



Your "RIGHT TO KNOW"
Safety at Muskingum University



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In Compliance with the federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998** (formerly the Crime Awareness and Campus Security Act of 1990)

October 1, 2011

A safe and secure environment on the Muskingum University campus is important to parents, students, and university employees. Education, the business of Muskingum University, can take place only in an environment in which each student and employee feels safe and secure. Muskingum University recognizes this and employs a number of security measures to protect the members of its community.

The Village of New Concord, with its population of 2,300 is home to Muskingum University's 1,600 students along with a graduate student population of more than 1,300. Although the area, with its small-town feel and neighborly attitude, has a relatively low crime rate, crime prevention remains a high priority. Muskingum University does its part to ensure the safety of its students and employees. A professionally trained and supervised police force, a closely screened and well-trained residence live-in staff, and the students and employees themselves, equally share in the responsibility of making the Muskingum University campus a safe place to study, work, and live.

UNIVERSITY POLICE

Muskingum University provides a 24 hour, 7 days a week, full-service police protection to the campus community.

The five police officers of Muskingum University are the law enforcement officers for the university. They are empowered to use investigative authority on reasonable suspicion of a crime, to search and arrest as authorized by law, and to use reasonable and necessary force to enforce law and protect property on all university lands. Their oath of office is a personal commitment to the rule of law and constitutional limitations of police authority. The Muskingum University Police Department performs the same duties and has the same authority as other police departments in Ohio. They evaluate all reported crimes and conduct investigations to determine the responsible party. They enforce laws, regulate underage drinking, use of controlled substances, weapons, and all other incidents requiring police assistance. They are responsible for all police services on university owned property and work cooperatively with the New Concord Police Department, Muskingum County Sheriff's Office, and the Ohio State Highway Patrol in an effort to provide a safe and secure university community.

Officers are regularly scheduled for and attend up-dated training sessions in Muskingum County, Ohio Peace Officers Training Academy in London, and sessions conducted by the FBI and State Highway Patrol. Each officer is qualified in CPR as the university's first responders.

EMERGENCY NUMBERS

Muskingum University Police Department.....	8155
Fire or Medical Emergency.....	911
New Concord Police Department.....	740-826-7616
Muskingum County Sheriff’s Office.....	740-452-3637
Ohio State Highway Patrol.....	740-453-0541

REPORTING PROCEDURES

Students and university employees are strongly encouraged to report crime to the police. Crimes occurring on campus should be reported to the Muskingum University Police Department by calling 826-8155 (non-emergency) or 9-1-1 (emergency) and crimes occurring off campus in New Concord should be reported to the New Concord Police Department by calling 826-7616 (non-emergency) or 9-1-1 (emergency).

Under Ohio law, persons who have knowledge of a felony (a victim of or witness to) are required to report the crime to the police (Ohio Revised Code § 2921.22). Failure to report a crime may itself be a crime.

Information on criminal behavior may be reported to the Student Life Office, advisors of student organizations, Department of Athletics, and the university administration. The university strongly encourages crime victims to report all criminal activity to the police.

In responding to calls, the department’s officers investigate, make arrests when necessary, prepare incident reports and submit copies to the Student Life Office, as well as to other campus departments that may be affected. Reports are forwarded to law enforcement agencies off campus on an as needed basis. The university makes every effort to provide confidentiality to those who report crimes. However, the Muskingum University Police Department may not be able to hold all reports of crime confidential. Police reports become public records under state law when they are forwarded to outside police departments or courts for prosecution purposes.

The Muskingum University Police Department has a much better chance of solving crimes when crimes are reported promptly and accurately.

If you have suggestions about how we might work together for a safer living and learning environment, please share your ideas with the Muskingum University Police Department Director at 740-826-8155 or email at safety@muskingum.edu or rexn@muskingum.edu.

TIMELY WARNINGS

In the event a situation arises, either on or off campus, that, in the judgment of the Director of Muskingum University Police Department, constitutes an ongoing or continuing threat, a campus wide “**timely warning**” will be issued. The warning will be issued through the university e-mail system to students, faculty, staff, and the campus newspaper.

Depending on the particular circumstances such as a weather event, crime, or hazard; especially in situations that could pose an immediate physical threat to the community and individuals, the Muskingum University Police Department will also post a notice on the police web-site (Crime Alert). In such instances, a copy of the notice will be posted in each residence hall, at the front door of each fraternity house, sorority houses, or other conspicuous areas on campus. Anyone with information warranting a timely warning should report the circumstances to the Muskingum University Police Department.

CRIME VICTIMS

Ohio law gives a victim of any of the crimes listed below (in the case of a murder, a member of the victim's family) a variety of specific rights before, during, and after the trial or juvenile proceeding.

- Any felony offense (i.e., murder, rape, kidnapping, felonious assault, vehicular assault)
- Aggravated menacing
- Assault
- Domestic violence
- Intimidation of crime victim or witness
- Menacing
- Menacing by stalking
- Negligent homicide
- Vehicular homicide
- Aggravated vehicular homicide
- Sexual Imposition

Victims of crime experience physical, emotional, and economic hardships long after the date of the injurious criminal act. Available support can be found in "Pick up the Pieces", a brochure from the Ohio Attorney General's Office. A copy of the booklet can be obtained at the Muskingum University Police Department.

CONTROLLED SUBSTANCES AND ALCOHOL POLICY

Muskingum University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the university premises or as part of any of its activities. Lawful and responsible consumption of alcohol on university premises or during a staff or faculty activity is permitted at certain places and certain functions either provided or sanctioned by the university.

The university is committed to comply with all federal, state, and local laws. Ohio statutes permit the consumption of alcohol by any person who is 21 years of age, and prohibit individuals of legal age from selling or furnishing alcohol to anyone not of legal age. Ohio and federal laws prohibits the use, possession, sale or offering for sale of narcotics, hallucinogens (including marijuana), illicit drugs, or unlawful use or distribution of prescribed drugs.

Violation of university policy for employees and students includes use of any illegal drugs, narcotics, hallucinogens on campus property or premises, or during campus activities or job performance; possession of any illegal drugs, hallucinogens, narcotics, or alcohol, as well as

drug-related paraphernalia, on the university premises or property or during any university activity; and trafficking in these illegal items whether procuring, sharing, giving, selling, manufacturing, causing to be procured, shared, given, or sold.

On-campus rehabilitation and counseling services are available for students through the Counseling Office of the Student Life Office, Campus Minister, and Student Peer Advisors. A list of agencies in the region that offer drug rehabilitation, assistance, or counseling services is also available to all students. The university has a referral system for employee evaluation.

FIREARMS POLICY

Firearms are not permitted on campus. Therefore, all recreational weapons must be registered and stored at the Muskingum University Police Department.

SEXUAL ASSAULTS PROCEDURES

Sexual assault is regarded as a most serious violation of student conduct at Muskingum University. Sexually abusive behavior exists on a continuum ranging from verbal/physical harassment to rape. The Student Handbook includes more details of policy, reporting, and educational programs available to students.

Students who are survivors of sexual assault should give strong consideration to reporting the assault. Reporting an assault to the Muskingum University Police Department, other law enforcement, or campus authorities does not require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Reporting is best done as soon as possible after the assault, but it may be done at any time. Students can make their report to any campus authority, including, but not limited to, Muskingum University Police, local police, Student Life, advisors to recognized student organizations, and athletic coaches. The university will assist a student who reports a sexual assault in obtaining medical support and information regarding available legal and judicial resources as well as counseling and support services. If requested by the survivor, and if reasonably available, the university will assist the survivor in changing his/ her academic or living situation after the alleged assault.

Students who choose to notify police should be aware of the importance of the immediacy of reporting the incident and the importance of preserving physical evidence at the assault scene as well as on the person assaulted. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution.

Students who are reporting an immediate assault should be accompanied to a health care facility of their choice to allow for collection of evidence and treatment. If a sexual assault victim chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged. However, criminal investigations are much more difficult.

Sexual assaults, for which a victim seeks medical treatment, must be reported to the appropriate police department by the health care officials. However, the victim is not required to criminally prosecute the case or file a police report unless the sexual assault survivor is a minor.

DATE RAPE DRUGS

Be aware that date rape drugs can be placed in any drink, not just alcohol. Effects may range from a feeling of well being and short term memory loss to an apparent aphrodisiac and intoxication effect. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, and even death. Some common side effects of these drugs include a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation, and amnesia that lasts up to 24 hours.

Those who suspect that they or someone they know has been drugged and/ or assaulted would first, go to a safe place, call the Muskingum University Police Department, or the local police department (if off campus) then go to the Wellness Center or local hospital's emergency room for immediate treatment of any injuries, and urine/ blood testing for pregnancy and/ or sexually transmitted diseases.

SEX OFFENDER REGISTRY AND ACCESS TO INFORMATION

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The **Federal Campus Sex Crimes Prevention Act** went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in a State, to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services, or is a student.

Ohio Attorney General, Richard Cordray, has a statewide eSORN (Electronic Sex Offender Registration and Notification) section on his web site. The site has available sex offender information for the entire State, listed by county. Posting of this information is the responsibility of the Sheriff or designee of the particular county. However, information for all counties is not currently available. The information for the two local counties, Muskingum and Guernsey, is posted on the web site, www.ag.state.oh.us/. Click on "*Sex Offender Search*" and bring up the eSORN web page, click. Clicking on that Ohio's eSORN lists each county Sheriff and how to view county sex offender information.

PROGRAMMING FOR SAFETY

A variety of campus organizations, including Student Life and the University Police office, plan programs for the entire campus community on safety-related matters.

In the sessions, Student Life and University Police personnel deal with topics such as personal safety awareness and security, rape prevention, alcohol and substance abuse, and the prevention of burglary and vandalism. The University regularly provides information on safety and security matters to students and employees through seminars, bulletins, posters, brochures, and campus media.

CAMPUS BUILDINGS AND GROUNDS

Physical Plant personnel maintain a well-lighted campus, the university's buildings and grounds, with concern for safety and security. They regularly inspect campus facilities, promptly making repairs affecting safety and security and responding immediately to reports of potential safety and security hazards such as broken windows or locks.

Report any observed unsafe condition on the campus to Physical Plant at 826-8161.

CAMPUS EMERGENCY PHONES

Emergency telephone service, 9-1-1, is available without coin from all campus phones and over direct emergency phones strategically located across the campus.

BUILDING SECURITY

Muskingum University students and employees have access to academic, recreational, and administrative campus facilities. Access to residence halls, however, is limited to students and their guests, with entry by University employees on an as-needed basis that involves strict key control procedures.

Muskingum has both single-sex and coed residence halls. Each hall has limited visitation hours. The Residence Life staff includes an associate dean, area coordinators, senior resident assistants, and resident assistants who live in the residence halls and are on call 24 hours a day. All residence staff members are trained in enforcing security policies as well as crisis management and counseling/referral skills.

The exterior doors of each residence hall are locked 24 hours a day unless the facility houses a dining hall. Most residence halls are staffed with a desk receptionist from 5pm until midnight each week day and until 2am on Fridays and Saturdays. Thomas hall is staffed from noon until midnight or 2am, as appropriate.

Fire and storm exit instruction signs are placed in buildings throughout campus. Employees and students should familiarize themselves with the instructions on those signs.

SHARING THE RESPONSIBILITY

Muskingum University encourages its students and employees to assume responsibility for their safety by becoming involved in and cooperating with campus safety programs.

Students are urged to take simple, common sense precautions for their own safety and the security of their belongings. Although the campus is well-lighted, students who feel more comfortable with additional security when returning to the residence halls from the main part of campus at night may call the University Police Department for an escort.

Students are also encouraged to lock their doors at night, and whenever possible, mark their valuable items such as stereos, cameras, and televisions with engraving instruments available at no charge from the University Police Department.

Students who bring cars to campus must register them each year and park them in an assigned area. Vehicles should be locked and valuables stowed and locked in the trunk. Students are also encouraged to report any suspicious or unusual incidents to the University Police Department.

WAYS TO ENHANCE PERSONAL SAFETY ON CAMPUS:

- * Avoid working or studying alone in a building at night.
- * Stay in well-lit areas, walk at midpoint between curbs and buildings and away from alleys and bushes.
- * Walk with someone whenever possible, i.e. use the buddy system.
- * If a purse or wallet is snatched, do not fight back. Turn it over rather than risk personal injury, and report the incident immediately.
- * Do not place purses, portable stereos, TV sets, or other valuables near windows, which can be smashed by a tempted burglar.
- * Keep an inventory of valuable possessions. The University Police Department has an engraver that can be borrowed at any time to mark valuables.
- * Keep doors locked, even if away for only a few moments.
- * Do not mark key chains with name, address, or license number. Lost keys can lead to theft.
- * Do not hesitate to call the University Police Department with any safety concerns.

WORKPLACE SAFETY

Here are some suggestions for ensuring safety in the office or laboratory:

- * When working late, make sure the doors are locked.
- * Keep bags in a locked cabinet or drawer. Never leave it on or underneath a desk.
- * Avoid using stairs in remote sections of a building.
- * Never prop doors open, especially fire doors, even for a short time.
- * Do not hold a locked door open for strangers after normal business hours.

CAMPUS SECURITY AND FIRE SAFETY

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics which occur in residence halls. The following public disclosure report details all information required by this law as it relates to the Muskingum University.

FIRE SAFETY IMPROVEMENTS AND UPGRADES

The Muskingum University Physical Plant contracts a private fire safety inspector to evaluate the fire alarm systems each year. Any upgrades, repairs, or revisions are made after evaluating the contractor's recommendations.

STUDENT HOUSING FIRE DRILLS

Fire drills are conducted at least twice a semester for all student housing facilities. Fire drills consist of mandatory supervised evacuations of a building for a potential fire. The fire drill is conducted with the Muskingum University Police Department, the Student Life Office, the Physical Plant, and the local fire department.

Evacuation route maps are posted in each resident room displaying the closet exit. Fire drills are discussed with students at first year seminar classes and during student orientation. Students who fail to leave the building within the designated time frame during a fire drill are documented and referred to the Student Life Judicial Affairs Coordinator.

STUDENTS WITH DISABILITIES

Students with disabilities are assigned dormitory rooms according to their specific needs as determined by the Admissions and the Student Life Office.

REPORTING A FIRE

To ensure the safety of all residents, students reporting a fire should contact the Muskingum University Police Department or 911. If the fire is no longer a potential danger they should contact the Area Coordinator for the building or a Student Life Professional which will report the incident to the officer on-duty.

FIRE SAFETY REGULATIONS FOR RESIDENTIAL FACILITIES

The Student Life fire safety regulations as listed in the student handbook:

- Smoking is not permitted in any residential facility. These facilities include all areas of the residential complex including residence halls, fraternity, sorority, social club houses, program houses, townhouses, other university apartments, the Walter Chess Center, and the adjacent bridge. Smoking is not permitted in the common areas (bathrooms, hallways, lounges, stairwells, etc.) of any residential facility. Smoking shall also be prohibited within twenty-five feet of all residential building entrances, exits, air intakes, and operable windows.
- Possession of any open heating element, open flames, or ignition points (heaters, burners, hot plates, sandwich presses, George Foreman grills, toaster ovens, halogen lamps, candles, incense, potpourri pots, etc.) or any unapproved appliances (no air conditioners, microwaves [other than micro-fridge units], televisions, or reception systems requiring wiring outside the room, etc.) is prohibited. However, residents can use the following small food appliances: small coffee pot, popcorn air popper, and under-counter refrigerator up to 33 inches tall or 3.2 cubic feet in size.
- Cooking outside of a designated area is prohibited, including exceeding the provisions that students may only cook popcorn (not requiring oil or flat plate popper), hot beverages, or re-heating already prepared food in a micro-fridge unit.
- Possession of extension cords or multi-outlet adapters is prohibited (surge protector strip plugs are permitted to help protect equipment and reduce malfunctions).
- Possession of any propane grill or tank inside or outside of any residence hall, fraternity, sorority, social club house, program house, townhouse, or university apartment is prohibited.

SMOKING POLICY

Muskingum University prohibits smoking within twenty-five feet of all residential building entrances, exits, air intakes, and operable windows.

STUDENT HOUSING FIRE SAFETY SYSTEMS

Residence Hall	Number of Fire Drills Conducted in 2009 / 2010	Sprinkler System	Fire Extinguisher	Fire Alarms	Smoke Detectors in Room Tied to Main FACP	Smoke Detectors in Room 120y Battery Backup	Smoke Detectors in Room 9y Only
Circle 240	0 / 4	No	Yes	Yes	No	Yes	No
Finney Hall	2 / 4	No	Yes	Yes	No	Yes	No
Kelley Hall	2 / 4	Yes	Yes	Yes	No	Yes	No
Lexington Arms	0 / 4	No	Yes	No	No	Yes	Yes
Mace House	0 / 4	No	Yes	Yes	No	Yes	No
Memorial Hall	3 / 4	Yes	Yes	Yes	No	Yes	Yes
Moore Hall	3 / 4	No	Yes	Yes	No	Yes	No
Patton Hall	2 / 4	No	Yes	Yes	No	Yes	Yes
Phi Kappa Tau House	0 / 4	No	Yes	Yes	No	Yes	No
Stag House	0 / 4	No	Yes	Yes	No	Yes	No
Thomas Hall	2 / 4	Yes	Yes	Yes	No	Yes	No
Townhouse A	0 / 4	No	Yes	Yes	No	Yes	Yes
Townhouse B	0 / 4	No	Yes	Yes	No	Yes	Yes
Stadium Heights	0 / 4	No	Yes	Yes	No	Yes	No
103 Lakeside	0 / 4	No	Yes	No	No	Yes	Yes
105/ 107 Lakeside	0 / 4	No	Yes	No	No	Yes	Yes
109/ 111 Lakeside	0 / 4	No	Yes	No	No	Yes	Yes
115/ 117 Lakeside	0 / 4	No	Yes	No	No	Yes	No
Delta House	0 / 4	No	Yes	No	No	Yes	No
127 Lakeside	0 / 4	No	Yes	No	No	No	Yes

133 Lakeside	0 / 4	No	Yes	No	No	No	Yes
135 Lakeside	0 / 4	No	Yes	No	No	Yes	No
137 Lakeside	0 / 4	No	Yes	No	No	No	Yes
141 Lakeside	0 / 4	No	Yes	No	No	No	Yes
151 Lakeside	0 / 4	No	Yes	No	No	No	Yes
11 West Main	0 / 4	No	Yes	No	No	No	Yes
13/ 15 West Main	0 / 4	No	Yes	No	No	No	Yes

FIRE SAFETY EDUCATION

The Student Life policy on fire safety states any fire, of whatever origin or size, must be reported by calling 911 or the Muskingum University Police Department in order to ensure the safety of all residents.

The Student Life policy on evacuation from student housing facilities is provided in the student handbook and is discussed with the students when they move into the facility. The Police Department Director also discusses and emphasizes fire safety in residence halls during first year seminar classes.

A fire safety inspection is conducted by the Student Life Office once a month to ensure all students are abiding by all fire and safety regulations.

In case of a fire alarm sounding, the evacuation procedures are as follows:

- Secure your room (window and door).
- Immediately leave the area.
- Leave everything behind.
- Exit the building in an orderly fashion.
- Do not use elevators.
- Walk and do not run.
- Keep calm.
- Move away from the entrances and building once outside to allow emergency personnel unimpeded access to the building.
- Do not re-enter the building until advised to do so by university staff.

Precautions to take in case of a fire:

- Become familiar with the nearest exits and emergency routes from your room and hall.
- Have a backup route in mind in case your direct route is blocked.
- Practice your escape route.
- Check to see if your door is hot or has smoke around it before exiting your room. If so, go to the window and yell for help so firefighters can evacuate you.

- Shut your door tightly when you leave.
- Exit the building and follow the directions of emergency personnel or university staff.
- If you are the first to discover the fire, pull the nearest alarm as you exit the building and yell “fire” as you leave.
- Thick smoke may make it difficult to see so stay low to the floor.
- If you are aware of a student with a disability in the building, alert emergency personnel as soon as they arrive.
- Do not remain in close proximity to the building. Remain in designated locations until the building is cleared for re-entry by emergency personnel or university staff.
- If you are able to use a fire extinguisher in your hall without endangering yourself, please do so. However, your safety is our first concern. Do not attempt to extinguish a fire if your personal safety becomes threatened.

FIRE LOG

The Muskingum University Police Department maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time, and general location of the fire. The log also includes all other fires that have occurred on-campus.

The fire log entry shall be recorded within two business days of the receipt of information.

The fire log for the most recent 60 day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days for public inspection.

FIRE STATISTIC AND REPORTS

Year	Total Fires	Deaths	Injuries	Property Damage	Cause/ Description
2008	0	0	0	0	
2009	Ulster House 137 Lakeside Drive	0 0	0 0	0 \$20.00	Paper set on fire in shower Plastic cookware caught fire in oven
2010	0	0	0	0	

MISSING STUDENT NOTIFICATION

If a member of the university community has reason to believe that a Muskingum University student is missing, they should immediately notify the Muskingum University Police Department at 740-826-8155 (anytime) or the Student Life Office at 740-826-8080 (during normal business hours), whether the student resides on campus or not. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the Muskingum University Police Department, the Student Life Office, and the Admissions Office.

Once the location of the residence of the missing student is established, the Muskingum University Police Department will secure authorization from the Student Life Office to conduct a welfare entry into the student's room, or collaborate with the police department with jurisdiction for assistance off-campus. The Student Life Office along with other university officials will attempt to determine the student's whereabouts through contact with friends, associates, and/ or employers of the student. All available resources will be contacted in an effort to determine if the student has been attending classes, labs, scheduled organizational, and/ or academic meetings. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the University Counselor or Wellness Center.

If the missing student is not located, notification to the family will be made within 24 hours of receiving the initial report to determine if they are aware of the student's whereabouts. If the student resides off-campus, the family members will be encouraged to file a missing persons report with the local police department with jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the Student Life Office or the Muskingum University Police Department will notify the parents or legal guardian immediately after the police department has determined that the student has been missing for more than 24 hours.

If the student resides on-campus, the Muskingum University Police Department will be notified immediately to start an investigation and retain status as the primary investigative unit. The department will follow the outlines published by the Ohio Attorney General's Office on missing persons. If the student resides off-campus, the Muskingum University Police Department will assist the police department with jurisdiction in any way possible. Upon closure of the missing person investigation, all parties previously notified will be contacted.

All students have the option to confidentially identify an individual to be contacted by the Muskingum University Police Department or the Student Life Office in the event they are determined to be missing for more than 24 hours. If a student has identified such an individual, the department will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact, to be notified in case they are missing, can do so through the department. The department will set up an ongoing data program for that purpose, and only authorized campus officials and law enforcement officers may have access to this information.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Muskingum University is dedicated to providing a safe education environment for the entire campus community. The Muskingum University Police Department works closely in conjunction with the New Concord Police Department, the New Concord Fire Department, the Muskingum County Sheriff's Office, and the Muskingum County Emergency Management System in order to be prepared should a disaster situation arise on-campus.

The Muskingum University Emergency Action Plan is a guide to provide faculty, staff, and students with an emergency and crisis management system when responding to a major disaster or disturbance to the campus. All personnel designated to carry out specific responsibilities are trained to know and understand the Muskingum University policies and procedures. The Emergency Action Plan was created to meet the Occupational Safety and Health Administration Standard 29.

The Emergency Action Plan is designed to effectively coordinate the use of university and community resources to protect life and property both during and immediately following a major crisis or disturbance to the campus. The plan shall be placed into operation whenever an emergency affecting the university cannot be controlled using daily operating procedures.

All faculty and staff members are informed of the Emergency Management and Evacuation Resource Guide Flip Chart upon employment and it is available for viewing at the Human Resources Office. The resource guide shows evacuation locations for each building as well as response steps to take depending on the type of emergency. Emergency evacuation route maps are also posted in each building displaying the closet exit.

MASS NOTIFICATION SYSTEM

The Mass Notification System utilized by the Muskingum University consists of a mass text message notification system referred to as META. META stands for the Muskingum Emergency Text Alert system and gives Muskingum University officials the ability to communicate emergency information quickly by text message capability on a cell-phone or PDA.

META is a notification system is a free service that is available to any student, faculty, or staff member who chooses to register for the service. All parents of and incoming first year students are provided with informational literature regarding the system. The META system is discussed with all first year students during open forums. All students are also notified by a popup message regarding the META system each time they access the “Muskie Link” and information about the system is also listed in the student handbook. A mass email message notification system is also in place should the need arise to inform students of an emergency or dangerous situation.

The Muskingum University will, without delay, immediately notify the campus community upon the confirmation that an emergency or dangerous situation exists that presents an immediate threat to the health or safety of students, faculty, and staff occurring on campus. The university will determine the content of the notification and initiate the notification system, 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 Muskingum University Police Department and the Student Life Office will evaluate emergency situations as they occur and determine who to notify, the content of the notification, and initiate the notification system. If it is determined as necessary, the local television and radio stations will be notified to disseminate emergency information to the entire community surrounding the university.

After the initial notification, follow-up information may be disseminated once the determination has been made that additional information is necessary or the emergency no longer exists.

The notification system will be tested once a year by the Muskingum University Police Department and the Student Life Office. The test will be documented along with the description of the exercise, the date, the time, and whether the notification was announced or unannounced.

CAMPUS SECURITY AUTHORITIES

In addition to Muskingum University Police Officers, Deans, Coaches, Residence Hall Staff, Advisors to student clubs, organizations, and Greek houses, and other campus officials having “significant responsibility for student and campus activities,” have been identified by law as “Campus Security Authorities” who must report annual campus crime statistics (excluding professional and pastoral counselors acting in those capacities-however, these personnel are also encouraged to convey the option of confidential reporting to their client/patient/congregant.)

PREPARATION OF ANNUAL CAMPUS CRIME STATISTICS

The crime statistics are prepared from data solicited and tabulated annually from the Muskingum University Police Department, Campus Security Authorities, and the law enforcement agency having jurisdiction over the lands surrounding the campus, the New Concord Police Department. In addition to police reports taken throughout the annum, a questionnaire is sent by the Muskingum University Director of University Police to the entities enumerated above at the end of each long semester and the end of the year to assure that statistics are not lost due to position turnover during the reporting period. These questionnaire forms specify the definitions provided by the FBI’s Uniform Crime Reporting guidelines and inquires into whether the individual is personally aware of has received reports of any of the covered offenses and where said offense is alleged to have occurred.

CRIME STATISTICS FOR MUSKINGUM UNIVERSITY

Category	Venue	2008	2009	2010
Criminal Homicide	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Forcible Sex Offense	On-Campus	1	1	3
	In Dormitories	1	1	3
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Non-Forcible Sex Offense	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus	0	1	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus	0	1	0
	In Dormitories	0	1	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus	16	38	13
	In Dormitories	14	38	8
	Non-Campus Property	0	0	0
	Public Property	0	0	0

Arson	On-Campus	2	1	0
	In Dormitories	0	1	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus	1	2	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On-Campus	34	22	7
	In Dormitories	4	2	0
	Non-Campus Property	0	0	0
	Public Property	7	27	39
Liquor Referral Violations	On-Campus	127	161	64
	In Dormitories	113	152	59
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On-Campus	6	5	2
	In Dormitories	1	4	1
	Non-Campus Property	0	0	0
	Public Property	0	2	3
Drug Referral Violations	On-Campus	11	29	40
	In Dormitories	10	26	35
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Weapons Law Arrests	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Weapons Referral Violations	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0

HATE CRIME STATISTICS FOR MUSKINGUM UNIVERSITY

The offenses listed below are reported occurrences that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/ national origin, or disability as prescribed by the Hate Crime Statistics Act.

Category	Venue	2008	2009	2010
Criminal Homicide	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Forcible Sex Offense	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Non-Forcible Sex Offense	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0

Aggravated Assault	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Larceny Theft	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Simple Assault	On-Campus	0	0	1
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	1
Intimidation	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Destruction, Damage, Vandalism of Property	On-Campus	0	0	1
	In Dormitories	0	0	1
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Any Other Crime Involving Bodily Injury	On-Campus	0	0	0
	In Dormitories	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0