

Fairleigh Dickinson University

Wroxton College Campus Office of the Dean of the College & Director of Operations

ANNUAL FIRE SAFETY AND SECURITY REPORT

2016

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ANNUAL SECURITY REPORT

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a US federal law that requires colleges and universities to disclose information about campus crime and security policies.

The Clery Act was signed into law in the USA in 1990 as the Crime Awareness and Campus Security Act of 1990. This act was spearheaded by Howard and Connie Clery after their daughter was murdered at Lehigh University in 1986. Amendments to the act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or Public Safety, local law enforcement, and other University officials who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of crimes that have occurred and pose an ongoing threat to members of the campus community.
- Disclose in a public crime log any crime that has occurred on campus or within the patrol jurisdiction of the campus Public Safety department and is reported to campus police or Public Safety department.

The Fairleigh Dickinson University Wroxtton College Dean & Director of Operations in consultation with the Department of Public Safety at the Florham Campus, is responsible for preparing and distributing the report for the campus. This report is also available on the Fairleigh Dickinson University website at www.fdu.edu. Members of the Wroxtton College community are sent a notice that describes the report and the web address. For a paper copy of the report, contact the Office of the Dean of the College at:

UK: 01295 730551

USA: 011 44 1295 730551

or email: admin@wroxtton-college.ac.uk

Members can also contact the Director of Campus Public Safety at:

(973) 443-8500 extn. 8929

or email: wthornto@fdu.edu

Reporting of Crimes or other Emergencies

The policies of Wroxton College of Fairleigh Dickinson University, which are enforced by the Office of the Dean of the College, are made known to students, faculty and staff both verbally (oral briefings) and in written form – specific handouts as well as through either the Employee Handbook or the FDU Student Handbook.

To report any crime, emergency or campus violation, contact the Office of the Dean of the College at (01295) 730551 or come to the Office directly. Whenever making a report, please provide a full account of the type of incident, who was involved, what type of incident it was, where it took place, when it took place and why it may have occurred. Also try to provide witnesses or descriptions.

In any instance where you witness any serious crime, emergency or other safety or life threatening situation, please call 999.

Do not call 999 unless an immediate and true emergency exists.

Voluntary, Confidential Reporting

Any member of the Wroxton College community may report violations of the law or other matters of concern using the “Silent Knight” witness form on the following link: <http://view.fdu.edu/default.aspx?id=4136>. All reports received will be investigated.

Reporting to Campus Public Safety

The safety and security of the Wroxton College campus and College community are the responsibility of all members of the College community.

The College has regular business hours from 8:30 am to 5:00pm, Monday to Friday although College Reception is staffed 24-hours a day, seven days a week. In addition, the College utilizes a CCTV network.

Reception staff answer all calls for assistance and respond to any and all emergencies and enforce College/University policies. Training provides these staff members with a basic understanding of campus public safety as well as College/University procedures. Members of staff are also trained in basic first aid. College staff do not have police or arrest powers

Reporting to Other Campus Security Authorities

The Clery Act requires that persons designated as “Campus Security Authorities” notify the institution about crimes they have learned about from persons believed to be acting in good faith. At Wroxton College all crimes must be reported to the Dean of the College. Fairleigh Dickinson University has deemed all employees as Campus Security Authorities.

Professional Counselors

Campus Professional Counselors, when acting as such, are not considered to be “Campus Security Authorities” and are not required to report crimes to be included in the annual report of crime statistics. As part of the Fairleigh Dickinson University policy, these persons are encouraged to inform persons being counseled of all the procedures in place to report crimes on a voluntary basis to be included in the annual report of crime statistics. Fairleigh Dickinson University also encourages Professional Counselors to report all crimes which they become aware of. This can be done

without identifying any of the individuals involved if they want to remain anonymous but it makes other members of the campus community aware of the crime.

The Clery Act defines counselors as follows:

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning in the scope of his/her license or certification. At Fairleigh Dickinson University Vancouver Campus, this means all counselors employed in Student Counseling and Psychological Services (S-CAPS) as well as any consulting psychiatrist.

There are no professional counselors on staff at Wroxton College.

Safety Our Number One Priority

The safety and security of all members of the campus community is the number one priority. It is also the responsibility of all members of the campus community to be responsible for their own security and the security of others. By reporting anything suspicious as well as following basic security and safety tips can greatly assist in overall safety and security for all.

Working Relationship with Local, State and Federal Law Enforcement Agencies

Wroxton College of Fairleigh Dickinson University has a very good working relationships with both the local police and the local fire department. Information is both sought and shared in an effort to maintain a safe campus environment. All serious matters are promptly reported to the local police. At the request of any victim, the College staff will provide assistance by contacting the local police. In all cases, a report will also be maintained in the Office of the Dean of the College.

Crimes Involving Student Organizations at Off Campus Locations

The Dean of Wroxton College through the close working relationships with local law enforcement also deals with crimes and other serious incidents that occur off campus that may involve a Wroxton College student.

The Dean of the College will promptly act on any information concerning an investigation that is received from an outside law enforcement agency

Findings of any investigation concerning student misconduct will be dealt with as required, including the recourse to disciplinary action.

Timely Warnings – Crime Alerts

Anytime that a serious situation arises either on campus or in the immediate area of the campus that in the judgment of the Dean of the College/Office of the Dean of the College – if circumstances allow in consultation with the Director of Public Safety at the Florham Campus poses an ongoing or continuing threat to the Wroxton College community, a campus “Timely Warning” will be issued through direct contact with all individuals.

Campus Daily Crime Log

The Clery Act requires that the campus maintain a daily crime log covering the most recent 60 day period. The Wroxton College log – *The Incident Book* - is located in Reception and is available for viewing during normal business hours.

Amongst other things, *The Incident Book* contains information about the nature of any reported crime, the date and time reported, the general location and the disposition of the incident. All crimes, not just Clery Act reportable crimes, must be entered into the log and must be entered at the time. There are however two exceptions to this rule, namely:

- (i) when the disclosure is prohibited by law
- (ii) if the disclosure would jeopardize the confidentiality of the victim.

There are also four cases where information may be temporarily withheld from the log. This withholding can only take place when there is clear and convincing evidence that the release of the information would:

- (i) jeopardize an ongoing investigation
- (ii) jeopardize the safety of an individual
- (iii) cause a suspect to flee or evade detection
- (iv) result in the destruction of evidence

Any requests for information past the current 60 day period will be provided within two business days.

Emergency Response and Evacuations

Emergency evacuation may be required when there is an actual or potential danger to the occupants of any building as a result of fire or other emergency situation.

When a fire alarm is sounded or an emergency evacuation is declared, all occupants must leave the building(s) through the nearest exit and proceed immediately to the designated assembly area - the cobbled forecourt in front of the Carriage House.

Individuals are to remain at the assembly area until told to do otherwise by the staff member carrying out the role-call, the Dean of the College or a uniformed fire officer.

College staff will direct the evacuation.

All roadways and walkways must remain clear for emergency vehicles at all times.

Emergency Management at Fairleigh Dickinson University

The university and campus each has a Emergency Management Team and Emergency Operations Plan. The EOP provides the framework to structure the response and resources of Fairleigh Dickinson University academic and administrative community to any emergency incident affecting Fairleigh Dickinson University. The Department of Public Safety activates the EOP when an emergency affecting Fairleigh Dickinson University reaches proportions that cannot be handled by established measures. This emergency may be sudden and unforeseen, or there may be varying periods of warning. Fairleigh Dickinson University intends that the EOP to be sufficiently flexible to accommodate contingencies of all types, magnitudes and duration. Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during and emergency
- Coordination with Fairleigh Dickinson University departments to write, maintain, test and exercise the EOP

Evacuation and Relocation

Public Safety recommends the complete evacuation of a building in an alarm situation. Departmental evacuation plans provide more detailed information about the evacuation procedures for individual buildings. If necessary, transportation of persons should be coordinated with appropriate Department of Public Safety personnel for the purpose of evacuation and relocation of persons threatened by or displaced by an incident. Responding Emergency Management Team members will identify a temporary shelter of facility designated in advance, or another facility as needed. The EOP designates key functions and critical roles and assigns them based upon situational factors.

A summary of Fairleigh Dickinson University emergency response procedures is located at <http://view2.fdu.edu/metropolitan-campus/public-safety/emergency-management/>.

Information regarding Fairleigh Dickinson University emergency notification policy, including how to enroll in or update your information in the emergency notification system to ensure you receive emergency notices on Fairleigh Dickinson University and cellular telephones can be located at <http://view2.fdu.edu/inside-fdu-edu/fdu-alert-and-smart-communications/>.

Drills, Exercises and Training

Annually, Fairleigh Dickinson University conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year to year and include several departments from across the campus.

To insure that Fairleigh Dickinson University emergency management plan remains current and actionable, Fairleigh Dickinson University will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operation center exercises or full scale emergency response exercises. Fairleigh Dickinson University conducts after action reviews of all emergency management exercises.

Fairleigh Dickinson University will notify the university community of information included in Fairleigh Dickinson University publicly available information regarding emergency response procedures.

Cooperation, Integration and Mutual Aid with local, state and federal planning, response and public safety agencies and their EOP's.

Emergency Notification

Fairleigh Dickinson University is committed to ensuring the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Fairleigh Dickinson University tests the emergency notification system components once every semester. During these tests, Fairleigh Dickinson University activates the text, voice and email messages.

In the event of a situation that poses an immediate threat to members of the campus community, Fairleigh Dickinson University has various systems in place for communicating information quickly. Authorized senders may activate the FDU Alert system and will use some or all of the methods of communicating in an event of an emergency notification for all or a segment of the campus community.

Messages may direct individuals to evacuate, shelter in place, stay away from an area or contain other information pertinent to the situation. We will send follow up messages that might say; continue to shelter in place or provide other pertinent information. In all cases, Fairleigh Dickinson University will provide an "all clear" or "end of incident" message when the incident is no longer a danger.

Department of Public Safety may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the campus community. Generally, Department of Public Safety becomes aware of these situations through reports to the department or upon discovery during routine patrols or other assignments. Once Public Safety confirms that there is in fact, an emergency or dangerous situation, that poses an immediate threat to the health or safety of some or all members of the campus community, the officers will notify Director of the Department of Public Safety to issue an emergency notification.

The Director of Public Safety in conjunction with the Dean of the College will immediately initiate all or some portions of the Fairleigh Dickinson University emergency notification system. If in the judgement of the Director of Public Safety and the local first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Fairleigh Dickinson University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Fairleigh Dickinson University will issue the emergency notification to the campus community.

Director of Department of Public Safety and Dean of the College will determine what segment or segments of Fairleigh Dickinson University should receive the notification. Generally, campus community members in the immediate area of the dangerous situation will receive notification first. Fairleigh Dickinson University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued by FDU Alert mass notification system, Fairleigh Dickinson University will also post applicable messages about the dangerous condition on the Fairleigh Dickinson University web home page to ensure that the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, Fairleigh Dickinson University will distribute the notification to the entire campus community.

Director of Public Safety in concert with Dean of the College, Public Relations and local first responders will determine the contents of the notification. Fairleigh Dickinson University has developed a wide range of template messages addressing several different emergencies. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In cases where there is no template message in the system, the individual authorizing the alert will develop the message to convey appropriate information to the campus community. The goal is to insure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Fairleigh Dickinson University, at its discretion, may release information concerning a significant emergency or dangerous situation involving an immediate threat to the health and safety of campus community members that occurred off campus. Such information would have to be provided by another agency or an emergency notification release by the supplying agency.

During critical incidents, the Public Affairs staff will work with the Emergency Management Team to gather accurate and substantial information regarding the details of Fairleigh Dickinson University response.

We encourage all members of the campus community to enroll in FDU Alert by visiting <http://view2.fdu.edu/inside-fdu-edu/fdu-alert-and-smart-communications/>. We encourage the Fairleigh Dickinson University community members to regularly update their information at the same site.

Security of and Access Facilities

Wroxton College is a residential institution so College buildings are generally open 24-hours a day, seven days a week.

There is a CCTV entrance identification system in operation in the main building (The Abbey) and all College staff/students/guests must operate the Fire Card in/out system (upon which they are briefed).

Special Considerations for Residence Hall Access

Residence Halls are locked 24 hours a day and only open to students registered to live in the building and any guest they have registered.

Fairleigh Dickinson University Response to Sexual and Gender Violence

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

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

For a complete copy of the University’s policy governing sexual harassment, to include sexual violence, visit <http://fdu.edu/hr/nondiscriminationandantiharassmentpolicy.pdf>. The policy applies to all employees and students of FDU as well as third parties.

Conduct procedures specific to students as the accused in sexual harassment cases may be accessed by visiting the Student Code of Conduct, at <http://www.fdu.edu/studentlife/2013/5469.pdf>

To report an incident of sexual misconduct contact the Dean of the College or any Wroxton College staff member – or you can call, write or visit FDU’s Title IX Coordinator, Rose D’Ambrosio, Associate Vice President of Human Resources:
 Email: dambrosi@fdu.edu,
 Telephone: (201) 692-2706.

A. Definitions

There are a number of terms used by Fairleigh Dickinson University in our policy and procedures.

Consent The Student Code of Conduct define consent as follows: A person must be 16 years of age to legally consent to sexual activity. A person cannot give consent to sexual activity with someone who has "the duty to care" for them unless they are over the age of 18. Individuals that fall into "the duty to care" category would include parents or guardians, and those in any type of formal supervisory role.

In England and Wales the age of consent to any form of sexual activity is 16 for both men and women. The age of consent is the same regardless of the gender or sexual orientation of a person and whether the sexual activity is between people of the same or different gender. It is an offence for anyone to have any sexual activity with a person under the age of 16. However, Home Office guidance is clear that there is no intention to prosecute teenagers under the age of 16 where both mutually agree and where they are of a similar age.

It is an offence for a person aged 18 or over to have any sexual activity with a person under the age of 18 if the older person holds a position of trust (for example a teacher or social worker) as such sexual activity is an abuse of the position of trust.

The Sexual Offences Act 2003 provides specific legal protection for children aged 12 and under who cannot legally give their consent to any form of sexual activity. There is a maximum sentence of life imprisonment for rape, assault by penetration, and causing or inciting a child to engage in sexual activity.

An individual who is physically or mentally impaired, generally, cannot give consent to sexual activity. Physical or mental impairment includes: visual, speech or hearing impaired, a person with a cognitive impairment; a person who is unconscious or sleeping; or a person who is voluntarily or involuntarily under the influence of alcohol or other substance(s).

Sexual Assault: “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as 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.

Fondling is defined as the touching of the private parts of another person for the purposes 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 defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed—

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) 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; or
- (v) 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.

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Victim of Domestic Violence means a person protected by the domestic violence act and includes any person:

1. Who is 18 years of age or older, or
 2. Who is an emancipated minor, and who has been subjected to domestic violence by:
 - a. spouse
 - b. former spouse
 - c. any other person who is a present or former household member, OR
 3. Who, regardless of age, has been subjected to domestic violence by a person:
 - a. with whom the victim has a child in common, or
 - b. with whom the victim anticipates having a child in common, if one of the parties is pregnant,
- Or
4. Who, regardless of age, has been subjected to domestic violence by a person with whom the victim has had a dating relationship.
 - a. A victim may be below the age of 18.
 - b. The domestic violence assailant must be over the age of 18 or emancipated at the time of the offense.

Dating Violence: The term “dating violence” means violence committed by a person

- 1) who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be 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 the purposes of this definition-

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Relationship

1. A victim of a dating relationship may be below the age of 18.
2. The domestic violence assailant must be over the age of 18 or emancipated at the time of the offense.
3. No list of any criteria by which an officer can determine what is and what is not a dating relationship. This provision should be liberally construed. If the officer is in doubt about a particular relationship, the officer should review the matter with the officer’s supervisor, the department’s legal advisor or the on-call judge.

To assist the supervisor, legal advisor or judge in making this determination, the officer should obtain such information as:

- the length of time of the relationship
- the type of relationship
- the frequency of interaction between the parties, and
- if the relationship has been terminated by either person,

- the length of time elapsed since the termination of the relationship.

Stalking: The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) fear for the person’s safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

2) For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

a. As used in this act:

(1) "Course of conduct" means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

(2) "Repeatedly" means on two or more occasions.

(3) "Emotional distress" means significant mental suffering or distress.

(4) "Cause a reasonable person to fear" means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.

b. A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.

c. A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.

d. A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.

- e. A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.
- f. This act shall not apply to conduct which occurs during organized group picketing.

Reporting an Incident

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at:

The Horton General Hospital, Oxford Road, Banbury OX16 9AL
Telephone: 01295 275500

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The local police department to the Wroxton College campus is:

The Thames Valley Police – Banbury Station, Warwick Road, Banbury OX16 2AE
Telephone: 01865 841148

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Dean of the College or to the Florham Campus Department of Public Safety or a Title IX Coordinator or Investigator by calling, writing or coming into the office to report in person and to law enforcement (if the victim so desires.)

The University will provide resources, on campus off campus or both, to include medical, health, counseling, victim advocacy, legal assistance, advise to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

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

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

Incident Being Reported:	Procedure FDU Will Follow:
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 7. Institution will provide written instructions on how to apply for Protective Order 8. Institution will provide a copy of the Prohibited Discrimination Harassment and Related Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
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<p>Dating Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options and will work on an agreed ‘plan for action’ as required.

To the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Neither Wroxton College nor Fairleigh Dickinson University publish the name of crime victims nor house identifiable information regarding victims in the crime log (*Incident Book*). Victims may request that directory information on file be removed from public sources by request. In this regard students and employees should contact the Dean of the College.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

The Dean of the College and any staff member or faculty member is available to students.

Off Campus

The Horton General Hospital, Oxford Road, Banbury OX16 9AL
Telephone: 01295 275500

The Thames Valley Police – Banbury Station, Warwick Road, Banbury OX16 2AE
Telephone: 01865 841148

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.nhs.uk/Livewell/Sexualhealth/Pages/Sexualassault.aspx>

<http://www.mind.org.uk/information-support/guides-to-support-and-services/abuse/sexual-abuse/>

<http://thesurvivorstrust.org>

Privacy and Confidentiality

Fairleigh Dickinson University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. Fairleigh Dickinson University also is committed to providing assistance to help students, employees and all others to make informed choices. With respect to any report under this policy, Fairleigh Dickinson University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Prohibited Conduct, prevent its recurrence and remedy its effects.

Privacy and confidentiality have distinct meanings under this policy.

Privacy means that information related to a report of Prohibited Conduct will be shared with a limited number of Fairleigh Dickinson University employees who “need to know” in order to assist in the assessment, investigation and resolution of the report. All employees who are involved in Fairleigh Dickinson University response to reports of Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

The privacy of student educational records will be protected in accordance with the Family Rights and privacy Act (FERPA), as outlined in Fairleigh Dickinson University FERPA

policy. The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA).

Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers, mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications. Fairleigh Dickinson University has designated individuals who have the ability to have privileged communications as "Confidential Employees". When information is shared by an individual with a Confidential Employee or a community professional with the same legal protection, the Confidential Employee cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosures of such information. Information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

Pursuant to the Clery Act, Fairleigh Dickinson University includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires Fairleigh Dickinson University to issue timely warnings to the FDU community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students or employees. Consistent with the Clery Act, Fairleigh Dickinson University withholds the names and other personally identifying information of complainants when issuing timely warnings or emergency notifications to the FDU community, and in the maintenance of the daily crime log. Fairleigh Dickinson University will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Education Programs

The University in the United States engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students to the University in the United States – and new employees - and ongoing awareness and prevention campaigns for students and staff that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm

or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Bystander Intervention and Risk Reduction

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 999 This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

Recognizing that only a rapist is responsible for rape and with no intent to victim blame, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from the US Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.

5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have Money for a taxi.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut.

If you see something suspicious, contact law enforcement immediately
Telephone: 999

11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (Telephone: 999)**

Be explicit with doctors so they can give the correct tests (a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Disciplinary Procedures Policy Statement

Whether or not criminal charges are filed, the University or an individual may file a complaint under the Non-Discrimination and Anti-Harassment Policies and Procedures alleging that a student or employee violated the University's policy.

The Associate Vice President of Human Resources serves as the University's Title IX Coordinator and the individuals noted below have been designated as Deputy Title IX coordinators to address student vs. student cases that occur on their respective campuses. These individual are responsible for providing education and training about discrimination and harassment to the University community and for receiving complaints and overseeing investigations surrounding reports and complaints about discrimination and harassment in accordance with the policy. The Associate Vice President of Human Resources is located in Dickinson Hall on the Metropolitan Campus and can be reached at (201) 692-2706.

The following positions have been designated Deputy Title IX Coordinators:

Assistant Dean of Students at the Florham campus (973) 443-8936
 Assistant Dean of Students at the Metropolitan Campus (201) 692-2190
 Campus Provost at the Vancouver Campus (604) 692-4462
 Dean of the College at the Wroxton Campus (01295)730551

INVESTIGATING OFFICERS

Those designated to investigate claims shall be the Investigating Officers. The following positions have been designated Investigating Officers:

Director of Employee Benefits and Training (201) 692-2704
 Harassment cases involving employees.

Director of Student Services at the Vancouver Campus (604) 648-4465
 Harassment cases student vs. student

Director of Public Safety at the Florham Campus (973) 443-8888
 Assault Cases

Dean & Director of Operations (01295) 730551 (or a designated substitute)
 All cases at the Wroxton College Campus

The Title IX Coordinator is authorized to designate appropriately trained individuals to receive complaints and investigate discrimination and harassment complaints as deemed appropriate.

The Investigating Officer serves as an impartial fact finder to investigate the complaint and can appoint a "designee" to assist him or her in carrying out any of his or her functions described hereunder. The function carried out by the Investigating Officer is under the responsibility of the Office of the President.

REPORTING AND ADJUDICATION PROCEDURES

Reporting of Complaint: Any University student or employee who feels subjected to harassment or discrimination in any manner, should immediately report the matter to the Title IX Coordinator or Deputy Title IX Coordinator. Employees may also report it to his/her supervisor or anyone employed in a supervisory capacity at the University.

Informal Procedure: The Investigating Officer may suggest voluntary mediation of the complaint in the form of discussions with the complainant, respondent and other parties, as necessary, with the aim of reaching an agreement acceptable to all parties. Neither the complainant nor the respondent shall be under any compulsion to participate in an informal resolution, and no complainant or respondent will be subject to adverse action for refusing to participate. *Mediation is never appropriate in cases of sexual assault, domestic violence, dating violence or stalking or when a power differential exists between the parties.*

A formal complaint can be filed at any time during the informal process, but the complainant should file a formal complaint within 15 working days from the circulation by the Investigating Officer of a proposed informal agreement if the result is unacceptable to the complainant.

Formal Procedure:

When a formal complaint is filed, the Investigating Officer will interview the complainant to ascertain the details behind the complaint and will then interview the respondent(s). The Investigating Officer may conduct other fact finding and/or discussions with any witnesses who may have knowledge of the allegations in the complaint.

Determinations and Report: The Investigator will provide a report of the findings to respective Deputy Title IX coordinator. The Investigation Officer shall issue their report within a reasonable promptness after the filing of the formal complaint to:

- University Title IX Coordinator – for cases involving University employees
- Deputy IX Coordinator – for University students. Any sanctions will be in accordance with the Prohibited Discrimination, Harassment and Related Misconduct policy

Action of the Title IX Coordinator: In their review of the Investigating Officer's report, the Title IX Coordinator shall review the record developed by the Investigating Officer. The Title IX Coordinator may accept the report or ask the Investigating Officer to conduct additional investigation and resubmit the report.

Upon receipt of the Investigating Officer's final report, the Investigating Officer's conclusion on the claim of harassment or discrimination, but not the report, shall be provided to the claimant, the respondent and the University Provost . In addition, the respondent, and his/her supervisor shall be informed of the proposed disciplinary action, if any.

Appeals

Either party may appeal the outcome. The limited grounds for appeal are as follows:

- A substantive or procedural error that substantially affected the outcome;
- Any evidence that could substantially affect the outcome and that was not reasonably available through the exercise of due diligence at the time of the investigation.

Dissatisfaction with the outcome of the investigation is not grounds for appeal.

A Reporting Party or Responding Party must submit a written appeal within five (5) business days of receipt of the Notice of Outcome to the Title IX Coordinator. The written appeal must include the specific basis for the appeal and any information or argument in support of the appeal. Upon receipt of the appeal, the Title IX Coordinator will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five (5) days from receipt of the appeal. The Title IX Coordinator will refer the appeal, and any response to an Appeals Officer, who will decide the appeal in an impartial manner.

For students, the Appeals Officer shall be one of the Associate Campus Provosts. Typically, the Associate Campus Provost from the Responding Party's home campus will be assigned, but depending on the circumstances of the matter, the Associate Campus Provost from either campus may review the appeal. For employees, the Appeals Officer will be an Associate Vice President appointed at the discretion of the President, but not the Associate Vice President of Human Resources. The Appeals Officer, in his/her sole discretion, may make a determination based on the written record or may request to speak with the Investigating Officer, the Adjudicator, the Reporting Party or the Responding Party. Appeals are not intended to be full rehearing of the report (de novo). The Appeals Officer may not substitute his/her judgment for that of the Adjudicator merely because he/she disagree with the finding and/or sanctions. The Appeals Officer can: 1) affirm the findings, or 2) alter the findings only where there is clear error based on the stated appeal grounds. The Appeals Officer shall communicate a written decision, which shall be deemed final and binding, to the Reporting Party and the Responding Party and the University Title IX Coordinator. The Appeals Officer will conclude the appeal within fifteen (15) calendar days of the receipt of the appeals documents.

Sex Offender Registration Campus Sex Prevention Act

The US federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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.

In the State of New Jersey, that information may be accessed here via the New Jersey State Police website: http://www.state.nj.us/njsp/info/reg_sexoffend.html

In the United Kingdom, the Violent and Sex Offender Register (ViSOR) is a database of records of those required to register with the Police under the Sexual Offences Act 2003, those jailed for more than 12 months for violent offences, and those thought to be at risk of offending.

The Register is managed by the National Crime Agency and can only be accessed by the Police, National Probation Service, HM Prison Service personnel and private companies running prisons.

Weapons Policy

Lethal weapons, firearms and fireworks are not permitted on campus.

Victims Rights

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In New Jersey, a victim of domestic violence, dating violence, sexual assault or stalking has the right to information about the criminal justice system, compensation, court proceedings, offender release, medical treatment, and the status of investigations. For a complete list of all of the rights afforded to crime victims in the State of New Jersey, visit <http://www.state.nj.us/lps/dcj/agguide/victims.htm> Further, New Jersey affords certain rights to campus sexual assault victims as noted below.

NEW JERSEY CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

BILL OF RIGHTS NJSA18A:61E-1 et.seq.:

The following Rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the State of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or
- When the victim is a student involved in an off-campus sexual assault.

HUMAN DIGNITY RIGHTS:

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy

- To have any allegations of sexual assault treated seriously; the right to be treated with dignity • to be free from any suggestion that victims are responsible for the commission of crimes against them to be free from any pressure from campus personnel to:
- Report crimes if the victim does not wish to do so
- Report crimes as lesser offenses than the victim perceives the crime to be
- Refrain from reporting crimes
- Refrain from reporting crimes to avoid unwanted personal publicity

RIGHTS TO RESOURCES ON AND OFF CAMPUS

- To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities • To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling to be informed of and assisted in exercising:
- Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy • any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases

CAMPUS JUDICIAL RIGHTS

- To be afforded the same access to legal assistance as the accused
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused

LEGAL RIGHTS

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- To receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault

CAMPUS INTERVENTION RIGHTS:

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of a victim by the alleged assailant to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available

STATUTORY MANDATES:

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation

Each campus shall make every reasonable effort to ensure that every student at the institution receives a copy of this document.

Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

The University complies with New Jersey law in recognizing orders of protection and encourages any person who obtains an order of protection from any U.S. state to provide a copy to Public Safety and the Office of the Title IX Coordinator. Orders of Protection called Temporary Restraining Orders (TRO) are obtained by going to the County Court House in Hackensack and applying for one. A judge will determine if a TRO is to be granted.

Whether or not you receive an order of protection, a complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant’s health, counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be The university has a 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. Students should contact the Dean of Students and employees should contact HR. physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to

Fairleigh Dickinson University Student Conduct

The university has a Code of Conduct for all students that attend the university. The Code of Conduct can be found at :

<http://www.fdu.edu/studentlife/2016/code-of-conduct.pdf>

Missing Student Notification Policy

The Higher Education Act requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedures.

Fairleigh Dickinson University Wroxtton Campus takes student safety very seriously. The following policy and procedure has been established to assist in locating Fairleigh Dickinson University Wroxtton Campus students who live in Fairleigh Dickinson University on campus housing, who, based on the facts and circumstances known to Fairleigh Dickinson University Wroxtton Campus have been determined to be missing.

Dean of College Information to Resident Students

At the beginning of each academic year, Fairleigh Dickinson University Wroxtton Campus Dean will inform all students residing in on campus housing that the Dean will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

- Resident students have the option of identifying an individual to be contacted by the Dean not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Dean of College Office.
- If the resident student is under 18 years of age, and not an emancipated individual, the Dean is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- Local law enforcement agency will be notified not later than 24 hours after the time that the student is determined to be missing.
- If the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean will initiate the emergency contact procedure in accordance with the student's designation.

Notification Procedure

Fairleigh Dickinson University Wroxtton Campus will follow the following notification procedure for a missing student who resides in on campus housing:

- Any reports of missing students are to be referred immediately to local law enforcement and after investigating the report it is determined that the student has been missing for more than 24 hours, the Dean will contact the individual identified by the student or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.
-

Campus Communications

In all cases of a missing student, local law enforcement agency will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with Fairleigh Dickinson University Public Relations. Any media requests to the university will be directed to Public Relations.

Drug and Alcohol Abuse Prevention

Many students have already used alcohol by the time they arrive at Wroxton College. Some students have only limited experience with the effects of alcohol. Some will have already had problems related to alcohol use. A third group of students have not used alcohol at all. For each of these groups of students, it is important to establish and follow personal guidelines for choices about alcohol use and nonuse.

As you think about your choices, it is helpful to remember that there are benefits to using alcohol safely and wisely and benefits from abstaining from alcohol use. For many people, alcohol is a complement to social events, good food and conversation with friends or family. For others, alcohol may be part of family tradition or ritual. Some people simply like the taste of wine with a meal or a cold beer on a hot summer afternoon. Abstaining from alcohol also has benefits. Alcohol-free lifestyles allow people of all ages to be free to grow in their ability to manage stress and develop life skills without the interference of alcohol. People who abstain have no risk of developing alcoholism. For those with a family history of alcoholism, a choice to remain abstinent will help break the cycle of addiction. Lastly, abstinence from alcohol is a lifesaving choice for people recovering from chemical dependency. Choosing to use or not to use alcohol is a personal choice for which each student is responsible. At any age, we are responsible for the consequences of our decisions. For example, a high percentage of date or acquaintance rapes on College campuses are alcohol-related. Alcohol use affects judgment and can result in vandalism and aggressive or even violent behavior. Sexually transmitted diseases and unplanned pregnancies occur more often when judgment is impaired by alcohol. Driving after drinking can result in legal hassles and crashes causing serious injury or death. For students, excessive alcohol use is a major factor in academic problems. Many times people who have been drinking too much say and do things that can hurt people they care about or love. College is a time for building relationships and alcohol can make that difficult.

Guidelines:

Safe and wise choices about using or abstaining from alcohol will enhance health and reduce the risk of experiencing the wide range of alcohol-related problems that some college students have experienced.

Here are a few guidelines to help you think about your choices:

1. The use of alcohol is a personal choice.

No one should feel pressured to drink or be made to feel uneasy or embarrassed because of a personal choice. However, peer pressure and internal pressure to fit in and successfully integrate into the college scene can exist. Many people will choose to use alcohol safely, moderately and appropriately. Others will simply have no desire to experience the effects of alcohol. A small percentage of students may use alcohol unsafely or appear to use it excessively. Everyone has the right to decide how they want to use, or not use, alcohol. If a student feels he/she is struggling with this decision or the pressure of self/others, he/she can always speak to his/her resident assistant or a counselor at Student Counseling and Psychological Services (SCAPS). At Wroxton please feel able to speak with the Dean of the College or any of the College staff.

2. Alcohol use is not essential for enjoying social events.

The real value of parties and other social activities is meeting new people, being with friends and taking time out from the pressures of school and work. Drinking alcohol should not be seen as a necessary component for having fun and being with friends. If alcohol is used, it can be an enjoyable complement to other activities, not the only reason for socializing. Actually, focusing on alcohol use as the main reason for a party can result in intoxicated people who get sick, cannot carry on a conversation and generally aren't much fun to be with after a while.

3. Know when to abstain from alcohol.

- When under the legal drinking age. In the UK It is illegal for people under 18 to buy alcohol in a pub, off-licence, or elsewhere. (Young people aged 16 or 17 can drink beer, wine or cider with a meal if it is bought by an adult and they are accompanied by an adult. It is illegal for this age group to drink spirits in pubs even with a meal).

- When pregnant or breastfeeding
- When operating equipment: cars, motorcycles, boats, firearms, machinery, etc.
- When studying or working
- When performing in fine arts or competing in athletics
- When taking certain medications

Each of these situations presents specific risks and are times when alcohol use should be avoided. As caring friends, we can help each other choose not to use during these times.

4. Drinking that leads to impairment or intoxication is unhealthy and risky.

Getting drunk is not a condition to be admired, laughed at or taken lightly. Rude, destructive or just plain foolish behavior triggered by alcohol use is socially unacceptable. It also may indicate an alcohol-use problem. Drinking games often result in drunkenness and can present serious risks for those involved. Alcohol poisoning is a potentially fatal condition that is the result of drinking too much, too fast. Warning signs of alcohol poisoning are vomiting, slow or irregular breathing (less than 8–12 breaths per minute or more than 10 seconds between breaths); cold, clammy skin, bluish-skin color or paleness; mental confusion, stupor, coma or unable to rouse a person; no response to pinching the skin; and/or seizures. A person seeing or knowing anyone with these signs must get help immediately.

5. Know personal limits of moderation.

Everyone who chooses to drink alcohol should know his or her personal limit of moderation. It is important that each person set the limit before having any alcohol. It is also important to know a few facts about alcohol and its effects before establishing personal limits.

- Drinking on an empty stomach can have a greater effect on judgment and behavior than expected.
- Alcohol's effects can be greater than expected when a person is feeling tired, stressed out, angry, lonely or other strong emotions.
- Because of differences in body composition and chemistry, females are affected more than males of equal weight after drinking the same amount of alcohol.
- The effects of alcohol vary with body weight and the strength and number of drinks.

6. There are ways to minimize health and safety risks when serving alcohol.

Examples include:

- Emphasize other activities besides drinking.
- Offer a variety of attractive nonalcoholic drinks that are easily available.
- Provide a variety of foods.
- Be sure to have designated drivers who abstain from alcohol.
- Inform guests whether beverages such as punch contain alcohol.
- Stay alert and assume responsibility for helping a guest who may have had too much to drink.
- Create an environment that allows guests to feel comfortable making a personal choice about alcohol use or nonuse.
- Avoid drinking games that can quickly lead to intoxication.

7. Avoid situations where someone else’s alcohol or other drug use may put you at risk.

- Make an alcohol-intake plan for the day/evening ahead of time and stick to it. Think about the goal ahead of time and how to achieve it.
- Make a plan for getting to and from an event.
- Eat before drinking, and eat while drinking.
- Space and pace the drinks.
- Drink water between drinks.
- Avoid drinking games.

What to Do at Wroxton College

- If you have questions about developing your own personal guidelines;
- If you are concerned about someone else’s use/abuse of alcohol; or
- If your life already has been affected by alcohol-related problems contact the Dean of the College or any member of the College staff.

University policy Statement for Illegal Drugs

Illegal drugs are not permitted on College/University property. Any student found responsible for violating Article X, Item E of the Code of Student Rights, Responsibilities and Conduct is subject to suspension from the College/University. Section E of the Code of Student Rights, Responsibilities and Conduct prohibits “enabling of or actual illegal use, possession, illegal distribution, transfer or sale of narcotics, hallucinogenic agents, other controlled or dangerous substances and drug paraphernalia on or off campus”. Students found in violation of the aforementioned policy will also be subject to criminal prosecution.

Disclosure of Disciplinary Proceedings Outcomes

When Fairleigh Dickinson University determines that a student has violated our policies, upon a written request by the victim (or next of kin if victim is deceased), Fairleigh Dickinson University will provide the outcome of a disciplinary proceeding for violations that incorporate:

An offense that has as an element the use, attempted use or threatened use of physical force against the person or property of another, or Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense, or A non forcible sex offense. In responding to a report, the University has an interest in providing care to the Reporting Party and to the broader campus community. For this reason, after receiving a report, the University, through its Response Team, will offer and establish reasonable and appropriate Interim Measures to protect a Reporting Party and facilitate the Reporting Party's continued access to University employment or education programs and activities. Interim Measures may be both remedial (designed to address a Reporting Party's well-being and continued access to educational and employment opportunities) or protective (involving action against a Responding Party). Remedial and protective measures, which may be temporary or permanent, may include no-contact orders, counseling and emotional support, residence modifications, academic modifications and support, work schedule modifications, voluntary leave of absence, interim suspension, suspension from employment, restrictions on campus activities, and other immediate remedies as reasonable and appropriate. Remedial measures are available regardless of whether a Reporting Party chooses to pursue an investigation or disciplinary action under this Policy. The University will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures reported to the University. The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available, taking into account the role of the Third Party and the nature of any contractual relationship with the University. The Title IX Coordinator or designee has the discretion to ensure the appropriateness of any Interim Measure based on all available information, and is available to meet with a Reporting or Responding Party to address any concerns about the provision of Interim Measures. Retaliation is expressly prohibited by this Policy, and the University will take immediate and responsive action to any report of retaliation or any violation of Interim Measures.

Where there is a finding of responsibility, the Adjudicator may impose one or more sanctions. Sanctions for students may include any of the sanctions that are available for violations of the University's Code of Student Rights, Responsibilities and Conduct, including: Administrative reassignment of housing Campus restriction Campus Standard probation Co-curricular restriction Community restitution Community service Counseling assessment/support Disciplinary Reprimand Disengagement notice Educational sanctions * Fines Housing dismissal Housing probation Housing suspension Social restriction University dismissal University suspension * exercises, class, assignments / essay Sanctions for employees may include any of the sanctions that are available for violations of the University's Employee Handbook and Faculty Handbook, including a letter of reprimand being placed in their personnel file, additional training, written letter of apology, suspension (paid or unpaid), dismissal, work schedule modifications, voluntary leave of absence,

restrictions on campus activities, and termination from the University. Sanctions for faculty covered by the Faculty Handbook will be reviewed with the University Provost and/or the University President. Prohibited Discrimination, Harassment and Related Misconduct – 7-1-2015 Page - 24 When determining sanctions, the Adjudicator will consider the following factors: • The nature and severity of the Prohibited Conduct • The impact of the Prohibited Conduct on the Reporting Party; • The impact or implications of the Prohibited Conduct within the University community; • Whether the Responding Party has accepted responsibility for the Prohibited Conduct; • The maintenance of a safe and respectful environment conducive to learning; and • Any other mitigating, aggravating, or compelling factors.

Wroxton College Standards of Conduct and Disciplinary Process

1. **Study:** Students are expected to pursue satisfactorily such studies as are required of them by any tutor, lecturer or other qualified person assigned by the College to teach them. For this purpose, studies include the reading of materials, carrying out prescribed activities such as tutorial presentations, the completion of written work, attendance in tutorials and classes/lectures/seminars and the sitting of College examinations.

2. **Attendance:** It is the responsibility of the student to attend all classes in each course for which he/she is registered. Failure to attend may result in low grades and loss of credit. In the event of illness, the student shall make every effort to notify the head receptionist prior to nonattendance of any class or tutorial.

3. **Class conduct:** Students are expected to conduct themselves in a professional manner. This includes, but is not limited to, arriving for activities on time and remaining there for the duration, wearing proper attire, not eating or drinking in class, turning off all cell phones/pagers/etc., bringing all necessary materials needed for all activities and channelling questions and comments to the class at large. Disruptive behaviour will not be tolerated.

4. **Behaviour:** Students are expected to behave with common sense and courtesy, showing thoughtfulness and respect for others — fellow students, faculty, staff, guests, local residents, etc. — at all times. This includes following/abiding by the rules of the College as well as such things as keeping noise levels — inside buildings and outside — to an acceptable level, and not causing damage to property and not creating a mess.

The College will not condone any violation of United Kingdom or United States law. Students suspected to be in violation of United Kingdom or United States law, including being in possession of/using any illegal substance will be subject to discipline by the

College and the appropriate authorities in both the United Kingdom and United States may be informed.

Bathing in any of the lakes on the Abbey grounds is extremely unsafe and therefore is **strictly prohibited**.

All students are expected to follow the procedures for having guests to the College.

5. Health and Safety Inspection: The College, at the discretion of the Dean, reserves the right to enter and inspect rooms and/or conduct health and safety inspections for the purpose of checking for violations of College policy; maintaining sanitary standards that protect the safety, health and well-being of all residents; ensuring that College property is being properly maintained; and completing repairs and fulfilling custodial responsibilities.

Student Disciplinary Procedure

Any student shall be subject to the following disciplinary process for violation of the foregoing Wroxton College Standards of Conduct and/or the Code of Student Rights, Responsibilities and Conduct in the *Student Handbook*.

Stage 1: Written Warning/Disciplinary Reprimand giving notice that continuation or repetition of conduct at issue will be the course for further action.

Stage 2: Disciplinary Meeting with the Dean of the College (or the Dean's designee), with written notification of the outcome.

Stage 3: Hearing before the Wroxton College Standards Committee, consisting of a minimum of three faculty/staff members. The College Standards Committee may recommend any sanction listed within the Code of Student Rights, Responsibilities and Conduct in the *Student Handbook*, including dismissal from the College. These sanction recommendations are made to the Dean of College (or the Dean's designee).

Stage 4: A decision of the College Standards Committee can be appealed to the Dean of the College if the student can demonstrate one or more of the three criteria for an appeal as outlined in the appeal section of the *Student Handbook*. The appeal must be filed in writing with the Dean of the College within the set timelines of receipt of the notification of the findings of the College Standards Committee. Please be advised: The Dean of the College has appellate authority to affirm, reverse, remand or modify the College Standards Committee sanctions.

Annual Disclosure of Crime Statistics

The following chart outlines the Metropolitan Campus crime statistics. The following is a summary explanation of crime definitions. All definitions are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook as required by the Clery Act regulations.

Criminal Homicide – Manslaughter by Negligence – The killing of another person through gross negligence

Criminal Homicide – Murder and Nonnegligent Manslaughter – The willful (nonnegligent) killing of one human being by another

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

Rape: 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 consent of victim.

Forcible Fondling: Touching of the private body parts of another person for the purposes of sexual gratification, without consent of 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: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Felony or misdemeanor crimes of violence committed by (i) by a current or former spouse or intimate partner of victim, (ii) by a person with whom the victim shares a child in common, (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (iv) 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; or (v) 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.

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

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

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

Aggravated Assault – Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary Unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft – Theft or attempted theft of a motor vehicle.

Arson – Willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Arrests for Clery Act purposes is defined as persons processed by arrest, citation or summonses.

Referred for disciplinary action is the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

The following link is for a summary explanation of crime definitions in England and Wales:

https://www.cps.gov.uk/publications/docs/annex_1b_table_of_offences_scheme_c_class_order.pdf.

Primary Crimes	Year	On Campus	Student Housing	Non Campus Building or Property	Public Property
Murder/Non Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Fondling	2016	0	0	0	0
	2015	3	0	0	0
	2014	0	0	0	0
Incest	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Robbery	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Burglary	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Dating Violence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Domestic Violence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Stalking	2016	0	0	0	0

			38		
	2015	0	0	0	0
	2014	0	0	0	0
Liquor Law	2016	0	0	0	0
Arrests	2015	0	0	0	0
	2014	0	0	0	0
Drug Abuse	2016	0	0	0	0
Arrests	2015	0	0	0	0
	2014	0	0	0	0
Weapon	2016	0	0	0	0
Arrests	2015	0	0	0	0
	2014	0	0	0	0
Liquor Law	2016	0	0	0	0
Referrals	2015	0	0	0	0
	2014	0	0	0	0
Drug	2016	0	0	0	0
Referrals	2015	6	0	0	0
	2014	0	0	0	0
Weapon	2016	0	0	0	0
Referrals	2015	0	0	0	0
	2014	0	0	0	0

A Final Word

Your safety and well-being is of utmost importance to the University. Any suggestions or ideas you may have on how Fairleigh Dickinson University can promote improved safety standards will be welcomed. You are also invited to contact the Office of the Dean of Wroxton College at any time if you have a question or need any additional information.

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Fairleigh Dickinson University
Wroxtton College Campus
Office of the Dean of the College
& Director of Operations

Campus Fire Safety

2016

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, and requires institutions that maintain on campus housing facilities to publish an annual fire safety report which outlines fire safety practices, standards, and all fire related on campus statistics. The following public disclosure report details all information required by this law as it relates to the Wroxton Campus of Fairleigh Dickinson University.

Definitions

On Campus Student Housing — A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety

At the Wroxton Campus of Fairleigh Dickinson University all residence halls are completely covered by a fire alarm system that is regularly serviced and tested along with emergency lighting.

All Residence Hall residents are issued a copy of the Wroxton Campus Fire Safety Requirements and Procedures which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency.

Additional information on fire safety can be found on the Department of Public Safety section of the University website, www.fdu.edu.

On Campus Student Housing Fire Safety Systems

Abbey: Building has an operational fire alarm system along with emergency lighting.

Residence Halls Fire Drills and Evacuation Policy

Fire briefings are conducted in the residence hall at least once a semester.

1. In a building, activate the nearest fire alarm and evacuate. Do not attempt to extinguish the fire yourself. Sounding the alarm and making the call can save lives and property by giving firefighters the maximum amount of response time and building occupants the maximum amount of time to evacuate the building.
2. Calmly assist others to evacuate the building by following exit signs to the nearest safe exit. The nearest exit may not be the one you use to enter the building. DO NOT use any elevator.
3. If possible, assist any person with disabilities who may need assistance in evacuating the building.
4. Remain outside the building at a safe distance to wait for fire departments.
5. Give any information you have to the responding fire officials and then report to the designated staging area.

DESIGNATED STAGING AREAS FOR EMERGENCY EVACUATIONS	
BUILDING	STAGING AREA

Abbey	Front of Carriage House
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Steps to follow if you hear a fire alarm:

1. Remain calm. DO NOT panic.

2. Before opening a door, feel it with the back of your hand. If it is hot, do not open the door. Go to another means of egress. If you cannot exit the room, seal the cracks around the door with towels, linen, clothes (soaked in water if possible). Open your window for air and hang objects out the window to attract attention. Shout for help. If a telephone is available, call 911 and advise them where you are trapped. If smoke is filling the area where you are, keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth.
3. If the door is not hot, brace yourself and open it slowly. If hot air or fire rushes in close the door and follow instructions in number 2.
4. If you can leave, close all the doors behind you and proceed to the nearest safe exit. The nearest exit may not be the one you use to enter the building. Once you leave the building, report to the designated staging area.

Specific Fire Prevention Related Policies

Fairleigh Dickinson University does not allow smoking in any campus building or Residence Hall. Smoking is only permitted outside buildings and away from any exterior doors.

It is the policy of the Wroxtton Campus of Fairleigh Dickinson University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. Periodic fire inspections of all campus buildings are conducted.

To minimize the potential for fires, it is Fairleigh Dickinson University's policy to prohibit the open burning at all times. Open burning as defined by Fairleigh Dickinson University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, campfires and related accessories such as gasoline, propane, lighter fluid, pyrotechnics and fireworks.

In addition, the following items are prohibited in the Residence Halls.

1. Cooking including the use of toaster ovens and any appliance with an open heating element.
2. Electric Blankets
3. Space heaters.
4. Extension cords.
5. Candles and lanterns
6. Torchiere halogen lamps or halogen light bulbs.

Fire Safety Education and Training Programs for Students and Employees

Fire practice evacuations are conducted twice per year. Each member of the campus community is required to participate in the drill. Fire escape ladders are inspected every six months. Fire doors and escape routes are checked to make sure nothing is blocked or obstructed. Notices advising of action to be taken in the event of any fire are posted in every room.

Fairleigh Dickinson University currently and routinely contacts the local fire departments for training and advice.

Plans for Future Improvements in Fire Safety

Fairleigh Dickinson University continually evaluates the fire protection systems in all campus buildings. Upgrades occur through ongoing testing and inspection of the life safety systems and equipment with deficiencies being repaired or replaced through building renovations. At the Wroxtton campus updating and altering all external fire escape ladders is being reviewed.

Statistics for on campus buildings and student housing facilities

Building Year	Residence Halls 2016
Total Alarms	7
FIRES	0
Damages	0
Injuries	0
Fatalities	0
False Alarms	7
Malicious	0
Carbon Monoxide	0
Sprinkler System	0
Cooking	0
Other	5
Fire Evacuation Drill	2

*

Other could be accidental, bad detector, dust from workers, or unknown reasons.