

# Bethany



OGLEBAY GATES  
Bethany, West Virginia

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## 2012 Annual Security & Fire Safety Report

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## ANNUAL CAMPUS SECURITY REPORT

The Bethany College Department of Safety and Security makes the safety of Bethany College students, faculty and staff its highest priority. However, achieving the goal of the safest possible campus requires the cooperation of all members of the College community. This report can inform students or employees, of the College, of the procedures involved in crime prevention and reporting.

### Campus Geography

The Bethany College campus is private property and is so designated by signs posted at various locations on campus. The campus located in Bethany, West Virginia, has a total population of approximately 1,200 students, faculty and staff. Of this number, more than 900 are undergraduate students, including campus residents. Bethany College has extensive real estate holdings of approximately 1,100 acres, much of which is not considered “campus.”

Non-campus property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Currently Bethany College has property that would be classified as non-campus property, namely Sigma Nu and Beta Theta Pi fraternity houses.

### Annual Safety, Security and Fire Report Requests

Crime and fire statistics reported in this publication are for the Bethany College campus in Bethany, West Virginia, and can also be found by:

- MAIL: Bethany College, Office of the President, Old Main, Room 110, Bethany, WV 26032
- PHONE: 304-829-7111
- E-MAIL: Direct inquiries to [presidentsoffice@bethanywv.edu](mailto:presidentsoffice@bethanywv.edu)
- ONLINE: Visit the Public Safety web page at [www.bethanywv.edu/students/safety-and-security/crime-statistics/](http://www.bethanywv.edu/students/safety-and-security/crime-statistics/) or through the U.S. Department of Education, Office of Post Secondary Education Campuses Security website at <http://ope.ed.gov/security>.

### Daily Crime Log

A daily Crime Log is available for review in the Department of Safety and Security. The log records the date and time the incident was reported and occurred. All crimes and other serious incidents that occur on campus, in a non-campus building or property, on adjacent public property or within the department’s patrol jurisdiction are logged.

The log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time of

the incident. The information is posted within 2 business days of the incident being reported to the department.

## **Department of Safety and Security**

The Bethany College Department of Safety and Security exists to provide leadership in the Bethany College community efforts for a safe and secure environment in which all community members can live, learn, and work. The Department takes a community-service approach, developing and instituting methods and approaches which enhance the protection of people and property, promote the prevention of crime, and support the enforcement of college policy. A truly safer campus can be achieved only through the combined efforts of students, faculty, and staff. By coordinating the efforts of the College community in cooperation with local law enforcement agencies the Department of Safety and Security can achieve its commitment to a safer environment.

Bethany College contracts with Jefferson Security Services, Inc., a private security firm, to provide security officers on campus. The Department of Safety and Security is located on the first floor of Cummins Community Center. The Department is open and provides protection and services, 24 hours a day, 365 days a year. The Department is staffed by both full-time and part-time officers. All of the officers are trained in general security practices, standard first aid, and CPR. The officers do not have authority to make arrests. Therefore, the Department cooperates with and works closely with the Bethany Police Department and the Brooke County Sheriff's Department, by coordinating any necessary police responses or arrests on campus. All of the officers are radio equipped for an efficient response to community needs. The department has a designated patrol vehicle.

## **Timely Warnings and Emergency Notifications**

In the event that a situation arises, either on or off campus, that, in the judgment of College Officials, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through: postings, the college supported e-mail system, and other means of communication deemed necessary by Bethany College.

The Dean of Students or the Director of Safety and Security will notify the Director of Communications in the event of an emergency on campus. The Director of Communications will then activate the Bethany College Emergency Notification System. Text messages will be sent to students, faculty and staff advising them of an appropriate course of action. Campus security officers will also attempt to notify students of an impending emergency by use of the public address system installed in the security vehicle and the portable public address system stored at the Office of Safety and Security.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Dean of Students may also post a notice on the Bethany College web site at [www.bethanywv.edu](http://www.bethanywv.edu) providing the college community with

more immediate notification. In such instances, a copy of the notice may also be posted in each residence hall.

Anyone with information warranting a timely warning should report the circumstances to the Department of Safety and Security, by phone (304) 829-7744 or in person at the Safety and Security Office in the Cummins Community Center.

## Disclosure of Crime Statistics

The Department of Safety and Security prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report is located on our web site at [www.bethanywv.edu/students/safety-and-security/crime-statistics/](http://www.bethanywv.edu/students/safety-and-security/crime-statistics/). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Office of Student Life and Department of Safety and Security. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Safety and Security, Campus Security Authorities and local law enforcement agencies. Though not required by law, these statistics may also include crimes that have occurred in private residences or businesses.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the website to access this report. Copies of the report may also be obtained at the Student Life Office, located in the Thomas P. Johnson College Center. All prospective employees may obtain a copy from Personnel Services in Cramblet Hall, room 303 or by calling (304) 829-7103.

## How to Report Criminal Offenses

To report a crime:

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the Department of Safety and Security at (304) 829-7744. In addition you may report a crime to the following areas:

- |  |              |                          |
|--|--------------|--------------------------|
| 1. Director of Safety and Security                 | 304-829-7744 | Cummins Community Center |
| 2. Dean of Students                                | 304-829-7640 | Bethany House            |
| 3. College Counselor                               | 304-829-7572 | Health & Wellness Center |
| 4. Director, Student Health Services               | 304-829-7567 | Student Health Center    |
| 5. Director, Personnel Services                    | 304-829-7131 | Cramblet Hall            |
| 6. Director, Student Engagement and Responsibility | 304-829-7064 | Bethany House            |
| 7. Director, Residence Life                        | 304-829-7645 | Bethany House            |

College procedures do provide for the reporting of crimes by victims or witnesses on a voluntary, confidential basis for inclusion in the annual security report.

## Access of Campus Facilities & Residence Halls

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or card access, if issued, or by admittance via the Department of Safety and Security or Student Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators of the College review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Physical Plant, Residence Life, and Safety and Security meet periodically to discuss issues of pressing concern.

The College provides on-campus housing for more than 900 students. Access to residence areas is restricted. Residence Hall Policy requires that exterior doors be locked in all buildings and at all times, except for evening classes, activities, or events authorized by the proper faculty or administrator. All residents are issued a key or key card for personal access. A resident must accompany all guests entering a residence hall.

It is the policy of Bethany College to provide security of campus personnel and appropriate access to College property. This policy describes the control, use, and possession of keys to campus facilities, including general provision, design of keying systems fabrication, responsibility for issuance, key issuance procedures, lost keys, provision for contractor access, and key and building security.

1. GENERAL PROVISION. Unauthorized fabrication, duplication, possession, or use of keys to facilities of Bethany College is a crime. College keys are Bethany College property and may be recovered at any time.
2. DESIGN. Design of the keying system is the responsibility of the Physical Plant. The design will ensure security and reasonable convenience to personnel occupying campus facilities.
3. FABRICATION. The Physical Plant fabricates all keys and performs all lock changes for campus facilities, except for work performed by on-site contractors under the direction of the Physical Plant. Records of keys issued to staff members will be kept by the Physical Plant. Keys issued to students will be kept by the Director of Residence Life. The records will consist of names of the individual to whom keys are issued, dates of issue/return /lost. College keys will not be duplicated, except by the Physical Plant.
4. RESPONSIBILITY-ISSUANCE. All persons issued Bethany College keys shall, at all times, be held responsible and accountable for said keys. Appropriate administrators may request and

delegate the issuance of keys only as necessary and in accordance with the Key Issuance Procedures of the College.

Bethany College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Personnel assigned to the Department of Safety and Security conduct security surveys to ensure campus lighting is adequate. If lights are inoperative a notification is sent to the maintenance department for repairs to be undertaken.

The Department of Safety and Security is responsible for security and emergency response at Bethany College. It is also responsible for providing support services tailored to the specific needs of the Bethany community. The following are some of these services:

1. Operating the escort service for students and workers, as requested, from dusk until dawn;
2. Assisting campus motorists who have vehicle lockouts or are in need of jump-starts;
3. Responding to all campus emergencies;
4. Issuing parking permits for students, faculty, and staff;
5. Distributing crime-prevention materials and information;
6. Providing lost and found services;
7. Coordinating the monitoring and testing of all fire prevention, burglary, and panic alarm systems and equipment on campus, (in conjunction with College Physical Plant personnel);
8. Making inspections of buildings and grounds for fire, safety, and security hazards (in conjunction with College Physical Plant and Office of Student Life personnel).

During the academic year, representatives of Physical Plant, Student Life and Safety and Security meet periodically to discuss issues of concern.

## Campus Law Enforcement Authorities

As required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act* or *Clery Act*, colleges and universities must annually compile and publish crime, fire and security information about their campuses. Under this law, “Campus Security Authorities” are mandated to report crimes brought to their attention for inclusion in Bethany’s Annual Security and Fire Safety Report. Campus Security Authorities include Bethany College officials with significant responsibility for students or campus activities, such as:

- Office of the President
- Office of the Executive Vice President and General Counsel
- Office of Safety and Security
- Office of the Dean of Students
- Office of Residence Life
- Office of Student Activities

- Director of Student Health Services
- Faculty Advisors to Student Organizations
- Faculty, staff and administrators with student employees
- Reservations, Information & Conference Services
- Athletics: all coaching staff

The criminal offenses that “Campus Security Authorities” are required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and illegal weapons possession.

All of the security officers are trained in general security practices, standard first aid, and CPR. The Department cooperates with and works closely with the Bethany Police Department and the Brooke County Sheriff’s Department, by coordinating any necessary police responses or arrests on campus. All of the officers are radio equipped for an efficient response to community needs.

### **Relationship with Local Law Enforcement**

The Bethany Department of Safety and Security maintains a close working relationship with the Town of Bethany Police Department. The security staff occasionally works with other law enforcement agencies in Bethany, including the Brooke County Sheriff’s Department. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of Safety and Security and Town of Bethany Police communicate regularly on the scene of incidents that occur in and around the campus area. The Town of Bethany Police Investigators work closely with the staff at the College’s security department when incidents arise that require joint efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between Bethany College Department of Safety and Security and the Town of Bethany Police Department or Brooke County Sheriff’s Department.

### **Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Bethany College Department of Safety and Security in a timely manner. To report a crime or an emergency on the campus, call Safety and Security at extension X-7744 or, from outside the College phone system, 304-829-7744.

All Bethany Security Department incident reports are forwarded to the Dean of Students office for review and potential action by the Office of Student Life. Bethany College Security Officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Life.

If assistance is required from the Town of Bethany Police Department or Brooke County Sheriff's Department, a Bethany College Security Officer will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Student Life and Bethany Safety and Security, will offer the victim a wide variety of services.

This publication contains information about on-campus and off-campus resources. That information is made available to provide Bethany College community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for Bethany College.

Crimes should be reported to the College Safety and Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the local rape crisis center would not be included in the College's crime statistics.

## **Counselors and Confidentiality**

The purpose of the Counseling Services Office is to provide short-term counseling or referral services for Bethany College students who are experiencing emotional, psychological, or other non-academic problems which are affecting their lives and studies at the College. Students with concerns, stresses or other special needs may be provided with counseling and other support on campus, when feasible and appropriate, at no cost to the student. When a student cannot be directly helped by the Counseling Services Office, the Office will provide referrals to appropriate help off campus. Students are responsible for the costs of any such off-campus help; that cost may be borne by the student or the student's parents and/or their health insurance. The Counseling Services Office aims to provide holistic (body, mind, and spirit) counseling services and other relevant support to all Bethany College students in need of its services in order to assist students in having a positive living and learning experience. Additionally, the Counseling Services Office seeks to promote emotional, psychological, mental and spiritual wellness and growth in the student body as a whole. In most cases, counseling is confidential. Appointments may be made by calling 304-829-7572. Crisis services are available 24 hours a day through the on-call staff member of the Office of Student Life. To contact the on-call staff member of the Office of Student Life, please contact a Resident Assistant or Security Officer and ask them to have the "On-Call Staff Person" call you.

**FOR EMERGENCY SITUATIONS WHEN A STUDENT MIGHT POSSIBLY HURT THEMSELVES OR OTHERS, CALL CAMPUS SECURITY AT x7744 OR CALL AN EMERGENCY OPERATOR AT 9-911 FOR IMMEDIATE ASSISTANCE.**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when

acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of procedure, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

### ***Pastoral Counselor***

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### ***Professional Counselor***

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## **Security Awareness Programs for Students and Employees**

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through memos sent over the college's electronic mail and text message system.

## **Crime Prevention**

The Department of Safety and Security is committed to the prevention of crime and is pro-active in its efforts to prevent any potential problems. Crime prevention services include the following:

1. Responding rapidly to all calls for service and emergencies;
2. Investigating all reported crimes;
3. Cooperating with the Bethany Police Department and Brooke County Sheriff's Department;
4. Offering a wide variety of crime prevention materials through the Campus Safety and Security Office and the Office of Student Life, including drug and alcohol information and personal security brochures; and
5. Sponsoring a variety of crime prevention and personal safety programs with the Office of Student Life, including RA training, personal safety, fire extinguisher training, CPR, and fire drills.

In addition, the Department of Safety and Security encourages everyone to adhere to the following tips:

1. Carry room and front door keys at all times and make certain that doors close and lock when entering or leaving buildings.
2. Do not admit uninvited guests or strangers into buildings without acceptable identification.
3. Report any suspicious persons or activity to the Department of Safety and Security (304-829-7744) or to a member of the Office of Student Life.
4. Students, not the College, are responsible for any property stolen or lost.
5. Do not prop doors open. Open doors are a leading cause of campus crime. Every member of the Bethany community must accept responsibility for keeping doors closed and locked at times when buildings are to be secured.
6. Walk in pairs during hours of darkness and use lighted walkways. When desired, during hours of darkness, students may request an escort from the Department of Safety and Security.

## Crime Activity Off-Campus

Two of Bethany's fraternities are located off-campus. Each off-campus Greek housing unit is responsible for coordinating its maintenance and security issues with its individual housing corporation. The organizations are financially responsible for the maintenance and upkeep of their respective housing units. It should be noted that Bethany College considers these chapters as College representatives in the community, and therefore, reserves the right to sanction them for poor upkeep, lack of cleanliness, or any other display that would not be considered in good taste in representing the College.

All on-campus Greek housing units are entrusted to be self-governed on a day-to-day basis, as long as they follow Bethany residence hall standards. Off-campus Greek housing units are expected to be upstanding residents of the community. Due to this housing situation, Bethany College considers these students to be full-time representatives of the College in the community, and as such are expected to act and present themselves in a manner consistent with the high standards and ideals of Bethany College. In addition, the College allows all current Greek organizations to exist with the understanding that they uphold the ideals of the College.

## Alcoholic Beverages

Bethany College complies with federal, state, and local laws which regulate the possession, use, and sale of alcoholic beverages and controlled substances. The College also complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1998. The following activities, among others as detailed in the Bethany College Alcohol Policy, are prohibited on College premises or at College sponsored activities:

1. Distributing, possessing, or using any illegal drug or controlled substance

2. Providing alcoholic beverages to individuals under 21 years of age or possessing alcoholic beverages by individuals under 21 years of age, and
3. Illegally possessing an open container of alcoholic beverage, public intoxication, driving while intoxicated, or under the influence of illegal drugs or controlled substances, and drinking alcoholic beverages in an unlicensed public place

Every Bethany student must agree to abide by the policies and standards of the College as defined by the most current edition of the *Student Handbook* and *Code of Student Conduct*. Moreover, Bethany College and the Town of Bethany have policies that specify compliance with WV State Law. It is illegal for anyone under the age of 21 to possess or consume alcoholic beverages; it is illegal to knowingly provide alcoholic beverages to anyone under the age of 21; and it is illegal for anyone of any age to possess, use, or distribute illicit drugs.

Since the primary objective of Bethany College is to contribute to the growth and development of students, it strives to maintain an environment free from conditions that may hinder that development. The use or misuse of alcohol often inhibits a student from achieving optimal academic success, reduces productive participation in a wide variety of enriching activities, and increases factors creating risks to healthy living.

1. The possession or consumption of alcoholic beverages by any student under the age of 21 is strictly prohibited.
2. Knowingly providing alcoholic beverages to anyone under the age of 21 is prohibited.
3. The possession or consumption of alcoholic beverages in any public area is prohibited unless permission has been granted for a social event by the Office of Student Life, Department of Safety and Security and Director of Student Activities. Public areas include, but are not limited to, athletic facilities, campus grounds, academic buildings, and common lounge areas.
4. Use or possession of alcoholic beverages by any student, regardless of age, in any residential facility designated as alcohol free by the Dean of Students is prohibited; specifically those designated as housing freshman.
5. Persons aged 21 and over are permitted to possess and consume alcoholic beverages in moderation and in the privacy of their individual rooms or apartments, if in buildings NOT designated as alcohol-free. Students may be permitted to have in their possession, a maximum amount of one six pack or less of beer or one bottle of unfortified wine per person for personal consumption.
6. The purchase or use of a bulk quantity of alcoholic beverages, except when purchased from, supplied and staffed by licensed third party vendors, is prohibited in any facility. Bulk quantity is defined as kegs, pony kegs, beer balls, or cases. Any quantity of beer or wine in excess of the amount stated in 5 above is considered a bulk quantity.
7. Excessive Drinking, on-campus or off-campus, is considered irresponsible use of alcohol and a violation of the College's alcohol policies. *Excessive drinking* includes, but is not limited to, intoxication, binge drinking, drinking games, and drinking to the point of physical illness or incapacitation.

8. Drinking games, including any activity that encourages the rapid ingestion of alcohol, are not permitted. Such games include, but are not limited to: Quarters, Beer Pong, Beirut, Power Hour, and Flip Cup. Paraphernalia identified as having been used in a drinking game, including tables, may be confiscated by College Officers and will become the property of the college.
9. Students are not permitted to display alcohol-related paraphernalia in plain view (empty bottles, funnels, beer bongs, etc.) at any time. Alcoholic beverage containers of any kind should not be in view of the public. Violations of this regulation may result in disciplinary action to the housing unit and/or the individuals involved.
10. Serving, possessing, or consuming hard liquor or grain alcohol is strictly forbidden.
11. Alcoholic beverages (beer or wine only) may be served at social events, only through third party vendors, approved by the Department of Student Life. The officers of a student organization sponsoring a social event where alcoholic beverages are to be served are required to sign a statement accepting full responsibility for compliance with the laws of the State of West Virginia and with Bethany College policies. Registration forms for events and guidelines for parties are available in the Department of Student Life.
12. Students and student organizations are responsible for the conduct of their guests and for compliance with State law and College policy.
13. Violations of the alcohol policy will result in student disciplinary action and/or legal action.

## **Illegal Drug Possession**

It is illegal for anyone of any age to possess, use, or distribute illicit drugs. Possession of prescription drugs by those other than the named prescription holder is prohibited. Distribution of prescription drugs to anyone other than the named prescription holder is prohibited. Possession with intent to distribute will result in immediate expulsion from Bethany College. Possession and/or consumption will result in immediate suspension for at least one semester from Bethany College. Possession of drug paraphernalia is prohibited and will result in student disciplinary action and/or legal action. Violations of the Illegal Drug Policy will result in student disciplinary action and/or legal action.

## **Substance Abuse Education**

The College's substance abuse program includes several components to support its efforts to remain drug-free, including:

1. Supervisory training;
2. Employee awareness program;
3. Drug testing for accidents involving injury and/or property damage; and
4. Drug testing when a supervisor reasonably suspects that an employee is "under the influence" during working hours.

All information related to drug and/or alcohol screening is to be kept strictly confidential. The information will be kept in each employee's medical file, which is maintained separately from the

employee's personnel file. These medical files will be kept locked and secured, and access will be limited to the Personnel Services Department. Under no circumstances shall the results of a drug and/or alcohol screen be discussed with individuals who do not have a work-related need to know.

If employees are involved in an accident during working hours causing damage to property or which requires medical attention away from the premises, they may be screened to determine whether they test positive for drugs and/or alcohol.

If a supervisor suspects that an individual is at work and under the influence of alcohol and/or drugs, the supervisor shall notify the Director of Personnel Services and/or an officer of the College to seek authorization to test the employee. The supervisor will be granted permission to have the employee tested if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol.

While the College does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, Bethany College does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from the College in advance of detection, the organization will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

Student health and safety are of primary concern at Bethany College. As such, in cases of intoxication, alcohol poisoning, or other drug-related medical emergencies, Bethany encourages individuals to seek medical assistance for themselves or others

1. Students who Seek emergency medical attention for themselves related to consumption of drugs or alcohol will not be charged with violations of the Bethany College Code of Student Conduct related to that consumption provided that the student subsequently completes an assessment and any recommended treatment from the Dean of Students, Director of Student Support Services and Educational Programs, The Counseling Services Office, or their designee within 15 business days. Failure to complete this assessment may result in charges being filed.
2. Students who seek emergency medical attention for someone else will not be charged with violations of the Bethany College Code of Student Conduct related to consumption of alcohol or drugs, provided that the student subsequently completes an educational task provided by Dean of Students, Director of Student Support Services and Educational Programs, The Counseling Services Office, or their designee within 15 business days. Failure to complete this task may result in charges being filed.

This Policy applies only to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by College officials (e.g., Campus

Security, Residential Life Staff, and College Administrators).

This Medical Amnesty Policy does not excuse or protect students who repeatedly violate the College's Code of Student Conduct. In cases where repetitive violations of the College's Code of Student Conduct occur, Bethany College reserves the right to take judicial action on a case-by-case basis regardless of the manner in which the incident was reported. Additionally, the College reserves the right to adjudicate any case in which the violations are flagrant violations of the Code of Student Conduct.

## **Disclosure to Alleged Victims of Crimes of Violence or Non-forcible Sex Offences**

Bethany College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Bethany College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Emergency Response and Evacuation Procedures**

In the event of a campus wide emergency, a notice will be sent immediately and without delay to students, faculty and staff to their Bethany College e-mail address notifying them of the emergency and procedures to follow.

The same notification will be posted on the College's web site at [www.bethanywv.edu](http://www.bethanywv.edu). A text message will also be sent to those persons who have listed their cell phones with the Office of Student Life.

The message will indicate the emergency and the procedures to follow.

All emergencies need to be reported by calling 911 or Security at 304-829-7744.

Depending on the situation, Lock-Down or Building Evacuation Procedures could be initiated by the Crisis Management Team which is comprised of the Dean of Students, the Director of Communications, the Director of the Physical Plant and the Director of Safety and Security or an officer assigned to the Department of Safety and Security.

<b>Crisis Management Team Members</b>		
<b><u>Area of Responsibility</u></b>	<b><u>Primary Member</u></b>	<b><u>Alternate Member(s)</u></b>
Communications	Director of Communications	Communications Assistant
Security	Director of Safety and Security	Security Supervisor
Facilities	Director of Physical Plant	Director of Housekeeping Heat Plant Supervisor
Student Life	Dean of Students	Director of Residence Life

***Cabinet Members will be engaged with the CMT and ensure appropriate resources and guidance are provided to the CMT.***

**Crisis Management Team (CMT)**

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Dean of Students</li> <li>• Director of Communications</li> <li>• Director of Safety and Security</li> </ul> |
|---|

**Building Evacuation:**

Depending on the situation, the evacuation area could be outside or inside. The emergency notification will indicate this and will instruct you as to a location where to evacuate. In the event of an evacuation ALL personnel must evacuate the area immediately and proceed to the designated evacuation area.

**Missing Student Notification**

At the beginning of each academic year, Bethany College will request all on-campus residents to read, complete and sign the missing person policy and voluntarily provide a name and number of an emergency contact person in case a student is reported missing for more than 24 hours.

If a Bethany College residential student is suspected missing for more than 24 hours or missing under suspicion of unusual circumstances, please contact Bethany College Safety and Security at 304-829-7744 or any member of the Bethany College Student Life Staff at 304-829-7631. If a student is a commuter, please contact Bethany College Safety and Security at the number listed above.

All suspected missing persons will be investigated by Bethany College. If, after an investigation, it is suspected the student is missing, a *Missing Person Report* will be filed with the appropriate authorities and law enforcement agencies and a designated contact person or parent or guardian will be notified within 24 hours of the filed report.

## Sex Offenses

Bethany College prohibits all forms of sexual misconduct, sexual assault, sexual exploitation, and sexual harassment including but not limited to these definitions:

1. Sexual assault-engaging in vaginal, oral, or anal intercourse with, or inflicting other sexual invasion upon, any person without that person's consent. "Other sexual invasion" is defined as the intentional touching of an unwilling person's genitalia, groin, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above.
2. An action is "without that person's consent";
  - a. When inflicted upon a person who has not freely and actively given consent.
  - b. When consent is given as a response to force or the threat of force.
  - c. When inflicted upon a person who one knows (or reasonably should know) to be physically incapacitated by the use (voluntarily or involuntarily) of alcohol and/or other drugs, including "date rape" drugs to the extent that they are either unconscious, unaware, or otherwise physically helpless.
3. Nonconsensual sexual contact-engaging in any other physical contact not described in the above definition of sexual assault which is performed in a sexual context and without a person's consent as defined above.
4. Sexual exploitation-taking nonconsensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment.

Examples of Sexual Exploitation include, but are not limited to prostituting another student, nonconsensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as letting others surreptitiously watch you having consensual sex), engaging in voyeurism, and inducing incapacitation with the intent to rape or sexually assault another person or with the intent to create opportunity for a third party to rape or sexually assault another person.

Bethany College makes a commitment to do everything possible to help a student who has been a victim of sexual assault. The procedures for making an official report of an incident and for filing charges against the assailant are specified below. Some useful on-campus and off-campus resources are also identified below. All College officials are also ready to assist the victim.

Sexual assault is considered to be any act involving the use of physical violence, threats of bodily harm, or psychological pressure to force or to attempt to force someone into sexual acts (as defined in Chapter 61, Article 8B, of the West Virginia State Code).

A victim of sexual assault shall follow the procedure outlined below:

1. Contact someone in a position to offer assistance. This might be an RA, a staff member with the Department of Student Life, a house president, or a College counselor (counselor's phone

numbers are listed below), Campus Safety and Security, or a member of the staff of the Wellness Center.

2. To press charges contact a staff member with the Department of Student Life or one of the College counselors who will be able to give assistance.
3. The College encourages students to seek legal recourse for sexual assault. The College can assist in contacting the Bethany Police Department or the Brooke County Sheriff's Department.
4. For personal use, the victim may wish to write down what happened so details can be remembered to present when filing charges either with the College or law enforcement in relation to the incident.
5. Arrange a meeting with the Director of Student Support Services to file formal charges and assist in all phases of the formal hearing.
6. Arrange a meeting with the county prosecutors if pressing charges beyond the College disciplinary system is desired.

#### Sources of Assistance for Sexual Assault and Sexual Harassment Victims:

1. Student Life On-Call Staff: 304-830-3933 (available 24 hours a day, 7 days a week when school is in session)
2. Dean of Students: 304-829-7640
3. Bethany College Counselor: 304-829-7572
4. Director of Student Health Services: 304-829-7567
5. Department of Safety and Security: 304-829-7744
6. Sexual Assault Help Center, Inc.: 304-234-8519, 800-884-7242
7. Ohio Valley Medical Center Emergency Room: 304-234-0123
8. Wheeling Hospital: 304-243-3000
9. Brooke County Sheriff: 304-737-3660
10. Brooke County Prosecutor: 304-737-4185
11. Weirton Medical Center Emergency Services: 304-797-6100
12. Wheeling YWCA: 304-232-2748

Throughout this process, a demonstrable effort is made to insure confidentiality.

## Sex Offenders

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law that provides the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. Law enforcement agency information provided by the State of West Virginia can be obtained by visiting [www.wvstatepolice.com](http://www.wvstatepolice.com). Once at this site, click on "sex offender" and then select Brooke County in the "county" section.

## Crime Statistics

The following statistics were compiled from reports of events that occurred on campus from January 1, 2010– December 31, 2012.

	2010				2011				2012			
	On Campus	Residence Halls	Non-Campus	Public Property	On Campus	Residence Halls	Non-Campus	Public Property	On Campus	Residence Halls	Non-Campus	Public Property
Murder	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
Aggravated Assault	0	0	0	0	2	0	0	0	2	2	0	0
Sex-Offense-Forcible	3	3	0	0	2	2	0	0	3	3	0	0
Sex-Offense- Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	19	16	1	0	29	25	0	0	26	21	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0	0	0	0	0	0
Arson	1	0	0	0	0	0	0	0	4	2	0	0
Liquor Law Violations												
Referred for Disciplinary Action	36	33	0	0	10	6	0	0	27	27	0	0
Arrests	1	0	0	0	2	0	0	0	0	0	0	0
Drug Abuse Violations												
Referred for Disciplinary Action	21	18	0	0	23	23	0	0	22	22	0	2
Arrests	3	3	0	1	0	0	0	0	0	0	0	0
Weapons Possession												
Referred for Disciplinary Action	1	0	0	0	1	1	0	0	1	1	0	0
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes:</b>												
2012: One on campus intimidation incident involving religious slur did not involve any members of the College community												
2011: One on-campus intimidation incident characterized by race.												
2010: One on-campus intimidation incident characterized by sexual orientation.												

# ANNUAL FIRE SAFETY REPORT

## Fire Safety Education

The best way to be protected in case of emergency is to be familiar with the environment. Be familiar with the emergency exits and be sure to know two ways out. Leave the building immediately when an alarm sounds. Inform the Department of Safety and Security if it is believed that someone has not evacuated the building.

1. Preventing Fires: The Fire Marshall has specified a number of items that are fire hazards and, therefore, prohibited in College residences. These items include extension cords, electric heaters, candles, incense, toaster ovens, hot plates, and electric burners. Students are prohibited from hanging anything from the ceiling; including tapestries or flags covering room lights. All prohibited items will be confiscated and the student subject to fines, judicial charges, or both. Specific regulations may be modified to reflect the diversity of residence hall wiring.

\*Serious offenses, such as any tampering with fire equipment (alarm, extinguishers, sprinkler heads, etc.), may result in removal from College housing, restitution, and additional sanctions, should the student(s) be found responsible.

2. Responding to a Fire: Immediate Evacuation is Safest. Use a fire extinguisher if the fire is small and know how to use it. But be sure the fire department is called first. If the fire cannot be put out, leave immediately. If a fire is discovered or suspected, sound the building's fire alarm. Warn the other occupants by knocking on doors and shouting when leaving. Take your room key in case you are unable to leave the corridor and must return to your room. Leave the building and move to a designated meeting place away from the building and out of the path of the fire department. Stay outside the building until the fire department or College officials say it is safe to go in. Call the Department of Safety and Security to summon the Fire Department. The Department of Safety and Security may be notified by dialing extension 304-829-7744 (x7744 from a campus phone), and give the following information:
  - a. Name of Building;
  - b. Floor;
  - c. Room Number; and
  - d. Nature of the Situation.

If for some reason this department can not be reached, call 9-911 to reach the Brooke County Dispatcher.

3. Surviving a Fire: Crawl if there is smoke. If caught in smoke, get down and crawl. Cleaner, cooler air is near the floor. Cover your nose and mouth with a cloth. Get Low And Go! Before opening doors, feel the door. If it is warm, don't open it. If it is cool, brace yourself against the floor, open it slightly, and if heat or heavy smoke are present, close the door immediately and stay in the room. Go to the nearest exit or stairway: Always use an exit stair, not an elevator.

Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke-if they are closed-and will protect you until you get outside. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Close as many doors as possible as you leave to help confine the fire.

4. If You Get Trapped: Keep the doors closed and seal cracks and vents if smoke comes in. If you become trapped in a room and there is no smoke outside, open the windows, from the top to let out the heat and smoke and from the bottom to let in fresh air. Signal for help: hang an object out the window (a bed sheet, jacket, shirt, etc.) to attract the fire department's attention. If there is a phone in the room, call the Department of Safety and Security and report that you are trapped. Be sure to specify your building and room number.
5. Sometimes it is safer to stay in one place: If all exits from a floor are blocked, go back to your room, close the door, seal any cracks, open the windows if safe, wave something out the window, and shout or phone for help. **DON'T JUMP!**
6. If you are on fire: If your clothes catch on fire, stop, drop, and roll. Rolling smothers the fire. Cool burns: Use cool tap water on burns immediately. Don't use ointments. If the skin is blistered, dead white, brown, or charred, go to the Health Services building or call the ambulance 9-911.
7. Preventing Fires: Smoke carefully and only in designated areas. If you smoke, don't smoke in bed or near flammable materials. Use large ashtrays and be sure ashes, matches, and cigarette ends are cold before you dump them. Don't smoke while intoxicated. Cook in approved areas or kitchens and use laboratory-tested appliances and stay nearby while appliances are being used. Remove grease and clean appliances as soon as possible. Don't overload outlets. Replace damaged wires.
8. If You Have a Disability: If you have a disability (even a temporary one), be certain to do the following:
  - a. Plan ahead for fire emergencies.
  - b. Be aware of your own capabilities and limitations.
  - c. Notify the College staff so that you can get assistance when needed.
  - d. Look for "areas of refuge" like stair enclosures or the safe side of corridor fire doors.
  - e. Do not use elevators or try to descend fire stairs in a wheelchair.
  - f. Sometimes it may be safer to stay in your room, and follow the advice for being trapped.
9. If You Use Alcohol or Drugs: You are especially vulnerable to smoke asphyxiation. Even healthy people may not be able to escape a fire if they are intoxicated. They may not hear the smoke alarm or be able to find an exit. Take special care of anyone who becomes intoxicated, particularly if the person is a smoker.

10. Report Damaged Fire Equipment: Report to the Department of Safety and Security any damaged fire equipment such as the following:
  - a. Fire Doors: Fire doors should close completely and automatically. Fire doors must be kept closed at all times.
  - b. Exit Doors: Two exits should be visible from all public areas.
  - c. Fire Alarms: Horns, bells, and pull stations should be accessible and operational.
  - d. Smoke Detectors: Smoke detectors should not be blocked or vandalized.
  - e. Fire Extinguishers: Fire Extinguishers should be functional. Report when they are empty, have been vandalized, or are missing.
11. Fire Alarms: If a fire alarm sounds, students should close the windows, leave the room, closing the door behind them, and leave the building immediately through the nearest safe exit. Failure to evacuate during a fire alarm is a serious safety issue and violation of the Code of Student Conduct and will be dealt with very seriously. Tampering with or disconnecting smoke detectors is illegal and results in severe sanctions. Students with information about the nature of a false alarm shall report the information to College officials when they arrive on the scene. If the false alarm is pulled intentionally, the responsible person(s) will be held accountable under the Code of Student Conduct. Serious offenses such as any tampering with fire equipment (alarm, extinguishers, sprinkler heads, etc) will result in disciplinary charges with possible sanctions including removal from College housing, restitution, and/or College suspension.
12. Insure Personal Possessions: Bethany College does NOT insure a student's personal property. Therefore, a student desiring insurance protection in the event of a fire must secure renter's insurance or make certain that parents' insurance covers personal property in Bethany. A student relying on parents' insurance should also make certain that coverage is adequate.
13. Report Fire-Related Crimes: Vandalism of fire extinguishers, exit signs, and fire alarms reduces fire protection, and is against the law. Any student found responsible for such vandalism will face disciplinary action with sanctions up to expulsion from the College and face criminal prosecution. A conviction could prevent a student from being admitted to graduate or professional school. Fires injure and kill people and destroy property. Therefore, anyone setting a fire shall be reported immediately.

## On Campus Student Housing Safety Report

<b>Building</b>	<b>Fire Pumps /Sprinklers Inspections and conditions</b>	<b>Fire Alarm Systems Inspections, type and condition</b>	<b>Number of Portable Fire Extinguishers in Building</b>
<b>Campbell Village 1</b>	Sprinkler System Passed Inspection	Silent Knight System Functional	<b>12</b>
<b>Campbell Village 2</b>	Sprinkler System Passed Inspection	Silent Knight System Functional	<b>12</b>
<b>Campbell Village 3</b>	Sprinkler System Passed Inspection	Simplex System Functional	<b>9</b>
<b>Campbell Village 4</b>	Sprinkler System Passed Inspection	Simplex System Functional	<b>9</b>
<b>Woolery House</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Goodnight House</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Zeta Tau Alpha</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Phi Kappa Tau</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Alpha Sigma Phi</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Delta Tau Delta</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Alpha XI Delta</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Phi Mu</b>	<b>None</b>	Silent Knight System Functional	<b>3</b>
<b>Harlan Hall</b>	<b>None</b>	Silent Knight System Functional	<b>7</b>
<b>Phillips Hall</b>	Sprinkler System Passed Inspection	Silent Knight System Functional	<b>23</b>
<b>Cochran Hall</b>	Sprinkler System Passed Inspection	Silent Knight System Functional	<b>8</b>

### Fire Drills

State law requires periodic fire drills. Fire drills will be planned during reasonable hours, within the first two weeks of each semester. All residents must leave the building any time a fire alarm sounds. Failure to follow directions for fire drills may result in disciplinary action under the Code of Student Conduct and of at least \$100.

### Portable Electric Appliances, Smoking, and Open Flames in Student Housing

Health and Safety inspections are conducted on a regular basis during the course of the academic year. These inspections are normally announced in advance but may take place without notification if deemed necessary by College staff. Staff conducting the search may consist of Office of Student Life Staff and/or Officers with the Department of Safety and Security. Staff members conducting the search will have the right to open drawers, refrigerators, and other closed containers if a violation

is found that could threaten the health and/or safety of the individual, the living environment, or if it is a violation of state or federal law.

Students found in possession of, or having in their residence hall room, any prohibited items may face student disciplinary charges under the Code of Student Conduct. Sanctions may include confiscation of the item(s), probation, fines, and educational sanctions, up to and/or including suspension or expulsion from the College for serious or repeat offenses.

The use of personal electrical appliances is limited because of sanitation, safety, and electrical concerns. The following are prohibited in all residence hall rooms: air conditioners (without medical documentation), toasters, toaster ovens, hot plates, space heaters, sun-lamps, halogen lights, hot pots, propane, gasoline, and electrical stoves or grills, ashtrays, oil lamps, any appliance with a heating coil, and extension cords. Refrigerators (not in excess of five cubic feet) are permitted. All approved appliances must bear the Underwriters Lab seal of approval.

Because of the danger of fire the use or possession of candles, incense, and incense holders or any open flame is prohibited in student rooms.

Grills that use charcoal, lighter fluid, propane gas, or other flammable substances are prohibited.

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is prohibited inside any of the College's facilities or vehicles. The use of tobacco products is allowed in designated areas outside any facility. Appropriate signage will be placed at entrances to all buildings advising employees and visitors that Bethany College maintains a tobacco-free environment. The administration of each facility will designate areas outside the building where the use of tobacco products is allowed. This policy relates to all work areas at all times, including before and after normal working hours.

## Reporting a Fire

Per federal law, Bethany College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Bethany College Office of Safety and Security may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Bethany College Office of Safety & Security (304) 829-7744

Bethany College Physical Plant (304) 829-7511

Bethany College Office of Student Life (304) 829-7631

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## Fire Safety Statistics

No. of Fires Categorized by Cause				
		2010	2011	2012
Unintentional	Campbell Village 1	0	0	0
	Campbell Village 2	0	0	0
	Campbell Village 3	0	0	0
	Campbell Village 4	0	0	0
	Woolery	0	0	0
	Goodnight	0	0	0
	Zeta Tau Alpha	0	0	0
	Phi Kappa Tau	0	0	0
	Alpha Sigma Phi	0	0	0
	Delta Tau Delta	0	0	0
	Alpha Xi Delta	0	0	0
	Phi Mu	0	0	0
	Morlan Hall	0	0	0
	Phillips Hall	0	1	0
	Harlan Hall	0	0	0
	Cochran Hall	0	0	0
Intentional	Campbell Village 1	0	0	1
	Campbell Village 2	0	0	0
	Campbell Village 3	0	0	0
	Campbell Village 4	0	0	0
	Woolery	0	0	0
	Goodnight	0	0	0
	Zeta Tau Alpha	0	0	0
	Phi Kappa Tau	0	0	0
	Alpha Sigma Phi	0	0	0
	Delta Tau Delta	0	0	1
	Alpha Xi Delta	0	0	0
	Phi Mu	0	0	0
	Morlan Hall	0	0	0
	Phillips Hall	0	0	0
	Harlan Hall	0	0	0
	Cochran Hall	0	0	0

		2010	2011	2012
No. of People Who Received Fire Related Injuries	Campbell Village 1	0	0	0
	Campbell Village 2	0	0	0
	Campbell Village 3	0	0	0
	Campbell Village 4	0	0	0
	Woolery	0	0	0
	Goodnight	0	0	0
	Zeta Tau Alpha	0	0	0
	Phi Kappa Tau	0	0	0
	Alpha Sigma Phi	0	0	0
	Delta Tau Delta	0	0	0
	Alpha Xi Delta	0	0	0
	Phi Mu	0	0	0
	Morlan Hall	0	0	0
	Phillips Hall	0	0	0
	Harlan Hall	0	0	0
Cochran Hall	0	0	0	
No. of Deaths Related to Fire	Campbell Village 1	0	0	0
	Campbell Village 2	0	0	0
	Campbell Village 3	0	0	0
	Campbell Village 4	0	0	0
	Woolery	0	0	0
	Goodnight	0	0	0
	Zeta Tau Alpha	0	0	0
	Phi Kappa Tau	0	0	0
	Alpha Sigma Phi	0	0	0
	Delta Tau Delta	0	0	0
	Alpha Xi Delta	0	0	0
	Phi Mu	0	0	0
	Morlan Hall	0	0	0
	Phillips Hall	0	0	0
	Harlan Hall	0	0	0
Cochran Hall	0	0	0	

		2010	2011	2012
Value of Property Damage Caused by Fire	Campbell Village 1	0	0	\$125
	Campbell Village 2	0	0	0
	Campbell Village 3	0	0	0
	Campbell Village 4	0	0	0
	Woolery	0	0	0
	Goodnight	0	0	0
	Zeta Tau Alpha	0	0	0
	Phi Kappa Tau	0	0	0
	Alpha Sigma Phi	0	0	0
	Delta Tau Delta	0	0	\$0
	Alpha Xi Delta	0	0	0
	Phi Mu	0	0	0
	Morlan Hall	0	0	0
	Phillips Hall	0	\$99	0
	Harlan Hall	0	0	0
Cochran Hall	0	0	0	