/staff training. The College holds periodic programs to enhance awareness regarding rape, acquaintance rape, and other sexual offenses. Literature on sexual assault, date rape education, and risk reduction is available through the Office of Student Life and throughout the College. Further, staff at Mount Carmel and FMC emergency rooms are specifically trained to treat sexual assault victims.

Supportive Services

The College is located on Mount Carmel West Hospital complex and therefore has access to the Hospital’s supportive services in addition to the services provided by the College Counselor. The College is able to provide supportive services to victims of sexual assault through the Hospital’s Mount Carmel Crime and Trauma Assistance Program (614-234-5900). This program provides support and assistance for victims of assault, including counseling for such individuals. In addition, the Sexual Assault Response Network of Central Ohio (SARNCO) maintains a 24-hour rape crisis helpline at 614-267-7020. The SARNCO website is located at <https://www.ohiohealth.com/sexualassaultresponsetnetwork/>.

Title IX Efforts

Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The Title IX Officer and Compliance Officer for the College is Nilu Ekanayake and she is available at 614-234-5021 or at compliance@mccn.edu.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide MCCN with a list of registered sex offenders who have indicated they are either enrolled or employed by MCCN.

The Franklin County Sheriff's Office and the Fairfield County Sheriff's Office has responsibility for registration of sexual predators under Ohio's Sex Offender Registration and Notification (SORN). MCCN will make available to the College community information on any sexual offender who enrolls in or is employed at the College. The information is made available to MCCN by the Franklin County Sheriff's office and maintained in the President's office, located in the Center for Learning & Education (CLE) Room 107. In addition, information concerning registered sex offenders may be obtained from the Franklin County Sheriff's Office online at <http://www.sheriff.franklin.oh.us/> or the Fairfield County Sheriff's Department at <https://www.sheriff.fairfield.oh.us/>.

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

Fire Safety

Fire Safety in Residence Halls

Residential facilities for students are located on the Main Campus only.

Future Improvements

The College believes future improvements in fire safety are not necessary at this time.

Equipment

Each student residence building is equipped with an interior fire alarm system with detection throughout the building, including detectors in every sleeping room. The property management company checks fire equipment periodically. An outside company monitors the alarm panels and dispatches the Columbus Fire Department and notifies MCW Security. MCW Security logs the incident and notifies the Director of Student Life and the Compliance Officer.

Education

MCW Security provides fire training to students in the MCCN residential facilities. MCW Security provides fire drills and critiques to all residential facilities. Further, the Resident Assistants go through the *Residence Handbook* fire safety section with the residents several times throughout the year. The Resident Assistant on each floor of each building conducts a fire drill for the floor at the start of each academic year.

The *Student Catalog* provides safety procedures if a fire is discovered. The *Catalog* explains the following procedure should be followed:

- Activate the building alarm by breaking the glass or pulling the handle on the wall fire alarm break station.
- Use the nearest in-house (campus) phone to **dial 3**. Report the **exact location of the fire, type of fire, and your name**.
- Close windows and doors in the immediate area to confine the fire.
- **If you are not in danger, do the following:**
disconnect electrical equipment in the immediate area, if able; and use a fire extinguisher to fight the fire.

- Turn **on** overhead lights so the firefighters can find their way through any smoke.
- Report the exact location of the fire to the Marian Hall receptionist as you leave the building.
- Evacuate the building.
- **DO NOT ENDANGER YOURSELF.**

Student Housing Policies and Rules

MCCN provides students Student Housing Policies and Rules in the *Residence Handbook*. This *Handbook* can be accessed online via CARMELink.

Portable Electrical Appliances

The following are prohibited in the resident apartments:

- Space heaters, halogen and sun lamps
- Any appliances with visible heating elements
- Incense, potpourri burners and candles
- Gas, propane and barbecue grills

Open Flames

Incense, potpourri burners and candles (burned or unburned) are prohibited in the resident apartments. The chance and number of fires that have occurred in college housing around the country dictate this mandate. It is a serious offense to set fire to anything in the resident apartments.

Tobacco-Free Environment

Mount Carmel is a tobacco and smoke-free facility. Use of tobacco products, including, but not limited to cigarettes, cigars, chewing tobacco and pipes is prohibited within all Mount Carmel facilities, on all Mount Carmel owned property or any College student residence facilities.

Emergency Fire and Evacuation Procedures

In case of fire, student residents should immediately pull the fire alarm when exiting the building. When students evacuate the building, they should remember to feel doors before opening them to be sure that there is no fire danger on the other side. If the student must enter a smoke-filled room or hallway, they should stay low and crawl to the nearest exit, keeping their head near the floor. Once a student is safely away from danger, they should call Mount Carmel West Safety & Security Department to report the fire. All residents must exit both apartment buildings and go to the P1 parking garage across from the College main entrance until authorized to return to the apartment by a MCW Security Officer.

Reporting

To report an emergency:

1. MCW Security: Dial "3" from any house phone located in Marian Hall or Center for Learning & Education
2. Police: 911
3. Fire: 911

If you find signs of an extinguished fire (i.e., non-emergency), report it to one of the following:

1. MCW Safety & Security
2. College President
3. Academic Dean
4. Associate Dean, Undergraduate Program
5. Associate Dean, Graduate Program

Fire Drills

All students are required to evacuate the student residence buildings during a fire drill to an area away from the buildings. MCW Security Officers check each floor to ensure students have left the building.

In 2015, two fire drills were conducted in each of the student resident buildings.

Fire Safety System

Residential Facilities	Fire Alarm Monitoring Done by Outside Company	Full Sprinkler System	Smoke Detection	Portable Fire Extinguishers	Evacuation Plans Cards	Strobe lights
Angela Hall 803 W. Town St.	X	X	X	X	X	X
Holy Cross Hall 807 W. Town St.	X	X	X	X	X	X

Fire Statistics

Residential facilities for students are located at the Main Campus only.

2015 FIRE STATISTICS

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	No. of Injuries Requiring Treatment at a Medical Facility	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
Angela Hall 803 W. Town St.	0	0	N/A	0	0	0
Holy Cross Hall 807 W. Town St.	0	0	N/A	0	0	0

2014 FIRE STATISTICS

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	No. of Injuries Requiring Treatment at a Medical Facility	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
Angela Hall 803 W. Town St.	0	0	N/A	0	0	0
Holy Cross Hall 807 W. Town St.	0	0	N/A	0	0	0

2013 FIRE STATISTICS

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	No. of Injuries Requiring Treatment at a Medical Facility	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
Angela Hall 803 W. Town St.	1	1	Burned food in kitchen	0	0	0
Holy Cross Hall 807 W. Town St.	0	0	N/A	0	0	0