

# **2015**

# **Annual Security**

# *and*

# **Fire Safety Report**



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In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Iowa Western Community College publishes its Annual Security and Fire Safety Report by October 1 of each year. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Iowa Western Community College and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Iowa Western has long recognized the need to be prepared for critical incidents. Under the guidance of the Crisis Management Team, various departments and offices work together to ensure the College is doing all it can to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local first responders, such as the Council Bluffs Police Department and Council Bluffs Fire and Rescue, the College is well-prepared to respond to a full range of critical incidents.

The Crisis Management Team work together to ensure our emergency protocols and plan are updated, as needed, and are applicable as new risks are identified. The College's Emergency Response Plan contains important information about what to do in the event of an emergency. Information about Iowa Western's safety and emergency procedures including procedures for evacuations, severe weather, fire and medical emergencies, can be found in the Emergency Response Plan located on ROC.

Safety is a shared responsibility, and we rely on each member of our community to contribute to security on our campus by reporting suspicious activities and using common sense when carrying out their daily activities.

Please contact the Dean of Student Life and Student Success at (712) 325-3207 or for more information and/or to request a copy of this report.

#### **MISSION STATEMENT**

***Iowa Western Community College is a learning college committed to excellence in meeting educational needs and improving the quality of life through programs, and partnerships and community development.***

## **Equal Educational Opportunity and Non-Harassment**

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

For information, or to register a grievance, contact the Dean of Student Life and Student Success, 2700 College Road, Council Bluffs, IA 51503, 712-325-3207.

## **The Campus Security Act** *(also known as the Clery Act)*

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. (The statistics must be gathered from campus security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.”)
- Publish “timely warning” notices where a crime has occurred on or near campus that, in the judgment of Administration constitutes an ongoing or continuing threat to members of the College community.
- Make available for public inspection a daily public crime log of any crime that occurred on campus and is reported to a campus official.

The Office of Student Life and Student Success is responsible for preparing and distributing the annual report. The department works with other departments and law enforcement agencies, such as Residence Life, Campus Security, Finance and Operations, and Student Conduct to compile the information incorporated into the report. This report is made available by October 1 of each year and contains data from the previous calendar year.

We encourage members of the College community to use this report as a guide for safe practices on and off campus. The report is available on ROC and the College website. By October 1 of each year, the content and availability of the annual security report will be placed on IWCC News.

## **Emergency Response**

The IWCC Crisis Management Team (CMT) and Administration have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the CMT and/or Administration have a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The CMT and/or Administration may receive information from other sources, as well. If the CMT and/or Administration confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, CMT and/or Administration will collaborate to determine the content of the message and communicate the threat to the IWCC campus community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The CMT and/or Administration 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 judgment of the first responders (including, but not limited to: The Council Bluffs Police Department, Fire and Emergency Medical Services) compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

## **Emergency Notification**

IWCC has an emergency notification system in place called Reiver Alert for immediately notifying the campus community 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.

Other forms of communication may be activated in the event of an immediate threat to the IWCC campus community, depending on the location and type of emergency. These include a campus wide television monitor system, College website, notices posted in College facilities, and emails to students and employees. IWCC will post updates during a critical incident on the IWCC website at [www.iwcc.edu](http://www.iwcc.edu) and on ROC.

### **Timely Warnings**

In the event that a situation arises that, in the judgment of campus administrators and the Crisis Management Team, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail and/or Reiver Alert to students, faculty, and staff. Depending on the particular circumstances of the crime and especially in situations that could pose an immediate threat to the community or individuals, a notice may be placed on the campus-wide television monitor system, through Reiver Alert, notices posted in buildings, the College web site, and on ROC.

### **Daily Crime Log**

Consistent with the Clery Act requirements, the Dean of Student Life and Student Success, Student Conduct and Civility Coordinator, and the Security Supervisor maintain a Daily Crime Log that records, listed by the date the incident was reported, all crimes and other serious incidents that occur: on campus; in a non-campus building or property owned or operated by the College in a reasonably contiguous geographic area on public property within, adjacent to, or immediately accessible from the campus. The Daily Crime Log is available for public inspection from the Dean of Student Life and Student Success, Director of Student Support and Outreach and Coordinator of Student Conduct and Civility. The Daily Crime Log includes the nature, date, time, and general location of each crime reported, as well as its disposition if this information is known at the time.

Incidents are posted in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation.

### **Law Enforcement Staff and Authority**

The Council Bluffs campus of Iowa Western Community College contracts for campus security with a private security firm and provides staff 24 hours a day, 7 days a week. Campus Security officers do not carry weapons or have arrest authority. IWCC security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at IWCC. Security officers have the authority to issue traffic and parking tickets, which are billed to financial accounts of students, faculty, and staff.

Off duty, Council Bluffs Police Officers are hired to work late evening and early morning hours in Residence Life and are contracted for other special campus events and activities. Council Bluffs Police officers are in uniform, do have jurisdiction on campus, carry weapons, and have arrest authority. IWCC maintains a highly professional working relationship with the Council Bluffs Police Department, Pottawattamie County Sheriff’s Office, and all other local, state, and federal law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security and the appropriate Police agency.

All IWCC recognized activities that are off-campus will be monitored by college staff. A close working relationship exists with the city police who are responsive to any incident and share information with IWCC.

### **Monitoring and Recording Criminal Activity Off-Campus**

We rely on our close working relationships with local law enforcement agencies to receive information about incidents involving College students on and off campus. In coordination with local law enforcement agencies, the College may actively investigate certain crimes occurring off campus. If the College is notified of a situation in which a campus community member is the victim of a crime, depending on the circumstances the department may issue a Reiver Alert, detailing the incident and providing tips so that other community members may protect themselves.

### **Access and Security of Campus Facilities**

Most campus buildings are accessible to students, employees, guests, and visitors during normal business hours and for limited designated hours during special events. Most campus buildings have security access control and alarm systems. IWCC Campus Security staff monitors and responds to campus alarms 24 hours a day, 7 days a week. Identification and sign-in registration are generally not required with the exception of housing facilities. All campus buildings are locked at 10:00 p.m. unless an activity warrants a later time. Staff and faculty working after hours should carry faculty/staff identification. Anyone working late and on weekends should notify Campus Security.

Access to college Residence Life facilities is limited to residents, escorted guests, and college staff. Residence Life security is monitored by Residence Life professional staff and student on-duty Residence Life personnel.

### **Crime Reporting Procedures**

Students, staff, and faculty are strongly encouraged to report all crimes. To aid in this effort, several areas have been identified to assist you. If you are the victim of a crime, witness a crime of suspicious activity, or observe a potential security problem or safety hazard, please notify IWCC Campus Security immediately.

For police, fire or medical emergencies, dial 911, and then contact IWCC Campus Security. For non-emergency or business calls, contact campus security directly. Call Campus Security at 402-659-4939 or dial 8000 from any campus telephone.

### **Other Campus Security Officials for Reporting**

There are also other areas on campus to which reports can be made. At Council Bluffs they include the Office of Student Life and Student Success, Office of Student Support and Outreach and the Office of Residence Life. At all IWCC centers, crimes should be reported to the Center Director.

### **Procedures for Voluntary Confidential Reporting**

If a crime victim/survivor/witness does not wish to file a police report, the College encourages voluntary, anonymous and confidential reports of crimes listed under the Clery Act. Voluntary and confidential reports of crimes including sexual assault may be made by reporting the incident to the College's Title IX Advocate, who also serves as the Mental Health Practitioner. A victim/survivor/witness or a person who has first-hand knowledge of a crime may report an incident.

### **Missing Student Policy Residential Students**

Iowa Western Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating Iowa Western student(s) living in on-campus housing, who based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing her routine without informing her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to the Department of Residence Life or Campus Security. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Director of Residence Life will place the call.

At the beginning of each academic year, residential students will be asked to provide, emergency contact information in the event he/she is reported missing or is involved in an emergency situation, while enrolled at Iowa Western. This emergency information will be kept in the Office of Residence Life and will be updated annually.

### **Missing Student Procedure for Residential Students**

1. The Iowa Western official receiving the report will collect and document the following information at the time of the report: The name and relationship of the person making the report. The date, time, and location the missing student was last seen. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor. The missing student's cell phone number (if known by the reporter).
2. The Iowa Western College official receiving the report will contact the Director of Residence Life and the Campus Security Supervisor to update them on the situation and to receive additional consultation. The Dean of Student Life and Student Success will ascertain if/when other members of the Cabinet need to be contacted.
3. Upon notification from any entity that a student may be missing, Iowa Western may use any or all of the following resources to assist in locating the student. Call the student's room,
  - Go to the student's residence hall room,
  - Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - Secure a current student ID photo.
  - Call and/or text the student's cell phone and call any other numbers on record.
  - Send the student an email.

- Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
  - Contact or call any other on-campus or off-campus friends or contacts that are made known.
  - Ascertain the student's car make, model and license plate number. A member of Campus Security will also check Iowa Western's parking lots for the presence of the student's vehicle.
  - Contact the student's parent and/or emergency contact.
4. The Iowa Western Information Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the IWCC network.
  5. Once all information is collected and documented and the Dean of Student Life and Student Success, or designee, is consulted, Iowa Western staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure, and protocol will be followed by the College.

### **Alcohol and Other Drugs**

College students, faculty, staff, and guests are subject to local, State and Federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs.

### **Policy Regarding Alcohol**

The possession and use of alcoholic beverages by IWCC students is strictly prohibited on College property and all College sponsored events. IWCC enforces the State of Iowa drinking laws, including the prohibition of use by persons under 21 years of age.

### **Policy Regarding Drugs**

The possession, use and sale of drugs and drug paraphernalia are strictly prohibited on College property and all College sponsored events. IWCC enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia.

## **Security Awareness and Primary and Ongoing Prevention Programs**

During the academic year, various College offices including Student Support and Outreach, Student Activities and Campus Life, Residence Life, Human Resources, Service Learning, the Division of Student Services and the Division of Academic Affairs offer a variety of educational programs to the College community. Programs address issues of crime prevention, personal safety, sexual assault, drug and alcohol abuse, and related topics and are presented in various formats, including seminars, films, lectures, performances, and brochures.

### **Programs include:**

**Survival 101:** a freshman housing orientation which includes information on personal safety, crime prevention, bystander intervention, sexual misconduct, consent, and being a responsible member of the campus community to residential students.

**Shot of Reality:** is an alcohol awareness presentation that stresses the need for education and responsibility in situations involving alcohol.

**Self Defense:** a program designed to teach students and employees to defend themselves against an attack.

**Shot of Reality:** a campus wide event which includes information on personal safety, alcohol and other substance use, bystander intervention, sexual misconduct, and the dangers of alcohol binge drinking in college.

**Handling the Distraught/Acting-Out Individual:** training to provide employees with effective assessment and coping skills in dealing with potentially hostile/aggressive situations.

**Campus Security Escort Program:** Campus Security provide safety escorts for students and employees. To request an escort, call Campus Security at 402-659-4939 or dial 8000 from any campus telephone.

**A.L.I.C.E. Training:** a training program for employees that uses options-based, proactive, survival strategies in the event an active shooter on campus.

**Brown Bag Series:** an educational series used to engage students and staff in topics that are relevant to their student experience and personal development. The series covered the following topics: sexual misconduct, social excellence, student responsibilities and bystander intervention.

**Title IX Brochure:** information regarding procedures, where to report, and on-campus and community resources available to students which experience sexual misconduct. These were readily available to staff, faculty and students via online and throughout campus at key locations/offices.

**Resident Assistant Training:** specialized training on sexual assaults, bystander intervention and alcohol use during a presentation called "Situation Awareness". Student get hands-on practice through mock responding to incidents during "Behind Closed Doors" sessions.

**Sex Education Week:** residential week of programs focused on prevention, safety, and healthy relationships

**Discrimination and Sexual Harassment Training:** staff completed a mandatory online training that addressed sexual harassment and discrimination in the workplace. Specific additional sections added for supervisory positions

**Student Health 101:** a free, online magazine for students covering a variety of college health issues including stress, sleep, nutrition, alcohol, safe sex, bystander intervention, colds, flu, and more.

### **Drug and Alcohol Abuse Education Programs**

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependence or treatment for chemical dependency. The Student Support and Outreach staff can provide information and prevention programs for those seeking help with substance abuse.

### **Sexual Misconduct Policies and Procedures**

Members of Iowa Western Community College, guests and visitors have the right to be free of gender and sex-based discrimination, which will be referred to as Sexual Misconduct for the purposes of this document. Iowa Western Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate Sexual Misconduct. It is the policy of Iowa Western Community College to comply with Iowa Code Chapters 708 and 709 of the Title XVI Criminal Laws and Procedures and with Title IX of the Educational Amendments of 1972.

Iowa Western Community College conducts a number of programs aimed at preventing sexual misconduct and making the community aware of the potential of such crimes. These programs include providing nightly security patrols of the campus, providing security escorts, inspecting the campus for potentially dangerous areas, and inspecting campus lighting and shrubbery. In addition, educational programs focused on sexual misconduct prevention, protection and awareness are provided throughout each academic year.

As used henceforth in this document, the following terms and their prescribed meanings apply:

- **Complainant:** the individual(s) who has made the report of Sexual Misconduct.
- **Respondent:** the individual(s) who the report of Sexual Misconduct is filed against.
- **Survivor:** the individual(s) who was the victim of Sexual Misconduct; this individual can be the same person as the Complainant.

The following sections discuss Iowa Western Community College's expectations, policies and procedures concerning sexual misconduct. Any student engaging in behavior or actions that are considered sexual misconduct is subject to disciplinary action. Reports of sexual misconduct are investigated by the Title IX Investigators, with the supervision of the Title IX Coordinator.

### **Sexual Misconduct**

Sexual Misconduct is a broad term encompassing any behavior of a sexual nature that is non-consensual, committed by force or intimidation, or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, sexual harassment and domestic and dating violence, as those behaviors are described later in this section.

Sexual intimacy or sexual acts or behavior of any kind require that all participants give Affirmative Consent. Affirmative Consent between two or more people is defined as an affirmative agreement through clear actions or words to engage in each

specific sexual activity. The person giving the Affirmative Consent must act freely, voluntarily, and with an understanding of his or her actions when giving the Affirmative Consent. Lack of protest or resistance does not constitute Affirmative Consent, nor does silence mean Affirmative Consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in the sexual activity are responsible for obtaining Affirmative Consent, it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate Affirmative Consent.

Affirmative Consent must be present throughout the sexual activity at any time, a participant can communicate that he or she no longer consents to continuing the activity. Additionally, Affirmative Consent to one type of sexual activity is not sufficient to demonstrate Affirmative Consent to all sexual activities. If there is confusion as to whether anyone has given Affirmative Consent or continues to give Affirmative Consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

In addition, under Iowa law the following people are unable to give Affirmative Consent:

- Persons who are asleep or unconscious.
- Persons who are impaired due to the influence of drugs, alcohol, or medication.
- Persons who are unable to communicate consent due to a mental or physical condition.
- Generally, minors under the age of 16.

Sexual Misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can occur between members of the same or opposite sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

### **Sexual Assault**

Sexual assault is an extreme form of sexual misconduct and represents a range of actions from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. In Iowa, the terms "rape" and "sexual assault" fall under the legal definition of "sexual abuse," which includes any sex act done by force or against the will of another. Examples of sexual assault under this policy include, but are not limited to, the following behaviors when Affirmative Consent is not present:

- Sexual intercourse
- Oral sex
- Rape or attempted rape
- Penetration of an orifice with any object
- Touching of the genitals, buttocks, breast, or other body part
- Through any method of making someone else touch one's genitals, buttocks, breast, or other body part, or bodily fluid
- Inducing consent through drugs or alcohol
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition

### **Sexual Exploitation**

Sexual exploitation involves taking non-consensual sexual advantage of another person. Examples can include, but are not limited to the following behaviors:

- Electronic recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without knowledge and consent of all parties.
- Voyeurism (sexual interest in spying on others).
- Distributing intimate or sexual information about another person without consent

### **Sexual Intimidation and Stalking**

Sexual intimidation involves implicit and/or explicit threats to another person that you will commit a sex act against them, or engaging in indecent exposure. Stalking involves any course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Sexual intimidation and stalking includes cyber-stalking or threatening via e-mail, social media, text message, or other electronic communications.

### **Sexual Harassment**

Sexual harassment can include unwelcome behavior (verbal, written, or physical) that is directed at someone because of that person's sex or gender, and that meets either of the following criteria:

1. Submission or consent to the behavior is believed to carry consequences for the student's education or employment.
  - Examples can include, but are not limited to, pressure to engage in sexual behavior to further the student's education or employment; real or perceived threat that rejecting the behavior would carry a negative consequence for the student.
2. The behavior has the purpose or effect of substantially interfering with the student's education or employment by creating an intimidating, hostile, or demeaning environment.
  - Examples can include, but are not limited to, persistent efforts to develop a sexual relationship; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; verbal abuse of a sexual nature. Comments or communications could be verbal, written or electronic.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

### **Domestic and Dating Violence**

Domestic violence includes violent acts committed by the survivor's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Dating violence involves violence by a person who has been in a romantic or intimate relationship with the survivor, as gauged by the length, type and frequency of interaction within the relationship.

### **Privacy and Confidentiality**

The survivor of Sexual Misconduct has the option to, or not to, notify and seek assistance from law enforcement and College personnel, and will not face retaliation for either decision. The College encourages the reporting of all incidents of Sexual Misconduct. To the extent possible, the College will protect the privacy of all parties to a complaint of Sexual Misconduct.

If the College receives a report of Sexual Misconduct, it will be treated in a confidential manner. At the same time, information will be shared as necessary over the course of an investigation with people who need to know such as the Title IX investigators, witnesses, disciplinary officers, and the respondent. When the College, through a report to College personnel, becomes aware of an incident of Sexual Misconduct that occurred on-campus and there is a potential for bodily harm or danger to members of the campus community, College administrators must issue a timely warning to the campus. While the College will provide enough information to safeguard the campus community, a survivor student's name or other personally identifying information will not be disclosed.

The College does not file police reports on behalf of the complainant(s), respondent(s), or survivors (s). It is up to each individual student to determine whether or not they would like to involve the police. The College does encourage students to file police reports for incidents of sexual offenses so that the full extent of the law may be exercised.

### **Mandated Reporting**

Under federal law, if a student make a report about Sexual Misconduct to a College personnel (e.g., officials within Student Services, Deans, Campus Security, Faculty members, etc.), the College has an obligation to investigate the complaint. If a student wanted to make an anonymous complaint to College personnel, they would need to seek out the Mental Health Practitioner. That is the only employee on this College campus who is able to report the incident to the Title IX Coordinators without releasing the name(s) of the individual(s) who made the initial report. If a student would like to make a confidential report that will not lead to an investigation, they should seek advocate resources off-campus. For referrals to off-campus resources, students can contact the Mental Health Practitioner.

### **Community Support Services**

Iowa Western Community College encourages students who are the survivor of sexual misconduct to seek medical and counseling services. Survivors may contact Iowa Western's Mental Health Practitioner located in Ashley Hall, 170 or by calling 712-256-8057. The Mental Health Practitioner can provide short term support and refer survivors to outside agencies that can provide additional counseling and resources.

Iowa Western Community College also encourages students who are survivors to make a formal police report of the sexual violence they experienced, especially in more severe cases. Reporting the incident to police may help in ensuring that the individual that caused them harm will be prosecuted to the full extent of the law. Making a report to the police is entirely up to the survivor and the College understands that not all survivors would like to make formal reports to the police.

## How to Report Sexual Misconduct

Iowa Western Community College encourages students to report all incidents of Sexual Misconduct to the police. A guiding principal in the reporting of sexual offenses is to avoid re-victimizing the sexual offense survivor by forcing the person into any plan of action. Survivors of sexual offenses may contact any one of several College departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual offenses:

### REPORTING NUMBERS:

|   |   |
|---|---|
| Council Bluffs Police Department            | 911   |
| Mental Health Practitioner                  | (712) 256-8057  |
| Director of Residence Life                  | (712) 325-3487  |
| Assistant Director of Residence Life        | (712) 388-6849  |
| Dean of Student Life and Student Success    | (712) 325-3207  |
| Coordinator of Student Conduct and Civility | (712) 325-3728  |
| Director of Student Support and Outreach    | (712) 329-4750  |
| IWCC Council Bluffs Campus Security         | (402) 659-4939 (text or call) or 8000 from any campus phone |
| IWCC Security Supervisor                    | (712) 325-3727  |
| Sexual Assault Program                      | (712) 328-0266  |
| 24-Hour Rape Crisis Line                    | (712) 328-0266  |
| Any Hospital or Medical Facility            |   |

## Title IX Investigation Procedure

All reported offenses of Sexual Misconduct will be processed through the College's investigation procedures, which are discussed in detail below. These procedures differ from those listed in Section. B of the Code due to the nature of the offenses and the requirements set forth by the Department of Education through Title IX.

### Investigation Time Frame

Investigations vary depending on the nature of the alleged sexual misconduct, but will not last longer than 60 school days unless there are extenuating circumstances, such as College breaks.

### Assigning an Investigator

The Assistant Director of Residence Life will be the lead investigator for incidents of Sexual Misconduct that occur within the Residence Life. The Coordinator of Student Conduct and Civility will be the lead investigator for incidents of Sexual Misconduct that occur on campus outside of Residence Life, and off campus when the incident involves two students. Lead investigators will be assisted by at least one other Title IX investigator for best practice purposes.

### Notice to Appear

A written notice of the investigation, allegations against the respondent and a request to be interviewed will be sent to both the complainant and respondent. Written requests to be interviewed will also be sent to any witnesses identified throughout the investigation.

### Cooperation

All College personnel are required to cooperate with the Title IX investigation process. Students identified as having involvement with the investigation process do not have to participate, but are still expected to abide by the Retaliation policy.

### Interview

Interviews will be conducted by the lead investigator and will be monitored by an assisting investigator. At the beginning of all interviews the lead investigator will explain Title IX and the investigation process, including the confidentiality and retaliation policies. Questions asked of the interviewees will vary, but should be focused on determining the truth and gathering of evidence.

### Standard of Review

The College uses the Preponderance of Evidence Rule to resolve complaints of Sexual Misconduct, which indicates that the College personnel determining the outcome must be 51% positive that their decision is correct and justified.

### Review of Evidence

Any evidence that is brought forward throughout the investigation, including witnesses, will be reviewed by the lead investigator. Evidence that is seen as pertinent to the investigation will be considered as a determining factor. The lead investigator does retain the ability to determine whether or not evidence presented is relevant to the investigation.

The College strongly encourages survivors to preserve evidence, even if he or she is not sure a report to police or College administration personnel will be made. Evidence might include clothing, bed sheets, text messages, social media interaction, or other items or communication related to the sexual misconduct. Physical items can be placed into plastic or paper bags for storage and electronic records such as texts or emails can be saved or captured via screenshot.

### **Notice of Findings**

A notice of the findings will be sent to the respondent and complainant upon the completion of the investigation. This notice will inform the respondent and complainant of the decision made, highlight the important factors in why the decision was made, and detail out any sanctions that may be assigned. All notices will also include information regarding the appeals procedure.

### **Possible Sanctions**

- **Reprimand:** Written censure by the College. This written warning serves to remind the student that further violation of the Code may result in more serious sanctions.
- **Restitution or Fine:** Restitution is a reimbursement for damage to or misappropriation of Iowa Western Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Iowa Western Community College property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. A fine is a punitive charge placed on the student's account as a sanction not necessarily directly connected to any damage or misappropriation of property.
- **Education or Service:** Assignment of educational or community/college service opportunities, classes, or projects. If there are fees or costs associated with the assigned educational or service sanction, the student may be required to pay those fees or costs.
- **Suspension of Rights or Privileges:** An elastic penalty which may impose limitations or restrictions to fit the particular case. Examples are No Contact Orders, Building Ban, etc.
- **Hold on Records and Registration:** Imposed upon a student who fails to pay a debt owed to the College or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case.
- **Suspension from the College:** Suspension can be imposed in such a manner that a student can be dismissed from a class, specific number of classes, program, classes that take place in a specific physical location, student organization, or activity of the College. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program. A suspended student may be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College.
- **Eviction:** Eviction from the privilege of living in campus housing facilities may also include restrictions or denial of visiting privileges.
- **Expulsion from the College:** Once expelled from the College the student may not at any time be considered for readmission.

### **Appeals Procedure**

A student who receives a sanction due to Sexual Misconduct may request, in writing within three (3) school days of the sanctions being given, that the charge be reviewed a second time through the process of an appeal. These written requests need to be sent to the Dean of Student Life and Student Success and Title IX Coordinator, Kim Henry, at [khenry@iwcc.edu](mailto:khenry@iwcc.edu) or (712) 325-3207.

The student's written request should include a full description of the reason(s) for the appeal and all pertinent information the student wishes to present to support the appeal, as the appealing student is not guaranteed an in-person meeting with the appeals officer. The appeals officer shall initiate a review of the appeal within three (3) school days from receiving the request. Within five (5) school days after the investigation, the appeals officer may either:

- Dismiss the allegation as unfounded.
- Modify the sanction given.
- Agree with the sanction imposed.
- Request a formal Judicial Review Board hearing for disposition of the charge.

The appeals officer will determine if the following constitute reason for a Judicial Review Board hearing:

- The student's due process rights were substantially violated in the hearing process.
- There was not substantial evidence to support the decisions reached.
- There is new material evidence that could not have been discovered at the time of the hearing.
- The sanctions imposed were too severe or not appropriate for the violation.
- The appeals officer is unable to come to a decision regarding the appeal and desires a rehearing to ensure a fair and complete process.

### **Accommodations and Safety Measures**

To ensure the safety of the complainant and respondent throughout the Title IX investigation and Appeals Procedures, the College will take steps to provide accommodations and safety measures when necessary. Appropriate actions may include but are not limited to:

- Housing reassignments
- Class reassignments
- No Contact Order
- Limitation on extracurricular or athletic activities

### **Retaliation**

All individuals involved with a Title IX investigation (investigators, coordinators, students, College personnel), are strictly prohibited from retaliating against anyone involved with the investigation. Accommodations and safety measures taken during the investigation do not qualify as retaliation because they are viewed as necessary to diminishing a hostile environment. Individuals found retaliating are considered in violation of the Code and will be subject to disciplinary action up to and including expulsion.

### **False Reporting**

Knowingly making false allegations of Sexual Misconduct or providing evidence with the knowledge that it is false is considered a violation of the Code and will subject the student to disciplinary action up to and including expulsion.

### **FERPA**

Pursuant to the Family Educational Rights and Privacy Act (FERPA), a school is permitted to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose to the complainant, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed. Additionally, the institution may, upon written request, disclose to anyone – not just the complainant – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed against the perpetrator by IWCC. IWCC may not require a complainant from disclosing this information to others.

### **Resources**

Listed below are links to several organizations that will provide more insight into the various policies that influence the College's Sexual Misconduct policies:

- Department of Education: Questions and Answers on Title IX and Sexual Violence: <http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf>
- Dear Colleague Letter (College Procedure, Preponderance of Evidence): <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html>
- Clery Center for Campus Security: <http://clerycenter.org/>
- Reauthorization of the Violence Against Women Act (VAWA): <http://clerycenter.org/article/vawa-amendments-clery>  
[https://www.whitehouse.gov/sites/default/files/docs/vawa\\_factsheet.pdf](https://www.whitehouse.gov/sites/default/files/docs/vawa_factsheet.pdf)
- Family Educational Rights and Privacy Act (FERPA): <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Sexual Assault Victim's Rights**

Under federal law, sexual assault survivors are afforded certain basic rights. The College will notify survivors of sexual assault of their option to report their assault to the proper law enforcement authority and of the following rights:

- The complainant and respondent are entitled to the same opportunities to have others present during a campus

disciplinary proceeding.

- Both parties shall be informed of the outcome of any disciplinary proceeding and any sanction that is imposed against the accused.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services. Survivors shall be notified of options for changing academic and living situations if the changes are reasonably available.
- Both parties and appropriate officials are given timely and equal access to information that will be used during hearings.

### **Convicted Sex Offender Registration Laws**

Iowa law requires a person who has been convicted of certain sex offense crimes to register with the Sheriff in the county in which he/she resides. In addition, if he/she attends or works at an institution of higher education, he/she is required to register with the Sheriff in the county in which the institution is located.

Community members wanting information regarding persons in the state of Iowa who have been convicted of a sex offense crime may visit [www.iowasexoffender.com](http://www.iowasexoffender.com)

Individuals who pose a danger to themselves and/or other residents may not be eligible to live in campus housing. Registered sex offenders and persons who should be registered as such are not eligible for campus housing.

### **Definitions of Criminal Offenses**

**Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

**Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating violence** is 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 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.

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; 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, 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.

**Drug abuse violations** are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Hate crimes** are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

**Liquor law violations** are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Motor vehicle theft** is the theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter** is the willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** is the killing of another person through gross negligence.

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

**Sex offenses** are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.

**Stalking** is 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 to suffer substantial emotional distress.

**Weapons violations** are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Unfounded** crimes investigated by law enforcement and found baseless because the crime was never completed, attempted or did not meet the elements of the offense reported. Crimes reported and subsequently determined to be unfounded are not included in crime statistics.

### **Definitions of Geography**

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around IWCC's campus.

#### ***On-Campus Buildings or Property***

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

#### ***Non-Campus Buildings or Property***

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

## 2015 Iowa Western Annual Security Report

| OFFENSE  | IWCC CAMPUS AND CENTERS (NON-RESIDENTIAL) |      |      | ON-CAMPUS RESIDENTIAL FACILITIES |      |      | NON CAMPUS BUILDING OR PROPERTY |      |      | PUBLIC PROPERTY |      |      | 3 YEAR TOTAL |      |      |
|--|---|------|------|----------------------------------|------|------|---------------------------------|------|------|-----------------|------|------|--------------|------|------|
|  | 2012                                      | 2013 | 2014 | 2012                             | 2013 | 2014 | 2012                            | 2013 | 2014 | 2012            | 2013 | 2014 | 2012         | 2013 | 2014 |
| Murder / Non-Negligent Manslaughter                    | 0   | 0    | 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            | 0    | 0    |
| Sex Offenses: TOTAL                                    | 1   | 2    | 0    | 3                                | 6    | 2    | 0                               | 0    | 0    | 0               | 0    | 0    | 4            | 8    | 2    |
| Rape*  | -   | -    | 0    | -                                | -    | 1    | -                               | -    | 0    | -               | -    | 0    | -            | -    | 1    |
| Fondling*  | -   | -    | 0    | -                                | -    | 1    | -                               | -    | 0    | -               | -    | 0    | -            | -    | 1    |
| Incest*  | -   | -    | 0    | -                                | -    | 0    | -                               | -    | 0    | -               | -    | 0    | -            | -    | 0    |
| Statutory Rape*  | -   | -    | 0    | -                                | -    | 0    | -                               | -    | 0    | -               | -    | 0    | -            | -    | 0    |
| Sex Offenses, Non-Forcible                             | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Robbery  | 4   | 1    | 1    | 12                               | 1    | 0    | 0                               | 0    | 0    | 0               | 0    | 1    | 16           | 2    | 2    |
| Aggravated Assault                                     | 1   | 1    | 0    | 7                                | 3    | 1    | 0                               | 0    | 0    | 0               | 0    | 0    | 8            | 4    | 1    |
| Burglary   | 3   | 1    | 1    | 25                               | 21   | 19   | 0                               | 0    | 0    | 0               | 0    | 0    | 28           | 22   | 20   |
| Motor Vehicle Theft                                    | 2   | 2    | 4    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 2            | 2    | 4    |
| Arson  | 0   | 0    | 0    | 1                                | 1    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 1            | 1    | 0    |
| Liquor Law Arrests/Tickets                             | 0   | 2    | 0    | 57                               | 62   | 110  | 0                               | 0    | 0    | 0               | 0    | 0    | 57           | 64   | 110  |
| Liquor Law Violations Referred for Disciplinary Action | 1   | 0    | 1    | 148                              | 128  | 90   | 0                               | 0    | 0    | 0               | 0    | 0    | 149          | 128  | 91   |
| Drug Law Arrests/Tickets                               | 1   | 1    | 1    | 21                               | 27   | 17   | 0                               | 0    | 0    | 0               | 0    | 1    | 22           | 28   | 19   |
| Drug Law Violations Referred for Disciplinary action   | 0   | 3    | 0    | 5                                | 10   | 20   | 0                               | 0    | 0    | 0               | 0    | 0    | 5            | 13   | 20   |

| OFFENSE  | IWCC CAMPUS AND CENTERS (NON-RESIDENTIAL) |      |      | ON-CAMPUS RESIDENTIAL FACILITIES |      |      | NON CAMPUS BUILDING OR PROPERTY |      |      | PUBLIC PROPERTY |      |      | 3 YEAR TOTAL |      |      |
|--|---|------|------|----------------------------------|------|------|---------------------------------|------|------|-----------------|------|------|--------------|------|------|
|  | 2012                                      | 2013 | 2014 | 2012                             | 2013 | 2014 | 2012                            | 2013 | 2014 | 2012            | 2013 | 2014 | 2012         | 2013 | 2014 |
| Illegal Weapons Arrests  | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Illegal Weapons Possession Violations Referred for Disciplinary Action | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Dating Violence  | NA  | 0    | 1    | NA                               | 0    | 1    | NA                              | 0    | 0    | NA              | 0    | 0    | NA           | 0    | 2    |
| Domestic Violence  | NA  | 0    | 0    | NA                               | 0    | 0    | NA                              | 0    | 0    | NA              | 0    | 1    | NA           | 0    | 1    |
| Stalking   | NA  | 0    | 0    | NA                               | 0    | 0    | NA                              | 0    | 0    | NA              | 0    | 0    | NA           | 0    | 0    |
| Illegal Weapons Arrests  | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Illegal Weapons Possession Violations Referred for Disciplinary Action | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Gender   | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Religion   | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Sexual Orientation   | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Ethnicity  | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—National Origin  | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Disability   | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Larceny-Theft  | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Simple Assault   | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes—Intimidation   | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |
| Hate Crimes – Destruction/Damage Vandalism of Property                 | 0   | 0    | 0    | 0                                | 0    | 0    | 0                               | 0    | 0    | 0               | 0    | 0    | 0            | 0    | 0    |

\* These categories were new for the reporting period.

# 2015 Fire Safety Report

## 2015 Campus Fire Safety Annual Compliance Report

The Higher Education Opportunity Act (HEOA) became Public Law 110–315 in August 2008, requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Contents of this report reflect the requirements outlined in HEOA, which are included in the Iowa Western campus fire safety program.

### Program Objectives

It is the policy of Iowa Western to endeavor through astute observation and established industry practices to promote safe environmental conditions for visitors, staff, faculty, and students that are free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

The goal is accomplished by:

- Conducting periodic review and update of fire prevention policies.
- Conducting fire drills in our housing facilities.
- Promote fire safety awareness by conducting training programs on fire prevention.
- Inspecting, testing, and maintaining fire protection systems.

### Fire Prevention Policies and Procedures

Several fire prevention policies and procedures have been developed and implemented in an effort to compliment the program objectives. Iowa Western houses students in four housing facilities on the Council Bluffs Campus.

## A Summary of Fire Prevention Policies and Procedures

### Open Flames

Due to fire safety concerns, all candles are prohibited in housing facilities. Open flames, burning incense and smoking are prohibited.

### Overloading Outlets

Overloading outlets is dangerous. The circuit strains when it feeds the extra plugs that in turn cause conductors, plugs and receptacles to overheat. This may lead to melting wires and could start a fire.

### Fuel and Fuel Powered Equipment

Fuel powered equipment is prohibited in housing facilities. This includes the storage of generators, mopeds, and motorcycles. Bottles of gas and flammable fuels are strictly prohibited.

### Holiday Decorations

Christmas trees are strictly prohibited as they are a fire hazard.

### Grills

Electric, gas, smokers or charcoal grills are not allowed in on-campus housing. Residents found with grills will be subject to an administrative fee and disciplinary action.

### Fire Safety Equipment

Residents' proper response to fire alarms is required. At the sound of a fire alarm, residents and their guests must evacuate the building. Individuals may re-enter the building only upon receiving permission from the housing staff. Tampering with smoke/heat detectors, fire extinguishers, emergency lights, sprinklers, valves, or any other fire safety equipment is expressly prohibited. Hanging items from sprinkler heads could cause floods and significant damage to personal and College property. Anyone involved in initiating a false alarm, inappropriately discharging a fire extinguisher, or tampering with any fire safety equipment will face severe disciplinary action.

### **Tobacco Policy**

Iowa Western Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of the Iowa Legislature's passage of The Smoke-Free Air Act (H.F. 2212) and findings of the U.S. Surgeon General that use of tobacco is a contributing factor to significant health hazards; it is the intent of the IWCC Board to establish a tobacco-free environment. Consumption of tobacco is not allowed on any College property, in any College facility, or at any College function. For the purpose of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, other smoking products or any alternative smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

1. Tobacco is prohibited in any College owned or operated buildings and residences, including offices, hallways, and foyers.
2. Tobacco is prohibited in vehicles owned or leased by the College.
3. Tobacco is prohibited in the following campus locations:
  - Building entrances, operable windows, and fresh air intake.
  - Gathering areas such as patios, gardens, and courtyards designated as a non-smoking areas.
  - Outdoor events, activities, and assemblies.
  - Outdoor eating events.
  - Any vehicle located in any parking lot.

### **Fire Safety Education and Training Initiatives**

Members of the Residence Life staff receive fire safety training prior to the start of every fall semester. Topics include a review of the fire prevention policies, weather safety, and emergency evacuation procedures. Fire drills are conducted each semester with the coordination of the Facilities and Maintenance Department.

### **Fire Evacuation Procedures**

A fire extinguisher is in each apartment as well as on each hallway in the Reiver Tower and Reiver Suites I and II. It is the residents' responsibility to know where it is located and how to use it. In case the fire cannot be controlled by the fire extinguisher:

- Evacuate the building and immediately call 911.
- Notify Residence Life staff immediately.
- Notify residents in the neighboring units/rooms by knocking on doors on your way out of the building.
- Residents and their guests are required to evacuate the building when fire alarms sound.
- Residents and guests will not be allowed to re-enter the building until directed to do so by the Residence Life staff.

### **Mandatory Supervised Fire Drills**

Iowa Western's Residence Life Department conducts two mandatory fire drills per calendar year. The fire evacuation drills are supervised by the Facilities and Maintenance Department. The fire evacuation drills for the Reiver Tower and Reiver Suites I and II are conducted by activating each individual fire alarm system in housing facility.

### **Fire Safety Policies**

Iowa Western's fire safety regulations are intended to prevent injuries to members of the College community and physical damage to facilities. Rooms are inspected periodically, at random times, to assure compliance with College regulations. Because of the seriousness of the regulations that cover fire safety, Iowa Western takes disciplinary action on the first offense. Such actions may include the imposition of a fine by the Residence Life Department. The College has the right, moreover, to require students who violate these safety rules to vacate their accommodations with no financial credit for the remainder of the semester.

### **Fire Evacuation**

Fire evacuation practices will be held once per semester. All residents must vacate the building upon

hearing the alarm, and not re-enter until an ALL CLEAR is given by staff. Failure to cooperate in evacuation of the building is a violation of state law, and violators may be prosecuted and/or fined. If a fire alarm sounds, it is critically important for evacuation to occur quickly and safely. Your safety is of the utmost importance to the Residence staff. As a residential student, you are a member of a community that truly cares for your well-being. During a fire situation, it is important to stay calm and exit the building in an orderly fashion. It is essential that you evacuate the building and relocate in the parking lots away from the building.

### On-Campus Student Housing Fire Safety Systems

Iowa Western has a total of four on-campus student housing facilities.

The Reiver Tower and Reiver Suites I and II are equipped with:

- Fire detection systems, including smoke detectors, pull box stations, fire sprinklers, and fire extinguishers in hallways. The fire safety systems report to All Home Central.

The Reiver Village is equipped with:

- Smoke detectors, fire extinguisher in each individual apartment.

### Annual Fire Safety Reports on Student Housing Fire Statistics

Iowa Western reports **NO** fires in student housing for the 2014 calendar year; there were no injuries or deaths.

#### 2015 Iowa Western Fire Safety Statistics

| Housing Facility   | Reiver Tower<br>2800 College Road |      |      | Reiver Suites I<br>2400 College Road |      |      | Reiver Suites II<br>2400 College Road |      |      | Reiver Village<br>2600 College Road<br>(Buildings 1-6) |      |      |
|--------------------|-----------------------------------|------|------|--------------------------------------|------|------|---------------------------------------|------|------|--|------|------|
|                    | 2012                              | 2013 | 2014 | 2012                                 | 2013 | 2014 | 2012                                  | 2013 | 2014 | 2012   | 2013 | 2014 |
| Number of Fires    | 0                                 | 1    | 0    | 1                                    | 0    | 0    | 0                                     | 0    | 0    | 0  | 0    | 0    |
| Cause of Fire      | NA                                | NA   | 0    | Arson                                | NA   | 0    | NA                                    | NA   | 0    | NA   | NA   | 0    |
| Number of Injuries | 0                                 | 0    | 0    | 0                                    | 0    | 0    | 0                                     | 0    | 0    | 0  | 0    | 0    |
| Number of Deaths   | 0                                 | 0    | 0    | 0                                    | 0    | 0    | 0                                     | 0    | 0    | 0  | 0    | 0    |
| Property Damage    | 0                                 | 0    | 0    | \$1,273                              | 0    | 0    | 0                                     | 0    | 0    | 0  | 0    | 0    |