

Annual Security and Fire Safety Reports



Taylor University Student Right to Know

Fall 2014

2013 Annual Security Report

September 01, 2014

Contact: Mr. Jeffrey J. Wallace, Chief of Police, Taylor University Police Department, Upland (765-998-5395, Emergencies: x8555), jfwallace@taylor.edu

For Further Information

Taylor University Police Department 765-998-5396

Emergencies x85555

The Campus Sex Crimes Prevention Act of 2000

Taylor University students, faculty and staff can view the national registry of sexually-violent offenders online at

<http://www.nsopr.gov/> and <http://www.icrimewatch.net/indiana.php> or at the Taylor University Police Department.

The Registries are updated on a regular basis by the U.S. Department of Justice and by Sheriff's departments in Indiana counties where crimes occur. Contact: Taylor University Police Department (765-998-5395, x85395) for more information.

INTRODUCTION

Taylor University is an interdenominational evangelical Christian undergraduate institution of higher education with a campus of 952 acres in Upland, Indiana, enrolling about 1,900 undergraduate and about 113 graduate students. An additional 210 undergraduate students are enrolled per term, in online courses.

Information in this brochure applies to the Upland campus only, and is distributed in order to comply with the federal government's Student Right to Know and Crime Awareness and Campus Security Act of 1990 (Public Law 101-542), as amended.

The Taylor University Police Department is the department responsible for law enforcement, security, and emergency response at Taylor University, Upland campus. The Department is located southwest of Rediger Chapel / Auditorium, and is open 24 hours a day / 365 days a year. Full-time staff consists of four police officers, all of whom have been certified by the Indiana Law Enforcement Academy and granted police powers by the State of Indiana and the Taylor University Board of Trustees. Additionally, there are 6 part-time staff officers, four of whom are also certified by the Indiana Law Enforcement Academy and granted police powers by the State of Indiana and the Taylor University Board of Trustees.

Also available to current and prospective students and employees, Taylor University maintains an annual Fire Safety Report and Fire Log. Beginning fall 2011, the Fire Safety Report was included with the Annual Security Report. Paper copies of these reports can be obtained upon request to the office of institutional research 765-998-4627.

REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES

To report a crime or emergency, members of the campus community should call 911 (for emergencies) and 998-5555 (non-emergencies, or after-hours) for general reporting of crime or other non-emergency officer assistance. All campus phones in public areas have the after-hours number posted on the phone. This number is manned 24 hours a day, seven days a week. In the lobbies or public areas of all campus buildings there are free on-campus public phones from which the Taylor University Police Department can also be reached by dialing x85555.

The Taylor University Police Department maintains both direct telephone and two-way radio contact with Upland Police Department, Gas City Police Department, Upland Fire Department, Grant County Sheriff's Department, Grant

County Ambulance Service, and the Indiana State Police. Students are encouraged to dial 9-9-1-1 to ensure quicker response to an emergency.

A crime may be reported to any campus security authority or any member of the Taylor University Police Department. Campus security authorities are:

Dean of Students	Director of Housing
Director of Student Programs	Director of Calling & Career
Director of American Ethnic Student Programs	Director of International Student Programs
Director of Counseling Center	Director of Student Ministries
Director of Health Center	Residence Hall Director
Director of Student Life Programs	

However (for reporting of sexual assaults see Sexual Assault Policy below), members of the Counseling Center staff and faculty and staff of the Campus Ministries Office may not be required to report some crimes to the Chief of Police of the Taylor University Police Department when knowledge of the crime has come to them in the performance of their counseling duties.

ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the campus community, and to guests and visitors during normal business hours, Monday through Friday and limited hours on Saturday.

All buildings are currently using a key lock, or card access system. The administrative and service buildings are locked after business hours and on weekends. The academic buildings are locked by midnight during weekdays and by the early evening hours on Saturday, except where University functions requested by authorized faculty/staff and confirmed through the Taylor University Police Department, necessitate otherwise. Almost all buildings remain locked on Sundays.

The main lounges of all residence halls are closed to members of the opposite sex at 1:00 am daily. Gerig Hall, Bergwall Hall, and Swallow-Robin, which house both men and women, are closed to non-hall residents at this time.

The main entrances of all residence halls are locked at 1:00 am every night. Other doors are locked from 10:00 pm to 2:00 am every night, depending on University faculty/staff needs and upon proper authorization from the Taylor University Police Department. Entrances in all residence halls are unlocked at 9 am each morning. Persons entering after halls are locked may be requested to show their Taylor ID card to the assisting staff person.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Taylor University is committed to maintaining a safe and secure environment for those who are a part of the Taylor community. In recent years exterior lighting along the walkways, parking lots and building exteriors of the campus has been significantly improved. Periodic surveys are completed by the Taylor University Police Department and the Physical Plant Department to determine if lighting is adequate. Members of the campus community are encouraged to report any lighting deficiencies to the Taylor University Police Department at x85396 or the Physical Plant Director at x85224.

Exterior doors on campus buildings are checked and secured each evening by Taylor University Police officers. Any door and security hardware operating deficiencies are reported by the officers to the Maintenance Department.

Parking lots and facilities are actively patrolled by Taylor University Police officers every shift.

LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS

The law enforcement officers of the Taylor University Police Department have full law enforcement authority on all property owned or controlled by the university including all streets contiguous to and running through the campus, including parts of the Town of Upland. As per state law, this law enforcement authority also extends to any area when assisting another law enforcement agency in an official capacity as a certified police officer in the State of Indiana.

The Taylor University Police Department maintains a close working relationship with the Upland Police Department, Gas City Police Department, county and state law enforcement agencies and appropriate elements of the criminal justice system. Crime related reports are routinely exchanged with the local police department and informal meetings are often held. Taylor University Police and local police work together on investigations of criminal activity on and near Taylor University's campus.

In cooperation with law enforcement agencies, Taylor University, Upland, enforces laws regulating underage drinking, driving while under the influence of alcohol, the use of controlled substances, and weapons. Use or possession of alcohol, narcotics, or tobacco products is strictly forbidden on or off campus. In addition, the possession of firearms and weapons in residence halls and anywhere on University property is forbidden at any time.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

The philosophy of Taylor University, Upland, is to prevent crime rather than react to crimes already committed. Through educational programs, alerting students and staff to previous activity, asking for voluntary assistance, and asking each person to be responsible for his/her own security and the security of others, much can be done in the area of prevention. In addition to the prevention programs listed in Sexual Assault Policy below, the following programs and projects are employed by this campus:

1. Emergency telephones...campus phones located in public areas of every building have the emergency phone number posted on them.
2. Crime prevention presentations...a number of crime prevention and safety presentations are given annually to staff and students. These usually take place in the residence halls or dining commons.
3. Students and staff are strongly encouraged to be the "eyes" and "ears" of Taylor University Police Department by immediately reporting suspicious activity by calling x85555, or if in an emergency situation by calling 911.

In addition to crime prevention, the Taylor University Police Department provides the community with timely reports of crimes committed on or off campus considered to be a threat to students or employees through campus bulletins, The Echo (the weekly school newspaper), residence hall directors, and announcements in classes and chapels.

SEXUAL ASSAULT POLICY

Sexual Assault Prohibited. Any commission of a sex offense prohibited by Indiana or federal law is a violation of Taylor University's Sexual Assault Policy and the University's "Life Together Covenant." Members of the student body, faculty, support staff, and administrative personnel are included under this policy and within the agreement of the "Life Together Covenant." Any violation of this policy may lead to criminal sanctions or discipline up to and including expulsion or termination as applicable.

Reporting Sexual Assaults. Taylor University encourages all victims of sexual assault to report such incidents to any Campus Security Authority. The decision to file a report with the Taylor University Police Department or any other local, county, or state law enforcement agency is to be made by the victim. Filing a report with the police does commit the victim to pressing charges, but not necessarily to testifying in court. While follow-up options are presented and discussed, the final decisions are left to the victim. Student Development personnel will help victims contact the police if assistance is requested.

Following a sexual assault, the victim's physical well being is a primary concern because of the risk of sexually transmitted diseases, pregnancy, and/or physical injuries which may not be apparent. All victims should seek immediate medical attention; however, even if time has passed, it is important to seek medical care.

Investigations and Hearing. Upon receiving a report of sexual assault, the appropriate vice president will conduct an investigation in cooperation with the Chief of Police or his designee and will conduct hearings in accordance with established procedures. Sexual assault victims are entitled to have a person(s) of his/her choice present during any

and all segments of the hearing process. Sexual assault victims are entitled to be informed of the status of any and all phases of the hearing process, including the outcome.

Person(s) accused of sexual assault are entitled to have the person(s) of his/her choice present during any and all segments of the hearing process. Accused person(s) are also entitled to be informed of the status of any and all phases of the hearing process, including the outcome.

Education/Services in the Prevention of Sexual Assault. The Taylor University Police Department offers several educational seminars that are specifically designed to prevent the occurrence of sexual assault. Seminars are offered to student, faculty, and staff groups upon request. Contact the Taylor University Police Department to schedule seminars.

1. The Taylor University Police Department provides an escort service during hours of darkness for person(s) who may be walking on campus. Call x85555 to request an escort.
2. Crime prevention materials are made available to students, faculty, and staff upon request. Crime awareness posters are periodically distributed on campus.
3. The Taylor University Police Department provides the community with timely reports of crimes committed on or off campus considered to be a threat to students or employees through campus bulletins, The Echo (the weekly school newspaper), residence hall directors, and announcements in classes and chapels.
4. The Sexual Assault Services Consultants (representatives from Academic Affairs, Personnel, Counseling Center, Residential Life, Taylor University Police, chairperson, and Health Center) are a central referral source for information relating to the rights, options, and services available to a sexual assault victim. Specifically, consultants are knowledgeable about campus and community referral resources which can provide medical, legal, counseling, advocacy, and academic assistance. The University will change a victim's academic and living situations after an alleged sex offense, if those changes are requested by the victim and are reasonably available. Consultants can discuss these options. The consultant should not be expected to provide specific or detailed legal, medical or counseling guidance to a victim and must refrain from doing so unless licensed in the respective field. The consultant is expected to inform the victim both verbally and in writing of the existence and location of services available to assist the victim of a sexual assault. Call x85395 for more information on the Sexual Assault Services Consultants.

What To Do. If you are a victim of a sexual assault, get to a safe place as soon as you can. Then you should:

1. Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
2. Call the Taylor University Police Department or another police agency--even if you are unsure about testifying in court.
3. Get medical attention as soon as possible. The Taylor University Police Officers or other police will help you with this.
4. Contact a close friend, residence hall director, or other trusted person who can be with you for support.
5. Use the Sexual Assault Services Consultants for crisis counseling, assistance with medical treatment, safe-shelter options, and assistance with legal issues.

DRUG AND ALCOHOL ABUSE EDUCATION

The Taylor University alcohol and drug abuse program extends far beyond minimum requirements for such programs. Since Taylor, Upland campus, does not permit the use of alcohol or drugs on or off campus, abuse problems tend to be hidden. For this reason the extensive program strives to reach five distinct outcomes:

1. Training and information which may prevent some students, faculty and staff from abusing drugs and alcohol.
2. Training for the campus community so that they will more readily identify current problems.
3. An increase in the level of competency of intervention techniques in a manner that is caring and correct.
4. Better referrals to appropriate agencies and follow up with needed support.
5. A campus-based, user-friendly resource center housing specific needed information.

The full description of the Comprehensive Drug and Alcohol Program is available upon request to the Dean of Students (765-998-5368).

CRIME REPORTING

In accordance with the Crime Awareness and Campus Security Act of 1990 (P.L. 101-542) as amended, Taylor University, Upland, provides information relating to crime statistics and security measures to current students and employees, and to any prospective student or employee upon request. Daily complaint logs are kept by the Taylor University Police Department, which receives reports from campus security authorities. Contents for the previous 60 days are available to members of the public, and may be viewed at that office between the hours of 8 AM to 5 PM. (Older files can be made available within 48 hrs) A reasonable charge is assessed for photocopies from the log.

Tables One, Three and Five below list serious crimes reported in the past three years on Taylor's campus, those which occurred on campus, in residence halls (included in Table One), and those which occurred on public property adjacent to or accessible from the campus, respectively. (The campus map within this report indicates the location of adjacent public property.) Any serious crimes reported which appear to have been motivated by disability, racial, religious, sexual or ethnic prejudice are also identified. Tables Two, Four and Six list the number of arrests and campus judiciary referrals for the following crimes that occurred at similar locations: liquor law violations, drug abuse violations, and weapons possessions.

These statistics are based upon the 2013 Crime Log compiled by the Taylor University Police Department and upon campus judicial information supplied by the Dean of Students. Local law enforcement agencies were also contacted, but did not provide additional written information. Counseling Center staff do report campus crimes, and encourage clients to do so also.

Table One. Number of Crimes Reported on Taylor University – Upland Campus by Type of Crime, 2011-2013

Type of Crime	2011	2012	2013
Murder or non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Arson	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Domestic violence			0
Dating violence			0
Stalking			0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	1	0	0
Motor vehicle theft	0	0	0
Any of the above crimes based upon race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0
Bodily injury based upon race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0

* Until final regulations concerning the reporting of Domestic violence, Dating violence and Stalking are released, reporting is based on statute guidance provided in May of 2013.

Table Two. Number of Arrests or Referral to Campus Judiciary on Taylor University – Upland Campus, by Type of Offense, 2011-2013

Type of Offense	2011	2012	2013
Liquor law violations	1	0	0
Drug law violations	3	0	0
Illegal weapons possessions	0	0	0
Persons not included above who were referred to campus judiciary, but not arrested for:			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Table Three. Number of Crimes Reported in Residence Halls on Taylor University Upland Campus (included above), by Type of Crime, 2011-2013

Type of Crime	2011	2012	2013
Murder or non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Arson	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Domestic violence			0
Dating violence			0
Stalking			0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Any of the above crimes based upon race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0
Bodily injury based upon race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0

* Until final regulations concerning the reporting of Domestic violence, Dating violence and Stalking are released, reporting is based on statute guidance provided in May of 2013.

Table Four. Number of Arrests or Referral to Campus Judiciary in Residence Halls on Taylor University – Upland Campus (included above), by Type of Offense, 2011-2013

Type of Offense	2011	2012	2013
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
Persons not included above who were referred to campus judiciary, but not arrested for:			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Table Five. Number of Crimes Reported on Public Property, Taylor University – Upland Campus, by Type of Crime, 2011-2013

Type of Crime	2011	2012	2013
Murder or non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Arson	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Domestic violence			0
Dating violence			0
Stalking			0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Any of the above crimes based upon race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0
Bodily injury based upon race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0

* Until final regulations concerning the reporting of Domestic violence, Dating violence and Stalking are released, reporting is based on statute guidance provided in May of 2013.

Table Six. Number of Arrests or Referral to Campus Judiciary on Public Property, Taylor University – Upland Campus, by Type of Offense, 2011-2013

Type of Offense	2011	2012	2013
Liquor law violations	0	0	0
Drug law violations	1	0	0
Illegal weapons possessions	0	0	0
Persons not included above who were referred to campus judiciary, but not arrested for:			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

* Tables Five and Six based upon verbal (not written) communication from local law enforcement agencies.

There were no hate crimes reported for 2013.

Taylor University Missing Student Notification Policy

If a member of Taylor University community has reason to believe that a student who resides in university housing is missing, he or she should **immediately** notify the Taylor University Police Department at (765) 998-5396 or on-campus extension 85555. The Taylor University Police Department will generate a missing person report and initiate the investigation.

Purpose:

To provide a plan to inform Taylor University students of the university's policy governing required notifications and procedures within twenty-four (24) hours after the reporting of a missing Taylor University student.

This plan is intended to comply with the *Higher Education Opportunity Act, Section 485*.

Procedure:

Any report of a missing student, should immediately be directed to the Taylor University Police Department (TUPD).

When a student is reported missing, the TUPD shall:

- Contact the Dean of Student Development or his designee within Student Development
- Generate a report and initiate an investigation to determine the validity of the missing person report.
- The Dean of Student Development or his designee shall notify the student's custodial parent or legal guardian as contained in the university records within 24 hours of determining that the student is missing.
- TUPD shall additionally notify the Grant County Sheriff's Department within 24 hours after determining through the investigation that the student is missing.

Notification:

- The Chief of Police, Deputy Chief of Police, or his designee will immediately notify the Dean of Student development.
- The Dean of Student Development shall brief the Associate Dean of Residence Life, Office of the President, and initiate the ***Taylor University Crisis Communication Plan***.
- The Dean of Student Development shall initiate whatever action he/she deems appropriate under the circumstances in the best interest of the missing student, working in conjunction with Office of the President, TUPD, local law enforcement, and Residence Life staff.

Student Contact Information:

It is the responsibility of each student to ensure that there is up to date emergency contact information on file with the Registrar's Office.

Distribution of this policy shall include:

- Posting of this policy on the TUPD web page
- The inclusion of this policy will be implemented in to the student handbook.

Any incidents of missing persons shall be documented in the annual Campus Safety and Security Reports as well as the required annual Clery Act reporting.

Overview

The Higher Education Opportunity Act (Public law 110-315) became law in August 2008, requiring an institution that maintains any on-campus student housing facility must distribute an annual fire safety report, or notice of the report to all enrolled students and current employees. The annual fire safety report must outline fire safety practices, standards, and all fire-related statistics for university-owned or controlled student housing. The following public disclosure report details all information required by this law as it relates to Taylor University.

Beginning with the 2011 reporting year, the Annual Security Report and Campus Fire Safety Report have been combined into one document. The document can also be viewed online from the Taylor Student Consumer Information webpage or paper copies of the Annual Security Report and Fire Safety Report are available, upon request, from the office of institutional research (765) 998-4627 or InstResearch@taylor.edu.

General Statement of University Owned/Controlled Student Housing

For academic year 2013-14, the Taylor University main campus located in Upland, Indiana maintained 9 on-campus residence halls and 2 off-campus apartment complexes. The university continues to improve fire safety as remaining Haakonsen student housing units are replaced with newer facilities, constructed with networked fire alarms and sprinkler systems. The newest dorm, Breuninger Hall, began service fall 2013.

Campus housing and apartments have the following fire prevention and safety systems:

Location	Year Built	Sq feet	Structure type	Fire alarm type	Sprinkler Type
Breuninger Hall	2013	45,025	Masonry outside/steel framing	Siemens campus network	wet
Samuel Morris	1999	65,818	Masonry/concrete inside & out	Simplex campus network	wet
Bergwall	1989	47,605	Masonry/concrete inside & out	Simplex campus network	wet
English	1975	47,300	Masonry/concrete inside & out	Simplex campus network	wet
Haakonsen	1975	3,848	Masonry/concrete inside & out	Siemens campus network	none
Gerig	1971	20,028	Masonry/concrete inside & out	Simplex campus network	wet
Olson	1966	46,842	Masonry/concrete inside & out	Simplex campus network	wet
Wengatz	1965	43,243	Masonry/concrete inside & out	Simplex campus network	wet
Swallow Robin	1917	14,096	Wood structure/masonry face	Simplex campus network	wet
Wolgemuth Hall	2011	35,970	Masonry/concrete inside & out	Siemens campus network	wet
Campbell Hall	2008	19,167	Wood structure/masonry face	Siemens campus network	wet

All new residences will be constructed with networked fire alarms and sprinkler systems.

FIRE STATISTICS

Fire statistics are collected and recorded by the Taylor University Police Department in the Fire Log. The document contains the nature of the fire, fire date and time of day, and general location and is accessible for viewing on-site upon request, during regular business hours.

HEOA Campus Safety and Security Reporting Requirements define fire, for the purposes of fire safety reporting as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

For purposes of university compliance and record keeping, please report fires that have occurred in student housing to the Taylor University Police (765) 998-5395 or email ctrstuddev@taylor.edu.

2013-14 Fire Statistics for on-campus Student Housing and off-campus University Controlled Student Housing

Location	# Fires	Nature (unintentional, intentional, undetermined)	Dates	Injuries	Deaths	Property Damage
Bergwall	0			0	0	\$0
English	0			0	0	\$0
Gerig	0			0	0	\$0
Haakonsen	0			0	0	\$0
Samuel Morris	0			0	0	\$0
Olson	0			0	0	\$0
Swallow Robin	0			0	0	\$0
Wengatz	0			0	0	\$0
Wolgemuth Hall	0			0	0	\$0
Campbell Hall	0			0	0	\$0
Fairlane	0			0	0	\$0

Specific Fire Prevention Related Policies

Facilities Services employees are required to complete Fire Safety training annually, documentation concerning training is maintained by Facilities Services department.

Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following regulations are basic to fire safety in residence halls:

Appliances

- Care and caution should be taken whenever any type of appliance is used. Popcorn poppers or other appliances used for heating purposes must have enclosed heating elements or heating coils. Grills, hot plates, open-coil appliances, toasters, space heaters and halogen lamps are not permitted.
- Students are discouraged from having a large number of appliances in their rooms. Air conditioners, sun lamps and microwaves are not permitted. The following items typify those which are permissible: radios, stereos, televisions, refrigerators (4 cu. ft. max), hair dryers

Decorative Items

- Due to significant dangers, candles or other flame producing items may not be burned in residence halls.
- Halogen lamps are not permitted, as indicated under Appliances item # 1.
- Burning incense is not permitted.
- Lanterns or lamps using kerosene fuel or other similar combustible fuels are not permitted. Storage of combustible fuels is prohibited.
- Natural Christmas trees and decorations are permitted only in the main lounge of each residence hall.

Electrical Items

- Under no circumstances should a student tamper with existing electrical equipment, lighting, wiring and switches.
- The use of extension cords is strongly discouraged by the University. If an extension cord is used, it should be used temporarily rather than permanently. When an extension cord is used in a residence hall it must be UL-approved.

Corridors, Stairways, etc.

- Corridors, stairways, landings, doorways and exits are to be kept clear at all times. Items such as shoes, boxes, clothing racks, bikes, furniture, etc. are to be kept out of all the areas listed above. Appropriate University personnel will dispose of any items left in these areas.
- Stairwell doors and other fire doors are to be closed at all times.

Fire Drills

Fire drills are held regularly throughout the year. For academic year 2013-14, 28 planned fire drills were performed and 35 additional alarms were sounded due to burnt food, faulty smoke detector, perfume, housekeeping cleaning supplies and duties, etc.

Fire drill information, including escape routes and exits, is posted in each residence hall. Each student should familiarize himself/herself with this information.

1. Leave immediately upon the sounding of the warning horn.
2. If time permits, all windows should be closed. Doors are to be left closed and unlocked.
3. Wear shoes, a coat and carry a towel.
4. Evacuate in a neat and orderly fashion.
5. Personnel assistants will be present to facilitate drill procedures.
6. Clear the building by at least 75 feet.
7. Fire equipment is to be used only in case of emergency.
8. Do not interfere with firemen, fire trucks or other fire equipment.
9. Anyone not leaving a building during a fire drill/alarm will be fined a minimum of \$50 and will be subject to disciplinary action.
10. Do not re-enter buildings until the fire department gives permission to re-enter.

Fire Reporting and Evacuation Policy and Procedure

The following procedure should be followed when someone discovers a fire in a building, regardless of how large the fire is:

1. CLOSE DOOR TO CONTAIN FIRE. This will confine the fire to a smaller area.
2. ALERT PEOPLE IN THE AREA. Pull stations are usually located next to an exit or stairwell door.
3. PULL FIRE ALARM AND DIAL 911. Phone from a safe location. You or someone you designate must make the telephone call from a safe location as quickly as possible, awaiting arrival of Campus Police and Upland Fire Department.
4. EVACUATE THE BUILDING
 - Go to the closest exit and proceed directly to your assigned area away from the building. You should have a pre-designated area to meet for accountability reasons.
 - Notify others on your way out that this is a real fire but do not stop to force their evacuation.
 - When you get to your assigned area, wait to be accounted for and stay with your class, department or office so that the fire department or campus police officer can ask questions about the building or fire.
 - If you have knowledge of the fire, such as location, size, cause or you are aware of a person trapped, immediately notify the Campus Police Officer who will provide the fire department with this information.

If you are unable to evacuate the building because of fire or smoke in the corridor:

Remain calm. Close the door to the room you are in and call the Taylor University Campus Police at 765.998.5555 to report your position so that you can be rescued.

- If smoke begins to come in under the door, stuff blankets or towels (preferably wet) under the door to prevent the smoke from coming in. Wave a brightly colored article of clothing or similar material in the window to attract attention; **do not** break the window unless absolutely necessary. Breaking the window may result in falling glass injuring people below or smoke entering the window making it more difficult to breath.

Do not re-enter the building, until:

1. The fire alarm has been silenced, and
2. The fire or police department has indicated that it is acceptable to re-enter.