

# ROSEDALE

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B I B L E C O L L E G E

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## Annual Security Report (ASR) and Annual Fire Safety Report (AFSR) Rosedale Bible College 2020

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## **Important Contact Numbers**

Emergency .....	911
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Emergency Dispatch.....	937-653-3409
Madison County Sheriff Department (Non-emergency crime reporting).....	614-879-9057
To report suspicious activity on campus	
Dean of Students .....	740-857-1311 ext. 115, 740-604-6180
Operations Manager .....	740-857-1311 ext. 105, 937-303-2651

## Purpose

Rosedale Bible College is committed to the safety and security of its students and employees. The Annual Security Report and Annual Fire Safety Reports are one way to foster a safe and secure environment. It is important that students, staff, and faculty are all familiar with the information contained in this report in order to know how to best protect themselves and what responses to take in case of an emergency. This report is also made available to prospective students and employees to aid them in making college and employment decisions.

This report is made in compliance with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, generally referred to as the Clery Act in Section 485(f) of the HEA. The Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) also includes amendments of the Clery Act.

## How this report is distributed and how to obtain a physical copy

**This report is published annually and distributed to the campus community. It is posted on the college's website at the following address:**

<https://rosedale.edu/campus-safety/>

RBC faculty, staff, current students, prospective students and their families, and prospective employees can request physical a copy of this report from the Financial Aid Office or the Registrar's Office in person Monday – Friday, 8:00 AM – 12:00 PM and 1:00 PM – 5:00. A paper copy can also be requested via telephone (740-857-1311 ext. 101 or ext. 119) or email ([financialaid@rosedale.edu](mailto:financialaid@rosedale.edu) or [info@rosedale.edu](mailto:info@rosedale.edu))

This report is distributed annually to employees (faculty and staff) via email and includes an electronic copy of the report along with the web address where this report and past reports can be found. Faculty and staff are notified how to obtain a physical copy of the report. The report is reviewed annually during faculty and staff orientation each September.

This report is distributed annually to students at the beginning of the fall semester and reviewed during student orientation. All new students starting classes later in the academic year also receive a copy of this report in their orientation packet. Students are notified of the web address to find the report electronically as well as how to obtain a physical copy of the report as described above.

This report is made available to prospective students and prospective employees via an electronic notice stating where they can find this report electronically and notified that they can also request a paper copy.

### Preparation of annual disclosure of crime statistics

This report is created and published annually by the Financial Aid Administrator and the Dean of Students. Crime statistics are compiled from alleged crimes reported to Campus Security Authorities (CSA), data requested from the Madison County Sheriff's Office, and statistics requested from the Ohio Department of Public Safety. All data is reviewed, compiled, and published in this report.

### Campus Geography

Rosedale Bible College is located in rural northern Madison County in central Ohio. The college is located at 2270 Rosedale Rd, Irwin, OH 43029. Rosedale Road and Rosedale-Milford Center Road border the college property and private property surrounds the rest of the campus. Over 125 acres of the campus's approximately 150 acres is comprised of agricultural and conservation land. There is no public property within the campus.

The campus provides on-campus housing, a student center, classrooms, chapel, and administrative offices. The college has no other official student housing or any recognized fraternities on or off-campus.

### Security of and access to campus facilities and maintenance considerations

All buildings on-campus are secured and locked at campus dorm time (midnight -7:00 AM on weekdays and 1:00 AM – 7:00 AM on weekends). This includes residence halls, and all other campus buildings. The Dean of Students works with Resident Directors (RDs) and Resident Assistants (RAs) to ensure that campus is secured each night. Individual students are generally not given keys to access the dorms.

The maintenance department of Rosedale Bible College works to maintain a secure campus by ensuring that all door locks are working properly. The maintenance department also verifies that all campus security and emergency lighting is working properly on a monthly basis. Any campus security lighting or facility locks that are not working properly should be reported immediately to the campus maintenance department ([shop@rosedale.edu](mailto:shop@rosedale.edu)).

### Campus Security

Rosedale Bible College does not have a police or campus security force. The college does not employ any persons or contract with any entity to provide security services for the campus. All references in this document to "campus security" refer to the Dean of Students, Resident Directors and Assistants, and the Operations Manager who are responsible to secure campus at night and report any alleged crimes to local law enforcement. The campus security does not have the authority to

make arrests. The college relies on the Madison County Sheriff's Office and the Ohio State Highway Patrol for all law enforcement needs. The Madison County Sheriff's Office is the local law enforcement for our campus and often patrols on or near the campus, although RBC does not have any formal agreement with the sheriff's office to do so. The college does not have memoranda of understanding with ANY law enforcement agencies to investigate alleged crimes or provide campus security.

## Tips for Staying Safe on Campus

### Do...

- Do report all criminal activity and/or suspicious circumstances to the Campus Security.
- Do protect your personal property by keeping it with you or secured at all times.
- Do mark your personal property, such as: cell phones, digital recording devices, calculators, MP3 players, or personal computers with some form of identification such as your name, student ID number, etc.

### Don't...

- Don't walk alone at night if at all possible.
- Don't leave books, jewelry, purses, wallets, backpacks, or other valuables unattended.
- Don't leave personal property unattended in desks or file cabinets unless they are locked.
- Don't give out your personal information such as your e-mail or phone numbers to people you do not know.
- Don't leave valuables in plain sight in your vehicle, and always lock your vehicle.

## How to Report Crimes on Campus

All criminal activity occurring on campus should be **IMMEDIATELY REPORTED** to local law enforcement by calling 911 for emergencies or the Madison County Sheriff at 740-852-1212 for Non-Emergency crimes. After calling 911, emergencies should also be reported to a campus authority who can determine what procedures should be followed and if an emergency notification or timely warning should be made to the campus community. Please attempt to contact campus officials in the following order: Dean of Students, a Resident Director, Operations Manager, President, Academic Dean. Incidents that should be reported may include but is not limited to campus thefts, assaults, sex offenses, disruptive behavior, vandalism, breaking and entering, suspicious persons seen in and around campus residence halls and buildings, vehicle break-ins, fires, alarms, gas odors, medical emergencies, and others.

The victim of a crime may not wish to report a crime to local law enforcement. Crimes should still be reported to Campus Security Authority in order to provide accurate crime statistics and ensure that the college can issue a timely warning if warranted. You may report crimes or other incidents on a voluntary, confidential basis if necessary; however, confidentiality cannot always be guaranteed, depending on the nature and circumstances of the incident reported. Pastoral and professional counselors are encouraged to inform clients of voluntary, confidential crime reporting procedures if and when they deem it appropriate to do so.

Victims of crimes are encouraged to report all crimes accurately and promptly to local law enforcement. If the victim of the crime is unable to report the crime themselves, other members of the campus community should report the crime FOR the victim. Do not assume that someone else will do it. This will ensure that the victim can receive appropriate care and that local law enforcement can take appropriate action to investigate the crime.

## Campus Security Authority

Students and employees are encouraged to report all crimes to the Dean of Students. For the purpose of disclosure and timely warnings, crimes may also be reported to Campus Security Authority (CSA). CSA's are *individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department. A CSA is also an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings*

The following persons have been designated as Campus Security Authorities:

Dean of Students  
Resident Directors  
Resident Assistants  
President  
Academic Dean  
Operations Manager  
Women's Mentor  
Bridge Program Director  
Chorale Director

CSA's are notified annually that they are a Campus Safety Authority. The function of a campus security authority is to report to the Dean of Students, who has been designated by the institution to collect crime report information, those allegations of *Clery Act* crimes that he or she receives. CSAs are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA. They are NOT responsible to investigate or report alleged crimes that they learn about in an *indirect manner*. A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement.

## Emergency Notifications

Under the *Clery Act*, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An **"immediate" threat** includes an imminent or impending threat, such as a raging fire on campus, serious illness outbreak, extreme weather such as a tornado, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, explosion, and chemical or hazardous material spill.

The institution will immediately notify the campus community upon the confirmation of significant emergency or dangerous situation involving a threat to the health or safety of students or employees occurring on campus. The college has selected key individuals who know and understand the college well and will be able to evaluate threats to the campus community. For the purposes of emergency notification and timely warning, these individuals will be known as the Campus Communication Team (CCT). The individuals responsible for making emergency notifications are:

Dean of Students – 740-857-1311 ext. 115, 740-604-6180

Operations Manager – 740-857-1311 ext. 105, 937-303-2651

President – 740-857-1311 ext. 106

Academic Dean – 740-857-1311 ext. 116

Criminal action or other dangerous situations should be reported to a member of the CCT so that an emergency notification can be made. When one of the CCT members becomes aware of an alleged significant emergency or dangerous situation, they are responsible to gather information and confirm that the threat exists. This does not mean that they must gather all of the details of the situation, only assess whether a credible threat exists. Ideally, a second member of the CCT will be contacted to help assess threats. The college will err on the side of caution when assessing these situations.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Once it has been confirmed that a significant threat or dangerous situation exists, the CCT will determine the most effective means to communicate the threat to the campus community.

Means of notification may include any or all of the following:

- Text message (SMS) to the entire campus community enrolled in the college's emergency notification system
- Email blast
- The college's social media group
- Notifications posted on all lobby bulletin boards
- Public address systems.

The communication should include as much of the following information as possible:

- The nature of the threat
- The locations on campus impacted
- Directions on what the campus community should do (take shelter, evacuate, avoid an area, etc.)

If appropriate, the college will notify the broader campus community of emergency notifications via email, notifications posted on the college's website, and radio announcements.



## Timely Warning

This notice is specifically related to compliance with the federal Clery Act. The timely warning/crime alert is triggered when Campus Communication Team identifies a Clery Act reportable crime that poses an ongoing or serious threat to students, faculty, staff and/or guests. This notification is sent so that campus community members can protect themselves from harm and take reasonable precautions for their safety. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities (CSA's), campus safety personnel, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute a campus timely warning being sent are:

1. All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
  - Murder and Non-Negligent Manslaughter
  - Sex Offenses
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
  - Hate Crimes
  - Domestic Violence/Dating Violence/Stalking\*
2. Emergency situations that are life threatening. Examples include, but are not limited to:
  - persons with weapons with intent to use
  - threat of violent crime
  - situations where identity or location of suspect is not known
  - assault (physical or sexual)
3. Any act or immediate threat of interpersonal violence. Examples include, but are not limited to: domestic or relationship situations
  - hate crimes (including each type of primary crime identified above that are determined to be a hate crime)
  - consistent pattern of violent behavior
  - dating violence
  - domestic violence
  - stalking situations
4. Serious acts or threats to campus-owned, public, or personal property
5. Any other crime classification, as deemed necessary if the event poses a serious or ongoing threat to the campus community. Examples include, but are not limited to:
  - larceny-theft
  - simple assault

- intimidation
- destruction/damage/vandalism of public property
- drug law violations
- liquor law violations
- illegal weapons possession

The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves. The warning should include a brief description of the crime, suspect description, date and time warning was released, and any other relevant information deemed important.

Means of notification may include any or all of the following:

- Text message (SMS) to the entire campus community enrolled in the college's emergency notification system
- Email blast
- The college's social media group
- Notifications posted on all lobby bulletin boards
- Public address to staff and student body

The college has selected key individuals who know and understand the college well and will be able to evaluate threats to the campus community. For the purposes of emergency notification and timely warning, these individuals will be known as the Campus Communication Team (CCT). The individuals responsible for making emergency notifications are:

Dean of Students – 740-857-1311 ext. 115

Operations Manager – 740-857-1311 ext. 105

President – 740-857-1311 ext. 106

Academic Dean – 740-857-1311 ext. 116

## Campus Safety Program

The Campus Safety Awareness Program is designed to help employees and students understand and know what to do in case of an emergency and how to protect themselves from crime. This program consists of making employees and students aware of what the college's safety policies and procedures are and tips on staying safe. This information is reviewed annually with employees in September during faculty and staff orientation, and with all new employees. All students receive this information during the fall student orientation. It is also reviewed with all new students who enroll later in the year during orientation.

At this time, the college does not participate in any specific crime prevention programs.

## Disclosures to Alleged Victims of Crimes of Violence or Sex Offences

Rosedale Bible College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## Registered Sex Offender Information

Information on how to obtain registered sex offender information is made available to the campus community. The website to search for nearby registered sex offenders is [http://www.communitynotification.com/cap\\_main.php?office=55178](http://www.communitynotification.com/cap_main.php?office=55178)

## Alcohol and Drug Policies

### *Policy 1670 Drug Free Campus and Workplace Statement*

Rosedale Bible College prohibits the non-medicinal use of drugs and alcohol, and the unlawful possession, use, or distribution of illicit drugs and alcohol by its employees and students. This prohibition applies to behavior both on-campus and off-campus. The use of wine within the context of an officially-recognized Communion service is an exception to this policy.

Employee participation in unlawful possession, use, or distribution of illicit drugs and alcohol will result in automatic dismissal. Participation in behavior that is not illegal, but prohibited at RBC—i.e., the non-medicinal use of drugs and alcohol—will result in disciplinary action decided upon by the administrative council, or by the board when the behavior involves a member of the administrative council.

Student participation in the unlawful possession, use, or distribution of illicit drugs and alcohol will result in automatic dismissal. Participation in behavior that is not illegal, but prohibited at RBC—i.e., the non-medicinal use of drugs and alcohol—will result in disciplinary action decided upon by the Dean of Students.

Rosedale Bible College will cooperate with local, state and federal law enforcement agencies by providing information on the unlawful possession, use, or distribution of illicit drugs or alcohol by its employees and students. Employees and students convicted of a violation related to the unlawful possession, use, or distribution of illicit drugs and alcohol must notify RBC within five days after such conviction.

## Drug and Alcohol Abuse Prevention Program

For the purpose of disclosure in the Campus Security Report, the most recent version of Rosedale Bible College's Drug and Alcohol Abuse Prevention Program (DAAPP) can be found online at <http://rosedale.edu/docs/DAAPP2019.pdf>



## Missing Persons Procedures

A student who lives on-campus who has been missing for 24 hours must be reported to campus authorities immediately. Below is the list of campus authorities to notify. The campus authority will confirm that the student is indeed missing and notify local law enforcement immediately (at least within 24 hours).

Dean of Students – 740-857-1311 ext. 115

Resident Directors

President – 740-857-1311 ext. 106

Academic Dean – 740-857-1311 ext. 116

Operations Manager – 740-857-1311 ext. 105

If no campus authorities can be immediately contacted, missing persons should be immediately reported to local authorities. Dial 911 for Madison County Sheriff and State Highway Patrol.

On-campus students may designate a person for the college to notify if the student is missing. This information will be registered confidentially, will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the school must within 24 hours notify the emergency contact person (if the student has designated one), and the student's custodial parent or guardian (if the student is less than 18 years old and is not emancipated).

## Emergency and Evacuation Procedures

The primary focus of an evacuation is to move members of the College community to safety. An evacuation may be required in case of fire, bomb threat, hazardous material spill, active shooter, power outage, other natural disasters, civil disturbances, active threats, and other emergency situations.

### Evacuation and Fire Guidelines

The fire alarm activates when an alarm pull is engaged or when smoke detectors sense the presence of extreme heat or smoke. Strobe lights and sirens will activate immediately along with an automatic call to local fire departments. Buildings must be vacated immediately.

- Remain calm.
- Always leave buildings by exit doors or fire escapes.
- Assist the physically impaired.
- Never use inside stairways unless you are on the stairway, and it is clear below.
- Never carry anything from buildings. Keep hands free to hold onto fire escape railing.
- Close all windows and doors behind you. Leave lights on.
- Move away from the buildings so emergency equipment can access the buildings.
- Report to the back lawn commons area and find your roommate and dorm neighbors. Report immediately any unaccounted for individuals to the RDA's.
- Never return to a building until authorized to do so.
- Walk quickly but never run.
- Tampering with, destroying, or disabling fire safety equipment is considered a serious offense and will result in fines in addition to damage costs and other possible disciplinary actions.
- Candles, fireworks (including sparklers), incense, flammable liquids, or anything that smolders or burns with an open flame may not be used at any time in the dorms or elsewhere on campus (except for campfires in existing campfire rings).
- Learn where fire extinguishers are located and how to use them. Instructions are found on each unit.
- Listen to all directives given to you by emergency services personnel.
- When the police arrive, immediately raise your arms and keep your hands and finger visible. Follow officer's instructions and avoid pointing, screaming and yelling.

### WHEN IN A CLASSROOM

Move toward exit doors or fire escapes in an orderly, double-file fashion.

### AT NIGHT

Be prepared with a bathrobe and slippers. Be sure your roommates are awake and leaving. Remember to close windows and doors, but leave lights on. If halls or rooms are smoke-filled, get down on the floor and crawl out with face close to floor. If unable to do this, slide feet first and on your stomach out the window. Hang onto the windowsill and let yourself drop. ESCAPE ROUTES are

posted in each dorm room along with a dorm layout. Locations of fire extinguishers are identified on each map.

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoor 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, “hiding out” or sheltering-in-place means to make a shelter of the building you are in, and with a few adjustments this location can be made even safer or more comfortable until it is safe to go outside.

Basic “hide out” or shelter-in-place procedures consist of the following:

- Lock and barricade the door.
- Close windows and blinds and hide from view.
- Take cover behind heavy items that might offer additional protection.
- Call 911 and the Dean of Students and report your location and the number of people sheltering there.
- Report if there are any injured individuals with you in your location.
- Silence your cell phone but leave it on so that you can receive text message alerts.
- When the police arrive, immediately raise your arms and keep your hands and fingers visible. Follow officer’s instructions and avoid pointing, screaming and yelling.

## In Case of Tornado

Go to a small interior windowless room on the lowest level (below ground in a basement or storm cellar is best) such as a closet, interior hallway away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and cover your head and neck with your arms and cover your body as best you can e.g., with a heavy coat or blankets, pillows.

## Testing evacuation procedures

The college will perform a test of emergency evacuation procedures at least once annually, generally in the fall semester. More tests and drills may be conducted if it is deemed necessary. The college may work with local law enforcement and emergency responders to conduct tests. The college will document, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

Each test will be documented by the Operations Department. The Operations Manager and the Dean of Students will follow through with each test to evaluate the effectiveness of the test and recommend any changes to evacuation policies. The college will publish the results of the test via email to the campus community and on its website.

## Title IX and VAWA policies and procedures

### **Title IX Policy and Procedures for Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Violence, Stalking, Sexual Misconduct, and Domestic/Dating Violence Complaints**

#### **POLICY STATEMENT**

It is the policy of Rosedale Bible College to strictly prohibit any conduct which constitutes sexual misconduct and to discipline any employee or student found to have violated this policy. The College is committed to addressing sexual assault, sexual violence, and other sexual misconduct, which are types of sexual harassment and are specifically prohibited by this policy. Domestic violence, dating violence, sexual exploitation, stalking, retaliation, and intimidation are also prohibited by this policy.

Anyone who is found by the College to have committed any form of sexual misconduct or other conduct prohibited by this policy, as those terms are defined by the College, is subject to discipline, up to and including termination or expulsion from the College, regardless of whether the accused person has been found criminally responsible for their actions.

All members of the College community, including employees, students and visitors have the right to be free from the devastating consequences of sexual violence. In addition to the physical and psychological effects, sexual harassment and misconduct can severely impair and interfere with a student's academic performance. Accordingly, preventing and remedying sexual misconduct in an educational environment is critical to ensure nondiscriminatory and safe learning surroundings. This policy is intended to define the College's expectations with respect to reported incidents of sexual harassment or violence and to establish procedures to ensure fair, responsible, thorough and impartial investigations of such incidents and discipline for violations of this policy. Sanctions for violations of this policy are severe and enacted to curb the perpetuation of sexual misconduct in the campus community.

#### **BACKGROUND**

This policy has been developed in accordance with the principles and mandates set forth in Title IX of the Education Rights Act of 1972 (20 U.S.C. §§ 1681 et seq.). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX's provisions regarding sexual harassment are enforced by the Department of Education, Office of Civil Rights (OCR).

Additionally, in 2013 the Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault and stalking that occurred on campus, on public property within or immediately adjacent to the campus, or on non-campus buildings or property that the institution owns or controls. VAWA also requires the institution to publish certain policies related to domestic violence, dating violence, sexual assault, and stalking.



## TITLE IX Coordinator

The Title IX Coordinator (“the Coordinator”) is the individual designated by the College to coordinate its compliance with Title IX. The Coordinator’s responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or problems that arise during the review of such complaints.

The College’s Title IX Coordinator and contact information is as follows:

Matthew Showalter, Dean of Students  
Office Location: Rosedale Bible College Student Center  
Address: 2270 Rosedale Rd, Irwin, 43029  
Phone Number: 740-857-1311 ext. 115  
Mobile: 704-604-6180

The Title IX Coordinator shall be available to meet with students or employees to discuss any elements of this policy.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is a form of illegal sex discrimination. The College’s policy protects both men and women from harassment, which includes same-sex harassment. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

Examples of conduct or actions that may constitute sexual harassment include, but are not limited to, the following:

- Offering or implying a reward (e.g., a promotion, raise, better grade, a letter of recommendation, assistance in obtaining grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threats or implications that a person’s employment, wages, grade, promotional or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- Engaging in unwelcome sexual propositions, invitations and solicitations;

- Using unwelcome sexually degrading language, sexual jokes, innuendos, or gestures or making unwelcome suggestive or insulting sounds, such as whistling and cat calls;
- Displaying sexually suggestive objects, pictures, graffiti and/or any electronic visual images that are unrelated to an academic purpose;
- Displaying or transmitting sexually suggestive electronic content, including inappropriate e-mails, text messages, links to websites and social media postings, which includes cyberbullying;
- Repeatedly asking/pressuring someone for a date or a romantic or intimate relationship after the person has expressed disinterest;
- Making unnecessary and unwelcome physical contact, such as hugging and touching, (“non-consensual sexual contact”);
- Commenting on a person’s body, dress, appearance, gender, or sexual activities; or
- Engaging in sexual violence, including rape, sexual assault, sexual battery, or sexual coercion.

Sexual harassment can occur in any campus program or activity and can take place in College facilities, at College sponsored events, or off-campus locations, such as a College-sponsored trip of any sort.

#### **DEFINITION OF SEXUAL VIOLENCE OR ASSAULT**

Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or “consent” or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, sexual coercion and sexual exploitation. “Sexual coercion” occurs when a sexual initiator engages in sexually pressuring and/or oppressive behavior that causes the victim of the behavior to engage in unwanted sexual behavior.

The HEA defines the crime categories of domestic violence, dating violence and stalking in accordance with section 40002(a) of the Violence Against Women Act, as follows:

**“Domestic violence”** means a “felony or misdemeanor crime of violence committed by –

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic violence or family violence laws of jurisdiction.

**“Dating violence”** means “violence committed by a person –

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such relationship shall be determined based on a consideration of the following factors:

- the length of the relationship;

- the type of relationship; and

- the frequency of interaction between the persons involved in the relationship.”

**“Stalking”** means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

**“Consent”** means “conduct or words that indicate a person freely and voluntarily agrees to engage in a sexual act at the time of the act.

- A person must be of legal age to give consent.
- A person who is incapacitated cannot give consent.
- Consent to a prior sexual act does not imply ongoing future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Silence, absence of resistance, or the failure to give a negative response does not imply consent.
- Consent can be withdrawn at any time.”

Sexual intercourse or other sexual conduct is considered non-consensual and, therefore, rape, when the person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent. Incapacitation means the individual is incapable of making a rational, reasonable decision about a sexual situation. Even if an incapacitated person says “yes,” by word or action, valid consent for sexual conduct has not been given. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Sexual Exploitation is taking advantage of another’s sexuality in a non-consensual manner for any purpose. Examples of Sexual Exploitation include the non-consensual viewing of nudity of another, the non-consensual streaming of images of sexual activity, the non-consensual sharing or posting of nude

images of another, the non-consensual recording of individuals in locations in which they have a reasonable expectation of privacy (such as restrooms or locker rooms) even if the images do not capture nudity, intentionally exposing one's genitals to another person in non-consensual circumstances, or inducing incapacitation of another via drugs and/or alcohol for purposes of making that person vulnerable to non-consensual sexual intercourse or non-consensual sexual contact.

## **REPORTING PROCEDURES**

There are several methods individuals can use to report violations of this Policy, regardless of where the incident occurred. The College encourages survivors to disclose a report of sexual misconduct as soon as reasonably possible, but there is no time limit on reporting incidents of sexual harassment, sexual misconduct, or other interpersonal misconduct. Anyone who believes they have been a victim of sexual misconduct is encouraged to report the incident by following one or more of the procedures described below and to seek medical care and follow-up counseling as soon as possible.

Students have the option to report the misconduct either on campus only, off campus only, both places, or not at all. College officials will encourage the person reporting to actively participate in both campus hearing actions and the legal system off-campus.

### **a. Reporting to a Responsible Employee.**

All College employees, including all College hourly and full-time faculty, staff and students identified as Resident Advisers, are considered responsible employees, meaning they are required to report any alleged incidents of sexual harassment, sexual violence, dating violence, domestic violence, or stalking to the Title IX Coordinator. They are expected to report to the Title IX Coordinator as much detailed information as was made available to them, including the survivor's name, the accused, or any other relevant details.

### **b. Reporting to the Police.**

Students can contact the local police to initiate the criminal reporting process, which is separate from the campus reporting process. Conversely, students and employees may seek an investigation through the College and choose not to involve local police. Additional information and resources regarding these issues is available below and on the Campus Security website.

## **Preserving Evidence**

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/ investigators or police. In the case of sexual assault, time is a critical factor in reporting an incident, as evidence collection and preservation is a key factor in providing proof of the criminal offense.

## The Importance of Reporting Harassment and Sexual Misconduct

The College can take corrective action only when it becomes aware of problems. Therefore, the College encourages persons who believe that they have experienced sexual harassment or misconduct to come forward with their complaints and seek assistance. Students, faculty members and employees should report sexual harassment or misconduct to the College if it involves another student, faculty member, employee or a third-party visitor to the campus or at a College-sponsored event, regardless of whether the incident occurred on or off the campus. Students who believe that they have witnessed sexual misconduct are encouraged to report the alleged conduct promptly. All faculty and employees are required to report instances of sexual misconduct.

Individuals who are victims of sexual misconduct should be encouraged to report the crime to authorities for many reasons:

- a. Reporting the assault can help victims overcome the feelings of powerlessness they may experience as a result of being sexually assaulted.
- b. The report may prevent others from becoming victims.
- c. Increased reporting helps college officials and local law enforcement officials form a realistic profile of campus crime.

### **RETALIATION PROHIBITED**

Retaliation is defined as an attempt to interfere with or deter the filing of a complaint or the participation in an investigation or resolution under this Policy, an attempt to take an adverse action against a participant in an investigation or resolution under this Policy, or an attempt to seek retribution from a participant in an investigation or resolution under this Policy. Retaliation can take many forms, including violence, threats, or intimidation, or more subtle actions such as the refusal to allow an individual to access a benefit. Any member of the RBC community who commits retaliation will be subject to prompt and appropriate disciplinary action.

An individual who brings a complaint under this Policy in good faith, even if it may be erroneous, will not be subject to discipline. However, the use of this policy for false, malicious, or frivolous purposes is strictly prohibited. Any student, faculty, or staff member who brings a false, malicious, or frivolous charge against another member of the RBC community under this Policy may be subject to disciplinary action.

### **CONFIDENTIALITY CONCERNS**

If you are a witness to, or victim of, sexual misconduct and do not want to pursue action within the College system or the criminal justice system, you should still strongly consider making a report. If you report an assault or other misconduct and want the accused individual to be punished, but don't want your name identified, you must realize that the College cannot guarantee your confidentiality. You should understand that you have a right to not only have your individual complaint addressed, but the entire campus community may benefit from the action taken by you.

The College may be able to begin its investigation without disclosing your identity, but it's likely you will have to disclose it, especially if a disciplinary proceeding is commenced, so that the accused individual can adequately respond and raise a defense to the charges against him/her.

If you are unwilling to participate in the disciplinary proceeding, you should be aware that the College's ability to present its case against the accused individual may be compromised and that the ability to discipline the accused individual may be severely limited.

## **DISCIPLINARY PROCEDURES**

The College informs students/employees of both the College disciplinary process and criminal procedures. Moreover, the College encourages students/employees to proceed with both College disciplinary and criminal charges if the student/employee believes such action is appropriate to the situation. Reporting that one has been sexually assaulted does not mean that the individual must prosecute. Reporting is up to the adult victim, as is the decision regarding informing the police.

In the procedures of disciplinary action in cases of an alleged sex offense, both the accuser and the accused are entitled to the same opportunities to be accompanied by an advisor of their choice to **any meeting or institutional disciplinary proceeding**. This requirement is not limited to students. Employees must be provided with the same opportunities. An advisor is any individual who provides the accuser or accused support, guidance or advice. The college will not limit the choice of advisor, or an advisor's presence for either the accuser or the accused. The advisor of their choice can be anyone — a friend, parent, professor, attorney or anyone else the accuser or accused would like to have with them.

The accuser and the accused will receive simultaneous notification, in writing, of:

- the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking;
- the institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
- any change to the result; and
- when such results become final.

## **Protecting the Victim**

The college will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situation, and protective measures. Protective measures may include campus escorts, orders of "no contact", and restraining orders issued by a civil court. The college will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. The college will maintain as confidential any accommodations made for the victim to further protect the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures

## **INVESTIGATION PROCEDURES**

### **Resolution Time Frame**

The College will complete the complaint resolution procedure, including the imposition of any sanctions, within 60 calendar days of receiving the report or the date on which the College becomes aware of an alleged violation of the Policy, unless the College determines that additional time is required, in which case the parties will be notified and provided with an explanation of the reason for the extension of the 60-day period.

Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation as soon as is practicable under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any investigation or criminal proceeding, but will cooperate with law enforcement should a criminal proceeding be in progress.

### **Informal Resolution Procedure**

Where appropriate, the College will work to informally resolve sexual misconduct allegations by taking immediate and corrective action to stop the misconduct, address its effects, and prevent recurrence without a formal investigation and determination of a College policy violation. In some circumstances, mediation or joint conflict resolution may be appropriate; however, mediation or face-to-face meetings will never be used to resolve allegations of non-consensual intercourse or contact or other sexual violence. Participation in informal resolution is voluntary and either party can request to end informal resolution and initiate the formal complaint resolution procedure at any time.

### **Disciplinary Process**

The College's disciplinary process listed in the Student Handbook and Employee Handbook will be followed when a formal complaint is filed with the Title IX Coordinator.

Because the College has an obligation to take immediate steps to protect the health and welfare of the complainant and the campus community, it will not wait for the conclusion of a criminal investigation or proceeding prior to beginning its own investigation. The College may, however, briefly delay its fact-finding while the police gather evidence, but will promptly resume and complete its fact-finding once the gathering of evidence is finished.

Investigations and procedures will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. An investigation will include interviews and the review of evidence, such as electronic and written material, if any exists. The Title IX Coordinator will prepare a report with their findings. The College uses a "preponderance of the evidence" standard in determining whether a violation of this policy has occurred. A "preponderance of the evidence" simply means it is more likely than not that a violation occurred. Members of the College community are expected to cooperate in the College's

investigations of alleged sexual harassment or misconduct. If cooperation does not occur, the investigation will generally proceed based on the information available.

## **TRAINING, PREVENTION, AND EDUCATION**

The College will provide the following education programming designed to promote the awareness of sexual harassment, domestic violence, dating violence, sexual assault and stalking.

The College will provide primary prevention and awareness programs for all incoming students and new employees that include the following:

- A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, and a description of the College's policies that prohibit this conduct;
- The definition of consent, in reference to sexual activity, under College policy;
- The definition of domestic violence, dating violence, sexual assault and stalking;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- The possible sanctions or protective measures that the College may impose following a final determination of a College disciplinary procedure regarding allegations of sexual misconduct or other interpersonal misconduct;
- The procedures that a complainant should follow if sexual misconduct, domestic violence, dating violence, sexual assault or stalking has occurred;
- The procedures for College disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking;
- Information about how the College will protect the confidentiality of complainants, including how publicly available record keeping will be accomplished without the inclusion of identifying information about the accuser or victim, to the extent permissible by law;
- Information about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for student and employee complainants, both on campus and in the community; and
- Information about options for, and available assistance in, changing academic, living, transportation and working situations, if so requested by the complainant and if such accommodations are reasonably available. The college will maintain as confidential any accommodations or protective



measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

## Crime Statistics

Rosedale Bible College Crime Statistics					
Offense	Year	Geographic Location			
		ON-Campus Property	ON-Campus Student Housing Facilities	NON-CAMPUS Property	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
RAPE	2019	0	0	0	0
	2018	0	0	1	0
	2017	0	0	0	0
FONDLING	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
INCEST	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
ROBBERY	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
AGRREVATED ASSAULT	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
BURGLARY	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

ARSON	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

## VAWA Crime Statistics

Rosedale Bible College VAWA Crime Statistics					
Offense	Year	Geographic Location			
		ON-Campus Property	ON-Campus Student Housing Facilities	NON-CAMPUS Property	Public Property
DOMESTIC VIOLENCE	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
DATING VIOLENCE	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
STALKING	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

## Arrests and Disciplinary Referrals

Rosedale Bible College Arrests and Disciplinary Referrals					
Offense	Year	Geographic Location			
		ON-Campus Property	ON-Campus Student Housing Facilities	NON-CAMPUS Property	Public Property
ARRESTS: WEAPONS, CARRYINGS, POSSESSING, ETC.	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYINGS, POSSESSING, ETC.	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	1	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

## Hate Crimes

2019: No hate crimes were reported.

2018: No hate crimes were reported.

2017: No hate crimes were reported.

## Unfounded Crimes

2019: No crimes were unfounded.

2018: No crimes were unfounded.

2017: No crimes were unfounded.

## Clery Designated Crime Definitions

RBC is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations as defined above.

Criminal Homicide – These offenses are separated into two categories:

**Murder/Non-Negligent Manslaughter** – The willful killing of one human being by another.

**Manslaughter by Negligence** – The killing of another person through gross negligence.

**The Federal Definition (from VAWA) of Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent".

**Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or

alcohol). Physical resistance is not required on the part of the victim to demonstrate lack of consent.

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

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

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

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

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

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

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

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

### **Domestic Violence, Dating Violence, and Stalking additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language:**

**The Federal Definition (from VAWA) of Domestic Violence** – The term “domestic violence” includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**The Federal Definition (from VAWA) of Dating Violence** – The term “dating violence” means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
  - The length of the relationship;
  - The type of relationship;
  - The frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse;
- Dating violence does not include acts covered under the definition of domestic violence.

**The Federal Definition (from VAWA) of Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purpose of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **HATE CRIMES**

Any of the above offenses, and any other crime involving bodily injury reported to local police agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. This provision made the Department of Education's campus hate crime categories identical to the crime categories that have been collected by the Federal Bureau of Investigation (FBI) under the Hate Crime Statistics Act (HCSA) since 1991. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include: race, gender, religion, sexual orientation, ethnicity, national origin, and disability.

### **Hate Crime Definitions:**

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

**Hate Crime**—A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

**Bias**—A preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, ethnicity, national origin, and disability.

# Rosedale Bible College

## 2020 Annual Fire Safety Report

### Introduction

The following information, including statistics on fires in RBC's on-campus student housing facilities for the calendar years indicated, is provided in accordance with the Higher Education Act of 2008 and regulations issued by the U.S. Department of Education. This report will be revised as necessary by October 1 of each year and made available on the College's website.

### Fire Log

A written log of all fires occurring during the current calendar year will be maintained at the Dean of Students' office. The fire log for the most recent 60-day period may be viewed by any member of the public or the college community at large during normal business hours. The college will make any portion of the fire log older than 60 days available within two business days. The fire log records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. The log must include the nature, date, time, and general location of each fire. The College will make an entry, or an addition to an entry, to the log within 2 business days of the receipt of the information. The information from the prior year's fire log will be incorporated into each revised Fire Safety Report.

As required by federal law, by October 1 of each year the college will distribute to all enrolled students and current employees a notice including a statement of the Fire Safety Report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the College will provide a paper copy of the report on request. A similar notice will be provided as required by law to all prospective students and prospective employees. The report can be accessed at the Financial Aid Office

### Definitions Used in this Report

The following definitions, as provided by federal law, are provided to aid you in understanding how the data in this report has been accumulated and developed.

*Cause of fire:* The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature. The following cause categories will be used in this report:

- Unintentional Fire
  - Cooking
  - Smoking materials
  - Open flames
  - Electrical
  - Heating equipment
  - Hazardous products

- Machinery/industrial
- Natural
- Other
- Intentional Fire
- Undetermined Fire

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

*Fire drill:* A supervised practice of a mandatory evacuation of a building for a fire.

*Fire-related injury:* Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

*Fire-related death:* Any instance in which a person—

- Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- Dies within one year of injuries sustained as a result of the fire.

*Fire safety system:* Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

*Value of property damage:* The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate will include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it will not include indirect loss, such as business interruption.

## Fire Statistics

No fires were reported in 2019 for residential facilities.

No fires were reported in 2018 for residential facilities.

No fires were reported in 2017 for residential facilities.



Statistics and Related Information Regarding Fires Residential Facilities from 2016-2018							
Residential Facilities	Year	Total Fires in Each Building	No. of Fires	Cause of Fire	Related Injuries	Related Deaths	Property Loss
2270 Rosedale Rd, Men's Dorm	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
2270 Rosedale Rd, Women's Dorm	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
2270 Rosedale Rd, Staff & Married Student Apartments	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0

## On-Campus Student Housing Facilities Fire Safety Systems

**2270 Rosedale Rd, Men's Dorm:** The men's dorm has an automatic fire alarm system that is monitored remotely by Pillar Innovations. The automatic system can be triggered by either heat sensors or manual pull stations located on each hall and commons areas. Fire alarm sirens and strobe lights will activate to alert residence of danger. The monitoring company relays information to local dispatch and campus authorities. Any automatic fire alarm will dispatch the local fire department to the college, unless they are called off by a campus official. The local fire department also has key access to dorm housing for quick response during an emergency. Fire extinguishers are located on each hall; typically at both ends of the hallway. 9 volt stand-alone smoke detectors are used in each dorm room. Emergency evacuation routes are posted in each room. No fire drills were held during the previous calendar year.

**2270 Rosedale Rd, Women's Dorm:** The women's dorm has an automatic fire alarm system that is monitored remotely by Pillar Innovations. The automatic system can be triggered by either heat sensors or manual pull stations located on each hall and commons areas. Fire alarm sirens and strobe lights will activate to alert residence of danger. The monitoring company relays information to local dispatch and campus authorities. Any automatic fire alarm will dispatch the local fire department to the college, unless they are called off by a campus official. The local fire department also has key access to dorm housing for quick response during an emergency. Fire extinguishers are located on each hall; typically at both ends of the hallway. 9 volt stand-alone smoke detectors are used in each dorm room. Emergency evacuation routes are posted in each room. No fire drills were held during the previous calendar year..

**2270 Rosedale Rd, Married Student Apartments:** Fire extinguishers are located on the porch area outside of the apartment .9 volt stand-alone smoke detectors are used in each apartment. No fire drills were held during the previous calendar year.

## Institutional Policies on Portable Electrical Appliances, Smoking, and Open Flames in a Student Housing Facility

Rosedale Bible College is a tobacco free campus. Therefore, absolutely no smoking of any kind is permitted in residence halls, other buildings, or on ANY campus property.

Candles, fireworks (including sparklers), incense, flammable liquids, or anything that smolders or burns with an open flame may not be used at any time in the student housing facilities or elsewhere on campus. The exceptions to this rule are:

- campfires contained in designated outdoor fire rings
- special campus events in non-student housing buildings where direct permission is given by the Dean of Students or Operations manager.

### **Portable Electrical Appliances**

The use of electrical appliances is limited for safety reasons. Only small appliances such as popcorn poppers and coffee pots are permitted. Each dorm has a full size refrigerator and microwave in the commons area for student use. Restricted appliances include hotplates, refrigerators of more than 5 cubic feet, and 5-light floor and desk plastic five shade lamps. Student-owned refrigerators are permitted if they are less than five cubic feet in capacity. The use of supplemental air conditioners, sun lamps, halogen lamps and supplemental heaters are prohibited in all residences.

Safety steps to prevent and reduce the risk of electrical fires in student housing include:

- Purchase and use only UL-rated electrical appliances and power cords. (Do not bring “homemade” cords)
- Do not “piggy-back” or “daisy-chain” extension cords.
- Use power strips with an over-current protector that will shut off power automatically if there is too much current being drawn.
- Never “piggy-back” or “daisy-chain” power strips by plugging one into another.
- Power strips must be directly plugged into the wall outlet.
- Do not tack or nail an electrical cord to any surface, or run cords across traffic paths, under rugs or furniture.
- Use light bulbs with the correct wattage for lamps. If no indication is on the product, do not use a bulb with more than 60 watts. 108
- Keep all electrical appliances and cords safely away from bedding, curtains and other flammable material.
- Unplug small household appliances when not in use and all electronics when away for extended periods.

## Procedures for student housing evacuation in the case of a fire.

The fire alarm activates when an alarm pull is engaged or when smoke detectors sense the presence of extreme heat or smoke. Strobe lights and sirens will activate immediately along with an automatic call to local fire departments. Buildings must be evacuated immediately.

- Remain calm.
- Be sure that at least one person has called 911 to report the fire.
- Always leave buildings by exit doors or fire escapes.
- Assist the physically impaired.
- Never use inside stairways unless you are on the stairway, and it is clear below.
- Never carry anything from buildings. Keep hands free to hold onto fire escape railing.
- Close all windows and doors behind you. Leave lights on.
- Move away from the buildings so emergency equipment can access the buildings.
- Report to the back lawn commons area and find your roommate and dorm neighbors. Report immediately any unaccounted for individuals to the RDA's.
- Never return to a building until authorized to do so.
- Walk quickly but never run.
- Tampering with, destroying, or disabling fire safety equipment is considered a serious offense and will result in fines in addition to damage costs and other possible disciplinary actions.
- Candles, fireworks (including sparklers), incense, flammable liquids, or anything that smolders or burns with an open flame may not be used at any time in the dorms or elsewhere on campus (except for campfires in existing campfire rings).
- Learn to know where fire extinguishers are located and how to use them. Instructions are found on each unit.
- Listen to all directives given to you by emergency services personnel.
- When the police arrive, immediately raise your arms and keep your hands and finger visible. Follow officer's instructions and avoid pointing, screaming and yelling.

**AT NIGHT.** Be prepared with a bathrobe and slippers. Be sure your roommates are awake and leaving. Remember to close windows and doors, but leave lights on. If halls or rooms are smoke-filled, get down on the floor and crawl out with face close to floor. If unable to do this, slide feet first and on your stomach out the window. Hang onto the windowsill and let yourself drop.

**ESCAPE ROUTES** are posted in each dorm room along with a dorm layout. Locations of fire extinguishers are identified on each map.

## Fire Safety Education and Training Programs

Resident students receive campus fire safety guidelines and fire evacuation information at the beginning of each fall semester.

The Operations Manager provides fire safety to staff where the potential for a fire would have a devastating effect. Some of these areas include Resident Directors and Assistants, library services,

and dietary services staff. This training is usually comprised of an in person discussion on site on how to respond to a fire and reviewing the fire protection systems and how to use them. This training is sometimes accompanied by hands-on fire extinguisher training.

Residents are required to keep hallways, stairwells, and all common areas clear of trash, storage, bicycles, etc. All trash/recyclables are to be placed in the trash dumpsters/bins located outside of each of the residence halls.

## Reporting Fires for Inclusion in Statistics in the Annual Fire Safety Report

All fire incidents should be reported to either the Dean of Students or the Operations Manager to be included in the fire statistics in the Annual Fire Safety Report. This report should be made AFTER the fire and there is no longer any danger. Fire reports can be made in person, via telephone, or via email.

Dean of Students – 740-857-1311 extension 115. [mshowalter@rosedale.edu](mailto:mshowalter@rosedale.edu)

Operations Manager -740-857-1311 extension 105. [dbrenneman@rosedale.edu](mailto:dbrenneman@rosedale.edu)

## Plans for future fire safety improvements

If the college obtains funding, future fire safety improvements would include an automatic fire alarm system in the classroom building as well as the chapel/ library/ administrative building.