

**2017**

**Jeanne Clery Disclosure of  
Campus Security Policy and  
Campus Crime Statistics Act  
Jan. 1, 2016 to Dec. 31, 2016**

**St. Robert Campus**

**Drury University Safety and Security**

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Jeanne Clery Act</b> .....	<b>3</b>
<b>Procedure for Preparing and Distributing the Report</b> .....	<b>3</b>
<b>Statement from the Director</b> .....	<b>4</b>
<b>Reporting of Criminal Action or Emergencies</b> .....	<b>4</b>
<b>Crime Reporting</b> .....	<b>5</b>
<b>Online Resources</b> .....	<b>5</b>
<b>Responsibility &amp; Cooperation For Reporting Incidents</b> .....	<b>5</b>
<b>Access to Facilities</b> .....	<b>6</b>
<b>Maintenance and Security of Campus Facilities</b> .....	<b>6</b>
<b>Response to Sexual Violence</b> .....	<b>7</b>
<b>Registered Sex Offenders</b> .....	<b>21</b>
<b>Alcohol and Drug Abuse Policy</b> .....	<b>21</b>
<b>Prevention Programs</b> .....	<b>21</b>
<b>Emergency Procedures</b> .....	<b>22</b>
<b>Timely warning notices/Campus Safety Alerts</b> .....	<b>22</b>
<b>Emergency Response</b> .....	<b>23</b>
<b>Notification to the community about an immediate threat</b> .....	<b>23</b>
<b>Emergency evacuation procedures</b> .....	<b>25</b>
<b>Active Shooter Plan</b> .....	<b>26</b>
<b>Bomb Threat Plan</b> .....	<b>26</b>
<b>Fire Plan</b> .....	<b>28</b>
<b>Tornado Plan</b> .....	<b>29</b>
<b>Crime Statistics</b> .....	<b>30</b>

# **Campus Crime Report St. Robert 2016**

## **Drury University Safety and Security Director: SARENE DEEDS**

This report is in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."

### **"Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"**

The university will comply with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (commonly known as the "Clery Act") and this report is prepared for that purpose. Any questions related to the implementation or the compliance of this public law (34 CFR Part 668) should be directed to the Dean of the College of Continuing and Professional Studies (CCPS), located in Burnham Hall, on the Springfield Drury campus. The Dean of CCPS has been designated by the university to coordinate the institution's efforts to comply with the regulations effecting the implementation of the Clery Act.

Drury University St. Robert, is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University is concerned for the safety and well-being of its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

Established in 1995, Drury-St. Robert operates as a satellite of Drury University, whose main location has been serving students in Springfield, Mo since 1873. Following a rich tradition of liberal arts education, Drury's College of Continuing Professional Studies offers fifteen Associates' Degrees for completion at the St. Robert location, and Bachelor's degree completion through a combination of seated and online offerings.

### **Procedure for Preparing and Distributing the Report**

The Safety and Security Department has been designated by the university to gather the information and statistics related to the Act. The Director of Safety and Security will oversee the preparation and distribution of the annual report. The Security Department works with other administrative departments and law enforcement agencies, such as the Offices of the Dean of Students and the Dean of the College of Continuing and Professional Studies and the St. Robert Police Department to compile the information and crime statistics. We encourage members of

the campus community to use this report as a guide for safe practices on and off campus. The report will include crime statistics from the previous three calendar years. The report will be distributed to the university community by email and on the security web-site and can be accessed at <http://www.drury.edu/security/pdf/2014CampusCrimeReport.pdf>.

Brochures containing the report will be available upon request. In addition, all prospective students and employees are informed about the availability of the report through a statement on the respective applications. The Safety and Security Department will present educational programs to aid the university community in understanding the Clery Act.

The report will be published and made available by the start of the fall semester each academic year. The Director of Safety and Security will ensure that the annual report is submitted to the Department of Education by **October 1st** of each year.

### **Statement from the Director**

At Drury University, the safety and well-being of our students, faculty, and staff is always our top priority. Everyone on campus is involved in keeping the campus safe and secure. A truly safe campus can be achieved only through the cooperation of all students, faculty and staff. This report is part of our effort to ensure this collaborative endeavor is effective. We hope that you will read this carefully and use the information to help foster a safe environment for yourself and others on the Drury campus.

*Sarene Deeds*  
*Director of Campus Security*

### **REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES**

Drury University-St. Robert does not employ security personnel. Although no formal Memorandum of Understanding has been executed, the St. Robert Police Department is the agency in full charge of law enforcement and investigation of criminal incidents for Drury University-St. Robert. Any individual on the Drury-St. Robert campus who is a victim of or observes any criminal activity should report the incident immediately to 911. Persons reporting criminal incidents should provide as much information as available. If possible, this should include the location, nature of illness, the description of possible criminals, and briefly what happened. St. Robert Police Officers will respond to protect the victims, investigate the incident, and make arrests when necessary.

Conduct which may include criminal activity can be reported to the Director of St. Robert Campus, Mary Iarussi, at 573-451-2400, building coordinator or any Campus Security Authority. They will notify the area Police of any reported criminal activity occurring on campus or in the contiguous area.

Although names, addresses, etc., and personally identifiable information can be restricted, the fact of the incident occurring itself cannot be held in confidence. Confidential reports for

purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Dean of CCPS (417-873-7373) St. Robert Director (573-451-2400) Drury Safety and Security located on the Springfield campus (417-873-7911) as well as an employee of Drury University to include faculty and staff. The University does have a policy stating an employee must share this information with the appropriate designated staff members. Employees in supervisory roles have a duty to report crimes or conduct which may be tracked for inclusion in the annual security report. Confidential reporting can also be made to <https://falkor.drury.edu/forms/inforeport/inforeport.cfm>

## Crime Reporting

Numerous efforts are made to advise members of the campus community, on a timely basis, about campus crime and crime related problems. These efforts will include the following:

1. Annual Report - a comprehensive annual report of crime related information is compiled, published, and widely distributed. This annual report is available to the media and any member of the campus community and is distributed on October 1 of each year. Crime statistics are updated monthly on the Safety and Security Department web site.
2. Special Alerts - if circumstances warrant, special printed crime alerts can be prepared and distributed, either selectively or throughout campus, or special informational meetings can be held, either selectively or throughout campus.
3. Mass Emails and Cell Phone Text Messaging – if circumstances warrant, mass emails and/or cell phone text messages can be issued to the campus community.

## ONLINE RESOURCES

- **CONFIDENTIAL REPORTING:** Concerned Drury citizens may report possible incidents or information relating to an incident at <https://falkor.drury.edu/forms/inforeport/inforeport.cfm>
- **DRURY UNIVERSITY POLICIES & PROCEDURES:** Current Drury University Community Standards Policies and Procedures can be found at [www.drury.edu/communitystandards](http://www.drury.edu/communitystandards)
- **MISSOURI STATUTES:** Current Missouri statutes can be found at: [www.moga.mo.gov](http://www.moga.mo.gov)

## RESPONSIBILITY & COOPERATION FOR REPORTING INCIDENTS

Any person who feels that he or she or another person has been the victim of an incident or involved in a questionable situation involving a Drury student, university employee or Drury citizen on Drury property, at any Drury activity or at any activity that an observer would associate with a Drury student, university employee or Drury citizen must immediately report the incident to the appropriate staff member, such as Residence Life staff, Greek Life staff or Security staff, or complete the online reporting form at

<https://falkor.drury.edu/forms/inforeport/inforeport.cfm> Drury will investigate all reported incidents and take appropriate action.

Students, university employees and other Drury citizens are required to cooperate fully with any investigation by or at the request of Drury University. Full cooperation is defined as complying with the requests of the university at the time of the incident and throughout the duration of the investigation. These requests include, but are not limited to: being available for formal questioning relating to the incident, releasing relevant information to the university and allowing university officials access to information surrounding the incident which may directly impact the safety and security of Drury students, university employees and other Drury citizens.

Information provided to Drury University during an investigation will not be released to a third-party unless mandated by law. Drury University investigations are for the purposes of Drury University only.

Circumstances may dictate that students, faculty or staff make their initial report of a criminal offense to a designated campus authority. A designated campus authority includes, but is not limited to directors, deans, department heads, and residence life staff, members of student conduct, and advisors to student organizations, athletic coaches, counselors and local law enforcement agencies. Upon becoming informed of a crime, designated campus authorities must bring this information to the immediate attention of the Drury Safety and Security Office so that proper investigative action can be taken and an accurate assessment of the potential ongoing threat to the University can be evaluated.

### **Access to Facilities**

Access to campus facilities for Drury-St. Robert are accessible to members of the campus community, guests and visitors during normal hours of business, Monday through Friday. Access to campus buildings and facilities after normal business hours is available by obtaining permission from the St. Robert Campus Director at 573-451-2400.

### **Maintenance and Security of Campus Facilities**

Drury- St. Robert does not have any on-campus residences. The University maintains a strong commitment to campus safety and security. Exterior lighting is a very important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Formal surveys of the exterior lighting on campus are conducted by Drury-St. Robert personnel on a daily basis. A comprehensive survey of all exterior lighting is conducted at least once a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Drury-St. Robert Campus Director, 573-451-2400. Drury-St. Robert personnel check and secure exterior doors on campus buildings on a nightly basis. Shrubbery, trees and other vegetation on campus are trimmed on a regular basis.

Drury-St. Robert has a close, fully established and well-respected working relationship with the St. Robert Police Department, as well as other federal, state and county law enforcement agencies.

Information regarding criminal activities involving off-campus student activities and organizations are readily available through the record's division of the St. Robert Police Department.

The area of loss prevention is primarily the responsibility of the Director of the St. Robert Drury campus. Investigations are the primary responsibility of the Director of the St. Robert Drury campus. The mission of loss prevention is to prevent accidents, crime and loss; to identify areas vulnerable to crime, fire and accidents and to design and implement programs to prevent them. Drury-St. Robert campus does not have any formal crime prevention programs however encourages their faculty, staff and students to be responsible for their own safety and the security of others.

Drury-St. Robert does not have security personnel therefore criminal investigations are done by the St. Robert Police Department.

Drury-St. Robert campus does not have and officially recognized student organizations with non-campus locations.

### **Response to Sexual Violence**

#### **Policy, Procedures and Programs Related to Various Sex-Related Offenses, including Sexual Assault, and Domestic Violence, and Stalking**

Consistent with the requirements of Title IX of the Education Amendments of 1972, the Clery Act, and the Violence against Women Act ("VAWA"), the University prohibits discrimination based on sex in its educational programs and activities, including sexual harassment, and acts of domestic violence, dating violence, sexual violence (including sexual assault) and stalking. The University also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to these laws and institutional policy. The University's Title IX-Sexual Misconduct Policy is used to address complaints of the types of conduct mentioned above. This policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be found at <http://www.drury.edu/hr/Title-IX-Sexual-Misconduct-Policy> .

The following discusses the University's educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

#### **Primary Prevention and Awareness Program**

The University conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. In it they are specifically advised that the University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. In that regard, they are informed of the following definitions that apply within the state of Missouri:

- Sexual Assault (Mo. Rev. Stat. § 455.010(1)(e)): Causing or attempting to cause another to engage in involuntarily in any sexual act by force, threat of force, duress, or without the person’s consent.
  - For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Missouri law are as follows:
    - Rape (Mo. Rev. Stat §§ 566.030.1 and 566.032.1):
      - A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
      - A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person’s consent.
    - Fondling: The University has determined, based on good-faith research, that Missouri law does not define the term fondling.
    - Incest (Mo, Rev. Stat. § 568.020.1): A person commits the crime of incest if he marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he knows to be, without regard to legitimacy.
      - Has ancestor or descendant by blood or adoption; or
      - His stepchild, while the marriage creating that relationship exists; or
      - His brother or sister of the whole or half-blood; or
      - His uncle, aunt, nephew or niece of the whole blood.
    - Statutory Rape (Mo. Rev. Stat. §§ 566.032.1 and 566.034.1):
      - A person commits the crime of statutory rape in the first degree if he has sexual intercourse with another person who is less than fourteen years old.



- A person commits the crime of statutory rape in the second degree if being twenty-one years of age or older, he has sexual intercourse with another person who is less than seventeen years of age.
- Consent (as it relates to sexual activity) (Mo. Rev. Stat. § 556.061(5)): Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:
  - a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
  - b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
  - c) It is induced by force, duress or deception.
- In addition to the definition of consent under Missouri law, the University uses the following definition of consent in its Title IX-Sexual Misconduct Policy for the purpose of determining whether sexual violence occurred:

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity. Consent consists of an outward demonstration indicating that someone has freely chosen to engage in sexual activity. In the absence of an outward demonstration, consent does not exist. Consent is informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Consent is not effective if it results from the use of physical force, intimidation, coercion, or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion, or incapacitation develops, there is no longer consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.

- Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
  - **Incapacitation** is the inability, temporarily or permanently, to give consent, due to mental or physical incapability, unconsciousness, or vulnerability, due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Examples of incapacitation may include, but are not limited to, vomiting, being unconscious, or being unable to communicate for any reason.
- Domestic Violence – (Mo. Rev. Stat. § 455.010(5)): Abuse or stalking committed by a family or household member, as such terms are defined in Mo. Rev. Stat § 455.010.
- Dating Violence: The University has determined, based on good-faith research that Missouri law does not define the term dating violence.
- Stalking (Mo. Rev. Stat. § 565.225):
  - A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.
  - A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or following with the intent of harassing another person, and:
    - (1) Makes a credible threat; or
    - (2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
    - (3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
    - (4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or
    - (5) He or she has previously pleaded guilty to or been found guilty of domestic assault, violation or an order of protection, or any other crime where the other person was the victim.

The PPAP includes instruction on risk reduction, including how to avoid becoming a victim and the warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization or bystander inaction. Specifically, they are advised:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
  - Make your limits known before going too far.
  - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
  - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
  - Grab someone nearby and ask them for help.
  - Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
  - Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
  - Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.
  
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
  - Remember that you owe sexual respect to the other person.
  - Don’t make assumptions about the other person’s consent or about how far he or she is willing to go.
  - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
  - If your partner indicates a withdrawal of consent (implicitly or expressly), stop immediately.
  - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you his or her intentions.
  - Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
  - Don’t take advantage of someone whose judgment is impaired because of the consumption of alcohol or drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of person whose judgment is impaired.
  - Be aware of the signs of impairment, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.
  
- It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force

during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

PPAP instruction also includes encouraging individuals to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other steps that can be taken include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

#### Ongoing Prevention and Awareness Campaign

The University also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

#### PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the University. Methods include, but are not limited to, online presentations, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming includes the following:

- S.A.F.E Program, (Self-defense Awareness & Familiarization Exchange) a free educational program encompassing strategies, techniques, options and prevention for the campus community.
- Safety Talks, a presentation at freshman orientation of policies regarding sexual assault and alcohol use.
- CORE 101, Sexual Wellness and Healthy Relationships, a mandatory class for all freshman on sexual assault awareness.
- Onestudent.org - *One Student* is a non-profit organization that provide cutting edge programs, resources and opportunities that engage students to create social change to reduce sexual violence. <http://www.drury.edu/du/panthers-4-prevention/Initiatives-and-Programs/>
- Haven- *Haven* educates students on the issues associated with sexual assault and relationship violence. This course provides key definitions and statistics, bystander skill and confidence-building strategies, campus policies, resources and more. This course meets the educational mandate of the 2013 Federal Campus Sexual Violence Elimination Act.
- Green Dot- Green Dot's primary mission is the reduction of power-based personal violence, by training in the inextricable link between effective prevention and effective intervention.

### Procedures to Follow is You are a Victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911, contact the St. Robert Director 573-451-2400, contact Drury's Safety and Security Department (417-873-7400 or 417-873-7911), or contact the St. Robert Police at 911. At the earliest opportunity, you should also contact the University's Title IX Coordinator, Scottie Siebert, 417-873-7854. Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported:
  - Non-Confidential Internal Sources
    - Safety and Security 417-873-7911
    - Associate VP/Title IX Coordinator 417-873-7854
    - Title IX Deputy Coordinators:
      - 1) Executive VP/Dean of Students 417-873-7215
      - 2) Associate Athletic Director 417-873-7363
      - 3) Associate VP Academic Affairs Operations 417-873-7473
      - 4) Chief of Staff 417-873-6829
      - 5) [www.drury.edu/webtip](http://www.drury.edu/webtip) this link will provide a form you can fill out and remain anonymous if you choose.
      - 6) Campus Conduct Hotline 1-866-943-5787

- Non-Confidential External Sources
    - 1) St. Robert Police Department (573) 336-4700
  
  - Confidential Internal Sources- There are none at the Drury-St. Robert campus.
  
  - Confidential External Sources
    - 1) Victim's Center Hotline (417) 864-7233
    - 2) National Sexual Assault Hotline 1-800-656-4673
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. To that end, keep in mind the following:
- You should not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
  - Don't bathe or wash, or otherwise clean the environment in which the assault occurred.
  - You can obtain a forensic examination at:
 

Phelps County Regional Medical Center, 107 Ichord Avenue,  
Waynesville, MO 573-774-2715
  - Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.
  - Evidence in electronic formats should also be retained, (e.g. text messages, emails, photos, social media posts, screenshots, etc.).

Victims of stalking should also preserve evidence of the crime to the best extent possible.

3. The victim's options regarding notification to law enforcement, which are:
- The option to notify either on-campus or local police (contact information is listed in the opening paragraph of this section).
    - Reporting to St. Robert Police or Drury Security, if you choose to report the incident, an officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. When reporting to Drury Security you may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings.
    - Important reasons for filing a report with Drury Safety and Security and SPD are:

- 1) To take action which may prevent further victimization, including issuing a Safety and Security Alert to warn the campus community of an impending threat to their safety.
  - 2) To apprehend the assailant
  - 3) To have the incident recorded for purposes of reporting statistics about the incidents that occurred on campus.
- The option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the University will comply with such a request if it is made).
  - The option to decline to notify such authorities.
4. Where applicable, the rights of victims and the University's responsibilities regarding options of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.
- The purpose of an *Ex Parte* Order of Protection and a Full Order of Protection is to restrain a respondent from committing or threatening domestic violence, stalking, communicating or disturbing a complainant's peace, and entering a complainant's place of residence. An *Ex Parte* Order of Protection is a temporary order in place until a hearing by a judge. After reading a Petition, the Judge will either grant or deny an *Ex Parte* Order of Protection. This initial decision is made solely on the determination of an immediate and present danger to the complainant based on what is written in the Petition. Court hearings are typically held within 15 days of filing an *Ex Parte* Order of Protection as noted in Missouri Law. A complainant must be prepared to present documentation, photos, or other forms of evidence with the paperwork when filing a petition for an *Ex Parte* Order. At a court hearing, a judge can issue a Full Order of Protection for a period of 180 days up to one year. A Full Order of Protection can be renewed twice; each renewal can last up to one year. No new incident of abuse is required if the Order is renewed before the old one expires. The Court may, upon finding that it is in the best interest of the parties, include a provision that any Full Order of Protection for one year shall automatically renew unless the Respondent requests a hearing by 30 days prior to its expiration (see *Chapter 455* and specifically *455.010, 455.035, & 455.055 RSMo*. For more information).
  - Drury University does not issue *Ex Parte* Order of Protection however the University will take all reasonable and legal action to implement the order. In St. Robert, an *Ex Parte* Order of Protection can be filed at the Pulaski County Courthouse, Circuit Clerk's Office, 301 Rte 66 # 314, Waynesville, MO, or The Pulaski County Sheriff's office, 301 Rte 66 #136, Waynesville, MO. The Missouri Adult Abuse Act requires that the court clerks explain how to file all of these necessary forms and documents. In addition, most counties have victim advocates to assist you in the process for filing for an Order of Protection and may even accompany you to court. When the court is unavailable after business hours or on holidays or weekends, a verified petition for protection from domestic violence or motion for hearing on violation of any order of protection may be filed with the Pulaski County Sheriff's Office, 301 Rte 66 # 136, Waynesville, MO.

- Any student or employee who has a restraining order, order of protection, no contact order or any other such order used by a court against another individual (whether or not that individual is also a student or employee of the University) is highly encouraged to notify the Drury-St. Robert Director, the University Safety and Security Department or the Title IX Coordinator of the threat and to provide a copy of the restraining order so that is kept on file with the University Safety and Security Department and can be enforced, if necessary.

### Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the University and in the surrounding community. Those services include:

- Victims Center Hotline: (417) 864-7233
- Missouri Coalition Against Domestic & Sexual Violence: <http://www.mocadsv.org/>
- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Legal Services of Missouri: <http://www.ismo.org/>
- Immigration Advocates Network  
<http://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO>
- U. S. Citizenship and Immigration Services:  
[https://egov.uscis.gov/crisgwi/go?action=offices.detail&office=XKC&OfficeLocator.office\\_type=&OfficeLocator.statecode=MO](https://egov.uscis.gov/crisgwi/go?action=offices.detail&office=XKC&OfficeLocator.office_type=&OfficeLocator.statecode=MO)
- If you would like to discuss these resources or find out more information about other resources that may be available, please contact the Title IX Coordinator.

### Accommodations and Protective Measures

The University will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonable available the University is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests of this nature should be made to the Title IX Coordinator, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented. When determining the reasonableness of such a request, the Title IX Coordinator may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations.
- Any continuing effects on the complainant.



- Whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the University's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the Title IX Coordinator in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the University will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

#### Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the University's Title IX Sexual Misconduct Policy and the accompanying complaint resolution procedures. The Procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.

The complaint resolution procedures are invoked once a complaint is made to one of the following individuals:

#### **Coordinator - Non-Discrimination / Harassment & Title IX**

Associate Vice President-Human Resources

Drury University

900 North Benton Avenue

Burnham Hall – Room 107

Springfield, MO 65802

417-873-7854

[ssiebert@drury.edu](mailto:ssiebert@drury.edu)

#### **Deputy Coordinator - Non-Discrimination / Harassment & Title IX**

Associate V.P. for Academic Affairs-Operations

Drury University

900 North Benton Avenue

Burnham Hall – Room 204

Springfield, MO 65802

417-873-7473

[bcallen@drury.edu](mailto:bcallen@drury.edu)

**Deputy Coordinator - Non-Discrimination/Harassment & Title IX**

Executive Vice President for Student Affairs / Dean of Students

Drury University

900 North Benton Avenue

Findlay Student Center – Room 201

Springfield, MO 65802

417-873-7215

[tjulian@drury.edu](mailto:tjulian@drury.edu)

**Deputy Coordinator – Non-Discrimination/Harassment & Title IX**

Chief of Staff

Drury University

900 North Benton Avenue

Burnham Hall – Room 103

417-873-6829

[ajones11@drury.edu](mailto:ajones11@drury.edu)

**Deputy Title IX Coordinator**

Barbara Cowherd

Associate Athletic Director

(417) 873-7363

O'Reilly Family Event Center 111

[bcowherd@drury.edu](mailto:bcowherd@drury.edu)

Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The Title IX Coordinator will meet with the appropriate Deputy Coordinator, and they will analyze the complaint, notify the respondent that a complaint has been filed, and assign investigators.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigations will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Upon completion of the investigation, the investigators make a recommendation as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The Title IX Coordinator and appropriate Deputy Coordinator will then review the investigation report and any evidence reviewed by the investigators during the investigation and will make a determination on the matter, including, if necessary, sanctions or other remedial measures to impose. The parties will be notified of this determination in writing within three (3) days of it being made. The University strives to complete investigations of this nature within sixty (60) calendar days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the President within five (5) days of being notified of the outcome of the investigation. The President will appoint an Appeal Panel, comprised of three (3) members of the Title IX Team, who have no conflict of interest, and have had no involvement in the investigation or adjudication of the relevant complaint. The Appeal Panel will resolve the appeal and inform the Title IX Coordinator of their decision within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appeal Panel is final. The Title IX Coordinator shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the previous Notice of Findings and any sanctions or remedial measures imposed. The Title IX Coordinator's written statement shall be provided to the complainant and respondent within three (3) days of the resolution of the Appeal Panel.

During the course of the process described above, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process is one that is:
  - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
  - Conducted in a matter that:
    - Is consistent with the institution's policies and transparent to the accuser and the accused.
    - Includes timely notice of meetings at which the accuser or accused, or both, may be present, and
    - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
  - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
  - The Title IX Coordinator, all Deputy Coordinators and Title IX Investigators attend annual training from the Association of Title IX Administrators (ATIXA), various webinars on Title IX and VAWA. New investigators attend an Introduction to Title IX policy and procedures prior to taking the ATIXA training.
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting proceeding by the advisor of their choice. The University may not limit the choice of advisor, but, may establish, limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.

4. Have the outcome determined using a preponderance-of-the-evidence standard based on the totality of the evident presented.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

#### Possible Sanctions or Protective Measures that the University May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses

Following a final determination in the University’s disciplinary proceeding that one of the above offenses has been committed, the University may impose a penalty depending on the mitigating and aggravating circumstances involved. They include:

- If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

In addition, the University can make available to the victim a range of protective orders. They can include such things as forbidding the accused from entering the victim’s residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in living or working situations, etc.

#### Public Available Recordkeeping

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of domestic violence, dating violence, sexual assault, and stalking who make reports of such to the University to the extent permitted by law.

#### Victims to Receive Written Notification of Rights

When a student or employee reports to the University that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

## **Registered Sex Offenders**

Under provisions of the Campus Sex Crimes Prevention Act (CSCPA) of 2000, an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act (Wetterling Act), any person who is required to register under a state offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offenders reside. In Missouri, the sex offender list is maintained at the county level. The web page for the Department of Safety and Security, <http://www.drury.edu/security/> under the “Local Law Enforcement” tab, provides a link to the Missouri State Highway Patrol Registry Sex Offenders List. For other counties in the state of Missouri you can go to the Missouri State Highway Patrol Registry Sex Offenders List link.

## **Alcohol and Drug Abuse Policy**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees is prohibited on University property and in conjunction with University activities. Violation of this policy by students is a violation of Drury University discipline code, which may result in dismissal, suspension, or imposition of a lesser sanction. Sanctions may also include referrals for appropriate rehabilitation. Violations of the policy by employees can result in disciplinary action up to and including discharge. Violators may be brought before the local court system. Drury University Safety and Security officers will confront and may detain any persons they see illegally possessing, distributing, or consuming alcoholic beverages and/or illicit drugs on Drury University property. Campus Security enforces the state’s underage drinking laws and federal and state drug laws.

St. Robert police officers will enforce St. Robert city ordinances and Missouri state statutes.

## **Prevention Programs**

In accordance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, Drury University is required to establish a drug and alcohol prevention policy for its students and employees. Programs available or offices available for students needing assistance with drug, alcohol or counseling, include the following:

- Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) groups meet weekly throughout Springfield. Questions regarding meeting days, times, locations, or type of meeting may be obtained from AA (823-7125) or <http://springfieldmoaa.org/> And NA (866-7392).

- Partners in Prevention is Missouri’s higher education consortium dedicated to creating healthy and safe college campuses. PIP provides educational pamphlets relating to drug and alcohol abuse. Additional information about PIP can be found at <http://pip.missouri.edu/>.
- Community Partnership of the Ozarks, a local program which houses the Underage Drinking Task Force of Community Partnerships of the Ozarks. More information can be found at <http://www.commpartnership.org/anout.php>.
- Alcohol Edu for Colleges, is the only online alcohol prevention program that was designed for Population-Level Prevention®. Its personalized approach provides an experience that impacts both individual behavior and campus culture, reducing institutional risk.
- Haven – Understanding Sexual Assault, is an online learning program designed to engage and empower students to create safe, healthy college communities. In addition, Haven-Understanding Sexual Assault helps reinforce healthy attitudes and behavior and prepares students to identify and respond to unhealthy or risky situations during their college experience and beyond.
- Green Dot has an ultimate goal of preparing college and university campuses to implement a strategy of violence prevention that consistently and measurably reduces power-based personal violence (including sexual violence, domestic violence, dating violence, stalking, child abuse, elder abuse and bullying), through direct and indirect actions of bystander intervention.

## **EMERGENCY PROCEDURES**

### **Timely warning notices/Campus Safety Alerts**

In the event that a situation arises, either on or near campus, that in the judgment of Drury-St. Robert campus, St. Robert Police Department Substation, in consultation with other administrative offices as appropriate, constitutes an ongoing or continuing threat to members of the University community, the campus director will issue a “timely warning” notice, commonly referred to as a “Campus Safety Alert.” Members of the community who witness, or learn of a crime or other serious incident on or near campus should file a report as soon as possible with Drury-St. Robert Campus Director, as well as St. Robert Police Department so a Campus Safety Alert can be issued if warranted.

If community members report crimes or serious incidents to other University administrators, those administrators should notify Drury-St. Robert Campus Director. The director will collaborate with these administrators to issue a Campus Safety Alert, if warranted.

### **Distribution of Campus Safety Alerts**

The Drury-St. Robert Campus Director distributes Campus Safety Alerts, once the University determines that an alert will be issued, the department emails the announcement and posts it on its website <http://www.drury.edu/security/>. If the alert involves an immediate threat an emergency text message will be sent as well as notification on DENA (Drury Emergency

Notification Alert) will be posted on Drury's website. In the event of a situation that poses an immediate threat to members of the campus community, the Safety and Security department will utilize the emergency text messaging system RAVE, as well as campus wide emails to notify the campus community of an alert. The University will also post updates during a critical incident on Drury's homepage through DENA the Drury Emergency Notification Alert System. If the situation warrants, the University will establish a telephone call-in center staffed by University specialists who are trained to communicate with the campus community during an emergency situation.

The Director of the Drury-St. Robert Campus or St. Robert Police Department is responsible for issuing the emergency notification. These entities will, with the assistance of campus Crisis Management team if required, will determine the content of the notification. The University has prepared a wide range of template messages addressing several different emergency situations. The St. Robert Campus Director will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will send develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

### **Emergency response**

Drury University recognizes the need to be prepared for critical incidents. The Emergency Response and Evacuation plan establishes policies and procedures that will be employed upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. In order to ensure the various plans at Drury will work in an emergency situation, Drury participates in drills and exercises that include campus personnel, local law enforcement and other departments and offices who work together to prepare for, prevent, respond to and recover from emergency situations. The emergency action plan can be found on the Drury Safety and Security website link, <http://www.drury.edu/multinl/story.cfm?nlid=87&id=25397> .

The University conducts emergency exercises each year, such as table-top exercises, and tests of its emergency notification system (RAVE), and the state-wide tornado drill. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually St. Robert Police Department, St. Robert Fire and Rescue and local hospital ambulance services. All departments typically respond and work together to manage the incident. In connection with at least one test each year, the University will publicize to students and employees the University's emergency response and evacuation procedures.

### **Notification to the community about an immediate threat.**

The St. Robert Campus Director will consult with local law enforcement or state and local emergency personnel as necessary to confirm the existence of an emergency or dangerous

situation that poses an immediate threat to the health and safety of some or all members of the University community. Once confirmed, The St. Robert Campus Director will collaborate as necessary with the appropriate University and municipal partners to determine the content of the message and will use some or all of the systems below to communicate the threat to the campus community. The St. Robert Campus Director will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

RAVE (an emergency mass notification system that allows authorized Drury officials to send news and instructions to community members through text messages and emails within moments of a critical incident) and through DENA (Drury Emergency Notification Alert system on the Drury website). In the event of a serious incident that poses an immediate threat to members of the Drury community, the University has various systems in place for communicating information quickly (such notification may be related to the aforementioned warning notice). Some or all of these methods of communication may be activated in the event of an immediate threat to the Drury campus community. RAVE is an opt-out system, students, faculty and staff are automatically enrolled in RAVE upon employment or class registration. You can get more information on the MyDrury account at <https://my.drury.edu/ics/> under the “**Emergency Notifications**” tab. The University also will post updates during a critical incident on the University homepage. Currently the Drury Alert systems are only available to those in the Drury campus community. Alerts are often sent out through official Drury social media pages as well, Facebook and Twitter ((@DruryUniversity). In emergency situations, alerts may also appear at the top of university webpages. Drury University website DENA, is the primary site used for communication emergency preparedness and incident-related information to the Drury community. Members of the larger community outside the campus who are interested in receiving information about emergencies on campus should use the Drury’s website, social media, or call the Drury information line 1-800-922-2274.

Drury-St. Robert community members are encouraged to notify the Campus Director and the St. Robert Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The St. Robert Police Departments have the responsibility for responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the St. Robert Police Departments have a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.



## **Emergency evacuation procedures.**

**Drury St. Robert Campus does not have residential students on campus.**

## **Shelter-in-place procedures: What it means to “shelter in place”.**

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

## **Basic “shelter in place” guidance.**

In an incident occurs and the building you are in is not damaged, stay in an interior room until you are told it is safe to exit. If your building is damaged, take your personal belongings (purse, wallet, Drury ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit and use the stairs instead of the elevators). After you have evacuated, seek shelter at the nearest University building quickly. If St. Robert-Drury personnel, St. Robert or fire department personnel are on the scene, follow their instructions.

## **How will you know to “shelter in place”?**

A shelter-in-place notification may come from several sources, including St. Robert-Drury personnel and St. Robert Police utilizing the University’s emergency communication tools.

## **How to “shelter in place”.**

No matter where you are, the basic steps of “shelter in place” will generally remain the same. Should the need arise, follow these steps unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of an emergency. If you are outdoors, proceed to the closest building quickly or follow instructions from emergency personnel at the scene.
- Locate a room to shelter inside. It should be:
  - a. an interior room;
  - b. above ground level; and
  - c. without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Close and lock all windows and close exterior doors.
- Turn off air conditioners, heaters and fans.
- Close vents to ventilation as you are able (University staff will turn off the ventilation as quickly as possible).

- Make a list of the people with you and ask someone (another faculty or staff member) to call and provide the list to Safety and Security so officers know who you are sheltering. If only students are present, one of the students should call and provide the list.
- Turn on a computer, radio or TV and listen for further instructions.
- Make yourself comfortable.

### **ACTIVE SHOOTER PLAN**

The Drury University Active Shooter Plan has been developed to ensure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of an active shooter.

1. If safe to do so, EVACUATE!
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
2. HIDE OUT
  - Hide in an area out of the shooter's view
  - Block entry to your hiding place and lock the doors.
  - Silence your cell phone and/or pager
  -
3. TAKE ACTION
  - As a last resort, and only when your life is in imminent danger!
  - Attempt to incapacitate the shooter
  - Act with physical aggression and throw items at the active shooter.

**CALL 911 AND DRURY SECURITY, AT 873-7911, WHEN IT IS SAFE TO DO SO.**

**WHEN POLICE ARE SECURING THE BUILDING,**

**KEEP YOUR HANDS IN THE AIR AND CLEARLY VISIBLE.**

### **BOMB THREAT PLAN**

The Drury University Bomb Threat Plan has been developed to ensure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of a bomb threat.

A bomb threat against the university may be made by telephone or letter. A telephone threat will come directly from an individual, from a law enforcement agency that has received the bomb threat, or someone who has become aware of such information.

## **DIRECT TELEPHONE BOMB THREATS**

If a bomb threat is telephoned directly to the university, the person who received the call should do the following:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Make a record of every word spoken by the person on the phone. Do not hang up the phone. Emergency personnel will need the line open to attempt to trace the call.
- If the caller does not indicate the location of the bomb or the possible time of detonation, you should ask for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in the death or serious injury of many innocent people.
- Pay particular attention to peculiar background noises, such as motors running, background music, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, you should report this information to the Director of Security at 873-7400. Since the law enforcement personnel will want to talk first-hand with the person who received the call, he or she should remain available until they appear.
- If someone other than the switchboard operator receives the call, report the call to Security immediately.

## **INDIRECT TELEPHONE BOMB THREATS**

If a bomb threat against the university is received by a law enforcement agency such as the Treasury Department or the FBI, that agency will immediately contact the university. The switchboard will transfer the call to the Director of Security, who will initiate the appropriate form of action.

## **WRITTEN THREATS**

If a bomb threat is made through a written communication, the following steps should be taken:

- Save all materials, including any envelope or container.
- Once a message is recognized as a bomb threat, further unnecessary handling should be avoided.
- Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper and postal marks which are essential to tracing the threat and identifying the writer.

## **BOMB THREAT EVACUATION**

If the decision is made to evacuate a building, everyone should be moved to an area at least 300 feet out of the way of bomb disposal. Evacuated parties should remain in open areas and away

from parked vehicles. After security has found the buildings to be vacated, they will lock all exterior doors and take up positions to prevent anyone from entering the area. They will also assist in unlocking doors as needed.

## **FIRE PLAN**

The Drury University Fire Plan has been developed to insure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of a fire.

### **1. Fundamentals of Fire Prevention**

- Be clean. Maintain cleanliness and order in your meeting and event areas. Good housekeeping is the best protection against fires.
- Be alert. Early fire detection can prevent damage.
- Make it a habit to be alert for fire hazards and report all potential dangers to the student leader or campus advisor immediately.
- Be ready. Know where fire alarms, fire extinguishers, and fire hoses are located. If you see or smell smoke, report to the student leader or campus advisor at once, and secure any malfunctioning machinery.
- Know the floor plan of your area, the “safe” areas, and evacuation routes.
- Know exactly what your duties are.
- Only attempt to extinguish the fire if it is contained and will pose no safety risk to yourself or others.

### **2. What To Do In Case of Fire**

Pull the closest fire alarm and report the exact nature and location of the fire to 911.

Listed below is what you should do if a fire begins in the location that your student organization is using:

- Close the room door and do not turn out lights.
- Alert other persons in the area.
- Do not panic.
- Do not attempt to put out the fire.

- Evacuate the building but remain in the area to assist the fire personnel in locating the exact location.
- The student leader and/or campus advisor will make sure that all members and guests are alerted and out of the building.

## **TORNADO PLAN**

The Drury University Tornado Plan has been developed to insure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of a tornado.

When a Tornado Watch is declared for St. Robert, Missouri, this means that conditions are favorable for severe weather, which may include tornadoes. At this time, the St. Robert campus personnel will monitor the weather alert radio and observe the weather; i.e., heavy rain, lightning, hail and possible funnel cloud formations.

## **TORNADO WARNING**

When a Tornado Warning is issued, it means that a funnel or tornado has been sighted in the area and St. Robert is in its path. The city sirens will sound and the university will immediately proceed with the tornado emergency plan.

At this time, all students, faculty and staff will proceed to the designated shelter areas and will remain in those areas until the warning is over. The designated shelter area for Drury-St. Robert is the inner hallways away from the front windows. The St. Robert City Municipal building is also a tornado shelter and is located right next to the St. Robert campus.

## **TORNADO SAFETY GENERAL INSTRUCTIONS**

- Avoid any area with glass windows, doors or mirrors.
- Go to the lowest level of the building.
- Take a flashlight, a battery operated radio and tune in to the emergency Broadcast System station.
- If the tornado is upon you, crouch down and cover your head to avoid flying debris. (Most injuries and deaths in tornadoes occur from flying debris/glass).

## CRIME STATISTICS

Drury University – St. Robert – 2016 Annual Crime Report Statistics															
Crimes Reported To Drury University Security (by type)	On Campus			Residential Facilities			Non Campus Property			Public Property			Total		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Non-Forcible Sex Offenses	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rape	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Incest	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arrests and Referrals															
Liquor Law Violations	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Referral	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Referral	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Referral	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0

Note: There are no Residential Facilities at the St. Robert campus.

Note: As of 2014, Forcible Sex Offenses are reported as Rape or Fondling, and Non-forcible Sex Offenses are reported as Statutory Rape or Incest, per federal guidelines.

Note: There were no crimes determined as Unfounded by law enforcement reported for the 2016 reporting period

Note: In the years 2014, 2015, and 2016, there were no hate crimes reported for any of the Drury campuses.