Annual Security and Fire Safety Report

Statistical Information 2021 | 2022 | 2023

The 2024 Andrews University Annual Security and Fire Safety Report is brought to you as part of the University's commitment to your safety on our campus. Andrews University strives to ensure the safety of all persons on our campus. This document provides helpful and informative information as well as the crime statistics for specific calendar years.

Prepared: September 2024

Issued by:

Office of Campus Safety
Andrews University
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Berrien Springs MI 49104
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Table of Contents

Message from the Assistant VP for Campus Safety 4

Components of the Annual Security and Fire Safety Report 5

Definitions of Crime Data Reported in the Crime Statistics Tables 6
Types of Offenses - Eight UCR (Uniform Crime Report) Crime Definitions 6

Hate Crimes 6

Arrests & Referrals for Disciplinary Action 7

Violence Against Women Act (VAWA) 8

Clery Geography 8

Disclosure of Statistics 9
I. Reporting Crimes and Other Emergencies 11
Reporting of Crimes 11

Annual Disclosure of Crime Statistics 11

Voluntary Confidential Reporting 11

II. Security & Access Policy Statement 12
Security of and Access to Campus Facilities 12

Maintenance of Facilities 12

III. Law Enforcement Policy 13
Timely Warnings 13

Confidential Reporting Policy 14

IV. Emergency Response & Evacuation 14
Immediate Notification 14

Annual Testing 14

V. Educational Programs: Security Awareness Programs and Crime Prevention Programs 15
Security Awareness Programs 15

Prevention Programs 15

VI. Drug and Alcohol Policy 16
Alcohol and Substance Abuse Prevention 19

VII. Missing Student Notification Procedures 20
VIII. Sexual Discrimination and Sexual Misconduct Policy 21
IX. Sexual Offender Registration Policy 27
X. Fire Safety—Procedures, Statistics, and Reports 27
Preparedness Drills 27

Fire Drills 27

Tornado Drills 27

Educating the Campus to Fire Safety 27

Life Safety Inspections 27

Reporting of Fire or other Emergency Conditions 28

Fire Alarm Response 28

Fire Hazards 28

Policies for Fire Safety Education and Training Programs for Students, Faculty, and Staff 29
Intentional Fires: 29
Fire Safety Reporting Definitions and Collection of Statistics 30
Description of On-Campus Student Housing Fire Safety Systems & Statistics 31
Emergency Services Information 37
Resources Used in the Development of this Report 38

Message from the Assistant VP for Campus Safety

On behalf of the Andrews University Office of Campus Safety, I would like to take this opportunity to welcome you to our campus. We are dedicated to maintaining a safe and secure learning environment for our campus.

Our staff comes from a myriad of backgrounds, from emergency services to the armed services, and through these experiences, we seek to serve our campus from a multi-disciplinary background. Through our core values of respect, teamwork and integrity, we are committed to providing professional safety related services to foster a safe learning and working environment for our community.

To help the campus be aware of emergencies, severe weather, and timely warnings, Andrews University has established a mass notification system called AU Alert. Individuals on our campus can register to receive alerts from AU Alert by following this link: http://www.getrave.com/login/andrews. Individuals that are not enrolled or employed by Andrews University can also register for AU Alert through our public sign-up option by following the steps identified at the following link: https://www.andrews.edu/services/safety/aualert/index.html

While our staff is here to help keep the campus safe, the safety of our campus is a responsibility shared by all of us. Please report any safety concerns to our office and always remember to keep your classrooms, office, and residence hall rooms locked. Register your vehicles, lock your bicycles and keep your valuables out of sight.

If you have any concerns, please feel free to call me at (269) 471-3321 or email me at panigot@andrews.edu.

Sincerely,

Ben Panigot
Assistant VP for Campus Safety
Andrews University
Office: 269-471-3321
4355 International Court
Berrien Springs, MI 49104

Components of the Annual Security and Fire Safety Report

The Office of Campus Safety is responsible for preparing this Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report has various components, disclosure of crime statistics, disclosure of fire statistics and disclosure of policy statements. This report is prepared in coordination with the local law enforcement agency and fire department surrounding our main campus by requesting and gathering statistical data in regards to criminal activity and fires.

This publication also contains information about resources both on and off of our campus.

The Annual Security and Fire Safety Report is updated each year and it is available on the Andrews University website: www.andrews.edu/safety/clery. Copies of the Annual Security and Fire Safety Report may also be obtained at the Andrews University Office of Campus Safety, located at 4355 International Court or by calling (269) 471-3321. Copies of the Annual Security and Fire Safety Report are available to Andrews University students, employees, prospective students, and prospective employees as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Each year an e-mail notification will be distributed by the Office of University Communication that will describe this report and provide its web address.

Definitions of Crime Data Reported in the Crime Statistics Tables

Types of Offenses - Eight UCR (Uniform Crime Report) Crime Definitions

1. Criminal Homicide:
    a. Murder and non-negligent manslaughter are defined as the willful (non-negligent) killing of one human being by another.
    b. Negligent manslaughter is defined as the killing of another person through gross negligence.

2. Sex Offenses:
    a. Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
    b. 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 incapacity.
    c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    d. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

3. Robbery: Defined as 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.

4. Aggravated Assault: Defined as 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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime was successfully completed.

5. Burglary: Defined as the unlawful entry of a structure to commit a felony or a theft. It should be noted that the unlawful entry aspect includes both forced entry (e.g. breaking of a window) and unlawful entry-no force (e.g. entering an unlocked residence hall room without permission). Either type of access coupled with the intent to commit, or the act, of a felony or theft results in a burglary.

6. Motor Vehicle Theft: Defined as the theft or attempted theft of a motor vehicle.

7. Arson: Defined as 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.

Hate Crimes

The previous regulations required institutions to report hate crimes as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. The current regulations have added the crimes of larceny-theft, simple assault, intimidation, and destruction/ damage/vandalism of property to the list of crimes that must be reported in hate crime statistics. The FBI's Uniform Crime Reporting Hate Crime Collection Guidelines will continue to be the source for definitions.

Hate crimes are criminal offenses committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, gender identity or ethnicity/national origin.

- Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

- Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- Gender Identity Bias: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

- Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

- National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

- Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Additional Criminal Offense Types to be included in Hate Crimes are:

- Larceny-Theft: Is defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing).

- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Arrests & Referrals for Disciplinary Action

Weapons: Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This does not include violations of University policy.

Drug Abuse Violations: Defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. This does not include violations of University policy.

Liquor Law Violations: Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. This does not include violations of University policy.

Arrest: Defined as a person processed by arrest, citation or summons.

Referral for Disciplinary Action: Defined as the referral of any person to any University official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Violence Against Women Act (VAWA)

On 03/07/13 the VAWA was reauthorized with additions including the Campus Sexual Violence Elimination Act (Campus SaVE Act). Under these requirements institutions of higher education are required to update policy/procedure and statistical reporting included in their Clery Report. As of 2015, the Department of Education has posted the requirements for the Annual Security Report to be compliant with the VAWA reauthorization.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a souse of the victim under the domestic or family violence laws of the jurisdiction receiving grand monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Per the State of Michigan laws, this can also include individuals who share an apartment or residence hall room as roommates with no familial connection. Incidents also include sex offenses that are also reportable under the Criminal Category.

Dating Violence: Violence committed by a person (including sex offenses that are also reportable under the Criminal Category): (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.
(ii) The type of relationship.
(iii) 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: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Clery Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On-Campus Student Housing: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Risk Reduction

Through analysis of statistics and individual cases, this Office seeks to reduce the frequency or severity of incidents, or reduce risk, by identifying common trends that present safety related concerns and educating the campus on ways to prevent these concerns.

Disclosure of Statistics

Statistics are based on reported offenses without regard to the findings of a court, jury, or decision of a prosecutor. It should be noted that due to reporting requirements, a single incident may be represented more than once in this disclosure. This can occur by category type (crime, hate crime, or VAWA incident) or location type, as incidents may be required to be separately reported, which can result in the same incident being disclosed under each category type.

2023 Calendar Year						
Category	**Statistic Type**	**On-Campus**	**Non-Campus**	**Public Property**	**Total**	**Student Housing[3]**
Crime	Murder/Non-Negligent	0	0	0	**0**	0
	Negligent Manslaughter	0	0	0	**0**	0
	Sex Offense – Rape	0	0	0	**0**	0
	Sex Offense – Fondling	0	0	0	**0**	0
	Sex Offense – Incest	0	0	0	**0**	0
	Sex Offense – Statutory Rape	0	0	0	**0**	0
	Robbery	0	0	0	**0**	0
	Aggravated Assault	0	0	0	**0**	0
	Burglary	1	0	0	**1**	1
	Motor Vehicle Theft	1	0	0	**0**	0
	Arson	0	0	0	**0**	0
Arrests	Weapons Violations	0	0	0	**0**	0
	Drug Abuse Violations	0	0	0	**0**	0
	Liquor Law Violations	0	0	0	**0**	0
Discipline[1]	Weapons Violations	0	0	0	**0**	0
	Drug Abuse Violations	0	0	0	**0**	0
	Liquor Law Violations	1	0	0	**1**	1
VAWA[2]	Domestic Violence	1	0	0	**1**	1
	Dating Violence	0	0	0	**0**	0
	Stalking	0	0	0	**0**	0

[1]Discipline: Summary of University-based disciplinary actions for violations of State/Federal laws for drugs, alcohol, and weapons.
[2]VAWA: Domestic or Dating Violence incidents involving a sex offense are also reported in the Crime-Sex Offense section.
[3]Student Housing: Incidents in on-campus student housing are not reflected in the total as they are also required to be reported under on-campus incidents.

2022 Calendar Year						
Category	**Statistic Type**	**On-Campus**	**Non-Campus**	**Public Property**	**Total**	**Student Housing[3]**
Crime	Murder/Non-Negligent	0	0	0	**0**	0
	Negligent Manslaughter	0	0	0	**0**	0
	Sex Offense – Rape	1	0	0	**1**	1
	Sex Offense – Fondling	0	0	0	**0**	0
	Sex Offense – Incest	0	0	0	**0**	0
	Sex Offense – Statutory Rape	0	0	0	**0**	0
	Robbery	0	0	0	**0**	0
	Aggravated Assault	0	0	0	**0**	0
	Burglary	0	0	0	**0**	0
	Motor Vehicle Theft	0	0	0	**0**	0
	Arson	0	0	0	**0**	0
Arrests	Weapons Violations	0	0	0	**0**	0
	Drug Abuse Violations	0	0	0	**0**	0
	Liquor Law Violations	0	0	0	**0**	0
Discipline[1]	Weapons Violations	0	0	0	**0**	0
	Drug Abuse Violations	0	0	0	**0**	0
	Liquor Law Violations	0	0	0	**0**	0
VAWA[2]	Domestic Violence	0	0	0	**0**	0
	Dating Violence	0	0	0	**0**	0
	Stalking	2	0	0	**2**	1

[1]Discipline: Summary of University-based disciplinary actions for violations of State/Federal laws for drugs, alcohol, and weapons.
[2]VAWA: Domestic or Dating Violence incidents involving a sex offense are also reported in the Crime-Sex Offense section.
[3]Student Housing: Incidents in on-campus student housing are not reflected in the total as they are also required to be reported under on-campus incidents.

2021 Calendar Year						
Category	**Statistic Type**	**On-Campus**	**Non-Campus**	**Public Property**	**Total**	**Student Housing[3]**
Crime	Murder/Non-Negligent	0	0	0	**0**	0
	Negligent Manslaughter	0	0	0	**0**	0
	Sex Offense – Rape	2	0	0	**2**	0
	Sex Offense – Fondling	1	0	0	**1**	1
	Sex Offense – Incest	0	0	0	**0**	0
	Sex Offense – Statutory Rape	0	0	0	**0**	0
	Robbery	0	0	0	**0**	0
	Aggravated Assault	0	0	0	**0**	0
	Burglary	0	0	0	**0**	0
	Motor Vehicle Theft	0	0	0	**0**	0
	Arson	0	0	0	**0**	0
Arrests	Weapons Violations	0	0	0	**0**	0
	Drug Abuse Violations	0	0	0	**0**	0
	Liquor Law Violations	0	0	0	**0**	0
Discipline[1]	Weapons Violations	0	0	0	**0**	0
	Drug Abuse Violations	1	0	0	**1**	1
	Liquor Law Violations	1	0	0	**1**	1
VAWA[2]	Domestic Violence	0	0	0	**0**	0
	Dating Violence	0	0	0	**0**	0
	Stalking	1	0	0	**1**	0

[1]Discipline: Summary of University-based disciplinary actions for violations of State/Federal laws for drugs, alcohol, and weapons.
[2]VAWA: Domestic or Dating Violence incidents involving a sex offense are also reported in the Crime-Sex Offense section.
[3]Student Housing: Incidents in on-campus student housing are not reflected in the total as they are also required to be reported under on-campus incidents.

Hate Crimes			
Crime[1]	**2023**	**2022**	**2021**
Murder/Non-Negligent	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense – Rape	0	0	0
Sex Offense – Fondling	0	0	0
Sex Offense – Incest	0	0	0
Sex Offense – Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	1	0
Destruction/Damage/Vandalism of Property	0	0	0

[1]Hate Crimes do not follow the hierarchy rule, so all listed offenses are reportable per incident. Additionally, any reportable incident that is both a Hate Crime offense and a general Crime offense, will be reported under both categories.

In 2022 there was one on-campus intimidation case that was characterized by bias. The case involved a minor making threatening comments regarding an event celebrating international students. The intimidating comments were characterized by Ethnicity Bias.

Please note that reports identified as unfounded (false or baseless complaints[1]) may be removed from this statistical report once identified as unfounded by law enforcement upon their review of the report.
2023: One unfounded crime.

[1] FBI UCR Handbook 2004 Edition

I. Reporting Crimes and Other Emergencies

Reporting of Crimes

We encourage all students, employees, and guests to report criminal incidents or other emergencies to local area law enforcement by calling 911.

Additionally, the Andrews University Office of Campus Safety should also be notified by dialing from any campus extension at 3321 or from outside the University phone system at (269) 471-3321.

Annual Disclosure of Crime Statistics

Andrews University Office of Campus Safety is responsible for preparing the Annual Security or "Clery" Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can be found on our web site at; www.andrews.edu/safety. This report is prepared in coordination with the local law enforcement agencies surrounding our main campus by requesting and gathering crime statistical data.

Since January 2008 Andrews University Campus Safety Officers have entered all reports into an automated case management software program. Prior to 2007, reports were written in Microsoft Word and placed in an electronic folder.

The Andrews University Office of Campus Safety regularly examines this data and maintains a daily crime log to ensure that all crimes which have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook, the FBI National Incident Based Reporting System (NIBRS) Handbook, and regulations issued by the U.S. Department of Education.

Each year, crime collection data is requested from local law enforcement agencies in accordance with Clery guidelines.

Criminal incidents are also required to be reported by Campus Safety Authorities who are identified as Deans, Directors or Department Heads. The following is an office listing: Dean's office of the College of Arts and Science, Dean's office of the College of Health and Human services, Dean's office of the College of Education & International Services, Dean's office of the College of Professions, Dean's office of the Seventh-day Adventist Theological Seminary, Dean's office of the School of Graduate Studies, Principal of Andrews Academy, Principal of Ruth Murdoch Elementary School, J.N. Honors Program, Director of the Distance Learning & Instructional Technology (DLiT), University Registrar, Director of Student Success Center, Dean of Men - Meier Hall, Dean of University Towers, Dean of Women - Lamson Hall, Director of the Department of Social Recreation and Athletics and the Vice President of the Office of Student Life. The phone numbers and locations for the above-mentioned offices can be found in the search section of the Andrews University website link: http://www.andrews.edu/directory

Each year an e-mail notification will be distributed by the Office of University Communication (UC) that will describe this report and provide its web address. Printed copies of the report are also available at the Andrews University Office of Campus Safety Office.

Files used in the creation of this report, along with this report, are archived digitally for preceding years.

Voluntary Confidential Reporting

A procedure is in place to obtain crime statistics disclosed confidentially by anonymous reporting. The Office of Campus Safety, in partnership with the Student Life Office, has developed a confidential crime reporting program for the campus. Tips may be made anonymously to Campus Safety by calling (269) 471-3321 regarding crimes committed on campus. The operator will take the tip and provide the caller with a tip identification number. If the information provided directly leads to the confirmed identification of a suspect or an arrest, the caller may be eligible for a cash reward up to $250.00.

At Andrews University, the health and well-being of students and of our campus community is of primary importance and therefore the University retains the right to intervene as deemed necessary to help protect health or safety. The University has established a University Student Intervention Team (USIT).

Observations of behaviors and activities that appear to jeopardize, threaten or endanger the health or safety of a student or others will be carefully evaluated. Such observations may include a suicidal ideation or gesture, self-injurious actions, aberrant or dysfunctional behavior or other health and mental health conditions that may compromise the health or safety of the student or others. When these types of behaviors are observed they should share it with the Vice President of Student Life and/or the University Student Intervention Team (USIT) via usit@andrews.edu or established communication channels. Life threatening emergencies should be immediately reported by calling 911.

The University Student Intervention Team (USIT) will carefully review and investigate these reports and evaluate the level of risk. The USIT may consult with relevant University personnel to identify intervention strategies and/ or to implement the intervention plan. The various aspects of the protocol are further detailed in the Andrews University Student Planner/ Handbook, Health and Wellness Protocol which is available at the following web address: http://www.andrews.edu/services/studentlife/

The University does not have procedures for counselors to provide voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Office of Student Life or Human Resources for review.

II. Security & Access Policy Statement

Security of and Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal business hours, Monday through Friday, excluding holidays.

Residence Hall's exterior doors are locked during the day and restricted to resident card-access only, with the exception of the guest or lobby areas. Visitors must check in at the front desk of the residence hall. Andrews University continues to actively install access control systems throughout the campus.

Andrews University desires to foster an environment where all members of our community are welcome to utilize all the campus has to offer. There are times, however, when our facilities or recreational areas may be closed. Once a building or recreational area has been either closed and/or locked, or the outdoor area is posted as closed or off-limits, no one should reenter this area. Students who are found in these areas can be referred to the Student Life office for administrative action.

The campus traffic gates close at 11 pm Sunday through Friday and at midnight on Saturday. These gates re-open at 5 am (exceptions may be made by Campus Safety). When the traffic gates are closed surrounding the campus, entrance to the University main campus may only be made through J.N. Andrews Blvd. only. All vehicles seeking entrance to the main campus must stop and identity themselves to the Campus Safety officer at the Gatehouse. Campus Safety does have the authority to deny entrance to any individual or vehicle. Drivers of vehicles refusing to properly identify themselves will be denied entrance.

Maintenance of Facilities

The Andrews University campus was designated nationally as an official arboretum site in 1991. The Office of Plant Service is responsible for maintenance to established campus and rental property buildings, as well as providing assistance in planning new buildings. The Office of Custodial Services houses personnel responsible for cleaning and upkeep of the interiors of campus buildings. The Office of Transportation, among other things, is responsible for the maintenance of our roadways and the Office of the Arboretum is responsible for maintenance of the campus grounds.

III. Law Enforcement Policy

Andrews University does not have a campus police department. Campus Safety Officers are private employees of the University whose authority is granted by the University.

Campus Safety Officers do have the authority to ask persons for identification and to determine if someone has lawful business on campus. Campus Safety has been granted the authority by the University to issue parking citations, which are billed to the financial accounts of students, faculty and staff.

Campus Safety Officers employ LIDAR and video equipment for the enforcement of adopted University policy as it relates to traffic & speed limit enforcement on campus. Once a violation has been identified and documented the University's vehicle registration data base is reviewed. If the violating vehicle is registered to a faculty, staff or student, a citation will be forwarded to their Andrews University e-mail.

Criminal incidents are referred to the local law enforcement agency. Campus Safety maintains a professional working relationship with local law enforcement and state agencies.

The University does not have any off-campus student organizations and therefore there is no need to address monitoring of such.

Timely Warnings

In the event a situation arises, which necessitates the issuance of a timely warning, the Assistant Vice-President for Campus Safety reviews the available information and a warning will be issued. Generally, these warning are sent out by the Office of University Communication by via various communication tools.

These warning will be sent out as necessary unless issuing the warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency or compromise any ongoing investigation by law enforcement.

Andrews University students can elect to receive emergency warnings via their cell phones by registering at the following website: www.getrave.com/login/andrews.

The following are some examples of when a Timely Warning may be issued:

- Murder
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is an on-going threat to the campus community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by Campus Safety)
- Burglary (cases involving multiple incidents or signs of forced entry)
- Motor Vehicle Theft
- Major incidents of arson
- Other crimes as determined necessary by the Director of Campus Safety or their designee.

Anyone with information warranting a timely warning should report the circumstances to the local police office (by phone at 269-471-2813) or you may call the Office of Campus Safety (269-471-3321) or report in person at the dispatch center within the Andrews University Office of Campus Safety at 4355 International Court. In the event of an emergency, call 911.

Confidential Reporting Policy

The University does not have procedures for counselors to provide voluntary, confidential reporting of crime statistics.

Andrews University has an anonymous Crime Information Reward program where rewards are offered for information leading to the capture or arrest of suspects responsible for crimes committed on campus by calling 269-471-3321. Information taken is confidential, with no caller name required. There is also an anonymous email reporting located at the Campus Safety's web site.

IV. Emergency Response & Evacuation

The University has several facets of an emergency operation plan that incorporates the topics of Emergency Notification and Timely Warnings, Crisis Communication, Tornadoes, Pandemic Influenza, Crisis Counseling and Pastoral Care – Threat Assessment and Intervention, and Public Events.

Immediate Notification

The decision to notify and warn the campus community is made by the Office of Campus Safety based on confirmed information obtained from officers, investigations, tips or local area law enforcement. The Office of Campus Safety will oversee the notification process via various communication tools including the use of AU Alert (a system used to send out text messages, emails, phone calls, and posts to University Facebook and Twitter accounts) and through postings to the University website and announcements on the University radio station, WAUS 90.7 FM. Initial emergency notifications will contain directions for the campus population to respond to the emergency. Subsequent notifications can provide additional information to the campus population.

Emergency notification will be issued when it is confirmed that there is an emergency or dangerous situation involving an immediate threat to the health and safety of our population on campus. This immediate threat to the health and safety of students and employees may include:

- All hazards (not just Clery reportable crimes)
- Acts or threats of violence
- Natural Disaster
- Environmental

The University has an emergency siren located in the center of campus. This siren will sound whenever the National Weather Service issues a Tornado Warning for our immediate area. When activated the siren will sound continuously for three (3) minutes followed by one (1) minute of silence and will be repeated as needed. When this happens, the campus is directed to:

1. Seek shelter immediately.
    a. Basements and reinforced concrete buildings are your best protection.
2. Go to the lowest part of the building, stay away from outside walls and windows.
    a. Hallways and small rooms provide good protection.
3. For buildings without basements, go to the ground floor. Take cover under heavy furniture in the central part of the building, or in a small room, hallway or bathroom away from windows.

The siren does not sound an all-clear. To obtain all-clear information and any further information regarding the reason of the siren's activation, call the campus information line or listen to local media:

- An AU Alert ALL CLEAR may be issued
- Call extension 3321 for phones on the campus phone system.
- Call (269) 471-3321 from phones outside of the campus phone system.
- Tune into WAUS (90.7 FM).
- Go to the University's website (www.andrews.edu)

This siren is tested the first Sunday of each month. A warning siren will sound at 12:00 p.m. (noon). The testing cycle period will be a constant signal for approximately 30 seconds.

Annual Testing

The University continues its commitment to conduct annual testing of the emergency systems by various methods. In addition, fire and tornado drills are completed at all University Schools (Collegiate, Andrews Academy, and Ruth Murdoch Elementary School). Additionally other safety drills are completed at the University Schools (Andrews Academy and Ruth Murdoch Elementary School). At least monthly the siren system is scheduled to be tested and campus wide exercises are planned and implemented.

V. Educational Programs: Security Awareness Programs and Crime Prevention Programs

Security Awareness Programs

The Andrews University Office of Campus Safety encourages a common theme of awareness and crime prevention programs to facilitate awareness and responsibility among students and employees of their own security as well as the security of others.

Tip: To enhance personal safety at night:

- Walk or ride with friends or someone.
- Stay away from isolated areas.
- Try to stay/walk/park near street lights.
- Hold your purse tightly, close to your body.
- Respect campus curfew (Sunday–Friday, 11 p.m.; Saturday, 12 a.m.).
- Contact the Office of Campus Safety for a safety escort.

Persons who do not feel safe walking from one location on campus to another may request a safety escort by calling extension 3321 to request a Campus Safety Officer to escort them. All escorting officers are employed by the Andrews University Office of Campus Safety and will be in uniform with identification.

Prevention Programs

The Office of Campus Safety is operated 24 hours a day, 7 days week to serve this campus. Campus Safety Officers come from diverse backgrounds which include military, corrections, law enforcement, and the fire service.

The Office of Campus Safety website provides information on an array of crime prevention services such as bike registration, vehicle registration, on-campus safety escorts, fire safety inspections, property checks, event support services upon request to name a few. For a complete listing of services please visit www.andrews.edu/services/safety.

The University also has security cameras and elevator phones throughout the campus.

The University conducts several types of prevention programs that cover a myriad of topics, from crime prevention to sexual misconduct and Domestic/Dating Violence. The primary prevention programs fall under the new student orientation programs offered every year as organized by Student Life. In addition to these primary prevention programs, several awareness programs are offered as informative education opportunities designed to give the individual a general understanding of the topic presented, which could include University activities or policies

Campus Safety routinely takes part in several prevention and awareness programs to discuss safety related topics at: New Student Orientation, New Employee Orientation, Safety Worships, First Stop for new students, New International Student Safety Orientation, and Orientation for Berrien County Math and Science Center students. Campus Safety also offers online self-paced safety trainings through the University's Learning Hub.

Campus Safety employees regularly attend training programs to enhance their skills and knowledge in various areas. Some of the training programs/topics included: Berrien County Basic Reserve Officer Academy, REID Interview & Interrogation, first aid/CPR and AED training.

Andrews University has an anonymous Crime Information Reward program where rewards are offered for information leading to the capture or arrest of suspects responsible for crimes committed on campus. Information taken is confidential, with no caller name required. The crime information is to be called to (269) 471-3321, and a tip number will be issued to the caller.

VI. Drug and Alcohol Policy

The following information is provided as a reference to University policy, and is not intended to replace or supersede the most current policy. For the most up-to-date information, please refer to the Student Handbook Code of Student Conduct (found either at https://bulletin.andrews.edu or the division of Campus & Student Life, www.andrews.edu/life)

Andrews University is committed to providing a drug-free environment for learning and working. Such a commitment led the University to establish a Drug-Free Policy, which outlines clearly the University's zero-tolerance position and strives to educate the student body on the advantages of a drug-free lifestyle. The University also helps chemically dependent students find resources to aid in their recovery.

Students are expected to remain drug-free. Drug-free means abstaining from the use of alcohol, tobacco and other mind-altering drugs. It also means refraining from the misuse and/or abuse of prescription drugs. The University also upholds all laws which prohibit the possession, use, manufacturing or distribution of controlled substances.

The possession of drug paraphernalia and use of "look alike" or designer drugs including any or all parts of e-cigarettes, hookahs, vapor and hookah pens, etc., regardless of the substance delivered, are also prohibited and considered an offense of the Drug-Free Policy. A K-9 handler team is authorized by the University to conduct searches of campus facilities (see "Campus Safety Services and Information," page 41). Prohibited substances, materials and equipment will be confiscated.

Students who have reportedly used alcohol, tobacco or illegal substances or who were found to be in close proximity to alcohol, tobacco or illegal substances or drug paraphernalia may be required to participate in random, on-demand alcohol, tobacco and drug screenings as well as to engage in an educational course. In cases where there is not confirmed usage, costs related to tests required for students will be covered by the University if the results are negative and will be the responsibility of the student if the results are positive.

Voluntary Referral

All students can choose to voluntarily seek assistance in remaining drug- and alcohol-free. Faculty members, Counseling & Testing or Student Life professionals are available for consultations. No disciplinary action will typically be taken if the student initiates (without the information being already reported to or known by a University or law enforcement official) a voluntary effort to seek assistance. The student must provide, from the Counseling & Testing Center or a healthcare provider, current documentation of having taken the voluntary initiative as well as evidence of faithfully following the established plan for attendance, treatment, removal of triggers and personal growth.

Substance use/abuse counseling is available from the Counseling & Testing Center. Limited services include the following:

- Professional substance abuse assessment
- Individual counseling
- Support groups for chemical dependency

Mandatory Referral

If students are found in violation of the policy, the University may assign sanctions based on the status of the substance (legal/illegal), prior violations, and the circumstances surrounding the proximity to, use of, or the possession, manufacture, or distribution of the substance. Further information is available through the Student Code of Conduct, www.andrews.edu/life

Health Risks

There are many health risks associated with the use of alcohol and drugs—many of these risks are noted in the following comprehensive overview.

Alcohol

Alcohol impacts the central nervous systems as a depressant. The legal blood concentration limit to operate a motor vehicle in Michigan as well as other states in the region is .08. As the blood alcohol concentration rises, short-term effects include loss of concentration and judgment; slowed reflexes; increase in erratic emotions; disorientation leading to higher risk of accidents; and problem behavior. A person with a blood alcohol concentration of .40 and higher can become unresponsive or have respiratory arrest leading to death. Alcohol can cause effects that may include damage to liver, heart, pancreas and brain; malnutrition; high blood pressure; birth defects; cancer; and other illnesses. Alcohol can be highly addictive to some persons and is the most common drug used/abused in the world. The World Health Organization notes that alcohol is related to a wide variety of assaults including intimate partner violence and date rape. For additional information, visit niaaa.nih.gov/alcohol-health/alcohols-effects-body and who.int/violence_injury_prevention/violence/world_report/factsheets/fs_intimate.pdf.

Amphetamines *(pep pills, speed, bennies, crystal)*
Amphetamines are central nervous system stimulants. Use can cause effects that may include rushed, careless, aggressive behavior; pushing beyond one's physical capacity, thus leading to exhaustion; insomnia; loss of appetite; a "crash" when effects wear off; a tolerance level that increases rapidly; and physical and psychological dependence where withdrawal can result in depression and suicide. Continued high doses can cause destruction of nerve cells in the brain; heart problems; stroke; infections; malnutrition and death.

Cocaine *(coke, crack)*
Cocaine stimulates the central nervous system and anesthetizes the mucus membrane. It can cause effects that may include impaired judgment; increased breathing, increased heart rate, and heart palpitations; anxiety, restlessness, hostility, paranoia and confusion; insomnia; damage to the digestive, respiratory and immune systems; mood swings; depression; paranoia; malnutrition, strokes, seizures and loss of brain function; and a severe "crash" when effects wear off. Cocaine is highly addictive.

Designer Drugs/Synthetic Cannabinoids *(bath salts, K2, spice)*
These types of substances are designed to mimic illegal substances of many types and can have the effects of illegal stimulants, hallucinogens and depressants. Their use can cause effects that may include elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; lack of appetite, vomiting and tremor; kidney/liver failure; and an increased risk of suicide and death. For more information, see drugabuse.gov/news-events/latest-science/science-behind-designer-drugs.

Hallucinogens *(PCP or angel dust, LSD or acid, ecstasy, dextromethorphan)*
These substances impact and distort one's perception of reality and can cause effects that may include dreamlike states while awake; catatonic or psychotic states; and extreme distortions of what is seen and heard. Hallucinogens induce sudden changes in behavior leading to accident and injury; emotional imbalance; loss of concentration and memory; impaired judgement; and increased risk of birth defects in user's children. Overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function as well as brain damage.

Inhalants *(nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons, glue or benzene sniffing, aerosol propellants, gasoline)*
These substances are volatile hydrocarbons in that they easily become vapor and are readily inhaled. They can cause effects that may include nausea, dizziness, fatigue, slurred speech, hallucinations or delusions. Inhalants may lead to rapid and irregular heart rhythms; heart failure and death; loss of feeling, hearing and vision; and permanent damage to the brain, heart, lungs, liver and kidneys.

Marijuana *(cannabis, grass, pot, weed)*
Marijuana impacts the central nervous system and can cause effects that may include impaired psychomotor functions; impaired learning ability and memory; impaired judgment of space and distance; aggravation of pre-existing heart and/or mental health problems; weakened immune system; and permanent damage to lungs, reproductive organs and brain function. Marijuana can also interfere with the physical, psychological and social development of young users.

Opiates/Narcotics *(heroin, morphine, opium, codeine, oxycodone, china white)*
Drugs in this class are significant central nervous system (CNS) depressants. They can cause effects that may include physical and psychological dependence. Overdose can cause significant CNS depression resulting in convulsions, coma, cardiac and respiratory arrest and death. Long-term use can lead to malnutrition. Opiates and narcotics, when injected, can cause a wide variety of infections including hepatitis B & C; sharing needles is also a leading cause of the spread of HIV. Opiates/narcotics are highly addictive and tolerance increases rapidly.

Sedatives *(barbiturates, downers)*
Sedatives are central nervous system depressants and can cause effects that include reduced reaction time and confusion. Overdose can cause coma, respiratory arrest, convulsions and death. Withdrawal can be dangerous. In combination with other controlled substances, sedatives can quickly cause coma and death. Long-term use can produce physical and psychological dependence. Tolerance can increase rapidly.

Tobacco *(cigarettes, cigars, chewing tobacco)*
Tobacco is one of the most addictive of all drugs. Smoking causes lung cancer, heart disease and emphysema; it may cause other cancers and diseases of the respiratory tract. Smoking by pregnant women may complicate pregnancy and may result in fetal injury, premature birth and low birth weight.
For an extensive list of health-related risks from substance use/abuse please visit the National Institute on Drug Abuse at drugabuse.gov/ and the National Institute on Alcohol Abuse and Alcoholism at niaaa.nih.gov/

Legal Ramifications

Violations of local, state and federal laws related to alcohol abuse or to the illegal use, possession, manufacture or delivery of controlled substances may result in misdemeanor or felony convictions accompanied by the legal imposition of sanctions.

- A summary of federal sanctions for drug felonies can be found on the website of the Drug Enforcement Administration: dea.gov/druginfo/ftp3.shtml.
- State of Michigan sanctions related to the illegal use of controlled substances can be found in the Public Health Code, Act No. 368, Article 7 of the Public Acts of 1978: legislature.mi.gov/%28S%28vxezn1n5nrrv2fbmm3mqxv3f%29%29/mileg.aspx?page=getObject&objectName=mcl-368-1978-7.
- State of Michigan sanctions related to alcohol infractions involving minors (those under 21 years of age) can be found in the Michigan Liquor Control Code, Act 58 (Chapter 7) of 1998: legislature.mi.gov/%28S%28iyaywqfko1azrxigoiverrrt%29%29/mileg.aspx?page=getObject&objectName=mcl-58-1998-7.
- A summary of Michigan's impaired driving laws can be found on the website of the Michigan State Police: michigan.gov/msp/0,4643,7-123-64773_22774-75633–,00.html). An even more complete summary of sanctions related to substance abuse and driving can be found at the website of the Michigan Secretary of State: michigan.gov/sos/0,4670,7-127-1627_8665-24488–,00.html.

Categorization of Controlled Substances

As in many states, controlled substances in the State of Michigan are categorized using five schedules. Schedule 1 substances have a high potential for abuse and no recognized medical use. Schedule 2 substances also have a high potential for abuse but with some highly regulated medical uses. Schedule 3 substances pose a moderate risk of dependency with accepted medical uses. Schedule 4 includes prescribed substances with a low risk of abuse and limited addictive properties. Schedule 5 substances have a very low risk of abuse, but the potential still exists. Many are sold over the counter. Substances included in each schedule are listed on the website of the Michigan Legislature:legislature.mi.gov/%28S%28420wenfvn0xck03d3vy30osk%29%29/mileg.aspx?page=getObject&objectName=mcl-368-1978-7-72.

Overview of State of Michigan Sanctions

The following provides an overview of State of Michigan sanctions for offenses related to controlled substances as well as those related to alcohol. Please note that this overview is for educational use only. It is not a complete listing of sanctions and is not intended to be relied upon as legal advice. Laws are subject to change at any time and therefore some information provided below could be outdated. It is important to consult with an attorney regarding specific legal issues.

Michigan Sanctions Related to Violation of Controlled Substances

Examples/Schedule	Manufacture/Delivery	Possession	Use
Narcotics & Cocaine (Schedules 1, 2)	< 50 grams* Felony Up to 20 years/jail Up to $25,000/fine	< 25 grams* Felony Up to 4 years/jail Up to $25,000/fine	Misdemeanor Up to 1 year/jail Up to $2,000/fine
Ecstasy, Molly & Methamphetamines (Schedules 1, 2)	Felony Up to 20 years/jail Up to $25,000/fine	Felony Up to 10 years/jail Up to $15,000/fine	Misdemeanor Up to 1 year/jail Up to $2,000/fine
Other Controlled Substances in Schedules 1, 2, 3	Felony Up to 7 years/jail Up to $10,000/fine	Felony Up to 2 years/jail Up to $2,000/fine	Misdemeanor Up to 1 year/jail Up to $1000/fine
Valium, Rohypnol, Xanax, etc. (Schedule 4)	Felony Up to 4 years/jail Up to $20,000/fine		
Ephedrine, Codeine, etc. (Schedule 5)	Felony Up to 2 years/jail Up to $2,000/fine	Misdemeanor Up to 1 year/jail Up to $2,000/fine	Misdemeanor Up to 6 months/jail Up to $500/fine
Hallucinogens— LSD, PCP, Peyote, Mushrooms, etc. (Schedules 1, 2)	Felony Up to 7 years/jail Up to $10,000/fine		
* Greater quantities bring higher sanctions all the way up to life/jail and $1 million/fine ** Greater quantities bring higher sanctions all the way up to 15 years/jail and $10 million/fine			

A summary of Michigan's Recreational Marijuana use law can be found here: www.michigan.gov/marijuana/

A summary of state penalties associated with recreational Marijuana use law can be found here: https://www.michigan.gov/documents/marihuana/Michigan_Recreational_Marihuana_Law_Penalty_Chart_639954_7.pdf

Michigan Sanctions for Violation of Alcohol Laws Related to Minors (under age 21)

- **Selling or Furnishing Alcohol to Minors**
  - Misdemeanor; up to 60 days in jail and/or up to a $1,000 fine
  - Felony; up to 10 years in jail and/or up to a $5,000 fine if the consumption of alcohol by a minor is a direct and substantial cause of that minor's death
- **Use of Fraudulent ID by a Minor or Furnishing Fraudulent ID to a Minor**
  - Misdemeanor; up to 93 days in jail and/or up to a $100 fine
  - Offender's driver's license is suspended for 90 days; alcohol screening may be required
- **Purchase, Possession or Consumption of Alcohol by a Minor**
  - Misdemeanor
  - For a first violation the sentence may include any or all of the following—up to a $100 fine; participation in a substance abuse prevention program; community service; substance abuse screening/assessment
- **Person Under 21 Transporting or Possessing Alcohol in a Motor Vehicle**
  - Misdemeanor
  - For a first violation the sentence may include any or all of the following—up to a $100 fine; alcohol screening; community service; vehicle impounded for up to 30 days; 2 points added to the offender's driving record

Michigan Sanctions for Drinking and Driving Offenses

- **Operating a Motor Vehicle While Impaired**
  - Misdemeanor
  - **For first offense with a blood alcohol content (BAC) of .08 or higher** but less than .17, drivers face up to a $500 fine, up to 93 days in jail, up to 360 hours of community service, up to 180 days license suspension, 6 points added to the offender's driving record, Driver Responsibility Fee of $1,000 for two consecutive years
  - **For first offense with a BAC of .17 or higher**, drivers face up to a $700 fine, up to 180 days in jail, up to 360 hours of community service, up to one year license suspension, 6 points added to the offender's driving record, mandatory completion of an alcohol treatment program, Driver Responsibility Fee of $1,000 for two consecutive years
  - **If under age 21, it is also against the law to drive with a BAC of .02 or more** or with any presence of alcohol in one's body except for that consumed at a generally recognized religious ceremony. First time offenders face up to a $250 fine, up to 360 hours of community service, 4 points added to the offender's driving record, driver's license restricted for 30 days, and a Driver Responsibility Fee of $500 for two consecutive years
  - **Drivers with any amount of a Schedule 1 narcotic**—such as marijuana, GHB or heroin—are subject to the same fines and penalties as drunk drivers, even if they show no signs of impairment
  - **Anyone who refuses a breath test** the first time is given an automatic one-year driver's license suspension. For a second refusal within seven years, the suspension is two years
- **Open Alcohol Container in Vehicle**
  - Misdemeanor
  - Community service and/or substance abuse screening/assessment
  - 2 points on a driver's license

Marijuana (including medical)

Michigan state law permits the use of both recreational and medical marijuana. However, marijuana use, possession and/or cultivation is prohibited at educational institutions, which are recipients of federal funds and must be compliant with federal laws (including the Controlled Substances Act and the Drug-Free Schools and Communities Act). The use, possession or cultivation of marijuana for recreational or medical purposes is therefore not allowed on the property of Andrews University nor is it allowed at any University-sponsored event or activity off-campus.

The University's drug and alcohol policy can be found online in the University's Student Handbook at: https://bulletin.andrews.edu/content.php?catoid=13&navoid=1939

Alcohol and Substance Abuse Prevention

The University has developed a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program is available at the Counseling and Testing Center and the program is entitled Psych educational classes, which consist of 6 sessions. The Counseling and Testing Center also provides alcohol/drug assessments.

The Institute for the Prevention of Addiction (IPA), located on the campus at Andrews University, was founded in 1985. The mission of the Institute is to engage in a wide variety of research focusing on the epidemiology of health risk behavior, prevention strategies to reduce risk behaviors, best practice intervention services and policies to reduce health risk behaviors. Researchers at the IPA have conducted research projects nationally and internationally.

VII. Missing Student Notification Procedures

The following is the policy statement of Campus Safety as it related to missing persons. If at any time the Office of Campus Safety becomes aware that persons associated with the University as either a student, who lives on or off campus, an employee or staff member or anyone else associated with the University is a missing person, then a report will be filed with the Berrien Springs Oronoko Township Police Department. Once the report has been filed and turned over, law enforcement will direct all further activities, including any required notifications to emergency contacts and/or parents.

A missing person policy has been adopted, as written by the Office of Student Life, and disseminated to all relevant personnel for their reference. The policy contains an option for each student to identify a contact person or persons whom the institution may contact if it is suspected that the student is missing. The contact information for the student's identified emergency contact is considered confidential.

VIII. Sexual Discrimination and Sexual Misconduct Policy

The following information is provided as a reference to University policy, and is not intended to replace or supersede the most current policy. For further detail and the most up-to-date information, please refer to:

- The Code of Student Conduct (found either at https://bulletin.andrews.edu or,
- Division of Campus & Student Life's dedicated website to Title IX: Sex Discrimination and Sexual Misconduct https://www.andrews.edu/life/health-safety/title-ix/index.html)

Introduction

Andrews University is committed to maintaining a respectful learning and living environment that is free from Sexual Harassment. For the purposes of this policy the collective term, Sexual Harassment, will be used to include sexual assault, quid pro quo harassment, hostile environment harassment, relationship violence, stalking, and sexual exploitation. Sexual Harassment in any form, regardless of gender identity or sexual orientation, is inconsistent with this commitment, strictly prohibited and intolerable in the Andrews community. All members of the Andrews University community share a responsibility for upholding this policy.

Any student who is found responsible for committing Sexual Harassment is in violation of the Code of Student Conduct. Any faculty or staff who is found responsible for committing Sexual Harassment is in violation of the University's "Working Policy" and "Employee Handbook," as applicable.

This policy complies with Andrews University's responsibilities regarding Title IX and the Violence Against Women Reauthorization Act of 2013: Sec 304. Title IX of the Educational Amendments of 1972 prohibits discrimination from educational programs and activities on the basis of sex (gender) in educational programs and activities that receive federal assistance. The Violence Against Women Reauthorization Act (VAWA) expects that universities have procedures in place to respond to matters of Sexual Harassment, relationship violence, and stalking.

Jurisdiction

This policy governs Sexual Harassment directed against persons in the United States, including a University student, student employee, faculty or staff, by a member of the University community, if the alleged Sexual Harassment is reported in a formal written complaint and occurred in an educational program or activity as to which the University has substantial control over the respondent as well as the context in which the act occurred.

The University will respond to Sexual Harassment involving faculty and/or staff according to these processes, understanding that cases involving only faculty and/or staff also fall under Title VII and, as such, are handled primarily by the Office of Human Resources.

University Community: The University community includes students, student employees, faculty, staff, appointees, volunteers, non-employee clients, supplier/contractors, and visitors.

On-Campus: All on-campus violations are deemed to pose a disruption or threat to the educational environment. The campus includes the geographic confines of the University, including its land, roads, buildings, Andrews Academy, Ruth Murdoch Elementary School and University housing.

Off-Campus: Off-campus violations may pose a disruption or threat to the educational environment. Examples of off-campus Sexual Harassment that may occur where the University has substantial control include conduct that:

- Occurs during a University-sponsored event (e.g., field trips, social or educational functions, University-related travel, student recruitment activities, internships and service learning experiences)
- Involves students in the United States enrolled in the University's School of Distance Education & International Partnerships or other off-campus educational programs

Online: Violations can occur in a variety of forums on the Internet. Some of these mediums include, but are not limited to, chat rooms, forums/message boards, social networking sites, instant messaging, email, avatars, advertising, redirected/automatic linking, spam and pop-ups. The University will have jurisdiction where the University has substantial control over the respondent and the online environment in which the act occurred.

In instances where misconduct is found to have occurred, the Title IX Coordinator, Deputy Coordinator(s) and other University personnel will take appropriate steps to end such misconduct, prevent its recurrence and remedy its effects.

In instances where Sexual Harassment is found by the Decision-Maker Panel to have occurred, the University will take appropriate action, up to and including separation from the University with the goal to end such Sexual Harassment, prevent its recurrence and remedy its effects. Third parties who engage in Sexual Harassment may have their relationship with the University terminated and/or their privileges of being on University premises withdrawn.

Allegations of misconduct that do not fall within the University's Title IX jurisdiction, may still be subject to the processes contained in the University's Code of Student Conduct or its Working Policy or Employee Handbook.

Sexual Harassment
Sexual Harassment is any sexual assault, quid pro quo harassment, hostile environment harassment, relationship violence, stalking, and sexual exploitation that occurs without the effective consent of all individuals involved.

It is important not to make assumptions about whether another party or potential partner is consenting. The burden to obtain effective mutually-understood consent is on the initiator of the sexual act.

- Effective consent is informed, voluntary, and freely and actively given.
- Effective consent cannot be obtained from threat, force, threat of force, intimidation, coercion or incapacitation.
- Effective consent cannot be given by minors, mentally disabled individuals, or individuals who are mentally or physically incapacitated (such as by alcohol or drug use, etc.)—see "incapacitation" definition below.
- Consent can be communicated by words or can be manifested through action.
- Consent must be mutually understandable.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent at one time does not imply consent to another time.
- Silence or passivity alone does not imply consent.
- Consent can be withdrawn at any time.

Reminders and Resources

Preservation of Evidence and Medical Assistance
Victims of sexual misconduct are reminded of the importance of taking every precaution to preserve all evidence and to abstain from tampering with any items at the scene, changing clothes or washing any area of their body. Under some circumstances, victims should seek immediate medical attention before washing themselves or clothing. If clothes have been removed, place each item separately in *paper* bags. Complainants should preserve all phone call logs, emails, text messages, online communication and other evidence that is relevant to the specific complaint.

Medical assistance can be sought from any emergency room, such as the one located at Lakeland Medical Center, St. Joseph, Michigan. Sexual assault victims may request financial assistance for hospital exam costs. Contact Michigan Crime Victim Services Commission for more information (517-333-SAFE).

In addition to the collection of evidence, hospital staff is able to check for other potential injuries and respond to the potential of pregnancy and sexually transmitted diseases.

Confidentiality, Counseling and Support
The University will seek to be sensitive, supportive and respectful to all involved individuals. The University will also seek to take reasonable steps to maintain appropriate levels of confidentiality and will refrain from including in public available records the identity of the complainant. Although the University will attempt to limit the number of individuals who may learn about an allegation of misconduct, the University cannot guarantee confidentiality in all matters. To comply with certain federal laws, the University is required to report statistics regarding misconduct on its campus. Recordkeeping for this statistical report will be accomplished without the inclusion of identifying information about the complainant or witnesses to the extent permissible by law.

Counselors, pastors and chaplains have confidentiality obligations that prohibit them from reporting and activating established University processes; therefore, while these individuals are able to provide confidentiality and important support for victims, they are not the designated individuals to whom formal or informal reports should be given (see below).

Victims of sexual misconduct, domestic violence, dating violence, and stalking are encouraged to seek the assistance of trained counselors and support systems. On-campus services include:

- Andrews University's Counseling & Testing Center (located in Bell Hall, 269-471-3470)
- Chaplains (located in the Campus Center, 269-471-3211)
- Academic support services (located at the Student Success Center in Nethery Hall, 269-471-6096)

Community services provided off-campus include:

- Samaritan Counseling Center, 1850 Colfax, Benton Harbor, Michigan (269-926-6199)
- Berrien County Child & Family Services/Safe Shelter (for women and children), PO Box 8820, Benton Harbor, Michigan 49023-8820 (phone: 269-925-1725/269-925-9500, crisis: 888-983-4275/269-925-9500), cfsswmi.org/our-programs/safe-shelter.html
- Michigan Crime Victim Services Commission, 201 S. Townsend, PO Box 30195, Lansing, Michigan 48933 (877-251-7373 for victims only or 517-373-7373)
- Rape, Abuse and Incest National Network (1-800-656-4673)
- Cass/St. Joseph County Domestic & Sexual Abuse Services, PO Box 402, Three Rivers, Michigan 49093 (phone: 269-279-5122, crisis: 800-828-2023), dasasmi.org
- S-O-S of the Family Justice Center, 533 North Niles Avenue, South Bend, Indiana 46617 (574-234-6900), Info@fjcsjc.org
- The National Domestic Violence Hotline (1-800-799-SAFE)

Initiating a Complaint

The University encourages complainants and witnesses to report any violations of this policy to an appropriate University official. Reports are what give the University the opportunity to investigate and address any violations; they also provide the University with an opportunity to ensure that appropriate care and resources are provided for both the victim or complainant and the accused. At the same time, before a complainant reveals information (name of the accused, details, etc.), they should understand that **only professional counselors, pastors and chaplains are able to retain confidentiality**, and all other faculty and staff are required to notify the designated University officials.

Designated University Officials

Frances Faehner, vice president for Campus & Student Life, is the Title IX Coordinator for Andrews University (269-471-2679).

Inquiries and sex-based complaints including sexual misconduct, domestic violence, dating violence, and stalking should be referred to designated University officials as follows:

Student Complaints Regarding Another Student or Employee
Title IX Deputy Coordinator for students, Alyssa Palmer, dean for Student Life (269-471-6684)
Student Life Deans (269-471-3215)
Residence Hall Deans (Lamson Hall: 269-471-3446, Meier Hall: 269-471-3390 or University Towers: 269-471-3360)
Office of Campus Safety (269-471-3321)

Employee Complaints Regarding Faculty or Staff
Title IX Deputy Coordinator for faculty or staff
Office of Human Resources (269-471-3302)
Office of Campus Safety (269-471-3321)

Local Law Enforcement

Sexual misconduct, domestic violence, dating violence, and stalking may also be criminal. Complainants may wish to inform local law enforcement agencies; upon a complainant's request, the University will assist in making the connection between a complainant and an appropriate law enforcement agency. In Berrien Springs, the local police department can be reached at 269-471-2813. In an emergency, call 911. Complainants also have the right to decline to make a formal report to law enforcement and campus authorities.

The University's Processes and Response

The University will take seriously all good faith reports of alleged sexual misconduct, domestic violence, dating violence, and stalking. University proceedings will seek to provide a prompt, fair and impartial consultation, investigation and response by officials who receive annual training.

Because the University recognizes that such misconduct includes an attack on an individual's dignity and self-determination

rights, the University will attempt to let complainants select the process for addressing their allegations. In general, there are two main paths for addressing sexual misconduct: (1) an informal consultation pertaining to possible misconduct and (2) a formal complaint of alleged misconduct. The University will attempt to balance the complainant's request with the moral responsibility and federal guidelines to create a safe and nondiscriminatory environment. Ultimately, and especially in cases that involve pattern, predation, threats or violence, the University reserves the right to proceed in whatever manner it deems appropriate.

Informal Consultations

- If the complainant desires an informal consultation, he/she should consult with one of the designated University officials listed above for the purpose of exploring whether or not to submit a formal complaint.
- The complainant may be reluctant to identify the accused; however, this will limit the University's ability to investigate and respond.
- The complainant may request the University to address the situation through various interim measures, informal meetings or conversations for the purpose of providing information or support or to create separation, etc. The University will seriously consider any such request.

Formal Complaint Process

- If a student desires to make a formal report of alleged misconduct, the complaint should be submitted to the appropriate Title IX Deputy Coordinator as listed above.
- The formal complaint should contain, at a minimum, a concise written statement of the alleged violation and a detailed statement of the facts supporting the allegation as well as the names of any witnesses.
- The appropriate Title IX Deputy Coordinators will review the formal complaint and/or meet separately with the complainant and the accused to receive their formal statements and the names of any witnesses, review University policy and processes as well as identify support systems.
- The Title IX and Title IX Deputy Coordinators will assess whether the allegation(s), if true, would rise to the level of misconduct to activate a formal Title IX investigation under this policy. If it is determined that a Title IX investigation is not the appropriate course of action, the complainant will be notified. In some cases where the accused is a student, the Title IX Coordinator may refer the case directly to the Student Life Deans Council to be reviewed for a general violation of the Code of Student Conduct.

Investigation and Review

- The director of Campus Safety is generally appointed to lead the investigation and is usually assisted by the appropriate Title IX Deputy Coordinator for students or the Title IX Deputy Coordinator for faculty/staff.
- The investigation will follow established practices and will follow the trail of evidence for the purpose of fact finding and determining if there is a "preponderance of evidence" that the alleged misconduct (more likely than not) occurred.
- The investigator(s) will meet with the complainant and the accused, as well as with other witnesses, and review texts, emails, communications and other documentary evidence to gather facts.
- A summary of the investigative report will be provided both to the complainant and to the accused. Both parties will have the opportunity to review the report and to provide a written response to the investigative summary report if desired. In addition, both parties will have the opportunity to present questions they would like to be addressed to the other party before a final determination is made.
- The investigative report and recommended findings are provided to the Title IX Coordinator as well as to the assistant vice president for Campus & Student Life (where the accused is a student) and to the appointed administrative panel (where the accused is a faculty or staff).

University Response for Student Conduct Processes

- In sexual misconduct processes, the Student Life Deans Council is chaired by the assistant vice president for Campus & Student Life and convenes to review the evidence and to meet with the investigators as needed.
- Both the complainant and the accused will have the same opportunity to have formal and separate hearings as part of the investigative process and/or with the Student Life Deans Council.
- The Student Life Deans Council will deliberate using the "preponderance of evidence" standard of proof to determine whether "more likely than not" the accused student is responsible or not responsible for committing sexual misconduct as outlined in this policy. Please note, as Title IX federal law requires for educational institutions, this is a lesser standard of proof than the "beyond a reasonable doubt" standard used in the criminal justice system.
- A finding by the Student Life Deans Council that the responding student is "not responsible" does not necessarily

mean the alleged misconduct did not happen, rather it may mean that there was insufficient evidence to reach a finding of responsibility.

- Any student who is found responsible for misconduct defined in this policy will be subject to disciplinary action that includes, but is not limited to, verbal counsel, written warning, probation, suspension, dismissal, mandatory education and other remedies the University deems appropriate.
- The Student Life Deans Council reserves the right to determine what type of disciplinary response is appropriate for the level of misconduct as well as to broaden or lessen the responses relative to the severity, persistence or pervasiveness of the behavior. Mitigating or aggravating circumstances, if they exist, may be considered, such as any previous or additional Code of Student Conduct violations.
- The general range of recommended responses is as follows:

Non-Consensual Sexual Penetration
Any student found responsible for non-consensual sexual penetration will likely receive a disciplinary response ranging from suspension to dismissal, depending on the severity of the incident.

Non-Consensual Sexual Contact
Any student found responsible for non-consensual sexual contact will likely receive a disciplinary response ranging from probation to dismissal, depending on the severity of the incident.

Sexual Exploitation or Harassment
Any student found responsible for sexual exploitation or harassment will likely receive a disciplinary response ranging from warning to dismissal, depending on the severity of the incident.

Domestic Violence, Dating Violence or Stalking
Any student found responsible for domestic violence, dating violence or stalking will likely receive a disciplinary response ranging from warning to dismissal, depending on the severity of the incident.

University Response for Faculty or Staff Conduct Processes

- The evidence developed during the investigation will be reviewed by an appointed administrative panel that includes the University's Human Resources director, the University provost, and one to two senior administrators.
- The appointed administrative panel will deliberate using the "preponderance of evidence" standard of proof to determine if the accused faculty or staff is "more likely than not" found responsible or not responsible for misconduct outlined in this policy.
- If the faculty or staff member is found responsible, the administrative panel will determine an appropriate disciplinary response for the level of misconduct.
- The right to an appeal and related processes will be as specified in the grievance processes outlined in the University's working policies.

Amnesty, Bystander Engagement and Good Faith Reports
The welfare of students in our community is of paramount importance. The University wants to facilitate a safe and caring campus climate for all good faith reports of sexual misconduct, domestic and dating violence, and stalking. The University believes that bystanders (peers nearby) can play a key role in the prevention of misconduct. Thus, the University encourages students to offer help to others in need.

In an effort to remove fears and obstacles to reporting, the University does not typically apply disciplinary action to victims or witnesses of misconduct who, in the process of helping and making a report, voluntarily report their own violation(s) of the Code of Student Conduct (such as alcohol consumption, curfew violations, etc.) related to the specific reported incident. This is reflective of the established voluntary referral processes outlined in the Substance Abuse section of the "Student Handbook" (see Substance Abuse). To foster healing and growth, complainants and witnesses making good faith reports may be asked to engage in educational opportunities.

False Complaints
The University also prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct (including sexual assault and sexual harassment). However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct. Acts of knowingly filing false complaints are, by themselves, cause for disciplinary action.

Additional Information and Rights

The Counseling & Testing Center and the Student Life office provide awareness, prevention and risk reduction programs dealing with sexual misconduct, domestic violence, dating violence, and stalking. On an annual basis education is provided to new students and employees, and ongoing programs are provided periodically for the wider student body and University employees. Professional counseling and support services, as well as educational materials and information, are available for all students at the Counseling & Testing Center in Bell Hall.

- **Resources—**Both the complainant and the accused have the right to be notified of available resources. These resources may include chaplains, counselors at the Counseling & Testing Center, as well as community providers listed above.
- **Account of events—**Both the complainant and the accused have the right to the same opportunities to present their account of events.
- **Advocate—**Both the complainant and the accused have the right to have a designated advocate of their choice to assist them, advise them and be present with them throughout the process. Advocates should be selected from within the University's faculty or staff, as long as they are not a relative of the parties involved. Advocates may accompany the student to any University proceedings. The advocate may not direct questions to or otherwise address the investigative team or Student Life Deans Council, however the advocate may consult with the student that they are assisting.
- **Legal counsel—**Both the complainant and the accused may elect to seek counsel from an attorney at their own expense; however, in accordance with all University disciplinary processes, attorneys are not permitted to speak or otherwise participate in University proceedings including the Student Life Deans Council hearing.
- **Notification of outcome—**Both the complainant and the accused have the right to be informed of the outcome, in writing, without undue delay between the notifications to the parties, and usually within one business day of the end of the process.
- **Appeal—**Both the complainant and the accused have the same opportunity for consideration to appeal the outcome of complaints of misconduct and of any disciplinary actions. The limited grounds on which the University will consider granting an appeal are one or more of the following:

    1. New Information of a Substantive Nature: New and relevant information that was not available at the time the decision was made that could have significantly impacted the findings or the outcome
    2. Substantive Procedure Error: The original processes had a significant or relevant procedural error that may have impacted fundamental fairness
    3. Substantive Disproportionate Response: The University response was clearly disproportionate to the established range of consequences for the violation

    Please see the Appeal Process as outlined in the "Student Handbook" (see Student Conduct Intervention (Disciplinary) Processes).

- **Accommodations—**Any complainant of misconduct may request accommodations in academic or work settings, changes in living situations, "no contact" orders or other support systems designed to help the student cope with the situation and meet their responsibilities. Requests are not "guaranteed," but the University will consider carefully any such requests.
- **Interim measures—**The University may also consider other appropriate interim measures including, but not limited to, housing and class reassignments, "no contact" orders, restrictions on academic or co-curricular activities, campus ban, etc., to facilitate the emotional and physical wellbeing of the parties involved, the broader community and/or the integrity of the investigative and resolution process. Interim measures are for a provisional period of time pending the outcome of an investigation or until a specified condition is met. This action does not assume the accused has been found responsible for the alleged misconduct.
- **"No contact" order—**Once a "no contact" order has been issued, the accused should not attempt in any way to contact or send a message to the complainant, and the complainant should not attempt in any way to contact or send a message to the accused.
- If the complainant or alleged victim is deceased as a result of such offense, the next of kin of such victim shall be treated as the accuser or alleged victim to receive information regarding the outcome or disciplinary disposition.

Duration of University Processes

- If a criminal complaint has been lodged with local law enforcement by the complainant, the University's investigation may be delayed temporarily, as requested by the criminal investigators. The University, however, may not wait on the outcome of the criminal processes and has a responsibility to begin its own investigation and to take any necessary interim protective measures.
- A typical investigation and response from the University may take up to 60 calendar days after the University has received notice of the misconduct. The timeframe may be extended for good cause such as University breaks, etc.

The University's Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Policy can be found online in the University's Student Handbook at: https://bulletin.andrews.edu/content.php?catoid=13&navoid=1971

IX. Sexual Offender Registration Policy

The Michigan Sex Offender Registry (SOR) is a database containing the names, addresses, and listed offense information of all persons in Michigan convicted of certain sexual offenses. Convicted sex offenders who qualify under the Sex Offenders Registration Act, Act 295 of 1994, are listed on the Michigan Public Sex Offender Registry (PSOR) website. The Internet address is www.mipsor.state.mi.us.

The Public Sex Offender Registry site includes an offender's registered offense; his/her photo; a physical description; the offender's last reported address; and whether the offender is attending and/or employed at a post-secondary school and any aliases.

The Public Sex Offender Registry (PSOR) site denotes that the Michigan State Police (MSP) information, provided through the PSOR, is public information. For further information on the Sex Offender Registry, please visit the MSP Web site at: http://www.michigan.gov/msp/0,1607,7-123-1589_1878_24961---,00.html

Other helpful web sites for this information can be found below;

- National Sex Offender Registry: http://www.nsopr.gov
- Other state Sex Offender Registries: http://www.fbi.gov/hq/cid/cac/registry.htm
- The Center for Sex Offender Management: http://www.csom.org/

X. Fire Safety—Procedures, Statistics, and Reports

Preparedness Drills

The Office of Campus Safety is responsible for administering the campus emergency preparedness drills. These preparedness drills include fire, tornado, and lockdown drills. The drill's dates, times, and locations will be scheduled in advance.

The emergency preparedness drill schedule will be provided annually to the Berrien Springs Oronoko Township Fire Department, the Berrien Springs Oronoko Township Police Department, and the Emergency Management Division of the Berrien County Sheriff's Department.

Emergency preparedness drills that affect the entire campus are publicized through the Office of University Communication (UC) under their direction.

Fire Drills

Andrews University conducts required fire drills in accordance with the Michigan Fire Prevention Code, Public Act 207.

A fire drill is defined as a supervised practice of a mandatory evacuation of a building for a fire. Documentation of these drills will be made available pursuant with the Jeanne Clery Act and upon request of the proper authorities.

Tornado Drills

A campus wide tornado drill will be conducted twice per year.

Educating the Campus to Fire Safety

Each year the Office of Campus Safety offers training on fire safety systems and concerns to new students and new employees. A self-paced course on fire safety in Learning Hub is also available to students and employees.

Life Safety Inspections

The Office of Campus Safety is responsible for conducting self-inspections of University buildings. The buildings will be evaluated against life safety codes adopted by the University, township, state, or federal government. The University conducts self-inspections using NFPA, Life Safety, MIOSHA and EPA guidelines. Dangers discovered are mitigated as soon as possible.

The Office of Plant Service uses third-party contractors for the annual inspection and testing of fire alarm systems and fire suppression systems.

Reporting of Fire or other Emergency Conditions

If an occupant of a building becomes aware of smoke, heat, or fire they should activate the nearest fire alarm pull station and evacuate the building. They should also notify 911 and advise them of the situation and the location of the emergency.

Fire Alarm Response

The Fire Alarm System is designed to provide an early warning to building occupants so that they can safely exit the building. Whenever a fire alarm is activated the occupants should act immediately to ensure their safety. Evacuations during an active fire alarm are mandatory. Failure to evacuate the building or re-entering the building before the all clear has been given by the fire department will result in a fine.

During an activated fire alarm, the following steps should be taken:

- Occupants should never ignore or assume the alarm is false.
- All occupants must evacuate the building by the nearest safe exit.
- Elevators should never be used during an activated fire alarm.
- Once outside, the occupants should not re-enter the building until the emergency has ended.

Fire Hazards

To help mitigate fire hazards, the Office of Campus Safety has established guidelines to identify items that are considered hazardous and shall not be allowed in any building on campus. These guidelines list specific items for example only and they should not be considered all-inclusive. Additional hazardous items are listed specifically for residential facilities.

University Buildings

- Any item that has the ability to create an open flame, except as needed for educational activities.
    - Candles, incense, camp stoves, cigarettes, lighters, match, etc.
- Any item that has an exposed heating element.
    - Space heaters, etc.
- Any item that has the potential to start a fire from the amount of heat it produces.
    - Halogen light bulbs, etc.
- Any flammable substance (solid, liquid or gas) that is not essential to the daily operation of the building.
    - Lighter fluid, gasoline, aerosols, real Christmas trees, etc.
- Any heat-based food preparation device used outside of approved kitchens/kitchenettes.
    - Toasters, toaster ovens, hot plates, electric skillets, microwaves, etc.

Residential Facilities (in addition to University building requirements)

- Any non-fire-resistant fabric material used in decoration/furnishing of the facility.
    - Flags, banners, draperies, curtains, other similar loose hanging furnishings and decorations etc.
- Any exposed element heat-based food preparation device.
    - Toasters, toaster ovens, hot places, electric skillets, etc.

While some cooking appliances are allowed (such as microwaves, rice cookers, coffee makers, etc.), it is recommended that all food preparation be done in approved areas such as a kitchen or kitchenette. If a kitchen/kitchenette is not available, the approved cooking appliance will be used in an area that is monitored by a smoke detector. All areas used for cooking will be equipped with a portable fire extinguisher. Only UL approved appliances are authorized for these activities.

Food preparation must be conducted with the full attention of the preparer. Any unattended cooking may result in a fine.

All electrical distribution devices must be UL approved. Extension cords may not be longer than 6ft. and must be 16awg or heavier. All power strips must be equipped with a circuit breaker rated for a maximum of 15 amps.

Extension cords and power strips should be run along walls and not placed under carpets/rugs, run over doors, or any other method that may present excessive heat buildup or fall/trip hazards.

The following electrical distribution items/methods are prohibited:

- "Piggybacking" or "daisy chaining" of extension cords or power strips.
- Power strips plugged into extension cords.
- Multi plugs and/or adapters.
- Frayed and/or spliced cables.
- Altering of prongs for polarized devices.

There are some items that are essential to the daily operation of some departments. These items will be evaluated by the Office of Campus Safety and will be allowed while they are used and stored properly in compliance with all applicable statutes.

Smoking is prohibited anywhere on property.

Policies for Fire Safety Education and Training Programs for Students, Faculty, and Staff

Campus Safety conducts yearly refresher training which is available to all dormitory residents. Campus Safety also conducts fire safety training during all new employee orientations. This training covers the emergency steps listed in the Fire and Life Safety policy. Safety related policies, including the Fire & Life Safety policy are available online: https://www.andrews.edu/services/safety/policies/index.html

Intentional Fires:

Intentional fires on University property is prohibited except in designed areas. The user must obtain a burn permit from Campus Safety to ensure compliance with our local fire department.

Fires/open flames used for daily activities in an educational or service type application are also permitted.

Fires in approved fire places are permitted. A fire place is considered approved with the following criteria:

- Annual cleaning/inspections from a third-party company.
- Portable fire extinguisher within 10 feet of fire place.
- Approved method for ash/coal removal (If applicable).
- Approved screen to prevent embers from leaving fire place or material entering the fire place.

Fire Safety Reporting Definitions and Collection of Statistics

- Reportable Fires are: Any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner.

- Fire Log: The Office of Campus Safety maintains a daily Fire Log. The Fire Log records all known fires on-campus.

- The Fire Log data consists of date/time reported, date/time of fire, nature of fire, general location, number of injuries that required treatment at a medical facility, number of deaths related to a fore, and value of property damage caused by a fire.

- This document is very similar to the crime log required for the Clery Act. Fires as well as crimes are recorded by the date they were reported.

- Fire Statistics: The following statistics are collected to be reported for each on-campus student housing facility.
    - The number of fires.
    - The cause of each fire. The cause categories used are:
        - Unintentional Fire
            - Cooking
            - Smoking materials
            - Open Flames
            - Electrical
            - Heating equipment
            - Hazardous products
            - Machinery/Industrial
            - Natural
            - Other
        - Intentional Fire
        - Undetermined Fire
    - The number of deaths related to the fire.
    - The number of injuries related to the fire that resulted in treatment at a medical facility.
    - The value of property damage related to the fire.

Each Residence Resident Handbook contains information on the use of electrical appliances, cooking, fire prevention and other safety and emergency information. A digital copy of the handbook can be found at the following web addresses:

- Lamson Hall - http://www.andrews.edu/life/living/housing/lamson/index.html
- Meier Hall - http://www.andrews.edu/life/living/housing/meier/index.html
- University Towers - http://www.andrews.edu/life/living/housing/towers/index.html
- University Apartments - http://www.andrews.edu/life/living/housing/apartments/index.html

Description of On-Campus Student Housing Fire Safety Systems & Statistics

This fire statistics chart contains all known fires recorded for our on-campus student housing facility representing data collected by the Office of Campus Safety in coordination with the Berrien Springs Oronoko Twp. Fire Department. The University's on-campus student housing facilities is comprised of two men's residence halls (Meier and Burman Hall) and two women's residence halls (Lamson Hall and Frank and Ana Damazo Hall). The University also maintains 307 apartments and 42 houses. These are available to full time students living with children and/or spouse, single graduate students or undergraduate students (22 years of age or older). The chart reflects a description of the fire safety system for each on-campus student housing facility, the number of fire drills held for the reporting calendar year, and any reportable fires in the facilities.

Residential Facilities Fire Safety Systems & Emergency Preparedness

Residential Facilities Fire Safety Systems & Emergency Preparedness											
Residential Facility	# Rooms/Apts.	Supervised by Campus Safety	Un-Supervised	Smoke Detection	Audible Notification	Visible Notification	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	#Fire Drills
Burman Hall	100	X		X	X	X	X		X	X	3
Lamson Hall	300	X		X	X	X			X	X	3
Meier Hall	209	X		X	X	X			X	X	2
8671 E. Campus Circle Dr.			X	X	X				X		0
8711 E. Campus Circle Dr.			X	X	X				X		0
8721 E. Campus Circle Dr.			X	X	X				X		0
8729 E. Campus Circle Dr.			X	X	X				X		0
8516 W. Campus Circle Dr.			X	X	X				X		0
8518 W. Campus Circle Dr.			X	X	X				X		0
8522 W. Campus Circle Dr.			X	X	X				X		0
8538 W. Campus Circle Dr.			X	X	X				X		0
8540 W. Campus Circle Dr.			X	X	X				X		0
8592 W. Campus Circle Dr.			X	X	X				X		0
8616 W. Campus Circle Dr.			X	X	X				X		0
8648 W. Campus Circle Dr.			X	X	X				X		0
8690 W. Campus Circle Dr.			X	X	X				X		0
8718 Elizabeth Dr.			X	X	X				X		0
8736 Elizabeth Dr.			X	X	X				X		0
8786 Elizabeth Dr.			X	X	X				X		0
8786 Garland Ave			X	X	X				X		0
8755 Grove St.			X	X	X				X		0
8777 Grove Ave			X	X	X				X		0
8494 Hillcrest Dr.			X	X	X				X		0
8510 Hillcrest Dr.			X	X	X				X		0
8518 Hillcrest Dr.			X	X	X				X		0
8536 Hillcrest Dr.			X	X	X				X		0
8558 Hillcrest Dr.			X	X	X				X		0
8582 Hillcrest Dr.			X	X	X				X		0
4326 International Ct.			X	X	X				X		0
8753 University Blvd.			X	X	X				X		0
8771 University Blvd.			X	X	X				X		0
8794 University Blvd.			X	X	X				X		0
8803 University Blvd.			X	X	X				X		0
8822 University Blvd.			X	X	X				X		0

Residential Facility	# Rooms/Apts.	Supervised by Campus Safety	Un-Supervised	Smoke Detection	Audible Notification	Visible Notification	Partial Sprinkler	Total Sprinkler	Fire Extinguisher	Posted Evacuation Plan	#Fire Drills
8833 University Blvd.			X	X	X				X		0
8838 University Blvd.			X	X	X				X		0
3976 Rose Dr.			X	X	X				X		0
4265 Walnut Ct.			X	X	X				X		0
4281 Walnut Ct.			X	X	X				X		0
4253 Walnut Ct.			X	X	X				X		0
310-1 E. Washington St.			X	X	X				X		0
310-2 E. Washington St.			X	X	X				X		0
312 E. Washington St.			X	X	X				X		0
Beechwood Apt. Bldg. A	12		X	X	X				X		0
Beechwood Apt. Bldg. B	12		X	X	X				X		0
Beechwood Apt. Bldg. C	12		X	X	X				X		0
Beechwood Apt. Bldg. D	12		X	X	X				X		0
Beechwood Apt. Bldg. E	12		X	X	X				X		0
Beechwood Apt. Bldg. F	9		X	X	X				X		0
Beechwood Apt. Bldg. G	10		X	X	X				X		0
Damazo Hall	39	X		X	X	X		X	X	X	3
Garland Apt. Bldg. A	16		X	X	X				X		0
Garland Apt. Bldg. B	22		X	X	X				X		0
Garland Apt. Bldg. C	16		X	X	X				X		0
Garland Apt. Bldg. D	16		X	X	X				X		0
Garland Apt. Bldg. E	32		X	X	X				X		0
Garland Apt. Bldg. F	16		X	X	X				X		0
Garland Apt. Bldg. G	16		X	X	X				X		0
Maplewood Apt. Bldg. A	12		X	X	X				X		0
Maplewood Apt. Bldg. B	12		X	X	X				X		0
Maplewood Apt. Bldg. C	10		X	X	X				X		0
Maplewood Apt. Bldg. D	14		X	X	X				X		0
Maplewood Apt. Bldg. E	12		X	X	X				X		0
Maplewood Apt. Bldg. F	10		X	X	X				X		0
Maplewood Apt. Bldg. G	12		X	X	X				X		0
Maplewood Apt. Bldg. H	12		X	X	X				X		0
Advent Prayer Center (Guest Rms)	15	X		X	X	X		X	X	X	0
Forsyth House (Apts)	2		X	X					X	X	0
Campus Center (Guest Rms)	8	X		X	X	X	X		X	X	0

Residential Facilities Fire Statistics

2023 Calendar Year				
Building	**Cause**	**Injuries**	**Deaths**	**Value of Damage**
Burman Hall	N/A	N/A	N/A	N/A
Lamson Hall	N/A	N/A	N/A	N/A
Meier Hall	N/A	N/A	N/A	N/A
8671 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8711 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8721 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8729 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8516 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8518 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8522 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8538 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8540 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8592 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8616 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8648 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8690 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8718 Elizabeth Dr.	N/A	N/A	N/A	N/A
8736 Elizabeth Dr.	N/A	N/A	N/A	N/A
8786 Elizabeth Dr.	N/A	N/A	N/A	N/A
8786 Garland Ave	N/A	N/A	N/A	N/A
8755 Grove St.	N/A	N/A	N/A	N/A
8777 Grove Ave	N/A	N/A	N/A	N/A
8494 Hillcrest Dr.	N/A	N/A	N/A	N/A
8510 Hillcrest Dr.	N/A	N/A	N/A	N/A
8518 Hillcrest Dr.	N/A	N/A	N/A	N/A
8536 Hillcrest Dr.	N/A	N/A	N/A	N/A
8558 Hillcrest Dr.	N/A	N/A	N/A	N/A
8582 Hillcrest Dr.	N/A	N/A	N/A	N/A
4326 International Ct.	N/A	N/A	N/A	N/A
8753 University Blvd.	N/A	N/A	N/A	N/A
8771 University Blvd.	N/A	N/A	N/A	N/A
8794 University Blvd.	N/A	N/A	N/A	N/A
8803 University Blvd.	N/A	N/A	N/A	N/A
8822 University Blvd.	N/A	N/A	N/A	N/A
8833 University Blvd.	N/A	N/A	N/A	N/A
8838 University Blvd.	N/A	N/A	N/A	N/A
3976 Rose Dr.	N/A	N/A	N/A	N/A
4265 Walnut Ct.	N/A	N/A	N/A	N/A
4281 Walnut Ct.	N/A	N/A	N/A	N/A
4253 Walnut Ct.	N/A	N/A	N/A	N/A
310-1 E. Washington St.	N/A	N/A	N/A	N/A
310-2 E. Washington St.	N/A	N/A	N/A	N/A
312 E. Washington St.	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. A	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. B	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. C	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. D	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. E	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. F	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. G	N/A	N/A	N/A	N/A
Damazo Hall	N/A	N/A	N/A	N/A
Garland Apt. Bldg. A	N/A	N/A	N/A	N/A
Garland Apt. Bldg. B	N/A	N/A	N/A	N/A
Garland Apt. Bldg. C	N/A	N/A	N/A	N/A
Garland Apt. Bldg. D	N/A	N/A	N/A	N/A
Garland Apt. Bldg. E	N/A	N/A	N/A	N/A
Garland Apt. Bldg. F	N/A	N/A	N/A	N/A
Garland Apt. Bldg. G	Cooking	0	0	$7,475.62
Maplewood Apt. Bldg. A	N/A	N/A	N/A	N/A

Maplewood Apt. Bldg. B	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. C	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. D	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. E	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. F	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. G	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. H	N/A	N/A	N/A	N/A
Advent Prayer Center	N/A	N/A	N/A	N/A
Forsyth House (Apts)	N/A	N/A	N/A	N/A
Campus Center (Guest Rms)	N/A	N/A	N/A	N/A

2022 Calendar Year				
Building	**Cause**	**Injuries**	**Deaths**	**Value of Damage**
Burman Hall	N/A	N/A	N/A	N/A
Lamson Hall	Appliance	0	0	$250.00
Meier Hall	N/A	N/A	N/A	N/A
8671 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8711 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8721 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8729 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8516 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8518 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8522 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8538 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8540 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8592 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8616 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8648 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8690 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8718 Elizabeth Dr.	N/A	N/A	N/A	N/A
8736 Elizabeth Dr.	N/A	N/A	N/A	N/A
8786 Elizabeth Dr.	N/A	N/A	N/A	N/A
8786 Garland Ave	N/A	N/A	N/A	N/A
8755 Grove St.	N/A	N/A	N/A	N/A
8777 Grove Ave	N/A	N/A	N/A	N/A
8494 Hillcrest Dr.	N/A	N/A	N/A	N/A
8510 Hillcrest Dr.	N/A	N/A	N/A	N/A
8518 Hillcrest Dr.	N/A	N/A	N/A	N/A
8536 Hillcrest Dr.	N/A	N/A	N/A	N/A
8558 Hillcrest Dr.	N/A	N/A	N/A	N/A
8582 Hillcrest Dr.	N/A	N/A	N/A	N/A
4326 International Ct.	N/A	N/A	N/A	N/A
8753 University Blvd.	N/A	N/A	N/A	N/A
8771 University Blvd.	N/A	N/A	N/A	N/A
8794 University Blvd.	N/A	N/A	N/A	N/A
8803 University Blvd.	N/A	N/A	N/A	N/A
8822 University Blvd.	N/A	N/A	N/A	N/A
8833 University Blvd.	N/A	N/A	N/A	N/A
8838 University Blvd.	N/A	N/A	N/A	N/A
3976 Rose Dr.	N/A	N/A	N/A	N/A
4265 Walnut Ct.	N/A	N/A	N/A	N/A
4281 Walnut Ct.	N/A	N/A	N/A	N/A
4253 Walnut Ct.	N/A	N/A	N/A	N/A
310-1 E. Washington St.	N/A	N/A	N/A	N/A
310-2 E. Washington St.	N/A	N/A	N/A	N/A
312 E. Washington St.	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. A	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. B	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. C	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. D	Cooking	0	0	$0.00
Beechwood Apt. Bldg. E	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. F	N/A	N/A	N/A	N/A

Beechwood Apt. Bldg. G	N/A	N/A	N/A	N/A
Damazo Hall	N/A	N/A	N/A	N/A
Garland Apt. Bldg. A	N/A	N/A	N/A	N/A
Garland Apt. Bldg. B	N/A	N/A	N/A	N/A
Garland Apt. Bldg. C	N/A	N/A	N/A	N/A
Garland Apt. Bldg. D	N/A	N/A	N/A	N/A
Garland Apt. Bldg. E	N/A	N/A	N/A	N/A
Garland Apt. Bldg. F	N/A	N/A	N/A	N/A
Garland Apt. Bldg. G	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. A	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. B	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. C	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. D	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. E	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. F	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. G	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. H	N/A	N/A	N/A	N/A
Advent Prayer Center	N/A	N/A	N/A	N/A
Forsyth House (Apts)	N/A	N/A	N/A	N/A
Campus Center (Guest Rms)	N/A	N/A	N/A	N/A

2021 Calendar Year				
Building	**Cause**	**Injuries**	**Deaths**	**Value of Damage**
Burman Hall	N/A	N/A	N/A	N/A
Lamson Hall	N/A	N/A	N/A	N/A
Meier Hall	N/A	N/A	N/A	N/A
8671 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8711 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8721 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8729 E. Campus Circle Dr.	N/A	N/A	N/A	N/A
8516 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8518 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8522 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8538 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8540 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8592 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8616 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8648 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8690 W. Campus Circle Dr.	N/A	N/A	N/A	N/A
8718 Elizabeth Dr.	N/A	N/A	N/A	N/A
8736 Elizabeth Dr.	N/A	N/A	N/A	N/A
8786 Elizabeth Dr.	N/A	N/A	N/A	N/A
8786 Garland Ave	N/A	N/A	N/A	N/A
8755 Grove St.	N/A	N/A	N/A	N/A
8777 Grove Ave	N/A	N/A	N/A	N/A
8494 Hillcrest Dr.	N/A	N/A	N/A	N/A
8510 Hillcrest Dr.	N/A	N/A	N/A	N/A
8518 Hillcrest Dr.	N/A	N/A	N/A	N/A
8536 Hillcrest Dr.	N/A	N/A	N/A	N/A
8558 Hillcrest Dr.	N/A	N/A	N/A	N/A
8582 Hillcrest Dr.	N/A	N/A	N/A	N/A
4326 International Ct.	N/A	N/A	N/A	N/A
8753 University Blvd.	N/A	N/A	N/A	N/A
8771 University Blvd.	N/A	N/A	N/A	N/A
8794 University Blvd.	N/A	N/A	N/A	N/A
8803 University Blvd.	N/A	N/A	N/A	N/A
8822 University Blvd.	N/A	N/A	N/A	N/A
8833 University Blvd.	N/A	N/A	N/A	N/A
8838 University Blvd.	N/A	N/A	N/A	N/A
3976 Rose Dr.	N/A	N/A	N/A	N/A
4265 Walnut Ct.	N/A	N/A	N/A	N/A
4281 Walnut Ct.	N/A	N/A	N/A	N/A
4253 Walnut Ct.	N/A	N/A	N/A	N/A

310-1 E. Washington St.	N/A	N/A	N/A	N/A
310-2 E. Washington St.	N/A	N/A	N/A	N/A
312 E. Washington St.	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. A	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. B	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. C	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. D	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. E	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. F	N/A	N/A	N/A	N/A
Beechwood Apt. Bldg. G	N/A	N/A	N/A	N/A
Damazo Hall	N/A	N/A	N/A	N/A
Garland Apt. Bldg. A	N/A	N/A	N/A	N/A
Garland Apt. Bldg. B	N/A	N/A	N/A	N/A
Garland Apt. Bldg. C	N/A	N/A	N/A	N/A
Garland Apt. Bldg. D	N/A	N/A	N/A	N/A
Garland Apt. Bldg. E	N/A	N/A	N/A	N/A
Garland Apt. Bldg. F	N/A	N/A	N/A	N/A
Garland Apt. Bldg. G	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. A	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. B	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. C	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. D	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. E	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. F	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. G	N/A	N/A	N/A	N/A
Maplewood Apt. Bldg. H	N/A	N/A	N/A	N/A
Advent Prayer Center	N/A	N/A	N/A	N/A
Forsyth House (Apts)	N/A	N/A	N/A	N/A
Campus Center (Guest Rms)	N/A	N/A	N/A	N/A

Emergency Services Information

In case of any emergency or to report a crime, call 911.

- Police
  - Berrien Springs Oronoko Township Police Department: (269) 471-2813
  - Berrien County Sheriff's Office: (269) 983-7141
  - Michigan State Police: (269) 683-4411

- Medical
  - Medic 1 Ambulance Services: (269) 925-2141 or 1-800-557-1212
  - SW MI Community Ambulance Services: (269) 684-2170
  - University Medical Center: (269) 473-2222
  - Lakeland Regional Hospital: (269) 800-2808

- Fire
  - Berrien Springs Oronoko Township Fire Department: 911

- Andrews University Office of Campus Safety Office
  - Office of Campus Safety: (269) 471-3321
  - Office of Campus Safety Anonymous Tip Line: (269) 471-3338
  - Office of Campus Safety Anonymous Email: https://www.andrews.edu/services/safety/contact/submit.html

- Hotlines and/or Assistance lines—information
  - Andrews University Plant Services: (269) 471-3380
  - Andrews University School Closing: (269) 471-7660
  - Andrews University Transportation Night Emergency: (269) 471-6492
  - Andrews University URL Contact Information: http://www.andrews.edu/contact/
  - Child Abuse and Neglect: 1-800-422-4453
  - Domestic Abuse Hotline: 1-800-799-7233
  - Domestic and Sexual SVCS: (269) 782-0304
  - Drug Abuse Hotline: 1-800-662-4357
  - Michigan Road Conditions (Statewide): 1-800-641-6368
  - National Suicide Prevention: 1-800-273-8255
  - Poison Control: 1-800-222-1222
  - Riverwood Mental Help line: (269) 925-0585 or 800-336-0341

Resources Used in the Development of this Report

Excerpts from the following resources were helpful in compiling the Andrews University Office of Campus Safety Annual Statistical Report:

- The Handbook for Campus Crime Reporting (2016), U.S. Department of Education, Office of Postsecondary Education
- Hate Crime Data Collection Guidelines, U.S. Department of Justice
- Andrews University Information Directory
- Andrews University Office of Campus Safety Handbook
- Andrews University Student Planner/Handbook
- Andrews University Counseling & Testing Center Informed Consent Statement
- Andrews University website: www.andrews.edu
- Andrews University Office of Campus Safety website: www.andrews.edu/services/safety
- Michigan State Police website: http://www.michigan.gov/msp/
- Security on Campus Inc. website: http://www.securityoncampus.org
- Training material from D. Stafford website: http://www.dstaffordandassociates.com/about/
- Michigan Bureau of Fire Services, Fire Marshal Bulletin – # 2, page 1, Rev. 1-07
- MI Fire Prevention Code Public Act 207 Section 29.1 Subsection (f) definition of a fire hazard.

In addition, a review was made of various internet publications.