

Annual Security Report & Fire Safety Report 2021-2022



John Patrick University
of Health and Applied Sciences

Accredited Member, ACCSC; AC-0027

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YOUR SAFETY

John Patrick University of Health and Applied Sciences (JPU) offers degree and certificate programs that are entirely online or offered through a blended learning environment where students are on campus three days per semester. JPU does not provide residences for its students. JPU attempts to provide a safe environment for its students and employees while on campus. JPU is committed to the development of programs to raise awareness of incidences of dating violence, domestic violence, sexual assault, and stalking. JPU provides students and employees' rights and options when a student or employee reports to JPU that the student or employee has been a victim of a crime committed on or off campus.

The purpose of this publication is to:

- Provide JPU students, faculty and staff how to report crimes and suspected crimes occurring on or near JPU campus.
- Inform current and prospective students, faculty, staff and visitors about JPU's policies and programs designed to keep them safe
- Make students, faculty, staff and visitors aware of information regarding emergency preparedness and planning, including evacuation procedures.

JPU's safety and security procedures cannot be effective unless individuals use reasonable care and caution. Safety and security is everyone's responsibility.

NON-DISCRIMINATION POLICY

John Patrick University of Health and Applied Sciences is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic course activities, employment practices, or admissions policies.

ANTI-HAZING AND BULLYING POLICY

JPU is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, JPU is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing activities or bullying by any individuals, groups, or recognized student organizations.

Hazing and bullying poses substantial risks to the safety and well-being of individual students and the University community. As such, violations of this policy will result in referral to the Office of Administration and possible disciplinary action which may include, but not be limited to, any or all of the following: suspension or expulsion from the University, loss of University recognition and privileges, referral to law enforcement, inability to participate in educational programs, and other educational or remedial action appropriate to the circumstances.

SEXUAL HARASSMENT POLICY

In an effort to provide a safe and productive educational and working environment for students, faculty, and staff, John Patrick University of Health and Applied Sciences (JPU) has adopted the following policy

to promote an environment free of sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. Gender discrimination includes discrimination on the basis of gender orientation, gender identity, or gender expression.

Policy Statement

JPU prohibits discrimination on the basis of sex and gender and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, stalking, physical abuse, threats of violence, physical assault, or any form of sexual violence. These behaviors are hereafter referred to as prohibited conduct. Individuals who participate or attempt to participate in prohibited conduct are subject to disciplinary action by JPU, regardless of any action that may be taken by civil or criminal authorities.

JPU strongly encourages students, faculty, and staff to promptly report incidents of prohibited conduct to the University, as well as appropriate local or state authorities. University leadership is required to promptly report incidents of prohibited conduct. JPU will respond to all reports of prohibited conduct. JPU leadership will conduct a prompt and impartial investigation of all reported incidents of prohibited conduct in an effort to determine a resolution. The burden of proof is met during an investigation of prohibited conduct if the incident is more likely to have occurred than not.

Scope

This policy applies to all JPU staff, faculty, students, graduates, visitors, applicants for admission, applicants for employment, and third party servicers and affiliates of the University. JPU reserves the right to investigate any incident reported, whether it occurs on campus, or off-campus during any official function.

Reporting a Violation

JPU encourages any individual who has experienced prohibited conduct or witnessed an occurrence of prohibited conduct to promptly report the incident to the Director of Administrative Services at bdatema@jpu.edu or by calling 574-232-2000.

Individuals who wish to report an incident anonymously are encouraged to use the following hotline or website hosted by a third-party hotline provider, EthicsPoint:

Hotline: 855-673-1151

Website: www.rtuvt.ethicspoint.com

The information you provide will be sent to JPU through EthicsPoint on a completely confidential and anonymous basis if you should choose.

EthicsPoint is NOT a 911 or Emergency Service. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911 or contact your local authorities.

Individuals may contact SBPD (South Bend Police Department) whenever they witness criminal activity or feel threatened by potential criminal activity, including sexual offenses while on or near campus. Observations ranging from crimes in progress to suspicious behavior can and should be reported to SBPD. You may either contact SBPD at 911 for emergencies or at 574-235-9201.

In case of an emergency you may dial 911 from any phone on campus. Simply select a line and dial 9-1-1. There is no need to dial 9 first.

In case of a non-emergency you may dial 574-235-9201 to reach the desk sergeant where your call will be directed appropriately. JPU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department.

JPU strongly encourages any student or employee who is a victim or witness of a violent crime to report the crime to law enforcement as soon as possible.

After authorities have been contacted and there is not eminent danger, please contact Director of Administrative Services at 574-232-2000, bdatema@jpu.edu.

JPU does not tolerate retaliation against a person who reports prohibited conduct, assists or encourages someone to report a violation, or participates in any manner in an investigation of prohibited conduct. Retaliation may include, but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

Support Services

Refer to the Annual Security Report and Fire Safety Report updated annually for complete information on definitions, safety programs and awareness, and support services available.

Students are also encouraged to take advantage of counseling and support services provided by WellConnect. Counseling services are available 24/7 by calling 866-640-4777 and using the school access code of R852 or visiting <https://WellConnectForYou.com>.

Investigation and Disciplinary Process

When a report of prohibited conduct is received, JPU leadership will promptly respond and investigate the report in a fair and impartial manner. If the individual or individuals who report an incident choose not to participate in the investigation, the University may pursue the report without their participation.

The purpose of the investigation is to gather and interpret evidence in an effort to address the complaint and take corrective action, if necessary. The burden of proof in an investigation is met when it is more likely than not that the reported incident occurred and the incident is classified as prohibited conduct under this policy.

Interference with an investigation is strictly prohibited and any individual who knowingly and intentionally interferes with an investigation may receive disciplinary action including dismissal or separation from JPU.

JPU leadership will attempt to complete any investigation as soon as reasonably possible. Ideally, the investigation and any resulting sanctions or actions will be concluded within four weeks of the date the incident was reported. Due to the nature of a report and parties involved, it may be necessary for JPU leadership to take preliminary action while the incident is being investigated.

Possible outcomes of an investigation could be:

- Finding that the burden of proof cannot be met
- Referral to the appropriate authorities for correction action
- Corrective action provided by the University

- Possible termination of University staff/faculty
- Possible probation, suspension, or dismissal of the student or students

Education and Prevention

JPU promotes prevention and security awareness through the Annual Security Report and Fire Safety Report. Bystander intervention can also be a powerful tool in preventing prohibited conduct. JPU is committed to nurturing a culture of accountability among all students, staff, faculty, and third-party affiliates to prevent prohibited conduct.

SECURITY AUTHORITY

JPU does not maintain its own campus police department; however, JPU is under the jurisdiction of the South Bend Police Department.

REPORTING OF CRIMINAL OFFENSES POLICY

JPU provides ways to report crimes and related problems. Individuals may contact SBPD (South Bend Police Department) whenever they witness criminal activity or feel threatened by potential criminal activity, including sexual offenses while on or near campus. Observations ranging from crimes in progress to suspicious behavior can and should be reported to SBPD. You may either contact SBPD at 911 for emergencies or at 574-235-9201.

In case of an emergency you may dial 911 from any phone on campus. Simply select a line and dial 9-1-1. There is no need to dial 9 first.

In case of a non-emergency you may dial 574-235-9201 to reach the desk sergeant where your call will be directed appropriately.

JPU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department. JPU strongly encourages any student or employee who is a victim or witness of a violent crime to report the crime to law enforcement as soon as possible.

After authorities have been contacted and there is not eminent danger, please contact Director of Administrative Services at 574-232-2000, bdatema@jpu.edu.

Appendix A at the end of this report contains contact information for South Bend Police Department, a tip line and contact information for victims of crimes.

JPU facilitates the reporting of suspected fraud or illegal behaviors through the use of Navex Global. Reporting can be kept completely anonymous and reports can be submitted and tracked through dedicated hotline with 24/7 support or through an online interface.

Individuals who wish to report an incident anonymously are encouraged to use the following hotline or website hosted by a third-party hotline provider, EthicsPoint (provided by Navex Global):

Hotline: 855-673-1151

Website: www.rtuvt.ethicspoint.com

The information you provide will be sent to JPU through EthicsPoint on a completely confidential and anonymous basis if you should choose.

EthicsPoint is NOT a 911 or Emergency Service. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911 or contact your local authorities.

Designated school officials will be notified of a report based on the type of report. Features are in place to ensure that if a program official is suspected in a report, that individual would not have access to view the report.

Reports will be tracked and handled both promptly and discreetly; however, sufficient and detailed information is necessary to conduct a thorough investigation. Reports will be evaluated and addressed on a case-by-case basis consistent with University policies and procedures.

JPU will not tolerate any retaliatory actions taken against a student or employee who makes a report of criminal or illegal activity and chooses to not remain anonymous. Anyone found engaging in this activity will be subject to immediate disciplinary action up to and including expulsion or termination, whichever is applicable.

Crimes reported by victims or witnesses on a voluntary or confidential manner are included in the annual crime statistics and aid in providing timely warning to JPU students, staff and visitors when appropriate.

TITLE IX NON-DISCRIMINATION & GRIEVANCE PROCESS POLICY

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of gender in any education program or activity operated by a recipient that receive federal financial assistance. JPU has adopted the Title IX Non-Discrimination & Grievance Process Policy to ensure that complaints by faculty, staff, or students are subject to a prompt and objective investigation by persons free from bias and conflicts of interest.

Roles outlined in the Title IX Non-Discrimination & Grievance Process Policy are outlined below along with training materials.

Title IX Coordinator	Title IX Coordinator Training Since 2020	Investigator & Decision-Maker
Elizabeth Datema, MBA 100 E. Wayne Street, Suite 140 South Bend, IN 46601 Ph: 574-232-2000 Email: bdatema@jpu.edu	Title IX Coordinator Training Part 1 Title IX Coordinator Training Part 2 Title IX Coordinator Training Part 3	John Patrick University, in order to ensure a fair and objective Grievance Process free from bias and conflicts of interest, uses a third-party provider to discharge the roles of Investigator and Decision-Maker. The Third-Party provider discharging these roles receives appropriate and reasonably frequent training. Access to the training materials may be requested by emailing the Title IX Coordinator at bdatema@jpu.edu .

A complaint may be filed with the University by:

1. Submitting the [Title IX Discrimination Complaint Form](#) to the Title IX Coordinator in-person, by email, or mail.
2. Submitting a complaint to JPU’s harassment/discrimination hotline at 855-673-1151 or <https://rtuvt.ethicspoint.com>

CRIME PREVENTION PROGRAMS AND SECURITY AWARENESS

John Patrick University of Health and Applied Sciences values safety and security. The following resources are available to all students, faculty, and staff at any time, or by request.

Campus Safety Programs

During the new student orientation process, students are informed of different crime definitions, how they can report criminal activity, and personal safety tips. This information is also available through the online campus homepage at any time.

Personal Safety

Students, Staff, and Faculty are provided information from the LIVE LIFE SAFE Organization’s website located at <http://www.suzylamplugh.org> where they can personal safety tips and multimedia resources on personal safety.

Substance Abuse Awareness

The Drug Free School and Workplace Policy is provided to all students, staff, and faculty. It is also published in the Academic Catalog. The purpose of the policy is to demonstrate the University’s position on preventing substance abuse, and promote awareness of drug and alcohol abuse issues and sanctions in place for violations.

Building Security

Building Access

Access to the University campus is controlled. Building maintenance staff open external building doors at 7:00am Monday through Friday and close them at 7:00pm Monday through Friday.

University administrative offices are open from 9 a.m. to 5 p.m. except when closed for an official holiday (Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Labor Day, Thanksgiving Day, and Independence Day). Classroom space and the on-site library can be accessed until 11 p.m. The classrooms may be open outside of these times for scheduled events or meetings.

After Hours Building Access

Campus doors are locked 5:00 pm, the building outer doors are locked from 6:00 pm – 7:00 am. There are times when students may need to be in a building after hours to work on a course material when they are able. The Director of Administrative Services may authorize a student to be in a building after hours or during the weekends through key access. Students only have access to classroom space and the library with key access. Requests can be made directly to the Director of Administrative Services at info@jpu.edu, sending a message through the internal learning management system, or calling the administrative offices at (574) 232-2408.

Students shall not work with life threatening materials, while alone. Any student who may be working with life threatening material must do so in the presence of University faculty or another University staff member who has been authorized by the appropriate faculty member.

Students may not bring a guest or children with them when accessing a building after hours.

Maintenance

Building maintenance and the University administrative staff make every effort to prioritize lighting issues and faulty doors and locks to ensure they are working properly and the facilities are well-lit.

Visitors

Visitors to campus may sit in on lectures during on-site instruction activities after receiving permission from the President of the University.

PERSONAL SAFETY AND SECURITY EDUCATION

Rape, armed robbery, battery and active shooter situations are examples of crimes directed against persons. Law enforcement officials have developed techniques to minimize the danger of falling victim to such crimes. The common thread running through all of their advice is simple: remain alert and attentive to potential danger; don't put yourself at risk; and report suspicious incidents to the police.

Students are informed about personal safety, crime prevention and security awareness during the required orientation prior to the start of classes. They are also provided information on substance abuse, personal safety, campus security, sexual violence, dating violence and stalking.

JPU has several resources where students can learn about personal safety, domestic violence and how to report crimes if you have been a victim.

Students who are victims of violence may also obtain assistance through Student Resources Services, which provides confidential and professional guidance. This service is completely free to students and is available 24 hours a day.

Annually, the South Bend Police Department releases data showing crimes in the South Bend area and around the campus of JPU. Statistics are included for certain types of crimes that were reported to have occurred on campus.

Most recent crime statistics are published through the FBI Uniform Crime Reporting Program (UCR) at <https://ucr.fbi.gov/crime-in-the-u.s/2017/crime-in-the-u.s.-2017/tables/table-8/table-8-state-cuts/indiana.xls>. You can also view up to date police reports by location at <https://www.crimereports.com/> and entering 46601 as the zip code. JPU's campus is on the block surrounded by S Michigan St, E Wayne St, and S St Joseph St.

RAPE AND SEXUAL ASSAULT

Rape is sexual intercourse without consent. More often than not, the victim and the attacker know each other. Sexual assault is the touching of another person in a sexual manner without consent. Consent assumes:

- Intelligence capable of understanding the act of sexual intercourse, its nature, and any possible consequences; that
- Injuries are not necessary to indicate a lack of consent; and
- Nonconsensual intercourse may be proved even if the victim is not physically harmed and submits without offering physical resistance

The best defenses against rape and sexual assault are alertness and awareness. At all times, including dating situations, you should:

- Let a friend or family member know with whom you will be with, where you will be and when you expect to return. Provide a number where you can be reached.
- Be aware of the amount of alcohol you consume.
- Trust your feelings and instincts. If you feel threatened or uncomfortable, there's probably a good reason. Get out of the situation.
- Report any assault or threat of assault to the police department having jurisdiction (See Appendix A) and the Campus President as soon as possible.

RAPE AND SEXUAL ASSAULT VICTIMS

If you are the victim of a rape or sexual assault, get to a safe place as soon as you can. Then you should:

- Try to preserve all physical evidence. Do not bathe, douche, use the toilet or change clothing.
- Notify the local police. **See Appendix A for the law enforcement contact information for the community in which your campus is located** or if you would rather contact campus personnel or the office of the Campus President. **The student always retains the option of whether to report the incident to law enforcement or the campus personnel, and whether campus personnel reports the incident to law enforcement. The student may also choose both options and have investigations conducted by both. Students may also choose not to proceed as a complainant in a criminal process or in a disciplinary process. The campus Student Affairs Specialist will**

guide the student through the available options and support the student in his or her decision.

- Get medical attention as soon as possible.
- Call a close friend, family member or other trusted person who can accompany you throughout the process.
- **Use the victim-assistance services offered as shown in Appendix A.**
- See a complete list of the victim assistance services offered in your community in the Appendix A;

JPU will consider a change a victim's academic situations after an alleged sex offense if those changes are requested and reasonably available. These options may include, but are not limited to, academic transfer, assignment of independent study, and withdrawal with an incomplete grade.

DATING VIOLENCE

The federal Violence Against Women Act of 1994 defines "dating violence" to mean violence, particularly sexual or physical abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of:

- The length of the relationship,
- The type of relationship
- And the frequency of interaction between the persons involved in the relationship.

Dating violence and particularly acquaintance rape is a serious crime, in selecting dating partners, beware of a person who:

- Ignores your wishes.
- Becomes angry or hostile or makes you feel guilty when you say "no".
- Is quick to show anger or aggression.
- Is excessively jealous or possessive
- Doesn't listen to what you say.
- Forces you to constantly ward off advances.
- Expresses hostile feelings.

Your first few dates with any individual should be in public places. Always have an alternate way home.

STALKING

Stalking is a knowing or an intentional course of conduct that includes:

- Repeated or continued harassment of another person
- Behavior and actions that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened

SEX OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA), section 1601 of Public Law 106-386, is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act's intent is to extend the protection of the sex offender registries and Megan's Law to college campuses. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

Indiana Sex and Violent Offender Registry: www.state.in.us/serv/cji_sor

Megan's Law: www.klaaskids.org/st-ind.thm

National: www.nsopr.gov/

State of Indiana: www.icrimewatch.net/indiana.php

SEXUAL ASSAULT VICTIM BILL OF RIGHTS

Victims of Sexual Assault have the following rights:

- Unconditional notification of outcomes of hearing, sanctions and terms of sanctions in place
- Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome
- Name and identifying information kept confidential (FERPA)

All students making a good faith claim of sexual assault or other criminal activity— either as a witness or victim—will be protected from any retaliatory activity by any student or staff/faculty member

DOMESTIC VIOLENCE

Domestic violence means an offense or the attempt to commit an offense that has an element of:

- (The) Use of physical force or
- Threatened use of a deadly weapon
- Committed against:
 - A current or former spouse, parent, or guardian of the defendant;
 - A person with whom the defendant shared a child in common;
 - A person who was cohabitating with or had cohabitated with the defendant as a spouse, parent, or guardian; or
 - A person who was or had been similarly to a spouse, parent, or guardian of the defendant; and
 - Also includes **stalking** or a **sexual assault** under Indiana law **regardless of whether or not the stalking or sex offense is committed by a family or household member.**

If you are victim of domestic violence or have a strong belief that a classmate or colleague may be a victim of domestic violence there are resources and help available (see Appendix A for names of shelters and resources near your campus), and, as always, if you feel that your life or the lives of your family members is in danger because of domestic abuse contact your local law enforcement agency immediately.

Victims of violence may also obtain assistance through Student Resource Services, which provides confidential and professional guidance. This service is completely free to students. A specialist can be reached by telephone 24 hours a day, including holidays and weekends.

Contact Information:

Student Resource Services School ID: R852

Phone: 866-640-4777

Online at: <https://WellConnectForYou.com>

ASSAULTS

Muggings, robberies and other violent crimes may occur at any time. As with sex crimes, your best defense is to remain alert at all times and aware of the possibility that a crime could occur. If you are attacked, notify the police at once using the contact information in **Appendix A**. Here are some suggestions that can minimize your chances of being a victim:

- Never walk alone, especially during the evening or early morning hours. Even if you are walking a short distance, call a friend to accompany you.
- When you walk at night, select well-lit areas where other people are present. Avoid alleys and backstreets. Don't walk next to dense shrubbery or in other places where an attacker could hide.
- Never hitchhike.
- Always have your keys in hand as you approach your front door or car. You will be less vulnerable because you can get inside quickly.
- Carry a cell phone and be ready to use it.
- Before you go anywhere, let your friends and family know when you will return.

INSTITUTIONAL DISCIPLINARY ACTION-CAMPUS PROCEDURES

Responding to Incidents Involving Allegations of Sexual Misconduct by or against Students

JPU will respond to all reports of sexual misconduct alleged against a University student following the procedures outlines in this policy. Allegations of sexual misconduct by students will be addressed by the Sexual Misconduct Policy and the Code of Student Rights, Responsibilities and Conduct ("Student Code").

Any individual reporting they have been a victim of sexual violence will be informed of how to, and provided assistance in, making a criminal complaint with the appropriate law enforcement agency.

Throughout the process, the parties will have equal opportunities to present information, have advisors present, and pursue an appeal, if applicable. The University will have as a priority, the interests of all parties involved, in regard to fairness, dignity, privacy, and due process.

The investigation and determination of responsibility will generally be concluded within 60 days of the report, absent special circumstances

1. Investigation: Upon receipt of a report of sexual misconduct by a victim/survivor (hereinafter referred to as “complainant”) or third party, JPU will take immediate and appropriate steps to investigate the incident. If the complainant requests confidentiality or asks that the complaint not be pursued, JPU will take all reasonable steps to investigate and respond to the complaint consistent with those requests, keeping in mind that the University must weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.
 - a. If sexual misconduct proceedings are initiated, the parties will be notified, and the student alleged to have engaged in sexual misconduct (hereafter referred to as "respondent") will be provided a date by which an appointment must be made to discuss the matter. At such time, the respondent shall be informed of the allegations made against them and shall be provided the opportunity to respond.
 - b. The investigation may include, but is not limited to, interviews with the complainant, the respondent, and other witnesses identified as having information relevant to the allegations made, as well as the examination of written statements by the parties, relevant documents, and other relevant information. Information for the investigation may be provided by complainants, respondents, witnesses identified by any party, or the University. Any person believed to have information relevant to an investigation may be contacted and requested to make an appointment to discuss the matter.
 - c. Failure to comply with a request to make and/or keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a student’s account and/or the initiation of charges for student conduct failure to comply.
 - d. All members of JPU are expected to cooperate with the investigative process. Failure to do so may result in disciplinary measures pursuant to applicable policy and procedure.
 - e. Upon completion of the investigation, JPU will provide notice of all relevant charges and notice of next steps of the sexual misconduct process.
2. Alternative Resolution Options:
 - a. In appropriate cases, JPU may pursue alternative resolution with the consent of all parties at any point in the investigation process. Alternative resolution options may include, but are not limited to, mediation, development action plans, voluntary resolutions, and/or appropriate sanctions.
 - b. Under any alternative resolution, the complainant will not be required to resolve the problem directly with the respondent, unless desired by the complainant. All parties must be notified of the right to end the alternative resolution process at any time, and begin the formal process. Mediation may not be used in cases involving any sexual violence. The investigator shall document the outcome of any alternative resolution and share with the parties.
3. Acceptance of Responsibility Option:
 - a. In cases where facts are generally not in dispute, and the respondent expresses a willingness to accept responsibility for all charges in a case, with the consent of the complainant, the respondent will be offered the opportunity to waive the right to a formal hearing and all related procedural guarantees, and agree to receive a sanction from a designated student affairs conduct officer by whom charges were brought or by the Sexual Misconduct Hearing panel. In such situations, the parties will each be provided the opportunity to submit a written statement to the conduct officer or hearing panel for consideration in determining appropriate sanctions.

- b. The appointed panel shall consider only the parties' written statements regarding sanctions, the relevant facts from the investigation, and past conduct history of the respondent (if applicable). In such cases, the right to appeal will be limited to an appeal on the grounds that the sanction is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable university guidelines. The parties may end this process, and seek full hearing, at any point prior to issuance of the sanction.
4. Sexual Misconduct Hearing: The respondent is required to attend the sexual misconduct hearing. The complainant has an equal right to attend the sexual misconduct hearing and participate to the same extent as the respondent, if he or she chooses. If either respondent or complainant is unavailable to participate in person based on significant travel or schedule restrictions, participation by other means may be made available.
 - a. Sexual Misconduct Hearing
 - i. A hearing panel will be assembled for the sexual misconduct hearing. The hearing panel will be composed of three staff or faculty members of JPU.
 - ii. The sexual misconduct is closed. However, the complainant and respondent may each select one advisor of his/her choice and expense to accompany him/her at any point in the disciplinary process. Advisors are limited to an advisory role and may not participate or speak for students. Both parties will be afforded similar and timely access to view any information that will be used at the hearing.
 - b. Procedures for a Sexual Misconduct Hearing
 - i. The panel shall review the Charge(s) made against the respondent and the specific facts alleged. The respondent may, but need not, respond to allegations.
 - ii. Both the complainant and the respondent will have equal opportunity to present oral and/or written evidence. The respondent may, but need not, respond to the allegations and evidence.
 - iii. No one other than the hearing panel members, the complainant, and the respondent may pose questions during the hearing. The complainant and respondent may not directly question each other, but may submit questions to the panel, to be asked of the other party. The panel members will review questions prior to posing to the other party to prevent questioning that is not permitted under these proceedings.
 - iv. The sexual misconduct hearing is recorded. Deliberations by the panel following the hearing are not recorded.
 - v. If the respondent fails to appear at the sexual misconduct hearing, the hearing may proceed without his/her participation. The respondent may explain the failure to appear in writing to JPU within two business days of the scheduled hearing. Written documentation supporting the cause of absence must be included. Within three business days after receiving the respondent's letter, JPU will notify the respondent and the complainant whether the failure to appear was excused, and if so the hearing may be rescheduled. The failure to appear will only be excused due to extraordinary circumstances.
 - vi. If the respondent failed to appear and such failure was not excused, the respondent's right to appeal the finding and any sanction(s) imposed will be automatically forfeited, and the outcome reached in absentia will go into effect. The respondent shall not lose their right to appeal in the event the hearing panel's finding includes a sanction of expulsion from JPU.

- c. Decision and Sanctions
 - i. At the conclusion of hearing, the panel shall deliberate without the parties present to determine responsibility based on the evidence, and sanctions if applicable.
 - ii. If, after deliberations the hearing panel determines that the information available in the sexual misconduct hearing does not support by a preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy and the Student Code, the hearing panel will notify both the respondent and the complainant by means of a written notice. The complainant and/or respondent may request an appeal (see section 5a.)
 - iii. If, after deliberations, the hearing panel determines that the information available in the sexual misconduct hearing does support by a preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy and the Student Code, the hearing panel will notify both the respondent and the complainant and will assign appropriate sanctions by means of a written notice. The respondent and/or the complainant may request an appeal (see section 5a.)
 - iv. Possible sanctions for cases in which students are found in violation of the Student Code for acts of sexual misconduct include, but are not limited to formal warnings, behavioral assessment and/or counseling, required educational training, disciplinary probation, suspension, and/or permanent expulsion.
- 5. Appeal: The respondent or the complainant may appeal the decision of the sexual misconduct hearing panel to the Vice President of Academic Affairs on the respective campus, or his/her designee. To initiate an appeal, respondent/complainant must send written notice of appeal to the designated official. The written notice must include the basis for seeking the appeal and include information to support such basis (See Section 5b.)
 - a. Timing: The notice of appeal must be filed no later than five calendar days after the date the written decision of the sexual misconduct hearing panel is sent. If no written request for an appeal is received by the University within the time specified, the request for an appeal will not be reviewed, any sanction(s) proposed by the hearing panel will be imposed, and the action will be final.
 - b. Basis for Appeal: The Vice President of Academic Affairs will have the sole discretion in determining whether the basis for appeal has been met and whether the appeal can move forward. An appeal must be based on one of the following criteria:
 - i. Significant procedural error that reasonably would have affected the outcome of the student's case.
 - ii. The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable JPU guidelines.
 - c. Decision and Sanction: If the basis for appeal has been met, the Vice President of Academic Affairs will review the written appeal and the pertinent part of the sexual misconduct hearing panel record only. The Senior Student Affairs Administrator will not consider new evidence or information that is not a part of that record. The Senior Student Affairs Administrator must render a decision within 10 calendar days of receipt of the appeal and may take any of the following actions:
 - i. Affirm the original decision regarding responsibility.
 - ii. Affirm the original decision concerning the disciplinary sanction/s to be imposed.

- iii. Set aside the original decision regarding responsibility and impose a new decision.
 - iv. Set aside the original decision regarding responsibility and order that a new sexual misconduct hearing be held before a new hearing panel.
 - v. Set aside the original decision concerning the disciplinary sanction/s to be imposed and impose a different sanction or set of sanctions
 - d. The Vice President of Academic Affairs or his/her designee is required to notify the respondent and the complainant, in writing, of his/her decision and will initiate the necessary procedures to effectuate the decision.
 - e. The decision of the Vice President of Academic Affairs or his/her designee is final and there will be no further appeals.
6. Notice: To the extent possible, the complainant and the respondent will be provided notice of the outcome of the sexual misconduct hearing, in person, with an accompanying written notice provided. In addition, the parties shall be provided, to the extent possible, simultaneous written notice of the outcome of the sexual misconduct hearing, the appeals process, and the appeal decision, if applicable. Written notice may be provided electronically through Indiana University email accounts. In the event the appeal decision changes the results of the outcome of the sexual misconduct hearing, notice of such change shall be provided before those results are final, and include an explanation of when those results will become final.
7. Note: Just as students with disabilities may be eligible for accommodations in their classes, accommodations may be available for these procedures as well. Students with disabilities requesting accommodations and services under these procedures will need to present a current accommodation verification letter from their campus disability services office before accommodations can be considered and provided.
8. Disclosure: Each student enrolled at JPU must conduct himself or herself in accordance with JPU's rules, regulations, policies and procedures as stated in the Academic Catalog. Any student who engages, on or off JPU property, in any of the types of misconduct described in the Academic Catalog will be subject to disciplinary actions by JPU, up to and including suspension and/or expulsion from JPU. A committee of neutral JPU officials will be assembled to evaluate each situation on a case-by-case basis.

Students who feel reports against them have been made in error may initiate a grievance with the Director of Administrative Services. The grievance will be handled as outlined in the Grievance Policy, which is listed in the Academic Catalog.

OTHER SEX CRIMES

Sex crimes are not limited to rape and sexual assault. Other types of offensive and unacceptable behavior are crimes and should be dealt with accordingly. Exhibitionists, voyeurs and persons who make obscene or harassing phone calls could be subject to criminal charges. Though such persons often do not carry out physical attacks, you have no assurance that they will not. Don't take chances, use the contact information for South Bend Police Department contained on **Appendix A** to report the incident to local law enforcement or speak with your Campus President.

EXHIBITIONISM AND VOYEURISM

If you are the victim of an exhibitionist, try not to panic. Stay calm and show no reaction. Call the police (using the contact information for your campus community contained on **Appendix A**) or make a report

to campus Campus President, reporting the time and location of the incident. If any witnesses are present, get their names and phone numbers. Details of the exhibitionist's appearance will help the police identify the individual, so try to get a good look at the offender. If a car is involved, try to remember the color, make, license plate number and direction of travel. You should follow the same guidelines if you observe a voyeur. Also, be sure to lock all doors and windows immediately.

OBSCENE AND HARASSING PHONE CALLS

Always use the telephone on your terms, not the terms of the caller. Don't talk to anyone unless you want to and never volunteer your name to an unknown caller. Hang up at once if a caller makes obscene or harassing statement or does not respond to your "hello". You should always be wary of callers who say they are conducting a survey. Criminals often use this as a means to get confidential information such as credit card numbers or bank account locations. If you suspect that a call is not legitimate, get the caller's name, company affiliation and phone number. You can call back after you have verified the authenticity of the call.

Crank phone callers often obtain numbers from classified ads. If you place an ad, use a box number or list your phone number without your address. Some other suggestions for dealing with obscene or crank callers:

- Don't play detective, counselor or comedian.
- Report all obscene or harassing calls to the police immediately.
- Keep a log of repeated calls. Record the date, time and content of the call. Try to describe the caller's voice and note any background noises.

MISSING STUDENT NOTIFICATION PROCEDURES

John Patrick University of Health and Applied Sciences does not offer housing and most students live in different cities, so it may be difficult to recognize that a student is missing. In the event that staff, faculty, or other students have a reasonable suspicion that an JPU student is missing for more than 24 hours, notify the Campus President or Director of Administrative Services immediately. They will notify local law enforcement agencies within 24 hours after determining that the student is missing.

If it is determined that the student is missing, JPU will contact those listed in the student's file as emergency contacts.

DRUG AND CRIME "TIP LINES"

Students can use the contact information for South Bend Police Department contained on Appendix A.

JPU facilitates the reporting of suspected fraud or illegal behaviors through the use of Navex Global. Reporting can be kept completely anonymous and reports can be submitted and tracked through dedicated hotline with 24/7 support or through an online interface.

Designated school officials will be notified of a report based on the type of report. Features are in place to ensure that if a program official is suspected in a report, that individual would not have access to view the report.

Reports will be tracked and handled both promptly and discreetly; however, sufficient and detailed information is necessary to conduct a thorough investigation. Reports will be evaluated and addressed on a case-by-case basis consistent with University policies and procedures.

SAFETY GUIDELINES FOR ARMED SUBJECTS, ACTIVE SHOOTER SITUATIONS

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This section provides guidance to persons who may be caught in an active shooter situation, and describes what to expect from responding police officers.

WHAT SHOULD YOU DO

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy of survival.

- If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/ her of your location; remain in place until the police give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can’t be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter’s location; if you can’t speak, leave the line open so the dispatcher can listen to what’s taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.
- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not carry anything while fleeing; move quickly, keep your hands visible and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests. Remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. Keep in mind that even though you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

THEFT

Cars parked on campus and surrounding areas can be targets of thieves. As with crimes against the person, your best defense against thieves is vigilance. Recognize that danger exists and take the basic precaution of locking car doors and keeping valuables out of sight.

IDENTITY THEFT

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account and credit card info, telephone calling card numbers, and other valuable identifying data. With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim:

- Be very reluctant to give out personal information to others unless you have a reason to trust them.
- Check your financial information regularly and examine records for any unrecognized or unauthorized transactions. If such transactions are noted, the banking institutions and credit card companies should be contacted immediately
- Ask periodically for a copy of your credit report. The three principal credit reporting companies are Equifax, Experian and TransUnion. These three companies, as well as the United States Federal Trade Commission, are accessible online.
- Maintain careful banking and financial records as well as personal computer security. Computer security can be fortified by installing any number of spyware programs and by installing firewalls. Changing passwords frequently and reducing any file sharing also can aid in the security of personal computers

Report any suspected identity theft or identity fraud to the police (contact information for your campus community is contained on **Appendix A**); or the Campus Director of Administrative Services in person or via email: info@jpu.edu.

ALCOHOLIC BEVERAGES

Use, possession or distribution of alcoholic beverages is strictly regulated. State law, in Indiana where JPU is located, prohibits consumption or possession of alcoholic beverages by persons younger than 21

years old. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. A person misrepresenting his or her age to obtain alcoholic beverages is in violation of the law.

JPU does not permit the use of alcoholic beverages or illegal drugs on the premises. Violators of alcohol policies are subject to the provisions of applicable state and federal laws as well as disciplinary actions. Any student found in possession of, or under the influence of, alcoholic beverages will be immediately dismissed from the JPU and/or referred to a rehabilitation facility. JPU's alcohol policy is located in the Academic Catalog.

Assistance for students dealing with alcohol problems is available through Student Resource Services, which provides confidential and professional guidance for alcohol related problems or for any concern that may affect you personally or your performance at school.

This service is completely free to students. A specialist can be reached by telephone 24 hours a day, including holidays and weekends.

Contact Information:

Student Resource Services School ID: R852

Phone: 866-640-4777

Online at: <https://WellConnectForYou.com>

ILLEGAL DRUGS

Indiana state law and JPU regulations prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of drug policies are subject to the provisions of applicable state and federal laws as well as JPU disciplinary actions. JPU's drug policy located in the Academic Catalog.

Assistance for students dealing with alcohol problems is available through Student Resource Services, which provides confidential and professional guidance for drug-related problems. This service is completely free to students. A specialist can be reached by telephone 24 hours a day, including holidays and weekends.

Contact Information:

Student Resource Services School ID: R852

Phone: 866-640-4777

Online at: <https://WellConnectForYou.com>

EMERGENCY PREPAREDNESS POLICY

TIMELY WARNING PROCEDURES

JPU will issue timely warnings to notify the students, staff and visitors of certain crimes reported to campus administrators or local police agencies that are considered to represent a serious or continuing threat to JPU. Upon receipt of a report of a crime on a campus, the Campus President, in consultation with

local law enforcement representatives, will determine, on a case-by-case basis, whether to issue a timely warning. Factors considered include, but are not limited to:

- The nature of the crime, including but not limited to whether it was a Clery crime and whether it involved harm to person or property;
- The continuing danger to JPU including, but not limited to, whether the suspect is known or has been apprehended and whether it appears to be a one-time occurrence instead of a pattern of reported crimes; and
- The possible risk of compromising law enforcement efforts

This risk will not prevent the JPU from issuing a timely warning but will impact the content of any issued timely warning. The purpose of timely warnings is to allow JPU students, staff and visitors to protect themselves. Thus, timely warnings will include information that helps promote safety and aids in the prevention of similar crimes, including information about the crime that triggered the warning and steps individuals can take to protect themselves. The name of any crime victim is not included in a timely warning.

Once a decision has been made to issue a timely warning, the Campus President, will create the message and determine the best way to disseminate the timely warning, which may include texts, emails, screen pop-ups and messages through JPU's internal computer system.

TORNADOES/SEVERE WEATHER EMERGENCY

A tornado watch is issued when conditions are favorable for tornado formation.

A tornado warning is issued when a tornado has been detected and may be approaching. In this locality, a continuous siren signal lasting more than two minutes signifies a tornado warning.

Tornado warnings are broadcast by the All-Hazards Outdoor Emergency Warning sirens, NOAA weather radios, WBAA radio, and by local commercial radio and television stations.

- When you hear a tornado warning, you should take shelter immediately in the lowest level of the building away from windows and doors. Be prepared to kneel and cover your head
- If you are in a building with no basement, take shelter in an interior room without windows or glass doors/walls get under heavy furniture near the center of the facility.
- If you are outdoors, lie flat in the nearest depression, ditch or ravine. Remain in the sheltered area until the all-clear signal is given via radio or television or the
- Remain in the Shelter area until the all clear is given.

BUILDING EVACUATION PLAN (BEP)

All College buildings are required to have an emergency plan posted in conspicuous locations. Evacuation drills shall be conducted annually for both Severe Weather and Fire Emergency in accordance with statewide initiatives in March and October respectively. These drills may be unobstructed or obstructed in order to familiarize occupants with secondary routes of evacuation. The goal of a drill is to educate and familiarize personnel on safety evacuation procedures in order to increase their safety during an actual emergency situation.

CRIME STATISTICS

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

JPU prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Campus crime, arrest and referral statistics include those reported to the Campus President, those reported using the anonymous tip line/online service, and those reported to local law enforcement agencies. As a result of the negotiated rulemaking process that followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f) clarification was given to those considered to be campus security authorities. Campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics. The rulemaking committee defines “professional counselor” as an employee of an institution whose official responsibility includes providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. JPU does not employ professional or pastoral counselors on campus. All members of the JPU community have access to credentialed counselors through Student Resource Services.

Individuals who were arrested and referred for College disciplinary action are reported only under the arrest category.

The crime statistics for JPU are listed on **Appendix A**.

Note: There were no offenses or other crimes involving bodily injury to any person in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim at JPU.

DISTRIBUTION AND AVAILABILITY OF THE ANNUAL SECURITY REPORT (ASR)

The most current ASR is always available on the website: www.rtuvt.edu on the Consumer Information page. All students receive a notification via email or through the online campus internal communication system on or before October 1 of the current year containing an active hyperlink to that year’s ASR upon its finalization. A similar notification is sent via email to staff. JPU’s Director of Administrative Services maintains electronic copies of all notifications sent.

Hard copies of the ASR are available at the administrative offices of JPU located at 100 E. Wayne Street, Suite 140, South Bend, Indiana 46601.

CLERY PROCEDURES

Crime Reporting – Generally

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Sexual Assault Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply Harrison policies upon completed investigation.

Non-Forcible Sexual Offense Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation

Murder and Non-Negligent Manslaughter Procedures

1. Initial complaint received; assess whether active shooter procedures are applicable
2. Contact local law enforcement and transfer investigative duties to local law enforcement.
3. Complete campus incident report.
4. Provide support information to victim's family, friends and classmates – including grief counseling.
5. Coordinate completed report and investigation with local law enforcement.
6. Apply JPU policies upon completed investigation.

Negligent Manslaughter Procedures

1. Initial complaint received.
2. Contact local law enforcement and transfer investigative duties to local law enforcement.
3. Complete campus incident report.
4. Provide support information to victim's family, friends and classmates – including grief counseling.

5. Coordinate completed report and investigation with local law enforcement.
6. Apply JPU policies upon completed investigation.

Aggravated Assault Procedures

1. Initial complaint received; assess if active danger is still present.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation

Robbery Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation

Burglary Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Motor Vehicle Theft Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Arson Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Missing Person Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

FIRE SAFETY REPORT

This Fire Safety Report includes information on policies, procedures and programs concerning fire safety.

PROCEDURE FOR EVACUATION DURING A FIRE

- Pull the fire alarm if it has not already sounded. There is one pull station outside of the conference room and one right outside of JPU's main entrance in the lobby.
- Evacuate the suite using the nearest safe exit. **Do Not Use Elevators.**
- Exit the building using the doors closest to the administrative offices and meet on the sidewalk across the street from the building.
- Administrative staff is responsible to make sure all rooms are empty and internal doors are closed.
- Administrative staff ensures all students, staff and visitors are accounted for and will notify emergency personnel if anyone has not been accounted for.
- Remain at meeting point until given the all clear to re-enter the building
- **IF YOU ARE TRAPPED IN THE BUILDING AND CANNOT FIND AN ESCAPE ROUTE, CALL 911**

NUMBER OF FIRE DRILLS

- Two unannounced fire drills per year are conducted by our building management company. All tenants are required to evacuate the building.

FIRE SAFETY POLICIES

In order to minimize the potential for fires at JPU, the following items are prohibited while on campus:

- Portable space heaters
- Hot plates, slow cookers, sandwich makers and related accessories
- Flammable or combustible liquids
- Fireworks, firecrackers, sparklers
- Halogen lamps

TO WHOM SHOULD A FIRE BE REPORTED?

In the event of an emergency, students or anyone in the facility should call 911 and activate the alarm then evacuate the building

- One pull alarm is located in the back hallway of JPU and one is located just outside the main office door.
- Fire extinguishers are located throughout JPU common areas and are clearly marked. Fire extinguishers are inspected regularly by local fire department authorities

2021 FIRE STATISTICS SUMMARY

1. Number of fires on campus – Zero
2. Number of injuries – zero fire related injuries
3. Number of deaths -- zero fire related deaths
4. Property damage -- \$0.00 in property loss due to fire at JPU

YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY

- Become familiar with the locations of fire extinguishers and the escape routes which are posted throughout the building.
- Know how to report an emergency either to campus personnel or to 911.
- When an alarm sounds, make sure other occupants in your area are aware of the alarm and begin to evacuate
- If possible, inform visitors of evacuation and procedures.
- Know the locations of primary and secondary exits.
- Walk and remain calm as you evacuate
- Proceed to your assigned area of assembly
- Notify Administrative staff if you know someone has remained behind and was unable to evacuate.

Appendix A

Reporting of Criminal Offenses

2018-2020

Physical copies of JPU’s Annual Security Report and Fire Safety Report can be obtained from the office of the Campus Director of Administrative Services or upon request by sending an email to info@jpu.edu.

John Patrick University of Health and Applied Sciences
100 E Wayne Street, Suite 140
South Bend, IN 46601

Students, employees and guests may also report criminal activity or illegal activity through the campus President either in person or via email.

Non-emergencies can be reported to the South Bend Police Department at 574-235-9201

911
In case of an emergency,
dial 911
on any phone
in the state of Indiana

Police Headquarters
701 W Sample St
South Bend, IN 46601

The Special Victims Unit (SVU) The SVU is open 8:00 - 4:30, Monday - Friday. Phone: 574-235-7818.
533 N. Niles Ave.
South Bend, IN 46601

Domestic Violence Hotline
1-800-799-SAFE (7233)

Criminal Offenses	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2018	0	0	0
Murder/Non-Negligent Manslaughter	2019	0	0	0
Murder/Non-Negligent Manslaughter	2020	0	0	0
Negligent Manslaughter	2018	0	0	0
Negligent Manslaughter	2019	0	0	0
Negligent Manslaughter	2020	0	0	0
Sex Offenses, Forcible	2018	0	0	0
Sex Offenses, Forcible	2019	0	0	0
Sex Offenses, Forcible	2020	0	0	0
Sex Offenses, Non-Forcible	2018	0	0	0
Sex Offenses, Non-Forcible	2019	0	0	0
Sex Offenses, Non-Forcible	2020	0	0	0
Robbery	2018	0	0	0
Robbery	2019	0	0	0
Robbery	2020	0	0	0
Aggravated Assault	2018	0	0	0
Aggravated Assault	2019	0	0	0
Aggravated Assault	2020	0	0	0
Burglary	2018	0	0	0
Burglary	2019	0	0	0
Burglary	2020	0	0	0
Motor Vehicle Theft	2018	0	0	0
Motor Vehicle Theft	2019	0	0	0
Motor Vehicle Theft	2020	0	0	0
Arson	2018	0	0	0
Arson	2019	0	0	0
Arson	2020	0	0	0
Arrest: illegal weapons possession	2018	0	0	0
Arrest: illegal weapons possession	2019	0	0	0
Arrest: illegal weapons possession	2020	0	0	0
Arrests: drug law violation	2018	0	0	0
Arrests: drug law violation	2019	0	0	0
Arrests: drug law violation	2020	0	0	0
Arrests: Liquor law violation	2018	0	0	0
Arrests: Liquor law violation	2019	0	0	0
Arrests: Liquor law violation	2020	0	0	0
Disciplinary Referral: illegal weapons possession	2018	0	0	0
Disciplinary Referral: illegal weapons possession	2019	0	0	0
Disciplinary Referral: illegal weapons possession	2020	0	0	0
Disciplinary Referral: drug law violation	2018	0	0	0
Disciplinary Referral: drug law violation	2019	0	0	0
Disciplinary Referral: drug law violation	2020	0	0	0
Disciplinary Referral: liquor law violation	2018	0	0	0
Disciplinary Referral: liquor law violation	2019	0	0	0
Disciplinary Referral: liquor law violation	2020	0	0	0
Domestic Violence	2018	0	0	0
Domestic Violence	2019	0	0	0
Domestic Violence	2020	0	0	0
Dating Violence	2018	0	0	0
Dating Violence	2019	0	0	0
Dating Violence	2020	0	0	0
Stalking	2018	0	0	0
Stalking	2019	0	0	0
Stalking	2020	0	0	0

On Campus Property: Defined as buildings owned or rented by John Patrick University of Health and Applied Sciences (JPU), contiguous to JPU and facilities where educational activities are delivered to students.

Non-Campus Property: Defined as streets, sidewalks, lots and areas adjacent to the “campus”. Non-contiguous property owned or rented by JPU and used by students.

Public Property: Defined as streets, sidewalks, and lots – adjacent to “campus”.