

# Wartburg Theological Seminary Annual Security Report and Annual Fire Safety Report –September 27, 2018

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The Wartburg Theological Seminary Annual Campus Safety and Security Report & Fire Safety Report are published in September annually. This is the compliance document to the Federal Student Right to Know and Campus Security Act of 1990 also known as the Clery Act, with Higher Education Amendments.

## What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard & Connie Clery after their daughter, Jeanne, was murdered at Lehigh University in 1986.

## What is the Wartburg Theological Seminary (WTS) obligated to do?

To ensure compliance with the Clery Act, WTS must meet obligations in the following three broad categories: (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

- Policy Disclosure — WTS must provide the campus community and prospective students and prospective employees with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities, and policies related to campus safety and crime statistics outlined by the Clery Act. WTS must provide the campus community and prospective students and prospective employees with accurate statements of current policies and practices regarding procedures for students and others related to fire safety and fire statistics outlined by the Clery Act.
- Records Collection and Retention — WTS is required to keep campus records of crimes reported on campus to campus security authorities, make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report and provide these statistics if requested to the public. WTS is required to keep campus records of fire statistics and include these statistics in the annual fire safety report and provide these statistics if requested to the public. WTS must report all of these statistics annually to the U.S. Department of Education.
- Information Dissemination — WTS must provide members of the campus community with information needed to make informed personal safety decisions, WTS must provide:
  - 1) A “timely warning” of any Clery Act crime that represents an ongoing threat to the safety of students and employees including procedures and drills related to emergency and evacuation procedures; 3) Publish an annual security report and annual fire safety report, make the report available to all current students and employees, and ensure the annual security report is made available to prospective students and employees. The ASR and AFSR must contain the policy disclosures as outlined by the Clery Act, crime and fire statistics as required by the Clery Act, an explanation of the Clery Act, by whom and how the ASR and AFSR are prepared and these reports must be published and distributed by October 1 annually.

By Whom and How is the WTS ASR and AFSR prepared?

The Director for Financial Aid and Student Services, with the assistance of the Admissions and Student Services Administrative Assistant prepares the ASR annually. This process begins in the summer with review of the requirements of the ASR per the Clery Act, collection and review of crime statistics, review and if needed, revision of policies related to campus safety and security, and then preparation, publishing and distribution of the report by Oct 1 annually. The Director for Financial Aid and Student Services, with the assistance of the Admissions and Student Services Administrative Assistant submits campus statistics for both crime and fire to the US DOE security website by Oct 1 annually.

The Director for Financial Aid and Student Services, with the assistance of the Admissions and Student Services Administrative Assistant Vocation in consultation with the Superintendent for Maintenance prepares the AFSR annually. This process begins in the summer with review of the requirements of the AFSR per the Clery Act, collection and review of fire statistics, review and if needed, revision of policies related to fire safety, and then preparation, publishing and distribution of the report by Oct 1 annually.

Where are the WTS ASR and AFSR posted on the WTS website?

The WTS annual ASR and AFSR are posted on the top of our consumer information page on our website at <https://www.wartburgseminary.edu/download/annual-security-report-and-annual-fire-safety-report/> and the description reads as follows:

The Wartburg Theological Seminary Campus Safety and Security Report & Fire Safety Report is published in September annually. This is the compliance document to the Federal Student Right to Know and Campus Security Act of 1990 also known as the Clery Act, with Higher Education Amendments. Please click here (hyperlink to ASF/AFSR) for the full pdf or see the Director for Financial Aid and Student Services to request a paper copy.

Where can I locate the crime statistics and fire statistics reported to the U.S. Department of Education?

This report can be accessed online at <http://ope.ed.gov/security> or please feel free to contact the Director for Financial Aid and Student Services for a print out of this report.

How can I obtain a paper copy of the ASR and/or the AFSR?

Please see the Director for Financial Aid and Student Services to request a paper copy.

What is the geography covered by the WTS ASR and AFSR?

Wartburg Seminary's ASR and AFSR report on the campus property and all facilities. For a visual map, please see this link: <file:///C:/Users/bsimon/Downloads/2017%20CAMPUS%20MAP%20UPDATE.pdf>

Policies regarding campus safety and security:

- To whom students should report a crime (1)
- Whether victims can report crimes confidentially (2)
- The security of and access to campus facilities, including campus housing (3)
- The security considerations used in maintenance of campus facilities (4)
- The scope of the enforcement authority of security personnel (5)
- Working relationship of campus security personnel with state and local law enforcement (6)
- Encouragement to individuals to report crimes to campus authorities and appropriate law enforcement agencies (7)
- Encouragement to pastoral and professional counselors to inform counselee to report crimes on a voluntary, confidential basis (8)
- Programs designed to inform students about campus safety procedures and crime prevention (9)

- Whether the school uses local police to monitor and document criminal activity by student at off-campus locations of student organizations (WTS does not have off-campus locations for student organizations)(10)
- Regarding possession, use and sale of alcoholic beverages and the enforcement of state underage drinking laws (11)
- Regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws (12)
- Drug or alcohol abuse education programs available to students (13)
- Wartburg’s disclosure of the results of a student disciplinary proceeding for any violent crime or non-forcible sex offense (14)
- Policy Statement regarding prevention awareness of sexual harassment, sexual abuse, rape, acquaintance rape, dating violence, stalking, domestic violence and other forcible and non-forcible sex offenses (29)
- Educational programs to promote the awareness of sexual harassment, sexual abuse, rape, acquaintance rape, dating violence, stalking, domestic violence and other forcible and non-forcible sex offenses (15)
- Procedures students should follow if a sex offense occurs (16)
- Standard of Evidence for conduct proceedings (30)
- To whom students should report sexual offenses (17)
- Students’ right to report sexual offenses (18)
- That the school will assist students in notifying appropriate law enforcement authorities to report sexual offenses (19)
- Services available to victims of sexual assault (20)
- Information regarding how to obtain information regarding registered sex offenders (21)
- That the school will change a victim’s academic and living situations after a sexual offense if requested by a student (22)
- Procedure for campus disciplinary action in cases of an alleged sexual offense (23)
- Sanctions that may be imposed following a sex offense-related disciplinary proceeding (24)
- Timely warning policy (25)
- Emergency response and evacuation procedures (26)
- Documentation of the annual emergency response test (27)
  - Description of test/exercise
  - Date test was held
  - Time test started and ended
  - Whether test was announced or unannounced
- Missing Student Notification (28)

## SEMINARY CAMPUS SECURITY

### Crime Awareness

Wartburg Theological Seminary is committed to providing a safe, secure, working and living environment for students and their families, members of faculty, and staff. The seminary is dedicated to the practice of fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, and provision of services to the seminary community.

Wartburg Seminary assumes the obligation to reduce the likelihood and opportunities for criminal activity in its community and attempts to be proactive in preventing crime. The seminary promotes the attitude that prevention of crime is the responsibility of everyone. (7) Special security personnel are not employed but the campus security authorities (CSAs) on campus are the Vice president for admissions and student services, Superintendent of Maintenance, President, and Director for Financial Aid and Student Services. CSAs are responsible per their position for reporting

crime information to the Vice president for admissions and student services in a timely manner with confidentiality. (5) The seminary works harmoniously and confidentially with local law enforcement agencies in all matters of security relevant to the seminary community. (6)

Access to Wartburg Seminary buildings is available during scheduled school and working hours. At other times access is available only to authorized personnel. Security and access to Wartburg Seminary's on-campus housing follows: (3)

Residence Hall: All residents are given a key to their individual room, as well as the outside doors. Outside doors are locked 24/7 except during normal school hours throughout the academic year. The door into It is up to the residents to lock their individual rooms and to not prop doors open or allow unknown individuals to enter the residence hall. Guests who are renting rooms in the residence hall are given a key to the outside doors, as well as their individual guest rooms. Wartburg Theological Seminary only rents to guests who have some connection to the seminary or business on campus.

#### Other On-Campus Housing:

Blair Court Houses: All residents are given 1-2 sets of keys to their home. It is the responsibility of the residents to lock their homes.

Denver Court Houses: All residents are given 1-2 sets of keys to their home. It is the responsibility of the residents to lock their homes.

Pulpit Rock Apartments: All residents are given a key to their apartment, as well as the outside doors. Outside doors are locked 10:00 pm to 7:00 am and are accessible by keys or by calling the Pulpit Rock manager. It is up to the residents to lock their individual apartments and to not prop doors open or allow access to unknown individuals.

A Mendota outside key is available to all non-resident hall on-campus students by request through the business office. This allows access to Afton Lounge, Reformation Room, refectory, chapel, and meditation room.

Routine patrols by local police as well as vigilance by on-campus residents are utilized to maintain safety and security. All exterior locations including student housing areas are lighted during hours of darkness. Students should lock their cars. (4)

Be advised there are no off-campus student organizations connected with Wartburg Theological Seminary. (10) All seminary-owned student housing is located on the campus. Although Wartburg Seminary students are involved in many off-campus learning situations (internship, for example) the seminary cannot assume responsibility for their safety in all situations. However, the seminary does instruct students to report all off-campus occurrences of crime to the agency in whose jurisdiction the crime occurred and as soon as possible to report incidents to the President's Office. (7)

#### Crime Awareness Education

All students and employees are reminded of campus safety procedures and crime prevention and their individual responsibility for preventing and reporting incidents of crime through the annual security report, publication of policies and procedures in the respective handbooks, and at periodic meetings of students, faculty, and employees. (9)

#### Reporting Crime or Crime Related Incidents Policy Statement

Students, staff and faculty members should report any law, safety, or security concerns at any time

to campus security authorities (Vice president for admissions and student services, Superintendent of Maintenance, President, Director for Financial Aid and Student Services, or to faculty or staff. (1) Many staff and faculty work in roles with students as pastoral counselors for students and other faculty and staff. These pastors are encouraged to inform their counselee to report crimes on a voluntary, confidential basis. (8) Victims of any crime or witnesses to any criminal or crime-related activity should report the incident immediately. All reports will be handled in a confidential and professional manner. (2) When an incident or offense is reported, assistance will be given as needed to resolve the matter and identify the offender or hazard. The President in consultation if deemed appropriate with legal authorities/law enforcement, will disclose in a timely manner the results of a disciplinary proceeding for any violent crime or non-forcible sex offense. (14)

#### Procedure

For reporting any Clery crime (see crime statistics table at the end of the ASR) the following procedures are to be followed:

1. IF THE SITUATION IS AN EMERGENCY, TELEPHONE 911. (7)  
If not an emergency, contact by phone or in person one of the following: campus security authorities (Vice president for admissions and student services, Superintendent of Maintenance, President, Director for Financial Aid and Student Services, or faculty or staff or the Dubuque Police. (1) (7)
2. The above offices or persons will take the following immediate action: Contact Dubuque Police, if necessary and not already done. Notify the Seminary President and initiate a local investigation by the seminary.
3. Appropriate action will be taken by police and/or the seminary.

#### Drug-free Schools and Campus Act, 1990

The welfare and success of Wartburg Seminary depends on the physical and psychological health of all of its students, faculty, and staff. The abuse of drugs and alcohol poses a threat to all studying and working in this place. It is the responsibility of Wartburg Seminary to maintain a safe, healthful, and efficient working environment.

#### Policy Statement

The Drug-Free Schools and Campuses Act, enacted August 16, 1990, mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. Wartburg Seminary has therefore adopted the following policies:

1. Wartburg Theological Seminary permits students, faculty and staff and seminary guest of legal drinking age per state laws to possess and use alcoholic beverages on our campus. Alcohol possession, use, distribution or sale of alcoholic beverages to those who are underage is prohibited and will be subject to discipline, including possible dismissal. State underage drinking laws will be enforced. (11)

The unlawful possession, use, or distribution of illicit drugs by students or employees on our property, or as a part of our activities, is prohibited and will constitute grounds for possible dismissal. Federal and state drug laws will be enforced. (12)

2. Any student, staff, or faculty member under the influence of drugs or alcohol which impairs judgment, performance, or behavior while on Wartburg's premises will be subject to discipline, including possible dismissal.
3. Each student, staff, and faculty member, as a condition of employment, will agree to abide by the terms of this statement. Further, as required by the Drug-Free Schools and

Campuses Act, Wartburg Seminary agrees to impose disciplinary sanctions upon students and employees, which may include expulsion or termination of employment, and referral for prosecution for violation of the standards of conduct.

4. As required by this law, WTS will annually distribute to students and employees a description of the applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol and a list of the health risks associated with the use of illicit drugs and abuse of alcohol. (13 including the following)

#### Drug Free Schools and Campus Act of 1990

These policies, as well as the following two sections and Appendix C, are to comply with The Drug-Free Schools and Campuses Act, enacted August 16, 1990, which mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program.

#### Referral for Help

Wartburg Seminary seeks to retain valuable students and employees and maintain productivity by identifying personal drug or alcohol problems at early stages and motivating individuals to seek help with these problems. The seminary suggests confidential, off-campus, Dubuque counseling services: Turning Point Treatment Center (563) 589-8291 or SASC: Substance Abuse Services Center (563) 582-3784. These organizations provide access to substance abuse evaluations and outpatient treatment programs.

If you are experiencing drug or alcohol related problems, or if your studying is affected by such problems, you may seek counseling and information at Turning Point or SASC. Your advisor or supervisor may refer you to a drug/alcohol abuse program when it is believed that some personal problem may affect your performance or behavior. Any disciplinary action or termination resulting from your problem could be suspended pending the outcome of the referral to a drug/alcohol abuse agency. Attendance in a program is not a substitute for actual correction of any unacceptable performance or behavior. You remain responsible for making a required improvement, whether or not you participate in the program.

The advisor or supervisor will request a report from the drug abuse agency about your participation only in the case of referral. This report will be limited to a confirmation that you have participated. With your consent, it may also indicate whether you have made satisfactory progress.

Except for the reports just mentioned, all contacts with the drug abuse agency will be treated in strict confidence. All records kept by the agency shall be kept for the exclusive use of that agency.

#### INFORMATION REGARDING ALCOHOL AND DRUGS

##### Wartburg Associated Students Statement on Responsible Alcohol Use at WAS Sponsored Events

###### Introduction

Wartburg Associated Students (WAS) is committed to maintaining an environment conducive to healthy lifestyles, including the academic and personal development of all members of the Wartburg community. Members of this community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol.

Understanding that Wartburg Theological Seminary has the ultimate authority to determine the specific institutional events in which alcoholic beverages are consumed on seminary property, this statement addresses how WAS will operate regarding the use of alcohol at WAS sponsored events.

## Statement

Alcohol should be used only in ways which are lawful and do not harm or degrade individuals or the community. WAS encourages responsible behavior for those individuals who consume alcohol and respects the rights of individuals who choose to consume alcohol. Consistent with these rights, WAS will encourage responsible decision-making regarding the consumption of alcoholic beverages.

WAS recognizes that some individuals have difficulty with alcohol because they are chemically dependent. Although this body has an interest in helping those individuals, it neither ensures the safety of nor protects those individuals from the consequences of their actions.

Drinking activities that are potentially dangerous, such as “chugging” of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to force participants to consume alcohol are discouraged. Alcohol should not be used as an award or prize.

## Supervision and Compliance

When alcoholic beverages are served at a social function, WAS should ensure compliance with all the applicable laws, ordinances, and rules governing the distribution, possession, and consumption of alcoholic beverages.

- Self-service bars are discouraged. This includes those events in which alcohol will be provided for guests and events that are BYOB. Person(s) assigned to distribute and control the amount of alcohol served to guests should refrain from drinking.
- Non-alcoholic beverages and food should be provided whenever alcohol is being served. They should be displayed as prominently as the alcohol and should be made available in appropriate quantities depending on the number of people in attendance.
- The quantity of alcohol provided at an event should be proportionate to the number of people of legal drinking age expected in attendance and the duration of the activity.
- WAS should ensure that a reminder to drink responsibly is posted at all events in which alcohol is being served.
- WAS must not violate the Iowa State Liquor laws.
- No alcohol will be served to a guest under age 21.
- All individuals must comply with the laws of the State of Iowa, the ordinances of the City of Dubuque, and the policies of Wartburg Theological Seminary. It is the duty and responsibility of WAS to comply with all applicable laws and seminary regulations.

All coordinators of WAS events should heed these recommendations understanding that failure to do so risks legal and institutional punishment. See also The EIA Guidelines and Best Practices for Hosting Social Events with Alcohol Beverages as found in Appendix VII of the WAS Co-President Handbook for additional information.

Alcohol policies provided by WTS' Representative at EIA. These resources included policies from Iowa State University, and a statement from an unnamed theological seminary (which sites policies from Rice University, Vanderbilt University, University of Denver, University of North Carolina at Chapel Hill, and Tulane University).

<sup>1</sup> See also the statement “The Drug-Free Schools and Campus Act, 1990” found in the Wartburg Theological Seminary Student and Community Life Handbook.

The Drug-Free Schools and Campuses Act, enacted August 16, 1990, mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. The following information is provided for the student body with this Act in mind:

## Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

## Narcotics

Among the hazards of illicit drug use is the ever-increasing risk of infection, disease, and overdose. Medical complications common among narcotic abusers arise primarily from adulterants found in street drugs and in the non-sterile practices of injecting. Skin, lung, and brain abscesses, endocarditis (inflammation of the lining of the heart), hepatitis, and AIDS are commonly found among narcotic abusers. While pharmaceutical products have a known concentration and purity, clandestinely produced street drugs have unknown compositions. Since there is no simple way to determine the purity of a drug that is sold on the street, the effects of illicit narcotic use are unpredictable and can be fatal. Physical signs of narcotic overdose include constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, severe drowsiness, and respiratory depression (slow or troubled breathing). Most narcotic deaths are a result of respiratory depression.

## Stimulants

Stimulants are diverted from legitimate channels and clandestinely manufactured exclusively for the illicit market. They are taken orally, sniffed, smoked, and injected. Smoking, snorting, or injecting stimulants produce a sudden sensation known as a "rush" or a "flash." Abuse is often associated with a pattern of binge use--sporadically consuming large doses of stimulants over a short period of time. Heavy users may inject themselves every few hours, continuing until they have depleted their drug supply or reached a point of delirium, psychosis, and physical exhaustion. During this period of heavy use, all other interests become secondary to recreating the initial euphoric rush. Tolerance can develop rapidly, and both physical and psychological dependence occur. Abrupt cessation, even after a brief two- or three-day binge, is commonly followed by depression, anxiety, drug craving, and extreme fatigue known as a "crash."

## Depressants

There are marked similarities among the withdrawal symptoms seen with most drugs classified as depressants. In the mildest form, the withdrawal syndrome may produce insomnia and anxiety, usually the same symptoms that initiated the drug use. With a greater level of dependence, tremors and weakness are also present, and in its most severe form, the withdrawal syndrome can cause seizures and delirium. Unlike the withdrawal syndrome seen with most other drugs of abuse, withdrawal from depressants can be life threatening.

Depressants will put you to sleep, relieve anxiety and muscle spasms, and prevent seizures.

Barbiturates are older drugs and include butalbital (Fiorina), phenobarbital, Pentothal, Seconal, and Nembutal. A person can rapidly develop dependence on and tolerance to barbiturates, meaning a person needs more and more of them to feel and function normally. This makes them unsafe, increasing the likelihood of coma or death.

Benzodiazepines were developed to replace barbiturates, though they still share many of the undesirable side effects including tolerance and dependence. Some examples are Valium, Xanax, Halcion, Ativan, Klonopin, and Restoril. Rohypnol is a benzodiazepine that is not manufactured or legally marketed in the United States, but it is used illegally.

Lunesta, Ambien, and Sonata are sedative-hypnotic medications approved for the short-term treatment of insomnia that share many of the properties of benzodiazepines. Other CNS depressants include meprobamate, methaqualone (Quaalude), and the illicit drug GHB

### Cannabis

Cannabis products are usually smoked. Their effects are felt within minutes, reach their peak in 10 to 30 minutes, and may linger for two or three hours. The effects experienced often depend upon the experience and expectations of the individual user, as well as the activity of the drug itself. Low doses tend to induce a sense of well-being and a dreamy state of relaxation, which may be accompanied by a more vivid sense of sight, smell, taste, and hearing, as well as by subtle alterations in thought formation and expression. This state of intoxication may not be noticeable to an observer. However, driving, occupational, or household accidents may result from a distortion of time and space relationships and impaired motor coordination. Stronger doses intensify reactions. The individual may experience shifting sensory imagery, rapidly fluctuating emotions, fragmentary thoughts with disturbing associations, an altered sense of self-identity, impaired memory, and a dulling of attention despite an illusion of heightened insight. High doses may result in image distortion, a loss of personal identity, fantasies, and hallucinations.

### Hallucinogens

Taken in non-toxic dosages, these substances produce changes in perception, thought, and mood. Physiological effects include elevated heart rate, increased blood pressure, and dilated pupils. Sensory effects include perceptual distortions that vary with dose, setting, and mood. Psychic effects include disorders of thought associated with time and space. Time may appear to stand still and forms and colors seem to change and take on new significance. This experience may be either pleasurable or extremely frightening. It needs to be stressed that the effects of hallucinogens are unpredictable each time they are used. There is a considerable body of literature that links the use of some of the hallucinogenic substances to neuronal damage in animals, and recent data support that some hallucinogens are neurotoxic to humans. However, the most common danger of hallucinogen use is impaired judgment that often leads to rash decisions and accidents.

### Inhalants

Inhalants depress the central nervous system, producing decreased respiration and blood pressure. Users report distortion in perceptions of time and space. Many users experience headaches, nausea, slurred speech, and loss of motor coordination. Mental effects may include fear, anxiety, or depression. A rash around the nose and mouth may be seen, and the abuser may start wheezing. An odor of paint or organic solvents on clothes, skin, and breath is sometimes a sign of inhalant abuse. Other indicators of inhalant abuse include slurred speech or staggering gait, red, glassy, watery eyes, and excitability or unpredictable behavior.

The chronic use of inhalants has been associated with a number of serious health problems. Sniffing glue and paint thinner causes kidney abnormalities, while sniffing the solvents toluene and trichloroethylene cause liver damage. Memory impairment, attention deficits, and diminished non-

verbal intelligence have been related to the abuse of inhalants. Deaths resulting from heart failure, asphyxiation, or aspiration have occurred.

### Steroids

Anabolic steroids are synthetically produced variants of the naturally occurring male hormone testosterone that are abused in an attempt to promote muscle growth, enhance athletic or other physical performance, and improve physical appearance. Testosterone, nandrolone, stanozolol, methandienone, and boldenone are some of the most frequently abused anabolic steroids. The long-term adverse health effects of anabolic steroid use are not definitely known. There is, however, increasing concern of possible serious health problems associated with the abuse of these agents, including cardiovascular damage, cerebrovascular toxicity, and liver damage.

Physical side effects include elevated blood pressure and cholesterol levels, severe acne, premature balding, reduced sexual function, and testicular atrophy. In males, abnormal breast development (gynecomastia) can occur. In females, anabolic steroids have a masculinizing effect, resulting in more body hair, a deeper voice, smaller breasts, and fewer menstrual cycles. Several of these effects are irreversible. In adolescents, abuse of these agents may prematurely stop the lengthening of bones, resulting in stunted growth. For some individuals, the use of anabolic steroids may be associated with psychotic reactions, manic episodes, feelings of anger or hostility, aggression, and violent behavior.

### Designer Drugs

Recently, the abuse of clandestinely synthesized drugs has re-emerged as a major worldwide problem. These drugs are illicitly produced with the intent of developing substances that differ slightly from controlled substances in their chemical structure while retaining their pharmacological effects. These substances are commonly known as designer drugs and fall under several drug categories. The following section describes these drugs of concern and their associated risks.

Synthetic stimulants often referred to as “bath salts” are from the synthetic cathinone class of drugs. Synthetic cathinones are central nervous stimulants and are designed to mimic effects similar to those produced by cocaine, methamphetamine, and MDMA (ecstasy). These substances are often marketed as “bath salts,” “research chemicals,” “plant food,” “glass cleaner,” and labeled “not for human consumption,” in order to circumvent application of the Controlled Substance Analogue Enforcement Act. Marketing in this manner attempts to hide the true reason for the products’ existence—the distribution of a psychoactive/stimulant substance for abuse.

### Drugs of Concern

Even though some substances are not currently controlled by the Controlled Substances Act, they pose risks to individuals who abuse them. The following section describes these drugs of concern and their associated risks.

#### WHAT IS DXM?

DXM is a cough suppressor found in more than 120 over-the-counter (OTC) cold medications, either alone or in combination with other drugs such as analgesics (e.g., acetaminophen), antihistamines (e.g., chlorpheniramine), decongestants (e.g., pseudoephedrine), and/ or expectorants (e.g., guaifenesin). The typical adult dose for cough is 15 or 30 mg taken three to four times daily. The cough-suppressing effects of DXM persist for 5 to 6 hours after ingestion. When taken as directed, side effects are rarely observed.

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more	<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

**Federal Student Aid Penalties for Drug Convictions**

A federal or state drug conviction can disqualify a student for FSA funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Students who became ineligible due to offenses that did NOT occur during such a period are eligible. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
First offense	One year from date of conviction	Two years from date of conviction
Second offense	Two years from date of conviction	Indefinite period
Third plus offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

- 1) Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program);
- 2) Having the conviction reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
- 3) Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

**Qualified Drug Program Standards**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Source: <http://www.justice.gov/dea/pubs/abuse/index.htm> June 2, 2010

#### Iowa Smoke Free Air Act

The "Iowa Smoke Free Air Act" became effective on Tuesday, July 1, 2008.

This law bans the smoking of tobacco in all indoor and outdoor spaces on our campus including: all Seminary property, parking lots (including if you are lighting up while sitting in your personal vehicle), Seminary vehicles (no matter if it's on- or off- campus), apartments, houses, residence halls and Seminary sidewalks. In essence, it is against the law to smoke tobacco on or in any Seminary property. The law does not prohibit smoking on public sidewalks around the Seminary. Public sidewalks surrounding the Seminary are those on Wartburg Place and Fremont Avenue.

Please be attentive to this law and help by informing anyone smoking on Seminary property that Iowa law prohibits this activity. The law takes a firm position concerning the failure to maintain a smoke-free campus community that will result in civil penalties, as well as other consequences, for both the individual and the Seminary.

For smokers, as well as friends and family who smoke, this law is not easy. Iowa is following national environmental and health pathways and is neither the first state, nor the last state, to regulate smoking in a comprehensive way. Please assist and cooperate with the Seminary to abide by this law.

#### Drug and Alcohol Abuse Prevention Biennial Review – School year 2017-2018

A biennial review which included an assessment of Wartburg Theological Seminary's drug and alcohol abuse prevention program was completed by Amy Current, Vice president for admissions and student services and Barb Simon, Director for Financial Aid and Student Services. The review entailed reviewing the requirements of the Department of Education Regulations for the Drug and Alcohol Prevention Program and the Drug-free Workplace requirements and Wartburg's prevention program was deemed to be in compliance with these requirements. Wartburg's policy is outlined in the student and community life handbook, the staff handbook, and the faculty handbook. Having had zero (0) drug or alcohol related incidences since the last biennial review, Wartburg Theological Seminary's drug and alcohol abuse prevention program was deemed to be effective and only requiring updates to the posted drug and alcohol incident statistics and the Biennial Review report. These changes have been made.

Wartburg has had zero (0) drug and alcohol related violation and zero (0) fatalities that occurred on campus

or as a part of any of the school's activities since the 2013-14 biennial review. Wartburg has not had to impose any kind of sanctions for drug and alcohol-related violations and fatalities that occurred on campus or as part of any of the school's activities.

#### **Sexual Misconduct: Harassment, Offense, Abuse, or Child Abuse Policy Statement**

Source: Student and Community Life Handbook 2018-2019

All public and private postsecondary institutions that participate in any of the Title IV financial assistance programs (Wartburg participates in Federal Student Loan and Federal Work Study programs of Title IV) must comply with the *Higher Education Act (HEA) of 1965*, amended to the *Crime Awareness and Campus Security Act of 1990* and to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in 1998*, to disclose campus crime statistics and security information annually as well as to issue timely warnings. *The Violence Against Women Reauthorization Act of 2013 (VAWA)* included amendments to the Clery Act. What follows is a portion of the Campus Security Report (found on our Consumer Information page on our website) which falls under the umbrella of *Title IX of the Education Amendments of 1972*, intertwined with *the Clery Act and VAWA*, which requires institutions to log and report certain crimes that occur on institutional property, including the crime of sexual assault. The Clery Act also requires institutions

to issue emergency notifications and timely warnings for criminal conduct that presents an imminent, serious, or continuing threat to campus.

Title IX Coordinator:

**Vice President for Admissions and Student Services Rev. Amy Current**

563-589-0274 (office), 563-556-5129 (cell) [acurrent@wartburgseminary.edu](mailto:acurrent@wartburgseminary.edu)

*The Title IX Coordinator is responsible for coordinating the recipient's responses to all complaints involving possible sex discrimination. This responsibility includes monitoring outcomes, identifying and addressing any patterns, assessing effects on the campus climate, and answering any other questions related to these policies and procedures. More details can be found in section 2.11.5.8.*

Title IX Investigator:

**Director for Financial Aid and Student Services Barb Simon**

563-589-0332 (office), 563-599-4392 (cell), [bsimon@wartburgseminary.edu](mailto:bsimon@wartburgseminary.edu)

*Title IX Investigators are responsible for conducting and managing investigations of complaints of sex discrimination, relationship violence, stalking and sexual misconduct including sexual harassment, sexual assault, sexual exhibitionism and sexual exploitation*

Wartburg Seminary strongly supports the right of all students, faculty, and staff to work and study in an environment free of any form of sexual harassment or sexual abuse both on-campus and when participating in a Wartburg sanctioned course, activity, or event. Thus, a copy of this policy is provided to every employee (faculty and staff) at the time of employment and is acknowledged in writing at that time. Students are informed of this policy during student orientation, the annual student and community life handbook announcement, and the Clery Report. Sexual abuse includes any unwelcome sexual advance directed against another person forcibly and/or against that person's will; or not forcibly against that person's will where the victim is incapable of giving consent, request for sexual favors, and any other verbal or physical conduct of a sexual nature by any male or female person. Any allegation of sexual abuse should be reported to seminary officials (see section entitled, "Reporting Incidents of Sexual Harassment, Sexual Offense, or Sexual Abuse") and will be taken seriously. This is to enable the seminary to take action to provide aid to any victims and provide timely warnings to the community if the incident is deemed a community threat as well as to take steps to prevent recurrence of sexual harassment, sexual violence and sexual misconduct and to correct its effect on complainants and others.

More specifically, Wartburg Theological Seminary prohibits sexual harassment, sexual offenses, or sexual abuse which may include, but is not limited to:

- sexual innuendoes, jokes, stories, pictures, and materials created or transmitted by computer which are unwelcome or make others feel uncomfortable or embarrassed;
- verbal or non-verbal harassment or abuse;
- subtle pressure for sexual activity;
- unwelcome remarks about a person's clothing, body, or sexual activity;
- unnecessary touching, patting, or pinching;
- leering or ogling of a person's body;
- constant brushing against a person's body;
- demanding sexual favors accompanied by implied or overt threats concerning one's job or student status;
- physical assault and indecent exposure.
- forcible rape
- acquaintance rape
- forcible sodomy

- forcible fondling
- sexual assault with an object
- incest
- statutory rape
- domestic violence
- dating violence
- sexual assault
- stalking

This policy applies to all students, employees, and third parties, regardless of sexual orientation or gender identity. Sexual harassment, sexual offenses, and sexual abuse can occur between people of the same gender.

### 2.11.5.1 Definitions

#### Consent

1. Consent is a voluntary agreement to engage in sexual activity.
2. Someone who is incapacitated cannot consent; this includes due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.
3. Past consent does not imply future consent.
4. Silence for an absence of resistance does not imply consent.
5. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
6. Consent can be withdrawn at any time.
7. Coercion, force, or threat of either invalidates consent.
8. Involuntary physical restraint.

#### Incapacitation

Use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct and does not diminish personal responsibility. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

#### Coercions

Refers to intimidation that would compel an individual to do something against their will by the use of psychological pressure, physical force, or threats of severely damaging consequences. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone used to get from another.

#### Sexual Abuse

##### **Sexual Abuse is defined under Iowa Code § 709.1 as follows:**

Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of

the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.

2. Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other person is a child.

#### Domestic Violence and Dating Violence

**Domestic violence and dating violence are defined under Iowa Code § 236.2 which defines “Domestic Abuse”:**

"Domestic abuse" means committing assault as defined in section 708.1 under any of the following circumstances:

1. The assault is between family or household members who resided together at the time of the assault.
2. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
3. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
4. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.
5. The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors:
  - a. The duration of the relationship.
  - b. The frequency of interaction.
  - c. Whether the relationship has been terminated.
  - d. The nature of the relationship, characterized by either party's expectation of sexual or romantic involvement.
  - e. A person may be involved in an intimate relationship with more than one person at a time.

#### Conflict of Interest

State that proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

#### Stalking

Stalking is defined by Iowa Code § 709.1 as follows:

A person commits stalking when all of the following occur:

1. The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person's immediate family.
2. The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person's immediate family by the course of conduct.

Retaliation

Retaliation is any adverse action taken against a person who has complained about harassment or discrimination. Any negative action that would deter a reasonable person in the same situation from making a complaint qualifies as retaliation.

### **2.11.5.2 Sex Discrimination**

Sex Discrimination is defined by Iowa Code Sec. 216.6 as follows:

The Iowa Civil Rights Act prohibits discrimination in employment based on sex, marital status, pregnancy (including childbirth or related conditions), gender identity, and sexual orientation. The Act defines "gender identity" as the gender-related identity of a person, regardless of the person's assigned sex at birth. The term "sexual orientation" is defined to include actual or perceived heterosexuality, homosexuality, or bisexuality. (Equal Employment Opportunity Commission)

The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as: "Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment" CFR 1604.11(a).

### **2.11.5.3 Prevention and Awareness**

An annual email is sent to students, faculty, and staff including definitions (above), bystander intervention and risk reduction.

Wartburg Seminary lists this policy in the student and community life handbook as well as both the staff and faculty handbooks. The policy is shared with all new employees and annually with all students through the Life Together Convocation, the annual Student and Community Life Handbook announcement, and the Clery report. All employees of the seminary participate in anti-sexual abuse and harassment training every other year.

### **2.11.5.4 Educational Programs**

Wartburg Seminary provides annual educational programs promoting awareness, prevention, risk reduction and safe bystander intervention regarding sexual harassment, sexual offenses, or sexual abuse, including:

- sexual innuendoes, jokes, stories, pictures, and materials created or transmitted by computer which are unwelcome or make others feel uncomfortable or embarrassed;
- verbal or non-verbal harassment or abuse;
- subtle pressure for sexual activity;
- unwelcome remarks about a person's clothing, body, or sexual activity;
- unnecessary touching, patting, or pinching;

- leering or ogling of a person's body;
- constant brushing against a person's body;
- demanding sexual favors accompanied by implied or overt threats concerning one's job or student status;
- physical assault and indecent exposure.
- forcible rape
- acquaintance rape
- forcible sodomy
- forcible fondling
- sexual assault/sexual assault with an object
- incest
- statutory rape
- domestic violence
- dating violence
- stalking

These programs are provided through partnering with local community service organizations as well as presentations by our own students and faculty who are clergy and rostered lay leaders who study, advocate and respond to sexual harassment, sexual offenses, and sexual abuse. Wartburg offers an annual elective course entitled "Responding to Sexual and Domestic Violence." Staff, faculty, and work study students participate in ongoing sexual harassment and sexual abuse training through our insurance provider, EIIA.

#### **2.11.5.5 Reporting Incidents of Sexual harassment, Sexual Offenses, or Sexual Abuse**

\*Additional in-depth step-by-step procedures follow the redress of complaints section.

All seminary students, faculty, and staff personnel have the right and are responsible for reporting any alleged violations of the seminary sexual harassment or sexual abuse policy or complaints of sexual harassment, through the most confidential and direct means possible. The report should be directed to appropriate administrative officials listed in the "redress of complaints" section to follow. This is an official notice to students of reporting obligations of faculty and staff.

It is the responsibility of each principal administrative officer, division head, and supervisor to ensure a working and studying environment free of sexual harassment, sexual offense, sexual abuse, and intimidation for students and employees of the seminary.

The Title IX coordinator will have the responsibility for administering this policy, and all questions pertaining to the seminary's policy regarding sexual harassment or sexual abuse should be addressed to the Title IX coordinator. The complainant will be assisted, if desired, in notifying appropriate law enforcement authorities to report sexual offenses. It is the complainant's sole choice as to whether or not the incident is reported to authorities.

The following statement is repeated from the Faculty Handbook:

"In order to ensure a student's sense of academic security, as well as the faculty person's own academic freedom and authority (cf. Section 1.3.3.2), specific advising about perceived student conduct that is inconsistent with churchly vocation finally shall be the responsibility of the president. All reports of such perceived student conduct shall be communicated to the president of the seminary directly or through the vice president of admissions and student services."

### 2.11.5.6 Redress of Complaints

Complaints based on the conduct of seminary students, faculty and staff members, other persons acting in official capacities, and visitors should be reported to the appropriate administrative official. Any individual who believes she or he has been harassed or discriminated against should address her or his complaint to the Title IX coordinator.

### 2.11.5.7 Procedures – How to Report an Incident

Any person experiencing or observing an incident of sexual harassment or abuse, or anyone witnessing an incident, should follow the procedure listed here:

1. If an emergency situation, call 911.
2. Also contact Title IX Coordinator Amy Current at 563-556-5129.
3. Immediately seek the help of a trusted friend or confidant
4. Preserving available evidence is important at the time of the incident. Evidence could include a written account of incident by witnesses, photos at the scene, and possibly other evidence.

Seeking medical attention is important to check for and treat any possible injuries, as well as addressing the potential for any sexually transmitted infections. Also, a forensic medical examination is beneficial for preserving evidence, whether or not you have decided to report the incident to police or seminary officials. A forensic medical examination is not required for making a report of any incident.

**In the State of Iowa, initial medical examinations are free for any person who has been sexually assaulted. It is the victim's choice to create an official complaint. If possible, evidence should be collected at the time of the incident and may be collected whether the victim chooses to file an official complaint or not. (Mercy Hospital (250 Mercy Dr) and Unity Point Health (350 N Grandview Ave) are the nearest emergency room locations to Wartburg.**

**The River View Center has advocates available 24 hours a day who can accompany an assault victim to the hospital or to a health care provider. They are located at: 2600 Dodge St., Dubuque, Iowa 52001, or contact by phone 563-557-0310**

A student has the right to pursue both an administrative complaint and a criminal complaint simultaneously.

Contact (possibly together with the confidant) the appropriate administrative official, as listed above. If the appropriate administrative official is in any way involved in the complaint, the complainant should direct the complaint to another appropriate administrative official, or to the president of the seminary.

The administrative official can aid in the contacting of local authorities, such as police, if the victim should choose. However, it is the victim's sole decision as to whether or not the incident should be reported to campus authorities or police. A report to law enforcement is not necessary for an administrative investigation.

The Title IX coordinator will provide assistance in changing academic, living, transportation, and working situations, if requested by victim and if reasonably

available, regardless of whether victim chooses to report the crime to law enforcement or police.

Official allegations of harassment, discrimination, or abuse are to be made in writing to the Title IX coordinator as soon as possible and not later than sixty (60) days from the date of the alleged harassing or discriminatory event. The complaint must include the following information:

- name, address, and telephone number of complainant,
- description of the nature of the complaint,
- date(s) and location(s) of the alleged occurrence(s),
- evidence on which the complaint is based,
- names of any known witnesses, or anyone else involved in the occurrence(s).
- the redress sought by the complainant.

All information collected in writing or verbally will be held in the strictest confidence and will only be shared with the individuals directly involved with and responsible for any investigation or hearings related to the incident.

The Title IX coordinator will rearrange a victim's academic and living situations after a sexual offense, if requested by the student. The Title IX investigator(s) shall then have twenty (20) calendar days in which to conduct an investigation of the complaint. The purpose of the investigation is to establish whether there is reasonable basis for believing that the alleged violation of the policy has occurred, and the factual circumstances surrounding the claim.

The investigation and proceedings will be conducted by Title IX investigators who are trained to conduct and manage investigations of complaints of sex discrimination, relationship violence, stalking and sexual misconduct including sexual harassment, sexual assault, sexual exhibitionism and sexual exploitation. The assigned investigator will not have a conflict of interest or bias for or against the accuser or the accused. If either accuser or accused feel that such a conflict exists, they may request of the Title IX coordinator a change of investigator. Throughout the investigation and subsequent determination of appropriate actions, all findings and conclusions shall be arrived at through preponderance of the evidence and shall be the standard of evidence adhered to by the investigator(s). Preponderance of the evidence is defined to be: the greater weight of evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force; superior evidentiary weight that, though not sufficient to free the mind wholly from all reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other. (Black's Law Dictionary, 9th edition) This may be referred to as 50% plus a feather.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator will take steps to maintain strict confidentiality by all parties including those interviewed. If maintaining confidentiality interferes with the seminary's ability to meet its Title IX obligations, the sharing of information must be limited to those individuals responsible for handling the response to the situation. The complainant will be informed, prior to any disclosure, that confidentiality cannot be maintained.

Instances may occur when the request for confidentiality limits the seminary's ability to

investigate a particular matter. Without initiating formal action against the alleged perpetrator or identifying the complainant, actions may be taken to limit the effects for the alleged sexual misconduct and prevent its recurrence. These may include providing increased lighting at the location where the misconduct occurred, providing training and education materials for students, faculty, and staff, revising and publicizing the seminary's policies on sexual misconduct.

At all points in the process, the person against whom the complaint is made is entitled to the same opportunities for a support person/advisor of their choice. The investigation will afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint.

The investigator(s) will communicate with the complainant and the person against whom the complaint is made simultaneously in writing of:

- outcomes of all institutional disciplinary proceedings arising from allegations.
- appeal procedures for proceeding results including the right of accuser or accused to appeal.
- any result change that occurs prior to results being made final.
- when results become final.
- If there is a delay in the process and the reason for the delay (a typical complaint process takes approximately 60 days, not including appeal).

The seminary will inform the complainant and the person against whom the complaint is made simultaneously of general actions taken but will not disclose specific conversations held with the person against whom the complaint is made. In the event that the complainant is deceased as result of such crime or offense, the next of kin of the complainant shall be treated as the complainant.

Throughout the investigation, the Title IX coordinator will:

1. Determine who will provide ongoing communication with the parties throughout the complaint process.
  - a. Notify parties of delays and reason for delays
  - b. Notify parties of meetings with the other party
2. Oversee process to ensure compliance with policy and designated time frames.
3. Review investigation report, party responses, and rebuttals.
  - a. Redact impermissible content
  - b. Evaluate whether further investigation is necessary
4. Intake, investigate, adjudicate, and/or oversee appeal?
  - a. Beware of conflicts when filling multiple roles

Upon expiration of the twenty (20) day investigation period, the investigator will have an additional ten (10) calendar days in which to produce a written report summarizing the findings of fact. This report will be submitted to the Title IX coordinator for prompt and impartial consideration. The Title IX coordinator will then have ten (10) calendar days in which to decide and implement appropriate action.

At the discretion of the Title IX coordinator, where the safety or welfare of individual, protection of property, or continuity of the educational process may be in danger, the Title IX coordinator may decree the immediate suspension of an individual or individuals pending investigation and appropriate decision and action. The Title IX coordinator shall then take appropriate action as required to insure justice is done on behalf of both the complainant or victim, and the accused, according to the policy of the seminary.

Appropriate action may include, but is not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the student against whom the complaint or allegation is made, change of employment status and/or responsibilities, or any other appropriate action or sanction, at the discretion of the Title IX coordinator. Any appropriate action decided or implemented may be reported by the Title IX coordinator and will become a part of the personnel file of the individual against whom the complaint is made.

At no time during the investigation shall the complainant be questioned about sexual conduct with anyone other than the respondent. Timely notice will be given for meetings at which the accuser or accused, or both, may be present. Timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings will be provided to the accuser, the accused, and appropriate officials.

#### **2.11.5.8 Third-Party and Anonymous Reporting**

If harassment is learned of through other means, for example, if information about harassment is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response.

These factors

include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. If, based on these factors, it is reasonable for the school to investigate and it can confirm the allegations, the considerations described in the previous sections concerning interim measures and appropriate responsive action will apply. (source: Title IX Handbook – US Dept of Ed/Ofc of Civil Rights)

#### **2.11.5.9 Confidentiality**

Information related to incidents and investigations on campus will be held in strict confidence. If there is a need for community notification, due to a threat, our timely notification policy will be followed while honoring the confidentiality of those involved in the ongoing investigation.

#### **2.11.5.10 Appeals**

If either party disputes the findings or has new evidence, is dissatisfied with the action taken or sanctions imposed, or claims a failure to follow policy, the individual(s) may appeal by filing a written appeal with the Title IX coordinator within fifteen (15) calendar days after being notified of the findings. If the individual filing an appeal is a student, the Title IX coordinator will proceed as detailed in the "Procedure for Appeal of Dismissal for Disciplinary Reasons" included in this handbook. If the person filing an appeal is a staff member, the Title IX coordinator will proceed according to directions listed in the staff handbook. If the person filing an appeal is a faculty member, the president will follow procedures outlined in the faculty handbook. The Title IX coordinator may at any time seek consultation with a lawyer.

### **2.11.5.11 Retaliation**

Retaliation of any kind against anyone filing a complaint or third-party report, or otherwise participates in the investigative and/or disciplinary process (e.g. as a witness), of sexual

harassment, discrimination, or abuse is prohibited. The seminary will take a strong responsive action if retaliation occurs. Retaliation is to be reported to the Title IX coordinator:

Initiating a complaint of harassment will not affect a complainant's employment, compensation, or work assignment or, in the case of a student, grades, class selection, or any other matter pertaining to student status.

Initiating a false claim may result in disciplinary action. False accusations of harassment, discrimination, or abuse can seriously harm innocent people.

### **2.11.5.12 Information Regarding Registered Sex Offenders**

A sex offender registry may be found at: [www.nsopw.gov](http://www.nsopw.gov)

### **2.11.5.13 Local Resources**

It is important to be aware of local resources available for education in the prevention of and services for rape, acquaintance rape, and other forcible and non-forcible sex offenses. Local resources include:

Riverview  
Center  
2600  
Dodge  
Street  
Dubuque, IA 52001  
(563) 557-0310

YWCA Domestic Violence  
Program 625 N. Booth St.  
Dubuque, IA 52001  
(563) 556-1100

Helping Services of Northeast  
Iowa 2728 Asbury Road,  
Ste. 510  
Dubuque, IA 52001  
(563) 582-5317

### **2.11.5.14 Child Abuse**

All employees of Wartburg Theological Seminary have in the scope of their employment responsibilities to report to administration and to law enforcement any instance of

suspected physical or sexual abuse of a child that one examines, attends, counsels, or treats. These reporting responsibilities include designating the time, circumstances, and method for reporting such suspected abuse to Wartburg Theological Seminary's administration and to law enforcement. Employees in no way shall be prohibited from reporting suspected child abuse in good faith to law enforcement.

### **2.11.6 Emergency Response and Evacuation**

Wartburg Seminary conducts emergency response exercises each year, such as fire drills, tornado drills, and tests of the fire alarm system, we also conduct an annual emergency

response drill. These tests are designed to assess and evaluate the emergency plans and capabilities of the seminary. General information about the emergency response and evacuation procedures for Wartburg Theological Seminary is publicized each year as part of the institution's Clery Act compliance efforts and in our student, staff, and faculty handbooks.

Wartburg Theological Seminary implemented RAVE Mobile Safety (RAVE) in November 2015. This is a sms (short message service) texting and email alert system for the Wartburg campus and housing community. A message sent through this system is received by intended recipients within seconds. The RAVE software uploads the Wartburg database daily to ensure that emails and cell phone numbers remain current in their system. RAVE maintains this system and is monitored by Wartburg's database director. RAVE is used in conjunction with our main campus Simplex system.

When a significant emergency or dangerous situation occurs that causes an immediate threat to the campus, Wartburg Theological Seminary President will assess the situation and work together with the vice presidents and deans, the director for human resources, superintendent for maintenance, the director for financial aid and student services, and the director for communication depending on the nature of the incident, to respond, communicate, and manage the situation. Depending on the nature of the incident, other Wartburg departments and other local or federal agencies could also be involved in responding to the incident. If the situation warrants, the president or another will call 911 immediately.

All members of the Wartburg community are notified on an annual basis that they are required to notify the Dubuque Fire and Emergency Medical Services, Dubuque Police Department, the president, vice presidents and deans, the director for human resources, the superintendent for maintenance, or the director for financial aid and student services of any situation or incident on campus that involves a significant emergency. Wartburg Theological Seminary works with Dubuque local authorities and first responders to the scene such as the Dubuque Fire and Emergency Medical Services and the Dubuque Police Department.

#### **2.11.6.1 Notification to the Warburg Community about an Immediate Threat**

If there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Wartburg Community, the president on his/her own or together with some or all the vice presidents and deans, director for human resources, superintendent for maintenance, the director for financial aid and

student services, and the director for communication will collaborate to determine the content of the message. They will use some or all the systems described below to communicate the threat to the Wartburg community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The president will, taking into account the safety of the community, determine the content of the notification. The president will initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Dubuque Police Department, Dubuque Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The president will determine how to communicate the emergency information to the larger community with the assistance of the local authorities, administrative colleagues, and the director for communications.

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the Wartburg community, the seminary has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the Wartburg community. These methods of communication include network emails, campus phone system, a PA/Fire alarm system that is strategically placed throughout the Fritschel and Tower buildings, residence hall and Mendota Guesthouse. The public address feature could be used to further communicate with the Wartburg community of any current significant emergency. Individuals could call recorded information on the telephone line at (563) 589-0300 (administrative assistant to the president) for updates or check the Wartburg Theological Seminary website. The notification's content will be determined on a case by case basis per the given situation. The notification may include information or instructions to evacuate all or specific segments of campus or to shelter in place in all or specific segments of campus.

If notification indicates that community members should evacuate, the notification would include instructions to proceed to the nearest exit and follow the evacuation maps posted to the safest area outside the confines of the building. Evacuation and exit directions are posted on building entrances and exits. Evacuees gathering locations will be dependent on each situation. If notification indicates that community members should shelter in place, the notification would include instructions for sheltering in place:

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

A shelter in place notification will be sent through the seminary's communication tools. If the building you are in is not damaged, stay inside – seeking an interior room – until you are told it is safe to come out. If your building is damaged, follow the evacuation guidelines and seek shelter at the closest building as quickly as possible. If police or fire department officials are present, follow their directions.

If you are notified to shelter in place, follow these basic instructions, unless instructed otherwise:

- Stay in an interior room with the least number of windows.
- Collect emergency supplies and a telephone to be used in an emergency.
- Shut and lock all windows and close exterior doors.
- Turn off air conditioners, heaters, and fans.

- Close vents to ventilation systems as you are able.
- Make a list of people with you and ask someone to call 563.589.0300 to provide a list of those who are sheltering with you.
- Turn on a radio or TV or computer and listen for further instructions.
- Make yourself comfortable.

### **2.11.6.2 Documentation of the Annual Emergency Response Test**

Description: Active Shooter Presentation and Drill

Date: April 19, 2018

Time started and ended: Presentation: 9:40 – 10:30, Drill 1:00 – 2:15

Superintendent of Maintenance Bill Link and Director of Financial Aid and Student Services Barb Simon met with Lt. Joe Messerich on Tuesday, March 13th, for an initial discussion regarding an active shooter drill. We discussed the pre-drill informational presentation to provide history, best practices, and drill expectations. During our conversation we opted to not have shots fired as part of the drill. Lt. Messerich reviewed building floor plans for Fritschel Hall and Grossman Tower; we decided to host the active shooter drill in Fritschel Hall. Lt. Messerich assigned Bill and Barb to select some rooms as potential drill locations and he would return prior to the drill for a ‘walk through.’

The rooms selected as potential drill sites were:

- Reu Library
- Fritschel Lounge
- Auditorium
- Faculty Lounge
- an office
- classroom 113

Lt. Messerich returned on April 4th to evaluate the potential drill sites. Those selected were Reu Library, Fritschel Lounge, and classroom 113. These were selected since they were three very different types of rooms and would likely be populated by larger numbers of people than the other suggested rooms with the exception of the auditorium; this was eliminated as there was a direct exit to the outside readily available and so likely a room that would not need to be ‘secured’ in the event of a shooter.

During the ‘walk through,’ Lt. Messerich suggested having belts, dog collars, ropes, or zip strips available in each room as aids to secure doors. He said these are affordable ways to help fend off a shooter.

The community was informed of the active shooter presentation and planned drill via an email sent April 5. This date and time had been approved by administration and faculty so as to allow for proper planning for chapel and classes. All faculty, staff, and residential students were required to attend unless extenuating circumstances interfered or if personal experience would make this event too traumatic. Distributed Learning and Collaborative Learning students were encouraged to attend the presentation via ZOOM technology.

The April 19<sup>th</sup> presentation was attended by 60 students, faculty, and staff. Lt. Messerich provided historical context of active shooter events and provided suggestions from best practices learned by law enforcement, which include ‘run, hide, fight.’ Statistically a person/people must be able to fend off a perpetrator for 30 seconds as he/she will move on

to other targets from areas that are inaccessible. Lt. Messerich emphasized in his instruction that we not think about planning for this *if* it happens, but for *when* it happens.

For the 1:00 drill we split the population into three random groups (approximately 20 people per group). Each group had 2 minutes to secure their areas. We did have dog leashes available and participants were very creative and quick their processes. At the end of the allotted time, Lt. Messerich and Cpl. Luke Bock reviewed each of the room sites for successes and failures. We learned as much, if not more, from our failed attempts to secure the areas as we did from the successes.

The afternoon drill was scheduled for 30 minutes. The actual time it took was 85 minutes as the actual drill took a bit longer than planned and there were a number of questions and comments following the drill in an impromptu debriefing period and a closing prayer.

Both the presentation and drill were emotionally impactful for the community. While we expected this to some degree, impact was much larger than anticipated and initiated many conversations. We plan to repeat this drill every 2 to 3 years as it is extremely important to community safety as the possibility of an active shooter scenario statistically increases over time.

The Wartburg Community acknowledges and thanks the Dubuque Police Department for providing this training.

#### **2.11.7 Timely Warning Policy**

The president or the president's appointee will receive information related to reported crimes and determine if a timely warning for the safety and security of the campus community is warranted for the safety of the community or to aid in the prevention of similar crimes. The timely warning should be communicated to the campus in a timely manner through the best form of communication available at the time. Determination of timely warnings will be assessed on a case by case basis based on the crime report as well as consideration of if there is a continuing or serious threat to students, families, and employees. In some cases, law enforcement advice will be sought as to if a timely warning is warranted. The timely warning must include information about the crime that triggered the warning as well as advice for caution, response, etc.

#### **2.11.8 Missing Student and Emergency Contact Registration**

Wartburg will request of all new students residing in the Wartburg owned residence system that they provide, on a voluntary basis at the time of registration, emergency contact information (located in their student records file). This confidential information will be used only by authorized Wartburg personnel in the event a student is reported missing while at the institution. If a Wartburg student living in Wartburg-operated housing is suspected to be missing from campus, students, faculty and staff are instructed to immediately report this information to the Department for Vocation or President's Office. In the event that a student is reported missing after 24 hours, this must be reported to the department for vocation or president's office. If the reported missing student resides off-campus, individuals may contact the local law enforcement agencies which has the jurisdiction to investigate. All reports of missing students made to the department for vocation and/or president's office will be investigated and given priority to other tasks. If the investigation determines that the student has been missing over 24 hours then within

the next 24 hours the seminary staff will:

Notify the individual identified as the student’s emergency contact person; if the student is over 18 years of age and has been missing over 24 hours, Wartburg Seminary will notify the appropriate jurisdictional law enforcement agency and others as deemed necessary.

**2.11.9 Policy Regarding Firearms, Weapons, and Explosives On-Campus**

As a safety precaution, shotguns, rifles, handguns, air guns, bows and arrows, paint ball equipment, knives exceeding the state legal limits, ammunition and other types of potentially dangerous weapons or equipment are not permitted on campus, including seminary-owned facilities or residences. Additionally, all types of explosive materials and devices, including – but not limited to – fireworks, are prohibited on campus. Furthermore, any student (or family members) found in violation of this policy may be subject to disciplinary action, including dismissal of the student.

**2.11.10 Crime Information and Statistics**

As mandated by the Crime Awareness and Campus Security Act of 1990, the Wartburg Seminary will provide to its students and employees yearly statistics of on-campus occurrence of the following criminal offenses within the last three years. The Seminary will provide yearly statistics to students, faculty and employees as well as prospective students and employees. Following is a composite summary of statistics of criminal and hate offenses and arrests related to on-campus, residence hall, and public property adjoining the seminary.

Official statistics can be viewed at: <http://ope.ed.gov/security>

Criminal/Hate Offenses	2009	2010	2011	2012	2013	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0

Drug law Violations	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0
Domestic Violence*					0	0	0	0
Dating Violence*					0	0	0	0
Sexual Assault*					0	0	0	0
Stalking*					0	0	0	0

\*These crimes are required to report beginning in 2014 for crimes in 2013.

## **2.12 Campus Fire Safety Policies**

### **2.12.1 Fire Safety System**

Wartburg Seminary Fire Safety System consists of a Simplex monitoring system providing smoke and heat detection that will automatically call a 24 hour monitoring service for emergency dispatch. The residential portion of our main campus building has a fire sprinkler system provided long with approximately half of our administrative buildings. See residential fire safety policies for each type of on-campus housing. No further improvements are planned at this time.

### **2.12.2 Fire Reporting**

Fires should be reported to the superintendent for maintenance and director for financial aid and student services.

#### **Fire Drill**

Two fire drills are performed annually. Latest fire drills were 10/3/17 and 4/9/18. We had a tornado drill on 3/3/18. We also had an active shooter drill on 4/19/18.

### **2.12.3 Fire Safety Education and Training Programs Provided to Students and Employees**

- fire safety month - annual email sent 9/12/18
- holiday fire safety email
- spring safety and emergency drill awareness - email sent 4/2/18
- fire drills occurred 10/3/17 and 4.9/18
- student managers educate in on-campus housing regarding fire evacuation

## **2.13 Wartburg Seminary Housing Fire Safety Policy and Fire Evacuation Procedures**

### **2.13.1 Smoke Detectors**

If the early warning fire protection system (smoke detector) is battery operated, every occupant is responsible to maintain the device in proper working condition,

provide and install a new battery when needed, and to notify the maintenance superintendent whenever the device is inoperable even though a new battery has been installed. No occupant shall cause a smoke detector to be removed or disconnected from its power source.

### **2.13.2 Residence Hall Fire Safety Policy**

The Residence Hall was remodeled in 2001. It is equipped with smoke and heat detection system, sprinkler system, fire extinguishers, and fire rated doors. All of which are inspected periodically throughout each year. Bi-annual fire drills are performed to help students recognize what the alarm sounds like and to evaluate where they should go in case of an emergency. Evacuation map floor plans are on each occupant's door with an arrow showing the shortest route to an exit. Below are the instructions given to each resident on the evacuation procedures.

Small appliances are allowed, but please check all power cords for safety. Fire department regulations specify that extension cords are not allowed and that only power strips plugged directly into the wall are acceptable. Microwaves, refrigerators (up to five cubic feet), coffee makers, and electric kettles are the only appliances allowed. No other type of hot plate or heating device is to be used in residence hall.

All stairways and hallways are to remain clear at all times. Please do not store any items in these areas at any time.

Resident hall rooms with kitchenette's

Rooms with this feature are set up with appliances (microwave, induction cooktop and fridge). The rooms were altered in ways to meet city code from fire to electrical and plumbing requirements in order to allow the appliances.

### **2.13.3 Residence Hall Fire Evacuation Procedure**

When the alarm sounds please proceed to the nearest exit and exit the building ASAP. If you go out the back door to the parking lot, please come around to the front of the building and meet at the Martin Luther Statue on the sidewalk next to the street. Please note that your neighbor and floor mates are all outside. Let the Residence hall representative/Police/Fire person know if someone is missing and not outside. (Please be in communication with one another if you are going to be gone for the weekend etc.)

If your room is the one that the situation occurred in, please stand near the edge of the group so that the residence hall representative can find you readily and be made aware of the situation. If the Residence hall representative is not there for some reason you need to tell the fire Department/Police department the situation.

If the fire situation is unknown and the residence hall representative is not there, please let the Fire/Police people know if there are any residents that have any type of disability that could still be in their room if they are not outside, please send the Fire/Police for them.

If it is after 10 pm the doors will be locked, if the residence hall representative or their fill in person is not there, the fire department has a key to the lock box that can let you back into the dorm, once the alarm has been cleared.

#### **2.13.4 Other Buildings**

Blair Court Houses and Denver Court Housing Fire Safety Policy and Plans for Fire Evacuation Since these units are single or duplex units. It is up to the occupant or neighboring occupants to notify the fire dept., /police dept. if a fire occurs. All units are equipped with smoke detectors and fire extinguishers. Residents are responsible for checking the battery of the smoke detectors at least twice per year. Each tenant is responsible for coming up with and practicing their own plans for fire evacuation.

##### **2.13.4.1 Pulpit Rock Apartments Fire Safety Policy**

These multiplex units do not have a central fire detection and notification system. It is up to the tenant or neighboring tenants to notify the fire dept. /police dept. if a fire occurs. The units are equipped with smoke detectors and fire extinguishers.

Please do not use the hallways and entryways for storage.

Bulbs larger than 60 watts should not be used in the light fixtures.

##### **2.13.4.2 Pulpit Rock Fire Evacuation Plan**

- 1) If the fire is small and there is little danger. Try to extinguish the fire with a fire extinguisher located in the hallway on every floor.
- 2) Call 911 if the fire is too big. Give them the location of building that is on fire.
- 3) Knock on everyone's door to alert them of the emergency (If there is too much smoke to see or breath you need to evacuate immediately).
- 4) Everyone should evacuate and meet between the dumpsters and the playground, be sure to stay back so you are not in the way of the emergency vehicles.
- 5) The manager or an appointed person should try to take note if anyone is missing and make them self and any information available to the emergency personnel.

##### **2.13.4.3 Electrical Cords and Lights**

Temporary electrical wiring or extension cords are prohibited. Only power strips plugged directly into wall outlets are acceptable. Halogen lamps are prohibited because of fire hazard. Residents are responsible for supplying and replacing light bulbs during their stay.

##### **2.13.4.4 Candles**

The Dubuque Fire Marshall has strongly cautioned Wartburg regarding the use of candles, halogen bulbs, and incense. Since the majority of our housing units are connected to another unit, it is our policy to strictly prohibit the use of candles, oil lamps, halogen bulbs, and incense in any on-campus unit. Another reason is because the soot that gets on the walls and ceilings is virtually impossible to remove, and always requires extra cleaning and painting. Consequently, besides losing the deposit originally made for housing, the resident receives additional charges to cover the cost of the extra cleaning required.

#### **2.13.4.5 Kerosene Space Heaters**

Kerosene space heaters are illegal to use in the city of Dubuque; therefore, are not allowed in Wartburg housing. All heating issues need to be brought to maintenance's attention.

#### **2.13.5 Annual Fire Statistics for 2016-17**

1. Number and cause of each fire
  - a. Intentional fires – 0
  - b. Unintentional fires – 0
2. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
3. Number of deaths related to a fire – 0
4. Value of property damage caused by a fire – 0
5. Fire statistics (even if zero) must be reported by facility:
  - a. Fritschel/Tower Buildings –
    - i. Number and cause of each fire
    - ii. Intentional fires – 0
    - iii. Unintentional fires – 0
    - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
    - v. Number of deaths related to a fire – 0
    - vi. Value of property damage caused by a fire – 0
  - b. Campus Grounds
    - i. Number and cause of each fire
    - ii. Intentional fires – 0
    - iii. Unintentional fires – 0
    - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
    - v. Number of deaths related to a fire – 0
    - vi. Value of property damage caused by a fire – 0
  - c. Residence Hall
    - i. Number and cause of each fire
    - ii. Intentional fires – 0
    - iii. Unintentional fires – 0
    - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
    - v. Number of deaths related to a fire – 0
    - vi. Value of property damage caused by a fire – 0
  - d. Mendota Guest House

- i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire- related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0
- e. Blair House\* and Pulpit Rock Apartments
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire- related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0
- f. Blair Court and Denver Court
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire- related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire– \$0
- g. Wartburg Place Duplexes and president’s residence
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire- related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0
- h. Pulpit Rock storage building
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0