



## ***Annual Campus Security and Fire Safety Report***

***January 1, 2015 - December 31, 2015***



***Main Livonia Campus  
Henry Ford Community College  
Macomb University Center  
Orchard Lake Center  
Southwest Detroit  
University Center - Gaylord  
Wayne County Community College***

## ***Madonna University***

### ***Mission Statement***



The mission of Madonna University, a Catholic and Franciscan institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Catholic tradition.

**Madonna University**  
**2015 Annual Campus Security and Fire Safety Report**  
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The goal of Madonna University Public Safety is to serve and protect the students, staff, faculty and visitors of Madonna University. In addition it is the goal of Public Safety to prevent crime through the collaboration and cooperation of the campus community.



## **PART ONE: CLERY ACT ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT**

This Annual Campus Security and Fire Safety Report (Security and Safety Report) is being published in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and its implementing regulations (collectively, the Clery Act). The purpose of this Security and Safety Report is to provide faculty, staff, students and campus visitors (collectively, the campus community) with an overview of Madonna University's security resources, policies and procedures. The policies and procedures described in this Security and Safety Report are subject to change at any time and updated versions of the Annual Campus Security and Fire Safety Report, if any, will be posted on Madonna University's Public Safety web page at <http://www.madonna.edu/resources/public-safety>.

Paper copies of this Security and Safety Report are also available at Public Safety, the Dean of Students' Office, and University Human Resources for all current or prospective faculty, staff, students and/or other members of the campus community.

### **Geography**

The policies and procedures described in this Security and Safety Report generally apply to the University's main campus (Main Campus) in Livonia, Mich., the Macomb University Center in Clinton Township, Mich.; Orchard Lake Center in Orchard Lake, Mich.; University Center at Gaylord, Mich.; Southwest Detroit in Detroit Mich.; Henry Ford Community College in Dearborn Mich.; and Wayne County Community College in Belleville, Mich.. Maps for each existing location are located in the appendix (pg. 35).

Policies and procedures that are unique to any one of these locations are clearly identified in this Security and Safety Report. Statistics for non-campus buildings or property are also reported separately.

### **Madonna University Department of Public Safety**

The Madonna University Department of Public Safety provides around-the-clock protection and services to the University community. Officers are on duty 24 hours a day, 7 days a week, and 365 days a year.

The Madonna University Department of Public Safety is service-oriented and has as its primary functions: to provide the campus community with the necessary services and control; to watch over the personal safety of the entire University community, prevent crime, and protect University property and the property of the students, faculty/staff and visitors. Madonna University Department of Public Safety personnel are not required to be sworn officers of the law. Madonna Public Safety Officers have direct radio and telephone communication with local police, fire, and emergency medical services ensuring that officers can initiate and direct necessary emergency responders to the scene. Public Safety coordinates with the Livonia Police

Department in the investigation of crimes occurring on campus, as outlined in a memorandum of understanding between the University and the Livonia Police Department.

The Department of Public Safety has maintained an excellent working relationship with local authorities.



The Department of Public Safety enforces the University policies in regard to all parking and fire lane regulations and vehicular traffic on University property; interview all injured or sick persons, and when necessary, arrange conveyance of such persons to a medical facility; investigate all reports of theft or lost property; maintain security in and around all campus buildings or other property on the grounds; report all hazardous conditions; maintain regular patrols throughout the campus; and perform such other duties and make such other recommendations as may appear necessary in accomplishing the primary mission of the department.

### **Alcohol, Drugs, and Firearms**

Madonna Public Safety, as well as Residence Life and other Student Affairs staff, enforces the University's policy on alcohol, drug and weapons. Illegal alcohol or drug possession, sale and/or use are prohibited on campus. In addition, University personnel discourage the abuse of drugs and the illegal use of alcohol through compliance with the Federal Drug-Free Schools and Communities Act as well as alcohol and drug prevention programs. A description of University policies and procedures concerning drug and alcohol use is contained in the "Student Handbook," which is available to all of the campus community on the Madonna University Portal. The University acknowledges, however, that alcohol or drug dependence is an illness and officials may make treatment recommendations in lieu of or in addition to sanctions.

The illegal possession of dangerous weapons and firearms is a violation of University policy, State law and the Student Conduct Code.

Policies and procedures that are unique to any one of these locations are clearly identified in this Annual Security & Fire Safety Report. Statistics for non-campus buildings or property are also reported separately.

### **Reporting of Crimes and Emergency Situations-Main Campus**

The University encourages everyone to accurately and promptly report all crimes to Public Safety and the appropriate police agencies, when the victim of such crime elects or is unable to make such a report. The University's response to such reports is as follows: upon receipt of a call, an officer will investigate the complaint, involve additional resources if necessary to appropriately resolve the matter, and produce a formal report. A timely warning or emergency notification may also be issued as described on page 16 of this Security and Safety Report.



*TO REPORT A CRIME,  
EMERGENCY SITUATION, OR  
SUSPICIOUS ACTIVITY:  
CONTACT MADONNA UNIVERSITY  
PUBLIC SAFETY AT:  
734-543-5442  
911 - FROM A CAMPUS PHONE*

Crimes in progress, fires, medical emergencies, other emergencies and any suspicious activities or persons should be reported immediately to Public Safety. Madonna University will protect the confidentiality of victims, including publicly available recordkeeping which will be accomplished without the inclusions of identifying information about the victim, to the extent permissible by the law.



## **Fire Emergencies**

- Call extension 5442 or 911 from a campus phone, or (734)-432-5442 or 911 from a cell phone.
- Sound any available fire alarm.
- Calmly evacuate the building.

If assistance is required from the Livonia Police Department or the Livonia Fire Department, Public Safety will contact the appropriate department. All crimes should be reported to Public Safety to aid in providing timely warning notices to the campus community, when appropriate.

## **Emergency Blue-Light Phones**

Emergency Blue-Light phones have been strategically placed throughout the campus to further assist the campus community in reporting emergencies. The blue lights are easily seen and flash when activated at the time of emergency use. The emergency phones serve as an additional means of communication with Madonna University Public Safety support the perception of a safe environment, and communicate to potential wrongdoers that their presence is not welcome.

Members of the community should immediately report crimes or emergencies to Public Safety. Reports submitted to Public Safety will be included in the annual statistical disclosure and assessed for issuing a Timely Warning Notice when deemed necessary.

## **Daily Incident Log**

Madonna University Public Safety maintains a Daily Incident Log for the main campus. The log reflects all crimes and other serious incidents that have occurred on campus by the date reported, location, and the nature of the incident. This information is available to the public for review at any time on the Public Safety website at <http://www.madonna.edu/resources/public-safety>.



## **Confidential Reporting**

Anyone who is the victim of a crime and who does not wish to pursue action within the University conduct system or the criminal justice system submit a confidential report. Confidential reports allow the University to keep the identity of the victim confidential while taking steps to ensure the safety of the campus community. With your permission, a Public Safety officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment).

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

You may also report a crime or incident and request to remain confidential by contacting us through Public Safety's Silent Witness form located on the Public Safety website. However, please be aware that our ability to successfully investigate and resolve issues may be adversely affected by respecting your request.

### **Resources for anonymity:**

- Title IX Coordinator 734-432-5867
- Director of Disability Resources 734-432-5641
- Ulliance 800-448-8326
- First Step 734-722-6800

## **Limited Voluntary Confidential Reporting Procedures**

All crimes should be reported to the Madonna University Department of Public Safety and/or the local law enforcement agency. Anyone who is a victim or witness to a crime on campus is encouraged to immediately report the incident. Due to the sensitive nature of certain types of crime, victims of sexual assault may choose to confidentially

Please be advised, release of names of associated with public safety and police reports are governed by the Michigan Freedom of Information Act, and the Family Rights Privacy Act and the Crime Victims' Rights Act.

## **Campus Security Authority (CSA)**

A Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution. A campus police department or a campus security department of an institution. If your institution has a campus police or security department, any individual who works for that department is a Campus Security Authority.

Any individual/s who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, acts as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

**Examples of individuals (outside of a police or security department) who generally meet the criteria for being a CSA include:**

- dean of students who oversees student housing, a student center or student extracurricular activities;
- director of athletics, all athletic coaches (including part-time employees and graduate assistants);
- faculty advisor to a student group;
- student resident advisor or assistant;
- student who monitors access to dormitories or buildings that are owned by recognized student organizations;
- coordinator of Greek affairs;
- Title IX coordinator;
- ombudsperson (including student ombudspersons);
- director of a campus health or counseling center;
- victim advocates or others responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.;
- members of a sexual assault response team (SART) or other sexual assault advocates; and
- officers from local law enforcement who are contracted by the institution to provide campus safety-related services.

### **Who is not a CSA?**

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not Campus Security Authorities under the Clery Act:

#### **A Pastoral Counselor – someone who:**

1. associates with a religious order or denomination,
2. is recognized by that religious order or denomination as someone who provides confidential counseling, and
3. functions within the scope of that recognition as a pastoral counselor.

#### **A Professional Counselor – someone who:**

1. Possesses official responsibilities that include providing mental health counseling to members of the University community.
2. Functions within the scope of his or her license or certification.

### **Responsibilities of a CSA**

The function of a Campus Security Authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she concludes were made in good faith.

CSAs are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

When in doubt, report it. Incidents reported by CSAs may be evaluated for a campus crime alert.

Campus Security Authorities are not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime. That, too, is the responsibility of law enforcement.

### **To comply with the Clery Act federal requirements, CSAs must report immediately:**

- Fill out a report form located on the Public Safety website and forward it to Public Safety and or the Title IX Coordinator
- Tell the person who discloses the crime that you must share the information
- Connect the person to available options and resources within the institution and community



### **Questions:**

If you have any questions about Campus Security Authority responsibilities or the training itself, please contact:

**Director of Public Safety: Nan Gelman**

734-432-5325

[ngelman@madonna.edu](mailto:ngelman@madonna.edu)

**Lieutenant: Mike Matich**

734-432-5441

[mmatich@madonna.edu](mailto:mmatich@madonna.edu)

### **Reporting of Crimes and Emergency Situations - Other Campus Locations**

People who become aware of crimes that occur at other University sites which are located off the Main Campus (e.g.; Macomb University Center, Southwest Detroit, University Center Gaylord, and Orchard Lake Center) should notify the appropriate agency in their area first and then notify Public Safety.

- Macomb County Sheriff's Office - call 911 (emergency calls) or 586-469-5151.
- Detroit Police Department - 911 (emergency calls) or 313-596-1300.
- Macomb Community College Police Department - 911 (emergency calls) or 586-286-2123.
- Clinton Township Police Department - 911 (emergency calls) or 586-493-7800
- Farmington Hills Police Department-911 (emergency calls) or 248-871-2600
- The Dearborn Police Department – 911 (emergency calls) or 313-943-2240
- District Police Authority - 911 (emergency calls) or 313-496-2714
- Gaylord Police Department – 911 (emergency calls) or 989-732-1777

### **Facilities Management**

In addition to Public Safety, the Facilities Management staff maintains the University buildings and grounds on the Main Campus with a concern for safety and security. Personnel continually inspect Main Campus facilities for potential safety and security hazards. Prompt response is made to repair the identified hazards in an effort to further assist in providing a safe environment. Main Campus administrative and academic buildings are generally locked between 10:00 p.m. and midnight daily and reopened by 7 a.m. During normal business hours the administrative and academic facilities at Madonna University are open and accessible to students, staff, faculty and visitors of the University. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. Public Safety officers conduct routine security and safety patrols of the academic and administrative buildings on the Main Campus to monitor conditions and investigate any unusual circumstances.

## **Residence Hall Access**

Access to the Residence Hall is limited to residential students and their guests who are to abide by Residence Hall policies. Access to the Residence Hall by university employees is on an “as needed” basis. A security access code system is in place and residents are issued a pin number to gain access.

Residents assume full responsibility for the behavior of their guests. Guests must be accompanied by their resident hosts during their stay. Anyone who attempts to gain improper access to any residence hall will be treated as a trespasser.



## **Rape, Acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Madonna University attempts to provide a secure and hospitable environment for its students, staff, faculty and visitors. Michigan law and the University prohibit the offenses of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. The definitions are described below:

### **DEFINITIONS**

#### **Consent**

<b>State Law</b>	<b>Federal Law</b>	<b>Madonna Policy</b>
<b><u>Consent</u></b> – is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual activity.	<b><u>Consent</u></b> – means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear.	<b><u>Consent</u></b> - is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual activity and does not imply consent for other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. Silence does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. If coercion, intimidation, threats, or physical force are used there is no consent; if a person is mentally or physically incapacitated or impaired so that such a person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.

## Dating Violence

State Law	Federal Law	Madonna Policy
<p><b><u>Dating Violence</u></b> – means violence by a person who has been in a romantic or intimate relationship with the victim; whether there was such a relationship will be gauged by its length, type, and frequency of interaction. However this does not include a causal relationship or any ordinary fraternization between two individuals in a business or social context.</p>	<p><b><u>Dating Violence</u></b> – means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.</p> <p>For the purposes of this definition: -</p> <p>Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.</p> <p>Dating violence does not include acts covered under the definition of domestic violence.</p>	<p><b><u>Dating Violence</u></b> – means violence by a person who has been in a romantic or intimate relationship with the victim; whether there was such a relationship will be gauged by its length, type, and frequency of interaction. However this does not include a causal relationship or any ordinary fraternization between two individuals in a business or social context.</p>



## Domestic Violence

State Law	Federal Law	Madonna Policy
<p><b><u>Domestic Violence</u></b> – includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, resides or who has resided in the same household as the victim, has a child in common with the victim, and has or had a dating relationship with the victim, or anyone else protected under domestic or family violence law.</p>	<p><b><u>Domestic Violence</u></b> – Felony or misdemeanor crimes of violence committed:</p> <p>By a current or former spouse or intimate partner of the victim;</p> <p>By a person with whom the victim shares a child in common;</p> <p>By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;</p> <p>By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;</p> <p>or</p> <p>By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</p>	<p><b><u>Domestic Violence</u></b> – includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, resides or who has resided in the same household as the victim, has a child in common with the victim, and has or had a dating relationship with the victim, or anyone else protected under domestic or family violence law.</p>

## Sexual Assault

State Law	Federal Law	Madonna Policy
<p><b><u>Sexual Assault</u></b> – Including Rape – refers to physical sexual acts perpetrated against a persons will. The penetration, no matter how slight, with any body part or object, or oral penetration by another person, without the consent of the victim or where a person is incapable of giving consent due to the victims use of drugs, or alcohol. An individual also may be unable to give consent due to intellectual or other disability.</p>	<p><b><u>Sexual Assault</u></b> – Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory Rape is defined a non-forcible sexual intercourse with a person who is under the statutory age of consent.</p>	<p><b><u>Sexual Assault</u></b> – Including Rape – refers to physical sexual acts perpetrated against a person’s will. The penetration, no matter how slight, with any body part or object, or oral penetration by another person, without the consent of the victim or where a person is incapable of giving consent due to the victim’s use of drugs, or alcohol. An individual also may be unable to give consent due to intellectual or other disability.</p>

## Stalking

State Law	Federal Law	Madonna Policy
<p><b><u>Stalking</u></b> – means a course of conduct composed of a series of two or more separate non-continuous acts directed at a specific person that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened harassed, or molested for his or her safety or to suffer substantial emotional distress.</p>	<p><b><u>Stalking</u></b> – means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person’s safety or the safety of others; or Suffer substantial emotional distress.</p> <p>For the purposes of this definition:</p> <p>Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property.</p> <p>Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling</p> <p>Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.</p>	<p><b><u>Stalking</u></b> – means a course of conduct composed of a series of two or more separate non-continuous acts directed at a specific person that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened harassed, or molested for his or her safety or to suffer substantial emotional distress.</p>

## VAWA

The Violence Against Women Reauthorization Act (VAWA), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Elimination Act (SaVE). Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. VAWA's SaVE Act provision imposes new reporting requirements.

## Institutional Response

If you are a victim of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking...

- Go to a safe place.
- Obtain necessary medical treatment.
- Contact Public Safety immediately by dialing 911 from a campus phone or (743) 432-5442 from any phone.
- If sexually assaulted, preserve evidence by abstaining from washing, changing clothes, douching.
- Seek counseling.

1. Depending on when reported (immediate vs. delayed report), the University will provide the complainant with access to medical care.
2. The University will assess the immediate safety needs of the complainant.
3. The University will assist the complainant with contacting local police if the complainant requests it.



4. The University will provide the complainant with referrals to on and off campus resources.
5. The University will assess the need to implement interim or long-term protective measures, such as housing changes, changes in class schedule, “No Contact” directive between both parties.
6. The University will provide a “No Trespass” (PNG) directive to the respondent if deemed appropriate.
7. The University will verbally direct students to Public Safety for guidance in obtaining a Personal Protection Order (PPO).
8. The University will advise the Title IX Coordinator(s).
9. The University will inform both parties of the outcome of the investigation.
10. The University will take the necessary action against parties that retaliate against a person for retaliation against a person for complaining of sex-based discrimination or for assisting in the investigation.

### **Informal and Formal Resolution Procedure for Reports of Misconduct**

The University uses **the preponderance of the evidence** (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable. The University never assumes that a respondent is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

The University’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the Student Code of Conduct and that is transparent to the respondent and the complainant. Usually, the resolution of domestic violence, dating violence, sexual assault, harassment, and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, harassment, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, the Student Code of Conduct provides that:

- The complainant and the respondent will have timely notice for meetings at which one, or both, may be present.
- The respondent, the complainant and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings.

- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.
- The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The each have the opportunity complainant and the respondent to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to consulting and advising and he/she may not speak on behalf of the student.
- The complainant and the respondent will be notified concurrently, in writing, of the any final decision of any disciplinary proceeding.
- The complainant and the respondent will be notified concurrently in writing, of the procedures for either party to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified concurrently in writing of the final result once the appeal is resolved.

Additionally, responding parties may wish to contact organizations such as:

- Families Advocating for Campus Equality (FACE) <http://www.facecampusequality.org>
- Stop Abuse and Violent Environments (SAVE) <http://www.saveservices.org>
- The Victim Rights Law Center <http://www.victimrights.org>
- The National Center for Victims of Crime <http://www.victimsofcrime.org>, which maintains the Crime Victim's Bar Association.

Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate.

Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the University may assume the role of the complainant.

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The University engages in comprehensive programming and strategies intended to end dating violence, domestic violence, sexual assault and stalking.

#### **Training: University Personnel**

Training materials are research-informed from Clery, NASPA, and ASCA (see below for further description).

### **Training for Title IX Compliance Coordinator**

1. March 21-25, 2015 – National Association of Student Personnel Administrator (NASPA) Annual Conference  
*Attended sessions related to Title IX including developing training curriculum, understanding core competencies and learning outcomes.*
2. June 15-18, 2015 - Donald D. Gehring Academy for Student Conduct Administration  
*Competency-based curriculum the covered the fundamentals of practice and included the Dear Colleague letter/Title IX, Jeanne Clery Disclosure of Campus Security, and federal regulations.*
3. Membership in Association for Student Conduct Administration (ASCA) paid by Madonna University provided ongoing reading materials and list serves.

### **Training for Title IX Investigators**

1. June 2015 – Let’s End Campus Sexual Assault in Lansing, Mich.
2. *On-Campus Trainings – These trainings were provided to investigators, who are members of the Madonna University Title IX Advisory Board:*  
June 3, 2015 – Establishing Effective Title IX Programs  
June 24, 2015 - Dynamics of Sexual Discrimination  
July 7, 2015 – Domestic Violence, Dating Violence, and Bystander Intervention  
July 21, 2015 – Sexual Assault and Consent  
August 18, 2015 – Navigating the Regulatory Landscape  
September 2, 2015 – Conducting Title IX Investigations  
September 16, 2015 – Conducting Title IX Investigations (continued)  
October 28, 2016 – Viewing and Discussion of the film “The Hunting Ground”
3. Several investigators regularly attend/provide training on domestic violence and sexual assault through the Michigan Commission on Law Enforcement Standards (MCOLES) and share information and resources with the Title IX Coordinator and Advisory Board members.

### **Training for Campus Law Enforcement Personnel or Campus Safety**

1. *On-Campus Trainings – These trainings were provided to members of the Madonna University Title IX Advisory Board, which included the Director of Public Safety:*  
June 3, 2015 – Establishing Effective Title IX Programs  
June 24, 2015 – Dynamics of Sexual Discrimination  
July 7, 2015 – Domestic Violence, Dating Violence, and Bystander Intervention  
July 21, 2015 – Sexual Assault and Consent  
August 18, 2015 – Navigating the Regulatory Landscape  
September 2, 2015 – Conducting Title IX Investigations  
September 16, 2015 – Conducting Title IX Investigations (continued)  
October 28, 2016 – Viewing and Discussion of the film “The Hunting Ground”

## **Training for Institutional Personnel**

The following training was provided to the Title IX Advisory Board, which is comprised of administrators, faculty, staff, and graduate students

1. August 31, 2015 – Full-time faculty and academic staff, “What We All Need to Know About Faculty and Staff Reporting Obligations”
2. September 2, 2015 –New adjunct faculty and academic staff, “What We All Need to Know About Faculty and Staff Reporting Obligations”
3. September 2, 2015 –Residence Life staff and student employees in Residence, “What We All Need to Know about Title IX: Residence Life”
4. September 3, 2015 – New full-time faculty and academic staff, “What We All Need to Know About Faculty and Staff Reporting Obligations”
5. September 23, 2015 –Admissions Officers and personnel overseeing student ambassadors, “What We All Need to Know about Title IX: Reporting Obligations.”
6. October 9, 2015 –Writing Center staff and student employees, “What We All Need to Know about Title IX: Reporting Obligations.”
7. Trainings related to Title IX and the prevention of sexual assault were provided for students during orientation programs, residence hall meetings, student organization meetings, student leader trainings, and in one-on-one meetings, held throughout 2015
8. The Public Safety Department has purchased Campus Security Authority (CSA) Training through the Clery Center for Security on Campus for CSAs.

## **Risk Reduction**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment. (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.



- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

### **College and Community Resources**

#### **Title IX Coordinator**

Phone: 734-432-5867

Email: [titleix@madonna.edu](mailto:titleix@madonna.edu)

In writing/person: Room 1411

#### **Public Safety**

Phone: 734-432-5442

Room: 1704

#### **Director of Disability Recourses**

Phone: 734-432-5641

#### **Office of the Vice President for Student Affairs and Mission Integration (OVPSAMI)**

Phone: 734-432-5881

Email: [vpstudentaffairs@madonna.edu](mailto:vpstudentaffairs@madonna.edu)

In writing/person: Room 1400

## **Outside Agencies**

### **First Step**

Sexual Assault & Domestic Violence Agency

888-453-5900

**[www.firststep-mi.org](http://www.firststep-mi.org)**

### **National Domestic Violence Hotline**

800-799-7233

### **National Sexual Assault Hotline**

800-656-4673

### **Crime Victim's Services**

517-373-7373

### **St. Mary's Hospital**

734-655-4800

### **Poison Control**

800-872-2437

## **How to be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

Below are some ways to be an active bystander:

- If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Interrupt people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.

- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Michigan Sexual Offender Registry**

Registered sex offenders employed by or attending the University are required to register with the Michigan State Police. This information may be accessed via the State Police Website at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us) or a link is provided on the Public Safety website.



The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal Law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

### **Madonna University Emergency Response**

#### **Timely Warning:**

A method of alerting the University campus community of any Clery Act crime that occurs on the University's campuses, a Clery Act geography that represents existing or potential threat to the safety of student's faculty, staff and visitors on the University's campuses. The University uses one or more methods (text messaging, web posting, posting of flyers, mass emails, etc.) to issue timely warnings. Although the Clery Act does not define timely, it does require that the University report Clery Act crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of the warning is to provide the campus community with information necessary to make informed decisions about their safety. Madonna University is responsible for issuing timely warnings in compliance with the Clery Act.

### **Campus Timely Warning Notices Shall be Disseminated Through:**

- campus wide emails,
- through the “RAVE Text Mobile Safety System”,
- posting on the Madonna web site,
- the Madonna Public Safety web site,
- social media (i.e. Facebook, twitter)
- physical posting of flyers throughout the campus
- news media



### **Responsibility for Issuing Timely Warnings**

Public Safety is responsible for deciding when a timely warning will be issued. Public Safety will, upon discovering or receiving notice of a Clery Act crime that may require issuance of a timely warning, internally notify the Director of Public Safety (or designee) through the chain of command.

If the Director of Public Safety (or designee) decides that a timely warning should be issued, he or she will may select one or more of the systems described above to be used to issue the timely warning.

### **Emergency Notifications**

The University will issue emergency notifications to the campus community (or a segment or segments of the campus community), of each location upon confirmation of a reported significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the University's campuses, on public property within or immediately adjacent to the campuses.

Emergencies or dangerous situations may include, without limitation, disease outbreaks, severe weather (e.g., tornado, hurricane, etc.), gas leaks, fires, explosions and chemical or hazardous waste spills.

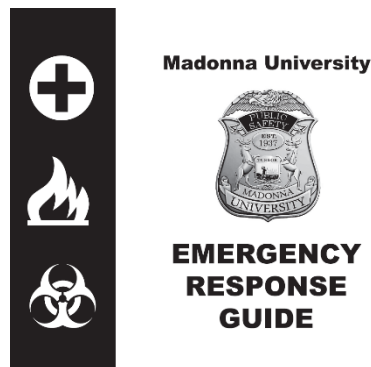
### **Evacuation Procedures**

Evacuation/Emergency and Tornado Shelter procedures are located in all classrooms. “Protect in Place” rooms for persons unable to use the stairs are located in rooms 2103, 2444 and S200. In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, Public Safety will coordinate their efforts with emergency responders.

- Leave by the nearest exit and advise others to do the same.
- Proceed to a clear area that is at least 500 feet away from the affected building.
- Assist people with disabilities in exiting the building. (Note: People with disabilities should prepare for emergencies by learning the locations of the “Protect in Place” sites and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.
- Do not use elevators during an emergency evacuation.
- Stay clear of emergency personnel and their vehicles.

In addition, all classroom and laboratory facilities, along with a number of administrative offices and other areas throughout the Main Campus, have an Emergency Response Guide posted in conspicuous locations. The Guide, is an easily recognized ready reference outline of campus emergency procedures.

The University will be testing the RAVEALERT system twice a year in January and September.



### **Missing Students Generally - Notification Policies and Procedures**

Generally, a student is presumed to be missing if he or she is overdue in reaching a destination (home, campus, etc.) for more than 24 hours past his or her expected time of arrival. A student may also be presumed to be missing if any unusual circumstances are present (i.e. evidence of the possibility of foul play, etc.) as determined by Public Safety.

All members of the campus community share in the responsibility for immediately reporting to Public Safety when they believe a student may be missing. Public Safety will follow the appropriate protocol for conducting an investigation in accordance with the Clery Act, /Suzanne's Law/Adam Walsh Act.

### **Missing Residential Students Specifically - Notification Policies and Procedures**

A residential student is defined as a student who resides in on-campus housing under a housing contract and is currently enrolled at the University. The following notification policies and procedures apply specifically to residential students: All residential students shall be provided an option on an annual basis (except as designated below) to identify a contact person(s) to be notified by the University in the event that they are determined to be missing by Public Safety or an appropriate local law enforcement agency. A student can submit a request to Residence Life that the contact remain confidential. In such cases, the notification shall be made within 24 hours of the determination that the student is missing.

Students' contact information will be registered confidentially with Residence Life. This information will be accessible only to authorize campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

For students who are under 18 years of age and are not emancipated, their custodial parent or guardian and any other contact person, that they have designated, will be notified within 24 hours that the student is missing.

Generally, such notifications to parents, guardians or designated contact persons shall be made by the dean of students or designee.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Madonna University will inform the local law enforcement (with jurisdiction in the area the student went missing) that the student is missing within 24 hours.



## **Responsibilities of Students and Employees**

A safe University environment cannot be achieved solely by the Public Safety. The safest environment is achieved with the involvement and cooperation of all members of the campus community. Every member of the campus community – including without limitation – faculty, students, staff and campus visitors, must assume responsibility for their own personal safety, and the security of their belongings by taking



simple, common sense precautions. The sense of responsibility should also be extended to others. For example, although the campus is well lit, students should not walk alone after dark and should "buddy up" whenever possible while walking about the campus. Even though you know your neighbor, your room should be locked when left unattended. All members of the campus community with a car should keep all valuables locked in the trunk and doors locked when the vehicle is left unattended.

All members of the campus community should immediately report to Public Safety any unusual circumstance or suspicious looking individual whom they feel does not belong in the residence halls or any campus facility

## **Building Access**

Students, faculty/staff at Madonna University have access to the Academic Building, Franciscan Center, Diponio Building, Maertens Building and the University Center during regularly scheduled hours listed below.

Monday-Friday      7:00 a.m.-10:30 p.m.

Saturday              7:00 a.m-5:00 p.m.

Sunday                1:00 p.m-5:00 p.m.

These hours are not all inclusive and are subject to change if events are scheduled or the University is closed. Contact Public Safety at 734-432-5442 to check on availability.



### **Disclosure of Crime Statistics**

Each Annual Security & Fire Safety Report includes statistics on the following crimes that have been reported to Public Safety and/or Campus Security Authorities:

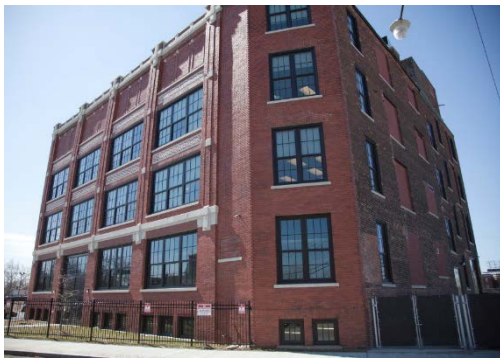
- Criminal homicide
- Murder and non-negligent manslaughter;
- Negligent manslaughter
- Sex offenses; forcible sex offenses & non-forcible sex offenses
- Domestic violence & dating violence
- Stalking
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and/or disciplinary referrals for liquor law violations, drug law violations and/or illegal weapon possessions
- Hate crimes include the above referenced crimes, as well as larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability.

## **Non-Campus Academic Sites**

Madonna University conducts academic classes at a number of off-campus sites in various parts of the State of Michigan. Crime statistics for these specific locations are identified, gathered and also reported annually as described above.



**University Center at Gaylord**



**Madonna University @ Southwest Detroit**



Click to **REGISTER NOW** for the Macomb University Center

**OPEN HOUSE**  
Thursday, October 20, 2016 | 4:30-7:00pm


Learn how you can complete your advanced degree on Macomb's Center Campus in Clinton Township.

- Talk with representatives from our 12 partner schools
- Gather financial aid and transfer information
- See the state-of-the-art classrooms and facilities

Attend the Open House for a chance to win a GoPro Camera!

Walk-in registrations will be accepted.

25 Years OF ADVANCING FUTURES



## **MADONNA UNIVERSITY MAIN CRIME STATISTICS 2013-2015**

MADONNA UNIVERSITY MAIN CAMPUS 2013-2015													
Offense	On Campus Property			On Campus Student Housing			Total	Non Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015	2015	2013	2014	2015	2013	2014	2015
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	2	1	1	2	1	2	3	0	0	0	0	0	0
Sex Offenses, Non Forcible (Statutory Rape/Incest)	0	0	0	0	0	1	2	0	0	1	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	2	2	0	0	0	0	0	0
Burglary	2	13	0	0	11	4	4	0	0	0	0	0	0
Motor Vehicle Theft	1	2	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	1	2	0	0	1	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	1	0	0	1	0	0	0
Arrests: Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0

MADONNA UNIVERSITY MAIN CAMPUS 2013-2015													
Disciplinary Action	On Campus Property			On Campus Student Housing			Total	Non Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015	2015	2013	2014	2015	2013	2014	2015
Referral: Illegal Weapons	0	0	2	0	0	0	2	0	0	0	0	0	0
Referral: Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral: Liquor Law Violations	0	0	4	0	0	0	3	0	0	4	0	0	0

2015 On main campus MDOP anti-religious graffiti written on sidewalks by the Central Convent  
 March 2015 verbal intimidation male intimidating females  
 June 2015 verbal intimidation male intimidating females

**MADONNA UNIVERSITY  
MACOMB CENTER 2013-2015**

Offense	On Campus Property			On Campus Student Housing			Total	Non Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015	2015	2013	2014	2015	2013	2014	2015
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non Forcible (Statutory Rape/Incest)	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0

**MADONNA UNIVERSITY  
MACOMB CENTER 2013-2015**

Disciplinary Actions	On Campus Property			On Campus Student Housing			Total	Non Campus Property			Public Property		
	2013	2014	2015	2013	2014	2014	2015	2013	2014	2015	2013	2014	2015
Referral: Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral: Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0

No hate crimes were reported.

**MADONNA UNIVERSITY**  
**WCCC/BELLEVILLE 2013-2015**

Offense	On Campus Property			On Campus Student Housing			Total	Non Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015	2015	2013	2014	2015	2013	2014	2015
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non Forcible (Statutory Rape/Incest)	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0

**MADONNA UNIVERSITY**  
**WCCC/BELLEVILLE 2013-2015**

Disciplinary Actions	On Campus Property			On Campus Student Housing			Total	Non Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015	2015	2013	2014	2015	2013	2014	2015
Referral: Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral: Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0

No hate crimes were reported.

## **PART TWO- ANNUAL CAMPUS FIRE SAFETY REPORT**

The Annual Campus Fire Safety Report contained herein is prepared and published in accordance with the requirements of The Campus Fire Safety Right-To-Know Act and its implementing regulations (34 CFR 668.41 and 34 CFR 668.49). The purpose of this Report is to provide faculty, staff, students and campus visitors (collectively, the “campus community”) with an overview of Madonna University’s fire safety systems, resources, policies, procedures and fire statistics. These policies and procedures are subject to change at any time.

### **Fire Reporting**

The reporting of any fire in progress should be made to Public Safety by dialing 911 or extension 5552 from a campus phone or 734-432-5442 from a cell phone. Activation of any fire detection and/or notification systems in a building that is continuously monitored will be reported directly to Public Safety. Public Safety will advise the appropriate fire response.

Additional reporting as required by Michigan Public Act 207 of 1941 and Administrative rules for New and Existing School, college and University Fire Safety, Rule 9 which states, “After the occurrence of a fire that results in loss of life or property or in personal injury, the administrative authority of the facility shall immediately notify the local fire department of all details of the fire.”, will be made by the Environmental Health and Safety Representative.

### **Residence Hall**

Madonna University has one residence hall that has an automatic fire alarm system that reports to the public safety department upon activation. The hallways and rooms do not have a fire sprinkler system. The laundry room does have a fire sprinkler system. A licensed contractor tests the system on a yearly basis.

### **Fire Drills**

The Residence Hall is scheduled to have one unannounced fire drill per semester during the academic school year. Academic buildings receive fire drills periodically based on hazard assessment, alarm testing, and safety committee recommendations.

### **Fire Safety Regulations**

The following are room regulations every resident must follow.

Smoke detectors are located in all residence hall rooms as a source of early warning in case of fire. To ensure it is working properly, test your smoke detector monthly. Smoke detectors can be tested by pushing the test button on the bottom of the detector. If the detector fails to sound an alarm or if it emits a short beep intermittently, the battery needs to be replaced. Contact the Director of Residence Life if this should occur.



Electrical Appliances must be U/L approved and good judgment should always accompany its use. Extension cords must be three pronged and well maintained, with no breaks in the insulation. No microwaves are allowed in residence hall rooms. The use of irons is not permitted in student rooms and may be used only in the laundry room.

Room decorating should be limited to non-flammable materials. Candles and incense are prohibited.

### **General Fire Safety Guidelines for the University**

- Do not prop open or obstruct doors.
- Do not lock or close a fire door to prevent exiting.
- Remove all obstruction from emergency exits.
- Report blocked or locked fire exits to Public Safety.
- Do not obstruct fire alarm pull boxes, fire extinguishers, fire sprinkler heads, smoke detectors or any other fire protection device.

### **Electrical Appliances**

- Do not allow electrical appliances to be near common combustible materials.
- Observe good housekeeping practices. Do not allow clutter and/or combustible materials to collect.
- When a fire alarm sounds, exit the building immediately.

### **Open Flame Burning**

Open flame burning of any kind (e.g., candles, burners, incense, etc.) is prohibited. Any exceptions must be approved by the Director of Public Safety. Should the origin of any fire be traced to a resident ignoring this policy, the resident is subject to disciplinary action. Residence Hall rooms may be inspected by University officials to ensure a safe, healthy living environment.

### **Smoking**

Smoking is not permitted in any University building.

### **Emergency Evacuation Instructions**

Emergency Evacuation Instructions are located in every room. Contact the Director of Public Safety at 734-432-5441 for evacuation plan information. Procedures for Evacuation in the Case of Fire. When an emergency evacuation alarm is sounded in any University building, including student housing, all persons will immediately leave the building in an orderly manner by means of the nearest exit. The use of elevators is prohibited during an emergency evacuation and all persons are to remain at least 100 feet away from an evacuated building to enable rescue/responding vehicles and personnel clear access. Under no circumstances are any employees or students to remain in, or return to, an evacuated building, unless they first secure the permission of Public Safety Department, local police or fire officials, and/or an "ALL CLEAR" is issued by Public Safety.

### **Fire Safety Training**

Fire extinguisher training is available to the University community. Contact the Director of Public Safety for information.

### **Fire Statistics**

In 2008 the Higher Education Opportunity Act (HEOA) expanded and reauthorized the Higher Education Act (HEA) of 1965. The resulting amendments include mandatory annual reporting of fire statistics beginning with statistics generated during Calendar Year 2009. Those statistics have been compiled and are included as part of a separate section in the attached table of crime statistics. Data will continue to be collected and reported annually in this manner in accordance with the provisions of the HEOA.

### **Fire Drills & Incident Logs**

#### **August 17, 2013 | 7:00 p.m.**

At 7:00 p.m. The fire alarm sounded in the residence hall. All residents were evacuated. The cause of the alarm was a power surge that activated the kitchen ansul system. The building was checked and the alarm panel was reset. All residents were given the "all clear" to re-enter the building.

#### **September 20, 2013 | 1:13 p.m.**

A fire drill was conducted in the residence hall. All occupants evacuated the building in 6 minutes. The Director of Public Safety advised the residents upon hearing the alarm they must immediately evacuate the building without hesitation by the nearest exit. An "all clear" to re-enter the building was given at 1:32 p.m.

#### **September 20, 2013 | 2:45 p.m.**

At 2:45 p.m. the fire alarm sounded in the Academic Building. The building was checked and evacuated. The cause of the alarm is unknown at this time. The alarm system was reset and not in trouble. An all clear was given.

**January 18, 2014 | 1:00 p.m.**

A fire drill was conducted in the residence hall. All occupants evacuated the building in 8 minutes. An "All Clear" was given at 1:15 p.m. The fire alarm system is fully operational.

**September 18, 2014 | 11:00 a.m.**

A fire drill was conducted in the residence hall. All occupants evacuated the building in 10 minutes. The Director of Public Safety met with the residents and explained the importance of vacating the building by the nearest exit. The fire alarm system is fully operational. An "All Clear" was given at 11:30 a.m.

**February 15, 2015 | 2:35 p.m.**

At 2:35p.m. the fire alarm sounded in the Academic Building. The building was checked and evacuated. The cause of the alarm was accidental in the gymnasium. An "All Clear" was given at 2:42p.m. The alarm system was reset.

**July 16, 2015 | 1:45 p.m.**

At 1:45 p.m. the fire alarm was activated in the Residence Hall. Officers responded and found the cause to be a contractor accidentally setting off the alarm while he was cutting wood. Fire alarm system was reset.

**July 28, 2015 | 3:18 p.m.**

At 3:18 p.m. the fire alarm was activated in the Academic Building. Officers responded and determined the cause to be a pull station in the gymnasium lobby was activated while the basketball camp was being dismissed for the day. All occupants were evacuated, an "all clear" was given at 3:30 p.m.

**August 4, 2015 | 11:35 a.m.**

At 11:35 a.m. a staff person reported that a restroom was filling with smoke in a restroom in the Diponio Building. It was determined that a contractor was blowing smoke into the sewer system. Water was poured down the drains and the exterior doors were propped open to clear the smoke. Livonia Fire Department were contacted and on scene.

**August 14, 2015 | 5:00 a.m.**

At 5 a.m. and 11:40 a.m. the fire alarm system sounded. The cause was a faulty duct detector. A contractor was contacted and on site. The detector was replaced and the fire alarm system is fully operational.

**September 21, 2015 | 1:30p.m.**

A fire drill was conducted in the residence hall. All occupants evacuated the building in 10 minutes. The Director of Public Safety met with the residents and explained the importance of vacating the building by the nearest exit. The fire alarm is system fully operational. An “All Clear” was given at 1:50p.m.

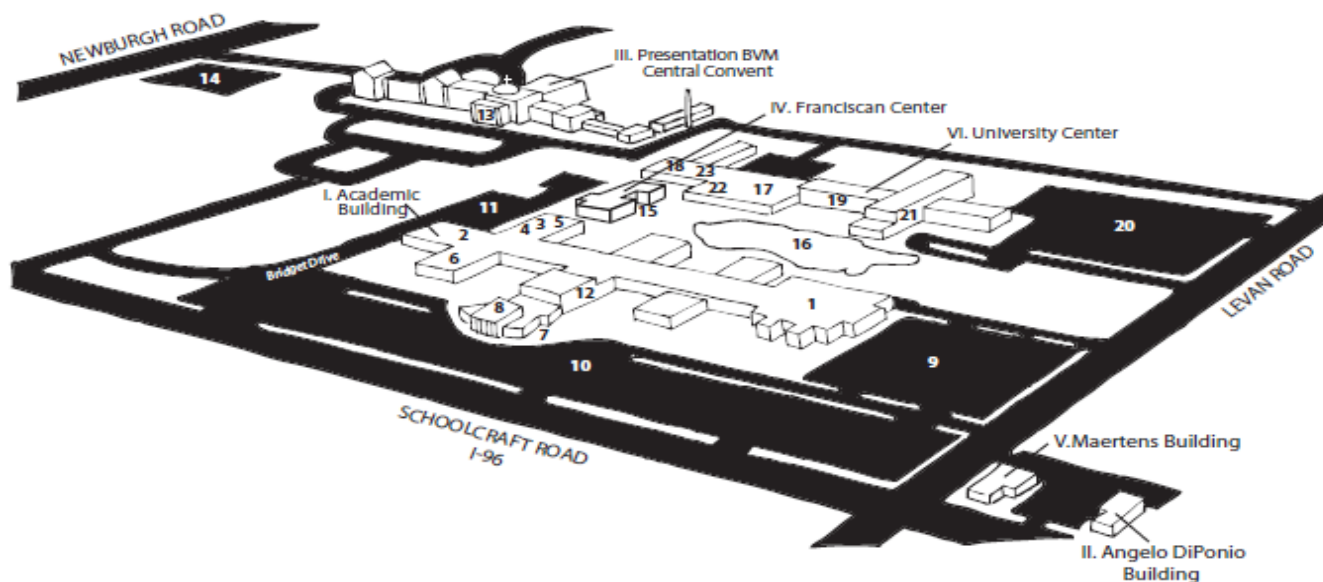
**December 23, 2015 | 9:25p.m.**

At 9:25 p.m. the fire alarm went into alarm mode at the residence hall. Cause of the alarm was a malfunction in the system. All residents were evacuated and advised to re-enter the building. Johnson Control was contacted. The alarm system was repaired and in complete working order.

**Fire Statistics for the Residence Hall**

	2013	2014	2015
Fires	0	0	0
Causes	0	0	0
Injuries	0	0	0
Fatalities	0	0	0
Combined Damages	0	0	0





## **I. Academic Building**

1. Activities Center
2. Administration
3. Alumni Office
4. Bookstore
5. Psychology Clinic
6. Ford Motor Co. Technology Wing
7. Kresge Hall
8. Library
9. Parking Lot – East
10. Parking Lot – South
11. Parking Lot – West
12. Science Lecture Hall

## **II. Angelo DiPonio Building**

College of Nursing & Health  
Classrooms D100-D175

## **III. Felician Sisters Presentation BVM Central Convent**

13. Presentation BVM Chapel
14. Parking Lot – Central Convent

## **IV. Franciscan Center**

Franciscan Studios  
Gathering Area  
Lecture Hall  
15. Cardinals Square  
16. St. Francis Pond

## **V. Maertens Building**

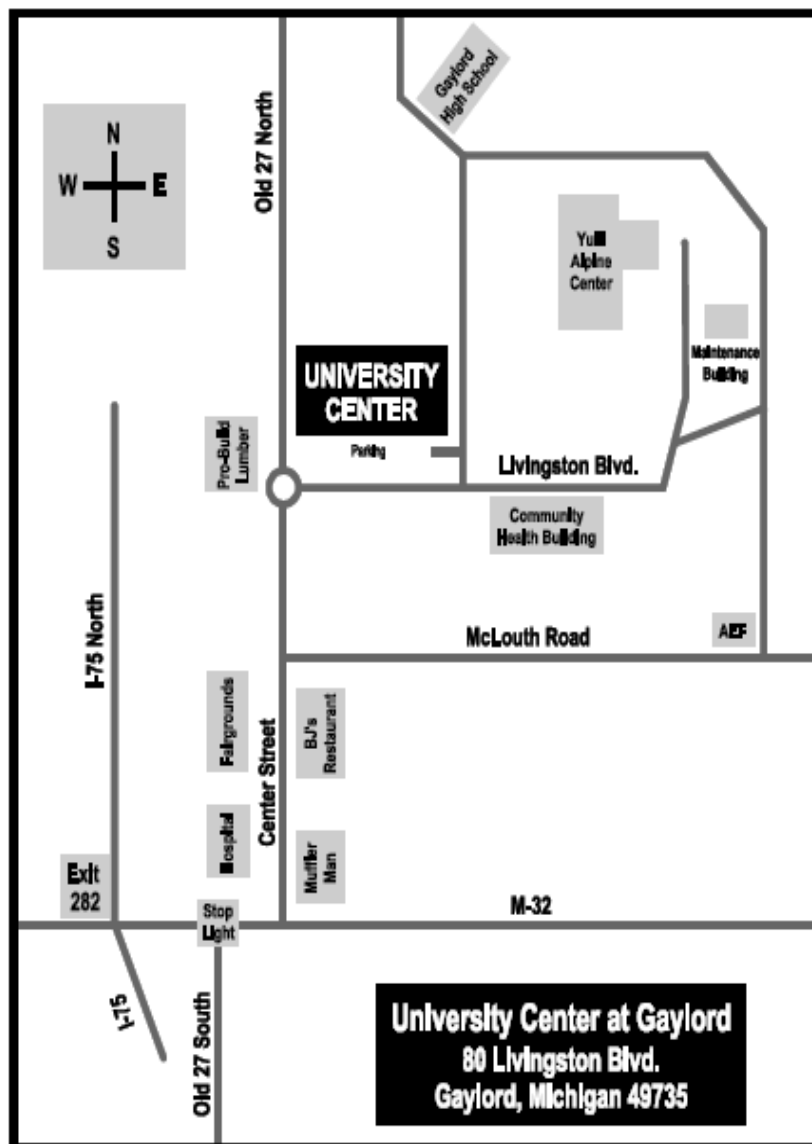
Office of Cont. Ed. & Professional Studies  
School of Business  
Classrooms M101-M132

## **VI. University Center**

17. East/West Dining Room
18. Private Dining Room
19. Founders Room
20. Parking Lot – North/Residence  
Hall/Dining Room/Chapel
21. Residence Hall
22. University Center Classrooms  
(Ground Floor)
23. University Chapel (Ground Floor)

**Madonna University @  
University Center – Gaylord**

80 Livingston Blvd.  
Gaylord, MI 49735





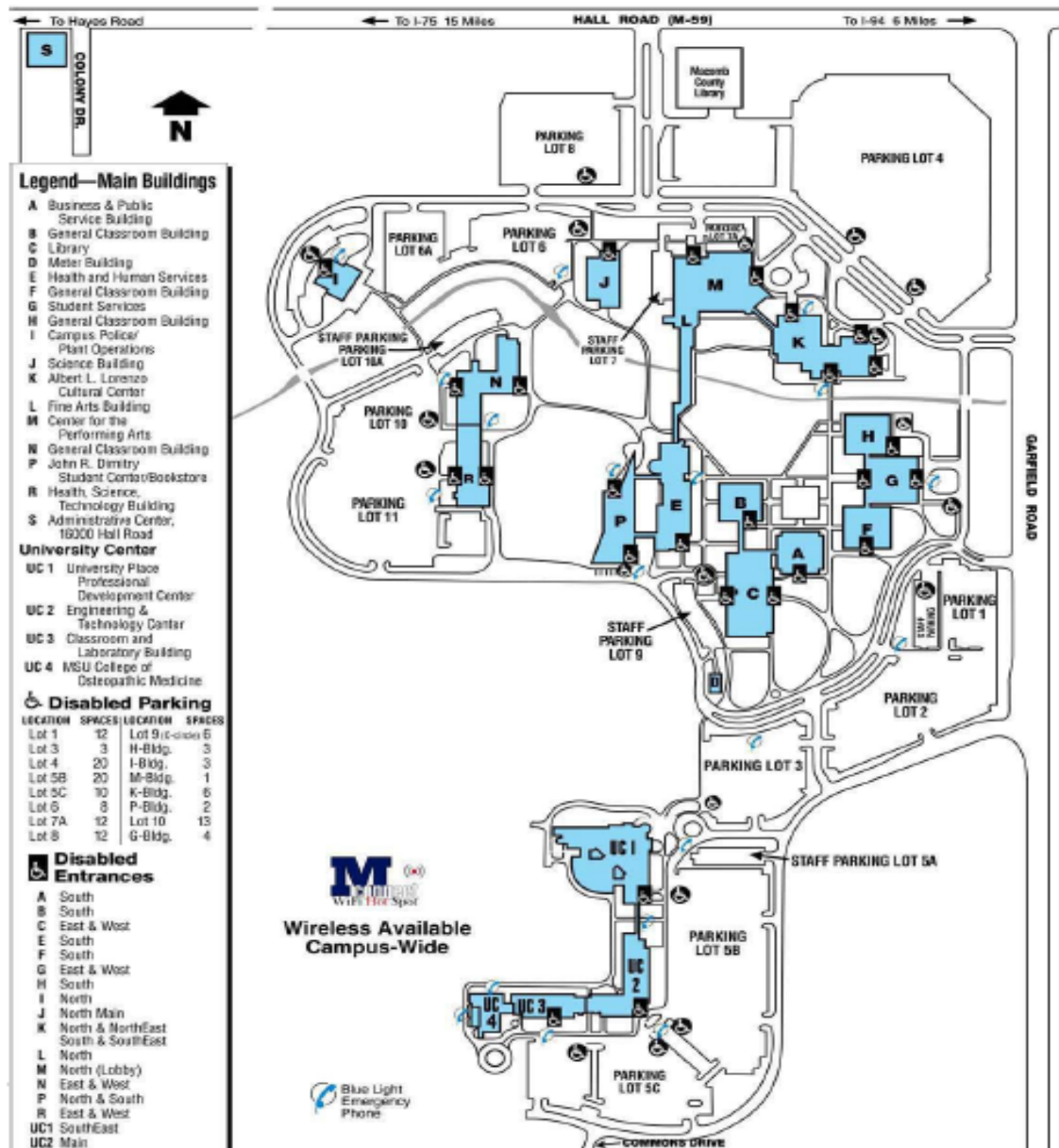
## Madonna University @ Macomb University Center

Macomb University Center Building UC-1 Suite 120

44575 Garfield Road

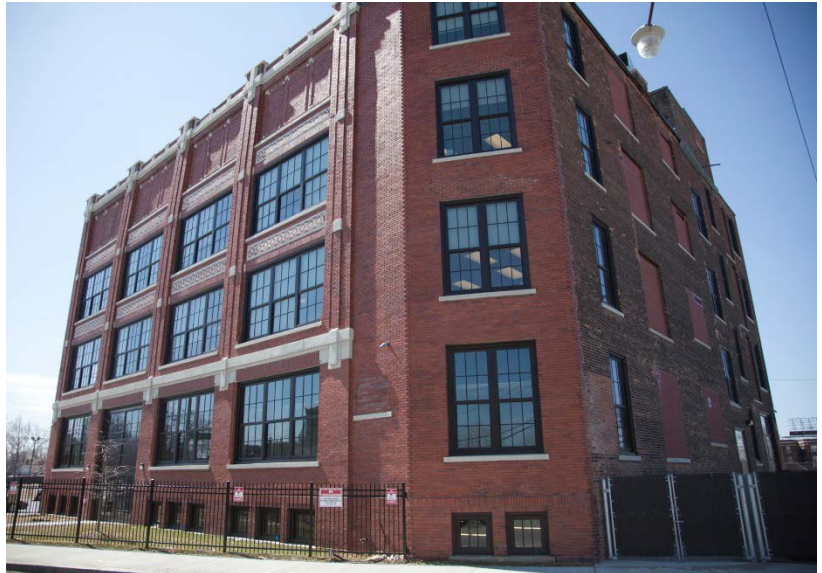
Clinton Township, MI 48038-1139

586-263-6330



## Madonna University @ Southwest Detroit

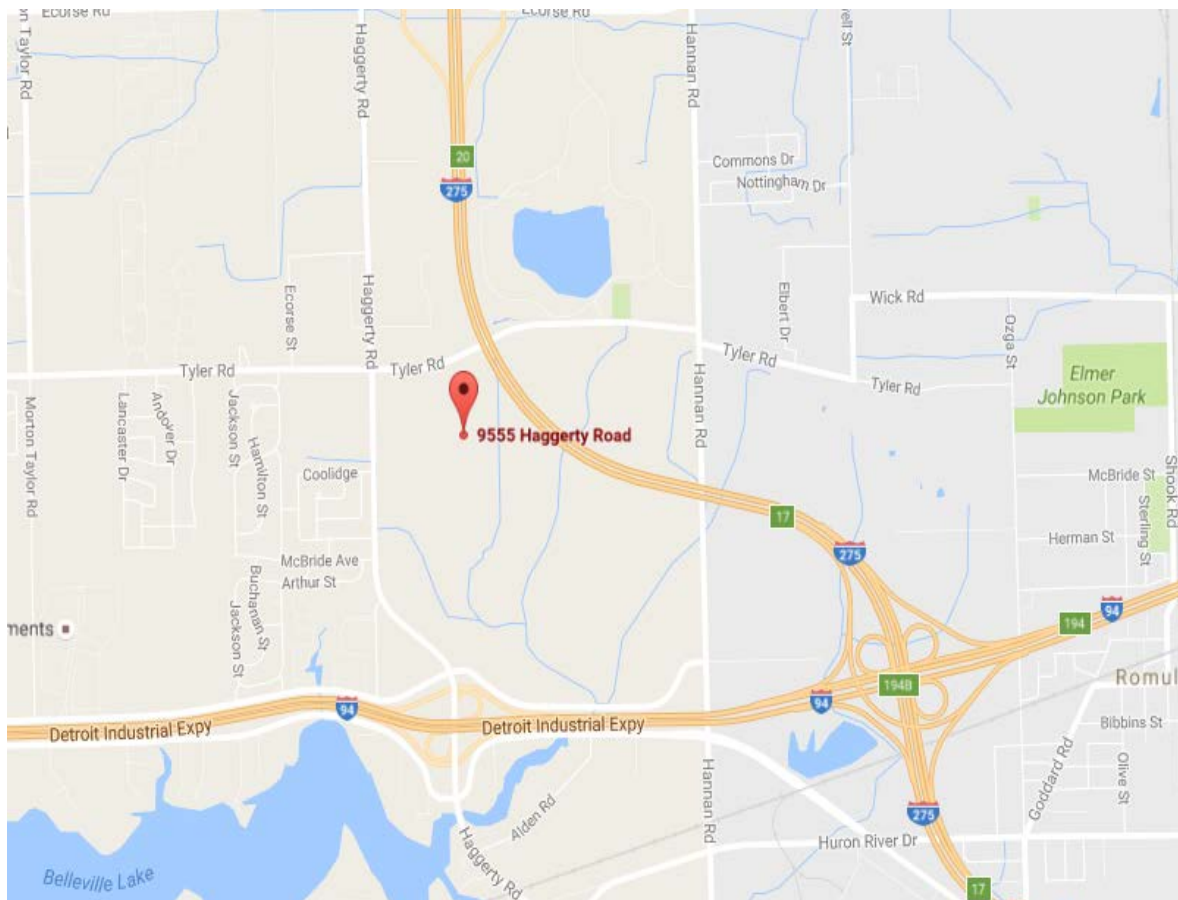
5716 Michigan Ave.,  
Detroit, MI 48210  
313-965-5334





### **Madonna Univesity @ Wayne County Community College**

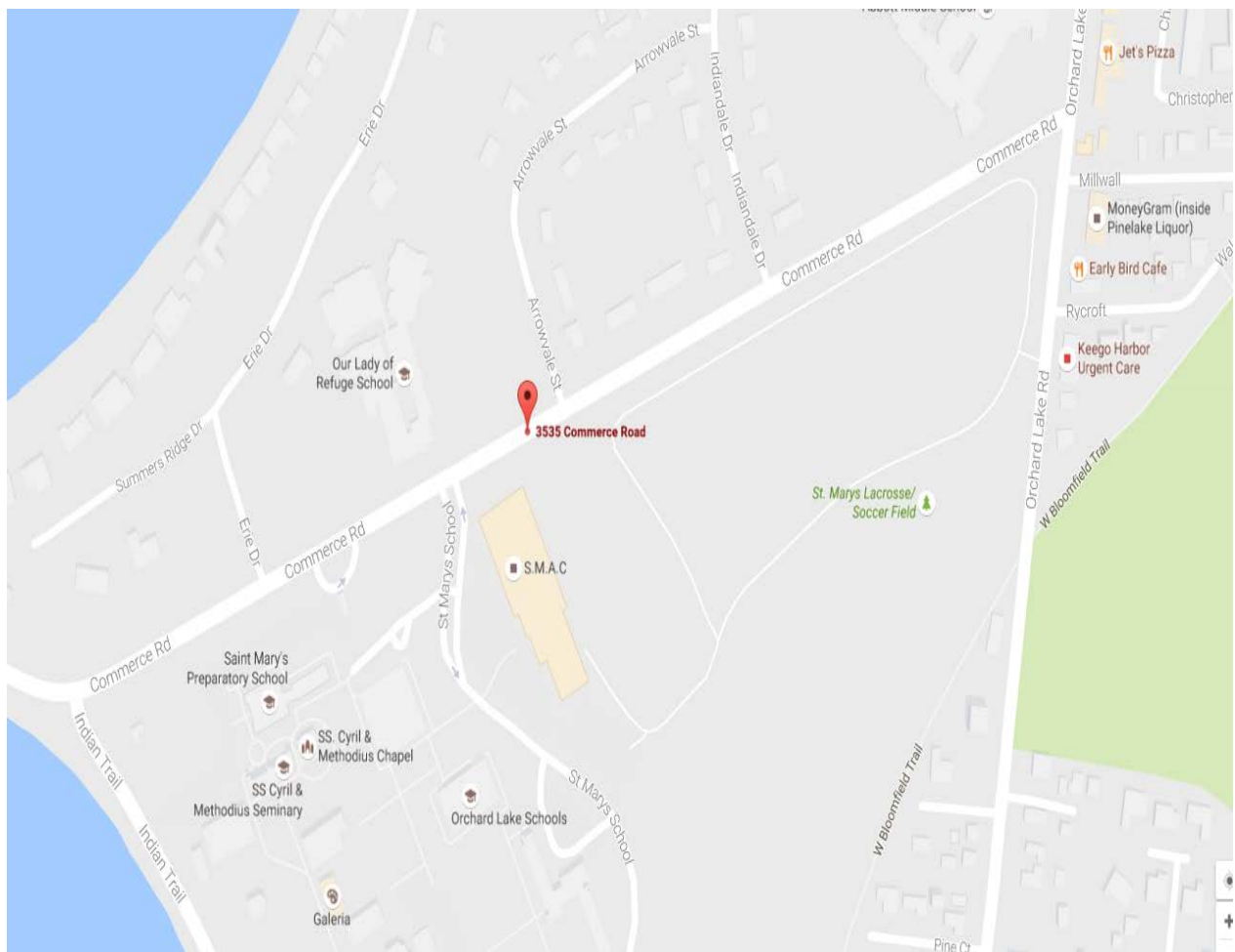
Western Campus  
9555 Haggerty Rd.  
Belleville, MI 48111  
734-699-7008





## Orchard Lake Center

3735 Commerce Rd,  
West Bloomfield Township, MI 48324  
248-683-0521





## Madonna University @ Henry Ford College

5101 Evergreen Road  
Dearborn, MI 48128-1495  
800-585-HFCC or 313-845-9600  
[www.hfcc.edu](http://www.hfcc.edu)



5101 Evergreen Road  
Dearborn, MI 48128-1495  
(800) 585-HFCC or (313) 845-9600  
[www.hfcc.edu](http://www.hfcc.edu)

LEGEND	
	Emergency Blue Light Phones
	Handicapped Parking
	M-Dot Bus Stop
	Smoking Zone
A	Learning Success Center Assisted Learning Services Career Services Counseling Learning Lab Student Outreach and Support
B	Eshleman Library Media Center
C	College Store Facilities Services Purchasing Shipping and Receiving
E	Technology Building Ghafari Conference Room E-123
F	MacKenzie Fine Arts Center Aday Auditorium Sisson Art Gallery
G	Health Sciences Education Center Hackett Conference Room G-150
H	Athletic Memorial Building Fitness Center Gym
I	Child Development Center
J	Science Building Planetarium
K	Reuther Liberal Arts Building English Language Institute
L	Andrew A. Mazzara Administrative Services and Conference Center Foria Auditorium Berry Amphitheater Rosenau Board Room (A, B, C)
M	Student and Culinary Arts Center Kuhlmann Dining Room Fifty-One O One Restaurant Skylight Cafe Student Activities WHFR Radio Station 89.3 FM
MT	Michigan Technical Education Center M-TEC
N	Campus Safety
SN	School of Nursing
WC	Welcome Center Community Rooms

