Drury University Annual Security Report
January 1, 2018 – December 31, 2018
Springfield Campus

Jeanne Clery Disclosure of
Campus Security Policy,
Campus Crime Statistics and
Fire Safety Report
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This report complies 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 Executive Vice President of Student Affairs, located in Findlay Student Center. The Executive Vice President of Student Affairs has been designated by the university to coordinate the institution’s efforts to comply with the regulations effecting the implementation of the Clery Act. Ava, Fort Leonard Wood, Houston, Lebanon, Monett, Rolla, and St. Robert campuses will follow the same procedures unless specified.

Drury University 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.

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 Associate 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, the Dean of the College of Continuing and Professional Studies and the Springfield 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 is distributed to the university community by email and on the security web site, and can be accessed at https://www.drury.edu/security/clery-act.

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 webpages. 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 1** of each year.

**The Safety and Security Department**

The staff of the Safety and Security Department consists of the Executive Director, Associate Director, Information Technology officer, Office Coordinator and eight fulltime non-commissioned patrol officers. Officers are available 365 days a year. The Safety and Security Department aids in enforcement of federal, state, local statutes and university regulations and our jurisdiction resides inside the 88-acre Springfield campus. While safety and security officers do not make arrests, the Safety and Security Department maintains a close working relationship with local law authorities. Officers do have the right to detain and identify any individual on university property. Safety and Security officers cooperate with and may request assistance from local law enforcement authorities when needed. The Safety and Security Department provides for the safety and protection of students, faculty, staff, visitors, and the environment. In addition, the department is charged with protecting property, enforcing university regulations, and maintaining order. The entire staff strives to serve the university community. The department’s mission is to ensure a peaceful quality of life, establish a partnership with the community and support a safe learning environment, thereby contributing to Drury University's academic excellence.

The Safety and Security Department is located in the Findlay Student Center room 101, 1200 North Drury Lane, Springfield, MO 65802. Students, parents, visitors, and employees are welcome to call at (417) 873-7400 or come by and visit.

**Springfield Police Department**

The Springfield Police Department (SPD) provides commissioned law enforcement at Drury University, Springfield campus, under a contract for services. The SPD officers work out of a campus substation, and have full police power including authority to investigate any and all reports of criminal activity, full powers of arrest, and power to search. Drury Springfield campus does have a Memoranda of Understanding (MOU) with local law enforcement agencies for the investigation of alleged criminal offenses, the SPD substation and the Safety and Security department will actively investigate any crime information it receives concerning or involving a member of the Springfield campus community. When the substation officers are not available for any reason, other SPD officers will respond to calls on campus. The University relies on its close relationship with local law enforcement agencies to receive information about incidents involving students on campus. If the University is notified of a situation in which a campus community member is the victim of a crime, the department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents. Drury University does not have any officially recognized student organizations with off campus locations.
Statement from the Associate 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.

Jason Goodman
Associate Director of Safety and Security

Reporting of Criminal Action or Emergencies:

The University encourages the accurate and prompt reporting of all crimes to Drury Safety and Security and the Springfield Police Department, when the victim of a crime elects to make such a report. If a student, employee, or visitor believes criminal activity has taken place on university property, the Drury Safety and Security Department should be contacted by calling 417-873-7911 or 417-873-7400, or the Drury Springfield Police Substation at 417-873-7541 or 417-873-7562. Reports can also be made to the Housing office (417-873-7654), Office of Residence Life (417-873-6975), Office of Greek Life (417-873-3061), Office of Student Conduct (417-873-6894) as well as an employee of Drury University to include student resident assistants and/or community assistants. The contact information for the Smith Hall resident assistant on call is 417-242-8657, Wallace Hall resident assistant on call 417-242-9466, Sunderland Hall 417-242-8849, and the community assistant on call is 417-873-7500. The Safety and Security Department will then notify local law enforcement authorities of any reported criminal activity occurring on campus. Incidents of criminal activity will be posted in the daily crime log.

Emergencies (e.g., medical, fire, crime, etc.) should be reported to the Springfield-Greene County Emergency Communications Department by dialing 911 and reported to the Drury Safety and Security Department by dialing (417) 873-7911. Drury University Safety and Security has direct telephone contact with the Springfield Police, Fire Departments and emergency medical services through security phone use of the 911 system.

Conduct or crimes which may need to be tracked for inclusion in the annual security report can be reported to any officer of the Safety and Security Department (417) 873-7400 or (417) 873-7911 or the Springfield Police Department (417) 873-7541 or (417) 873-7562. Drury University encourages pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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 Students office (417-873-7215), housing office (417-873-7654), Office of Residence Life (417-873-6975), Office of Greek Life (417-873-6854), Office of Student Conduct (417-873-6894) as well as an employee of Drury University to include student resident assistants and/or community assistants. 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://www.drury.edu/webtip

The Drury University Safety and Security Department telephone number is distinctly found on campus
maps and security pamphlets as well as being posted in many conspicuous places over the entire campus.

Reporting of crime at the Ava, Fort Leonard Wood, Houston, Lebanon, Monett, Rolla, and St. Robert
campuses.

If a crime occurs at the Ava, Fort Leonard Wood, Houston, Lebanon, Monett, Rolla, or St. Robert
campuses, the local area Police Department should be notified by calling 911. The center director and
building coordinator will notify the area Police of any reported criminal activity occurring on campus or
in the contiguous area. Contact information for these campuses are as follows:

- Ava, 417-873-6630
- Fort Leonard Wood, 417-873-6640
- Houston, 417-873-6600
- Lebanon, 417-532-9828
- Monett, 417-873-6620
- Rolla, 417-873-6650
- St. Robert, 417-873-6660

**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. **Student Newspaper** - the student newspaper, Drury Mirror, publishes a summary of criminal
incidents. If a serious or unique crime has occurred, a special article usually is printed in the
student newspaper.
3. **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.
4. **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://www.drury.edu/webtip
- **DRURY UNIVERSITY POLICIES & PROCEDURES:** Current Drury University Community
  Standards Policies and Procedures can be found at https://www.drury.edu/communitystandards
- **MISSOURI STATUTES:** Current Missouri statutes can be found at: 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, Greek Life or Security staff, or complete the online reporting form at https://www.drury.edu/webtip. 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, residence life staff, members of student conduct, 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 Campus Facilities

Most campus buildings and facilities 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 an after-hours pass from the Director of Safety and Security.

The exterior doors of the student residence halls are locked 24 hours a day. They are accessible by card access.

Access to campus facilities for Ava, Fort Leonard Wood, Houston, Lebanon, Monett, Rolla, or St. Robert campuses 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 Campus Directors listed below:

Ava, 417-873-6631
Fort Leonard Wood, 417-873-6640
Houston, 417-873-6600
Lebanon, 417-532-9828
Monett, 417-873-6620
Rolla, 417-873-6650
St. Robert, 417-873-6660
Maintenance and Security of Campus Facilities

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 lit. Formal surveys of the exterior lighting on campus are conducted by security officers 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 Safety and Security Department at 417-873-7400, or ext. 7400. Safety and Security officers conduct surveys of exterior doors and locks on a nightly basis. Crime prevention officers’ conduct a comprehensive survey of doors and locks on an annual basis. The purpose of this survey is to ensure that each exterior door and its locking mechanisms are working properly.

- Exterior doors on campus buildings are secured and rechecked by security officers on a nightly basis.
- Shrubbery, trees and other vegetation on campus are trimmed on a regular basis.
- Parking lots and areas are actively patrolled by security officers on a regular basis.

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

Information regarding criminal activities involving off-campus student activities and organizations is readily available through the central record’s division of the Springfield Police Department. This information is reported on a regular basis to the Director of Safety and Security and is made available to the University administration.

Parking and traffic control, loss prevention, investigation, safety and security and emergency responses are provided by the Drury University Safety and Security Department. The Safety and Security Department is staffed with trained, noncommissioned officers.

All officers work in parking and traffic control, emergency response, safety and security of the students, faculty, staff, visitors and buildings, as well as provide escort services, motorist assistance and report safety and security concerns to the Director on a daily basis.

The area of loss prevention is primarily the responsibility of the Director of Safety and Security. 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. The crime prevention officers also educate the University community on how to maintain a safe and secure environment.

All investigations are the primary responsibility of the Director of Safety and Security. Criminal investigations are conducted in conjunction with the Springfield Police Department.

All Drury University Safety and Security officers have the authority necessary to detain and identify persons on University property and investigate all incidents and enforce University policies, rules and regulations and report any alleged violations, including criminal activity.
Security Awareness and Crime Prevention Program

It is the philosophy of Drury University we would much rather prevent crimes from occurring than to react to them after the fact. A primary vehicle for accomplishing this goal is Drury's crime prevention program. The University's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and that of others. The following is a listing of crime prevention programs and projects employed by Drury University:

1. Escort Program - provide an escort service, particularly during the hours of darkness, for those walking on campus.
2. New Student Orientation - a crime prevention presentation, accompanied by brochures and other printed material, is made to new students.
3. Residence Hall Security - crime prevention presentation, accompanied by brochures and other printed material, is made to residence halls on a routine basis.
4. Crime Prevention Presentations - numerous crime presentations are made throughout the year to various groups and organizations.
5. Printed Crime Prevention Materials - printed crime prevention brochures are provided to new students, faculty and staff.
6. Electronic Alarm Systems - are located in various buildings to provide detections of intrusion.
7. Security Surveys - comprehensive security surveys are made of the campus on an annual basis.
8. Facility Surveys - comprehensive surveys of exterior lighting, exterior doors and grounds are conducted by the department's crime prevention officer on an annual basis.
9. Crime Prevention Publicity - crime prevention articles and reports are routinely published in the student newspaper.
10. Rape Awareness and Education and Prevention - in cooperation with the Springfield Rape Crisis Center, rape awareness, and education and prevention presentations are made available to the campus community as well as video presentations.
11. Electronic CCTV camera systems monitoring the campus
12. Protocol for Sex Offenses - Drury University's Protocol for sex offenses can be found on the campus wide computer network. The network computers are located in the Springfield Hall on the Drury University campus, (accessible worldwide). They are accessible to students, faculty and staff members 24 hours per day and are available in most faculty and staff offices. Written copies of the protocol may be obtained upon request from the Dean of Students Office, Safety and Security Office, Personnel and Admission. Questions should be addressed to the Dean of Students or Director of Safety and Security.

Upon written request, the University will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of this paragraph.
EDUCATIONAL PROGRAM OPPORTUNITIES

In support of this policy, the university shall conduct periodic orientation and educational programs for faculty, students and staff to ensure a healthy academic, social and work environment for all Drury citizens. University employees and students must take an active role in their personal safety and security. Drury Security does offer briefings on safety and security during Freshman First Day to all parents and students attending, as well as during Freshman Orientation the first weekend of school. Safety and Security officers as well as Springfield Police with the Drury Substation are available on request to address the following crime prevention programs:

- Personal Safety
- Theft Prevention
- Sexual Harassment and Rape Prevention
- Responses to armed intruders as in A.L.I.C.E. (Alert Lockdown Inform Counter Evacuate)
- Alcohol and Drug policies
- Sexual Assault Prevention for Undergraduates and Ongoing Education
- Step Up

More information can be found on the Drury Safety and Security website http://www.drury.edu/security

MISSING STUDENT POLICY

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

At the beginning of each academic year, Drury University will inform students residing in on-campus housing of the following:

- Students have the option of identifying an individual to be contacted by Drury University not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing Office.
- If the student is under 18 years of age, and not an emancipated individual, Drury University is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- Drury University will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing. This does not preclude the university from making a determination that a student is missing prior to the expiration of 24 hours.
- If Drury University Security or law enforcement personnel have been notified and make a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Drury University will initiate the emergency contact procedures in accordance with the student’s designation.
MISSING STUDENT NOTIFICATION PROCEDURES

Drury University will practice the following notification procedure for a missing student who resides in on-campus housing:

- Once Drury University receives a missing student report via the Dean’s Office, Drury University Security, Housing Office or other source, the following offices will be notified:
  - Drury University Security
  - Dean of Student’s Office
  - Housing Office
- Any official missing person report relating to this student shall be referred immediately to Security.
- If Drury University Security, after investigating the official report, determines the student has been missing for more than 24 hours, Drury University will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, and local law enforcement.

Upon notification from any entity that any student may be missing, Drury University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Housing Office, the Resident Assistants or Community Advisors may be asked to assist in physically locating the student by keying into the student’s assigned room and talking with known associates.
- Security may key into the student’s assigned room as well as search on-campus public locations (library, cafeteria, etc.).
- Security may issue an ID picture to assist in identifying the missing student.
- The Dean of Student’s Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- Security may examine card access logs to determine last use of the card and track the card for future uses.
- Security may access vehicle registration information for vehicle location and distribution to authorities.
- Technology Services may be asked to look up email logs for last login and use of Drury University email system.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

If campus security officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years of age and not emancipated, notify a parent or guardian, and
- Notify law enforcement.
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; 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.

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- **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.
  
  o Has ancestor or descendant by blood or adoption; or
  
  o His stepchild, while the marriage creating that relationship exists; or
  
  o His brother or sister of the whole or half-blood; or
  
  o His uncle, aunt, nephew or niece of the whole blood.

- **Statutory Rape (Mo. Rev. Stat. §§ 566.032.1 and 566.034.1):**
  
  o 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.
  
  o 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 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.
  - Do not 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, do not 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, do not 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.
- Sexual Assault Prevention for Undergraduates and Ongoing Education – 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.
- Step UP! is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others. It trains students on transition from a passive bystander to active intervention in situations of personal violence, sexual assault, alcohol misuse, and many other topics. Step UP! educates students on the role of effective intervention and creation of campus culture as core tenants to prevention.
Procedures to Follow if 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 Drury’s Safety and Security Department (417-873-7400 or 417-873-7911), or contact the Drury’s Springfield Police Substation (417-873-7541 or 417-873-7562). At the earliest opportunity, you should also contact the University’s Interim Title IX Coordinator, Paul Hinkle, 417-873-6894. 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
     - Title IX Coordinator 417-873-6894
     - Title IX Deputy Coordinators 417-873-7215 or 417-873-7225
     - [https://www.drury.edu/webtip](https://www.drury.edu/webtip) this link will provide a form you can fill out and remain anonymous if you choose.
     - Campus Conduct Hotline 1-566-943-5787

   - Non-Confidential External Sources
     1) Springfield Police Drury Substation (417) 873-7541 or 7562
     2) Springfield Police Department (417) 864-1810
     3) Springfield Police Department Emergency 911

   - Confidential Internal Sources
     1) Student Counseling Center (417) 873-7357
     2) University Chaplain (417) 873-7231

   - 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.
   - Do not bathe or wash, or otherwise clean the environment in which the assault occurred.
   - You can obtain a forensic examination at:
     - Cox Hospital ER (North) 1423 N. Jefferson, Springfield
     - Cox Hospital ER (South) 3801 S. National, Springfield
     - Mercy Hospital ER, 1425 E. Cherokee Street, Springfield, MO
   - 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 Springfield 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, 455035, & 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 Springfield, an Ex Parte Order of Protection can be filed at the Greene County Courthouse, Circuit Clerk’s Office,
2nd floor, 1010 N. Boonville Ave., Springfield, 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 Greene County Jail, 1000 N. Boonville, Springfield, MO, and the Springfield Police Department, 321 E. Chestnut Expressway, Springfield, 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 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:

- Student Counseling Center, FSC 114, (417) 873-7357
- University Chaplain, Pearson’s Hall 308, (417) 873-7231
- 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/
- 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 processes 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:

**Interim Title IX Coordinator**
Paul Hinkle
Director of Student Conduct
(417) 873-6894
phinkle@drury.edu

**Deputy Title IX Coordinator**
Dr. Tijuana Julian
Executive Vice President for Student Affairs/Dean of Students
(417) 873-7215
tjulian@drury.edu

**Deputy Title IX Coordinator**
Dr. Bruce Callen
Professor of Physics
(417) 843-7225
bcallen@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.
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.

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.

Have the outcome determined using a preponderance-of-the-evidence standard based on the totality of the evident presented.

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. Missouri State Highway Patrol Sex Offenders Registry for each county visit http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html

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.

Springfield police officers will enforce Springfield 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).
- Drury University Counseling Center, Findlay Student Center 114 (417) 873-7357. Offers counseling services to students as well as the CHOICES program which offers an alcohol education skills class.
- Burrell Behavioral Health – Offers behavioral health consultation services with Philip Swope, PsyD, a licensed clinical psychologist. A visit with behavioral health consultant can help with behaviors, stress, or emotional concerns that get in the way of daily life, academic success, substance misuse, and your overall health.
- 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/.
- 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.
- Sexual Assault Prevention for Undergraduates and Ongoing Education – 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.
- Step UP! is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others. It trains students on transition from a passive bystander to active intervention in situations of personal violence, sexual assault, alcohol misuse, and many other topics. Step UP! educates students on the role of effective intervention and creation of campus culture as core tenants to prevention.

During freshman orientation, information and programs are provided to students relating to alcohol and drug abuse. Drury’s SPD substation provides safety talks and education at the beginning of the fall semester. For more information on alcohol and drug policies visit https://www.drury.edu/academics/catalogs/community-standards-handbook
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 University Safety and Security, Drury Springfield Police Department Substation, in consultation with other administrative offices as appropriate, constitutes an ongoing or continuing threat to members of the University community, the security department 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 Safety and Security as well as Springfield 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 Safety and Security. The department will collaborate with these administrators to issue a Campus Safety Alert, if warranted.

The timely warning notice and campus safety alert policy is the same for the Ava, Fort Leonard Wood, Houston, Lebanon, Monett, Rolla, or St. Robert campuses. In the event that a situation arises that constitutes an ongoing or continuing threat to members of the University community, either on or near campus, the directors will contact the local police as well as issue a “timely warning” notice, commonly referred to as a “Campus Safety Alert.”

Distribution of Campus Safety Alerts

The Safety and Security department 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 Drury Emergency Notification Alert system (DENA) 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 siren on the Springfield campus will also be activated if a critical incident or other emergency situation threatens the safety of the campus. The University will also post updates during a critical incident on Drury’s homepage through DENA. 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 Safety and Security or Springfield Police Department Drury Substation 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. Safety and Security 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 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, https://www.drury.edu/security/Emergency-Action-Plan.

The University conducts emergency exercises each year, such as table-top exercises, and tests of its emergency notification system (RAVE), testing of the siren in conjunction with Greene County Emergency Operations Center 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 Safety and Security, Springfield Police Department, Springfield 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.

Safety and Security and/or the Springfield Police Drury Substation will consult with other 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, Safety and Security and/or the SPD Substation 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. Safety and Security and/or the SPD Substation 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.

Drury community members are encouraged to notify Safety and Security and the Springfield Police Drury Substation 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. Both of these 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, both 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.

If the emergency or dangerous situation poses a threat to the community outside the campus, the University will notify them by utilizing the emergency mass notification system, RAVE, and DENA, the Drury emergency alert system for the Drury website, and campus wide emails.

The policy and procedure for notification to the community about an immediate threat is the same for the Ava, Fort Leonard Wood, Houston, Lebanon, Monett, Rolla, or St. Robert campuses. If an emergency or dangerous situation poses a threat, on or near the campus, the Directors of the above-mentioned campuses will utilize the emergency mass notification system, RAVE, DENA and campus wide emails.

**Emergency evacuation procedures.**

The Office of Safety & Security and Residence Life coordinate an evacuation drill each year for the entire campus. The emergency response and evacuation procedures are tested at least once a semester, or twice a year for the residential halls on campus. Students learn the locations of the emergency exits in the buildings and receive guidance about the direction they should travel when exiting each facility for a short-term building evacuation and guidance about where they should assemble. The Office of Residential Life does not always tell the residents in advance about the designated locations for evacuations because those decisions are affected by time of day, location of the building, being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. Staff from the Office of Safety & Security and Residence Life are on the scene and will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Drury, evacuation drills are used as a way to educate and train occupants on fire-safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The process also provides the University an opportunity to test the operation of fire alarm system components. Safety & Security and Residence Life staff evaluate egress, behavioral patterns, and monitor evacuation drills. Participating departments who identify deficient equipment so that repairs can be made immediately prepare reports. Recommendations for improvements are submitted to the appropriate departments or offices for consideration of their emergency response and evacuation procedures.

**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.

If 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 Safety and Security, Springfield Police 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 Safety and Security, Springfield Police Drury Substation, Office of Residential Life and other university employees 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:
  - an interior room;
  - above ground level; and
  - 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 whom 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 417-873-7911, 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 Security at 873-7911. It is very important that Security be notified at once, as they need to meet and direct the Fire Department to the area of the fire. We cannot anticipate that the responding fire personnel will be familiar with the buildings on campus. Security will meet the fire department and direct them to the affected area.

Listed below is what you should do if a fire begins in the location that you 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 Springfield, Missouri, this means that conditions are favorable for severe weather, which may include tornadoes. At this time, University Security personnel will monitor the weather alert radio and observe the weather; i.e., heavy rain, lightning, hail and possible funnel cloud formations.

The following staff members will be called and put on alert:

• Residence Life staff

• Greek Life staff
TORNADO WARNING

When a Tornado Warning is issued, it means that a funnel or tornado has been sighted in the area and Springfield 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.

Student leaders and campus advisors should direct students to these shelter areas. The Security Office will contact all residence facilities and campus offices that are open.

Security will patrol the campus, informing anyone on campus of the warning, and direct him or her to the nearest place of safety. Security will open the doors in the lower level of Findlay Student Center and establish a Command Post in the Security Director’s Office.

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 (KTTS is primary, and KWTO is secondary).

• 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.)

TORNADO SHELTER AREAS

• BAY HALL: Proceed to Breech. Go to the first floor hallway. Stay away from any windows.

• BREECH BUILDING: Go to the first floor hallway. Stay away from any windows.

• BURNHAM HALL: First floor proceed to the south stairs down to the basement, under the stairwell and, if possible, in the men’s restroom. Second and Third floors proceed to Olin Library basement. Immediate shelter may be taken on the first floor hallway of Burnham.

• CARTER WATERS: Proceed to the north end hallway. If time permits proceed to the Hammons School of Architecture.

C-STREET GALLERY: Proceed to the first floor restrooms and/or back hallway.

• CLARA THOMPSON HALL: Proceed down the stairs to the men and women’s lounges. Any overflow should go to the basement of Lydy Hall or O’Bannon Hall.
• **COLLEGE PARK**: Students living in upstairs areas should go to the first floor area of the lower apartment or foyer. Go to the bathroom or most center point of the first floor. If you are unable to gain access to the first floor area, go to the College Park Community Center laundry room or restrooms. Students in first floor apartments should go to the bathroom area.

• **CONGREGATIONAL HALL**: Proceed to the interior hallway or, if time permits, the basement of Findlay Student Center.

• **DIVERSITY CENTER**: Proceed to the basement of the Trustee Science Center.

• **FINDLAY STUDENT CENTER**: Proceed to the basement in the horseshoe hallway (away from the main entry doors) and in the pit area of the Down Under by the fireplace.

• **FREEMAN HALL**: Proceed to the interior hallway or, if time permits, the basement of Findlay Student Center.

• **HAMMONS ARCHITECTURE BUILDING**: Proceed to the wood shop basement areas (archives and hallway outside archives), and the first floor restrooms.

• **HUMANITIES HOUSE**: Proceed to the basement.

• **HPER**: Proceed downstairs to the hall and classrooms.

• **HPER/BREECH POOL**: Proceed downstairs to the hall and classrooms.

• **JEFFERSON PARK**: Students living in upstairs areas should go to the first floor area of the lower apartment or foyer. Go to the bathroom or most center point of the first floor. If you are unable to gain access to a first floor apartment, go to the College Park Community Center laundry room or restrooms, or if time permits, proceed to the Kappa Alpha Fraternity House basement. Students in first floor apartments should go to the bathroom area.

• **KAPPA ALPHA**: Proceed to basement.

• **LAMBDA CHI ALPHA**: Proceed to basement in Kappa Alpha House.

• **LAY HALL**: Proceed to the basement hallways, men's and women's restrooms and lower level of the lecture hall on the first floor.

• **LYDY ART CENTER**: Proceed to the west end of the basement hallway.

• **MANLEY HALL**: Proceed to the lower level hallways in each section.

• **MARTIN ALUMNI CENTER**: Proceed to the basement.

• **MIDTOWN HOMES**: Proceed to the basement or interior room, or if time permits, the lower level of Findlay Student Center.

• **O’BANNON HALL**: Proceed to the basement hallway, Room #20, and the Electronic Music Room.
• **OLIN LIBRARY:** Proceed to the basement area in the restrooms, Carrel hallway and in the Olin Room. Stay away from the glass areas (especially the glass stairwell).

• **O'REILLY FAMILY EVENT CENTER:** Proceed to the Lower Level, Cox Health Sports Medicine Training Center, Room 127.

• **PEARSONS HALL:** Proceed to the basement hallway and classrooms.

• **PHYSICAL PLANT (Facilities):** Proceed to the office restrooms and hallways.

• **POOL ART CENTER:** Proceed to the first floor east hallway and classrooms.

• **SHEWMAKER COMMUNICATION CENTER:** Proceed to Rooms #127 (Conference Room), Hall #111, Communication Hall #134, and lower level restrooms. Only as a last resort, use Rooms #112 & 130 (dressing rooms).

• **SIGMA NU:** Proceed to basement in Kappa Alpha House.

• **SIGMA PI:** Proceed to basement in Kappa Alpha House.

• **SMITH HALL:** Proceed to the laundry rooms and hallways on the first floor. Any overflow should go to the basement of Findlay Student Center.

• **SPRINGFIELD HALL:** Go to first floor hallway or proceed to the first floor of Breech.

• **STONE CHAPEL:** Proceed to the kitchen and restrooms on the lower level.

• **SUMMIT PARK:** Proceed to apartment on lower level and seek shelter in an interior hallway. If unable to gain access, proceed to lower level of Findlay Student Center.

• **SUNDERLAND HALL:** Proceed to first floor interior hallway. Any overflow should go to the basement of Findlay Student Center.

• **THEATER SHOP:** Proceed to the Pool Art Center, first floor east hallway and classrooms.

• **TINDELE MILLS BASEBALL FACILITY:** Proceed to the north hallway in the weight room on the north end of the building.

• **TINDELE MILLS WAREHOUSE #3:** Proceed to Breech first floor hallway.

• **TRUSTEE SCIENCE CENTER:** Proceed to the basement area in the hallway and classrooms.

  **UNIVERSITY SUITES:** Proceed to the lower level inner hallway or the Findlay Student Center lower level if there is time.

• **WALLACE HALL:** Proceed to the basement laundry area. Any overflow should go to the basement of Findlay Student Center.
• **WARMACK FACULTY STUDIOS:** Proceed to the center of the building and stay away from any windows.

• **WEISER GYM:** Proceed to the lower level hallway, classrooms and racquetball areas.

If there is an event in progress, Security will use the public address system or bullhorn to direct each section to safety.

**Crime Statistics**

Drury University believes that an informed public is a safety conscious public. Under the ruling of the United States District Court for the Western District of Missouri, security records, including personally identifiable information regarding students, are available for public disclosure and release. The judicial order requires this disclosure under the Missouri Sunshine Law (construed to protect the name and address of the victim whose identifiable assailant is still at large). Drury University has security records access release guidelines.

Data collection began August 1, 1991, in compliance with the Campus Security Act of 1990. Drury University is in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". Any person who believes that the requirements of the act have not been fulfilled should contact the Executive Vice President of Student Affairs. These policies and procedures are subject to change and revision at any time. Drury University aspires to provide every student with a truly safe and excellent experience.

<table>
<thead>
<tr>
<th>Crimes Reported To Drury University Security (by type)</th>
<th>On Campus</th>
<th>Residential Facilities*</th>
<th>Non Campus Property</th>
<th>Public Property</th>
<th>Total</th>
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<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td>11*</td>
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</table>

**Arrests and Referrals**

| Liquor Law Violations                                 | 65  | 43  | 88  | 60  | 43  | 83  | 1    | 0    | 0    | 0    | 0    | 0    | 66   | 43   | 88   |
| Arrest                                                | 0    | 11  | 1    | 0    | 11  | 1    | 1    | 0    | 0    | 0    | 0    | 0    | 1    | 11   | 1    |
| Referral                                              | 65   | 32  | 87   | 60  | 32  | 82  | 0    | 0    | 0    | 0    | 0    | 0    | 68   | 32   | 87   |
| Drug Law Violations                                   | 26   | 15  | 31   | 22  | 15  | 27  | 0    | 0    | 0    | 0    | 1    | 0    | 26   | 16   | 31   |
| Arrest                                                | 2    | 3   | 3    | 0    | 3   | 3    | 0    | 0    | 0    | 0    | 1    | 0    | 2    | 4    | 3    |
| Referral                                              | 24   | 12  | 28   | 22  | 12  | 24  | 0    | 0    | 0    | 0    | 0    | 0    | 24   | 12   | 28   |
| Weapons Law Violations                                | 0    | 0   | 0    | 1    | 0   | 0    | 0    | 0    | 0    | 1    | 0    | 0    | 0    | 0    | 0    |
| Arrest                                                | 0    | 0   | 0    | 0    | 0   | 0    | 1    | 0    | 0    | 1    | 0    | 0    | 0    | 0    | 0    |
| Referral                                              | 0    | 0   | 0    | 0    | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |

*The Residential Facilities category is a subset of the “On campus” category.
*Three of the eleven rapes were reported by local police as on campus and were not able to be verified if they occurred in residential facilities.
**Includes Sex Offenses reported to other campus offices, third-party reports, and anonymous reports that may not have been investigated by Security.

Note: In the years 2016, 2017, and 2018, there were no hate crimes reported for any of the Drury campuses.
Note: There were no crimes determined as Unfounded by law enforcement reported for the 2018 reporting period.
Fire Safety Report
January 2018 through December 2018
Drury University Safety and Security
Associate Director: JASON GOODMAN

This report complies with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." Institutions with “on-campus student housing facilities” must annually publish a Fire Safety Report, and the report must be published by October 1 each year. The Fire Safety Report must include certain statements regarding policies, procedures, and programming related to the housing facilities and statistics for fires that occurred in those facilities.

Fire Safety Statements of Policy, Procedure, and Programming

The number of fire drills held during the previous calendar year.
- Fire drills are conducted 4 times a year in the dorms and fraternities.

The institution’s policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.

Drury’s policies on portable electrical appliances and open flames in campus housing:

PROHIBITED ITEMS

Out of concern for the safety of students and damage to University property, the following items are prohibited in University owned or controlled buildings:

- Motorized vehicles (except those permitted as a disability accommodation)
- Gasoline, propane, or combustible fuels or oils (ex. Lighter fluid, paint thinner, solvents, lamp oil)
- Scooters, and any combustion engines
- Fireworks
- Gas Grills
- Empty Glass bottles
- Candles with wicks or incense (with or without indication of being burnt)
- Appliances with open heating elements
- Insta-pots, crockpots and pressure cookers
- Space heaters
- Refrigerators over 4.3 cubic feet (per electric code no personal refrigerators are allowed in Smith Hall)
- Furniture not approved by the Housing Office

The items listed below are only allowed in designated kitchen/cooking areas in campus apartments. Residence halls and Greek housing suites do not have a designated cooking area.
- Electric Griddles, including George Foreman Grills
- Toaster Ovens
- Hot Plates/Crock Pot

**Drury’s Tobacco/Vaping/Smoking Policy (Includes Campus Housing)**

The use of tobacco, vaping or other nicotine products is prohibited on all campus property and inside University-owned or rented vehicles. Smoking and vaping of any substance (including e-cigarettes, vaping pens, Juuls, etc.) is also prohibited under this policy.

The institution’s procedures for student housing evacuation in the case of a fire.

**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.

**Fundamentals of Fire Prevention**

- Be clean; maintain cleanliness and order in your work area. 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 your supervisors immediately. Be especially alert during early morning hours when there are fewer people on campus.
- Be ready. Know where fire alarms, extinguishers and hoses are located and how to use them.
- If you see or smell smoke, report it to your supervisor at once and secure any malfunctioning machinery.
- Know the floor plan of your area, the safe areas and evacuation routes.
- Know which extinguisher to use and how to use it.
- Know exactly what your duties are.

**WHAT TO DO IN CASE OF FIRE**

Pull the closest fire alarm and report the exact nature and location of the fire to Security at 873-7911. **It is very important that Security be notified at once, as they need to meet and direct the Fire Department to the area of the fire.** We cannot anticipate that the responding fire personnel will be familiar with the buildings on campus. Security will meet the fire department and direct them to the affected area.

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.

In residence halls:

1. Pull the closest fire alarm box and report the exact location and nature of the fire to Safety and Security by calling 873-7911. It is important to call Drury officers so they can direct and assist responding fire personnel.
2. Close the room door.
3. Alert other people in the area.
4. Do not panic.
5. Do not try to put out the fire; if the fire is small in nature and you are confident in using a fire extinguisher, then an attempt may be made to extinguish the fire.
6. Evacuate the building by using stairs instead of elevators, but remain nearby to help firefighters find the exact location of the fire.
7. The Hall Director is responsible for making sure everyone is alerted and evacuated.

Fire safety education and training programs provided to the students and employees.
• RACAs are given certified Red Cross CPR/First Aid/AED training during RACA training week 2 each year
• RACAs receive fire extinguisher training during week 2 of RACA training each year that is administered by Res Life professional staff
• Fire Drill procedures:
  o RD activates the Fire Alarm
  o 1 RA is stationed at the main entry/exit to direct students exiting the building to the designated place away from the Residence Hall
  o 1 RA is stationed at the designated place away from the Residence Hall to take a census of students
  o The remaining RAs go through the Residence Hall clearing each room of students until the building is all clear
  o The RD remains in the main lobby observing and waiting for the RAs to report the building is all clear. Once the all clear is confirmed the RD reports the all clear to Security

For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
• Safety and Security
• Facilities Services
• Residence Life
• Housing

Plans for future improvements in fire safety, if determined necessary by the institution.

• Develop and implement fire safety education and training programs for all students and employees in on-campus student housing.
A description of each on-campus student housing facility fire safety system.

**Description of On-Campus Student Housing Facility Fire Safety Systems**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring</th>
<th>Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguishers</th>
<th>Pull Stations</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Fire Drills Each Calendar Year</th>
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</thead>
<tbody>
<tr>
<td>College Park Apartments</td>
<td>X</td>
<td>X</td>
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## Fire Statistics

### Drury Statistics and Related Information Regarding Fires in Residential Facilities for 2018

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<th>Facility</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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### Fire Statistics

**Drury Statistics and Related Information Regarding Fires in Residential Facilities for 2017**

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Fire Statistics

Drury Statistics and Related Information Regarding Fires in Residential Facilities for 2016

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</table>
Hard Copies are available from:
Safety & Security Department
Findlay Student Center, 101
900 North Benton Avenue, Springfield, MO 65802
(417) 873-7400
security@drury.edu