



University of Findlay®

Annual Security and
Fire Safety Report

September, 2021

PREPARED BY:
University of Findlay
Office of Campus Safety and
Emergency Management

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ANNUAL FIRE SAFETY REPORT

1. The Clery and Campus Save Acts

Choosing an Institution of Higher Education (IHE) is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This Act required all colleges and universities participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, 2000 and 2013. The 1998 amendments renamed the Act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

Commonly known as “The Clery Act”, the legislation requires IHE’s to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. The Clery Act also requires IHE’s to collect statistics on crimes that occur on campus and to report the statistics to the campus community, prospective students and their families and the Department of Education. The primary goal of The Clery Act is to provide students and their families with accurate, complete and timely information on campus safety so they can make an informed comparison of their higher education options. The University of Findlay’s policies relating to The Clery Act and the institution’s crime statistics are found in this document and on the University of Findlay’s Safety and Security web page.

More information on The Clery Act is available on the Clery Center’s website at www.clerycenter.org.

The Clery Act was amended again in 2013 to address growing concerns regarding sexual assault, domestic violence, dating violence and stalking incidents on campuses nationwide. This amendment occurred through the reauthorization of the Violence Against Women Act (VAWA), and more specifically under VAWA’s Campus Sexual Violence Act (or “Campus SaVE Act”) provision, Section 304. This amendment requires expanded crime reporting obligations and the implementation of specific policies, procedures, and training related to sexual violence and intimate partner violence.

2. Timely Warnings

The University of Findlay provides Timely Warnings to the campus community of any crime(s) that present a serious and/or continuing threat to the safety of students or employees. The campus community will receive notification via email and the institution’s Oiler Alert text messaging system.

ANYONE WITH INFORMATION WARRANTING A TIMELY WARNING SHOULD CONTACT THE SECURITY OFFICE AT 419-434-4799.

Reports of crimes to a Campus Security Authority (Security Office, Student Affairs, and Campus Safety and Emergency Management [CSEM]) will be documented and assessed to determine if a serious and/or continuing threat to the safety of students or employees exists. This determination will be made by the Vice President of Student Affairs in consultation with the Chief of Police. The Chief of Police will make the determination in the Vice President's absence.

Timely Warnings contain details of the crime, a description of the suspect if known, whom to contact with information on the crime, and proactive steps to remain safe. Some information may be withheld if providing that information could risk compromising law enforcement efforts. Additionally, the names and other identifying information of victims are confidential and never included in Timely Warning notifications. Systems used to provide this notification are tested quarterly unless used to disseminate a Timely Warning or other emergency information during that quarter.

Current Timely Warnings can be viewed on the Safety and Security webpage under the Crime Alerts link (<https://www.findlay.edu/offices/student-affairs/safety-security/Campus-Alerts>).

Current students and employees can view the Emergency Procedures section of the University of Findlay's Crisis Response Plan in order to learn about the recommended procedures that will be generally followed during specific types of emergencies, and is intended to provide guidance to any person who initially discovers the emergency or who is first on the scene. This information is available at <https://www.findlay.edu/offices/student-affairs/safety-security/crisis-response>.

3. Annual Security Report

The University of Findlay prepares this Annual Security Report (ASR) in an effort to better inform our students, faculty and staff of crime on campus and University controlled properties as well as surrounding public property. The crime statistics are compiled from the past three years and are based on data from the Office of Student Affairs, Office of Campus Safety and Emergency Management, the Findlay Police Department and Hancock County Sheriff's Office. Crime statistics from the main campus, the English Farm, the Western Farm, and the All Hazards Training Center are included the annual report. Please note that these statistics represent reported cases and do not distinguish between credible incidences and false reports.

Crimes included in the Annual Security Report are those defined by The Clery Act for inclusion and occurring within the geography of the University. The geography of the University of Findlay includes any buildings and property that are part of the institution's campus, the institution's non-campus buildings and property, public property within or immediately adjacent to and accessible from the campus, and areas within the patrol jurisdiction of the Campus Safety Office.

Each year, an email notification is sent to all students, faculty and staff that provides the website address to access this report. Copies of the Annual Security Report may be printed from the University of Findlay's Office of Campus Safety and Emergency Management website (www.findlay.edu/offices/student-affairs/safety-security/) or be requested from the following offices:

- Campus Safety and Emergency Management
 - Lovett Hall, 419-434-4799
- Student Affairs
 - Old Main, 419-434-4570

4. Reporting Crimes

All persons are strongly encouraged to report crimes in a prompt and accurate manner. In the event that a crime has occurred, all students, faculty, staff and patrons of the University of Findlay are encouraged to notify the Campus Safety and Emergency Management Office for “on campus” crimes and/or local law enforcement for “off campus” crimes or in emergencies where emergency services are required.

Crimes occurring “on campus” can be reported to the **Campus Security or Campus Police** by calling 419-434-4799 or visiting the office located on the first floor of Lovett Residence Hall (201 Frazier St.). To report a crime “off campus” within the Findlay city limits, contact the **City of Findlay Police Department** non-emergency line at 419-424-7150 or 419-424-7163. For crimes occurring in the county, contact the **Hancock County Sheriff’s Office** non-emergency line at 419-422-2424. In the event of an emergency dial 911 and you will be directed to the appropriate agency. Both entities are available to take reports and investigate criminal incidents in their locality.

The University of Findlay Campus Security and Campus Police maintain a written Daily Crime Log that records, by the date the crime was reported, any crime that has occurred within the institution’s Clery geography and is reported to the Campus Safety Office. The information contained in the log includes the nature, date, time and general location of each crime. Additionally, the log also contains the disposition of the complaint, if known.

Entries are made in the log no later than two days following the report of a crime, unless disclosure of the information is prohibited by law or would jeopardize the confidentiality of the victim. Further, the University may withhold information from the crime log required by the Clery Act if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

Once the threat of the adverse condition is abated, the University will fully disclose any previously withheld information in the Crime Log.

The public may access the Daily Crime Log for the most recent 60-day period during normal business hours in the Campus Safety Office in Lovett Hall. Any portion of the Daily Crime Log older than 60 days will be made available within two business days of a request for public inspection. Requests to inspect the Daily Crime Log may be made by contacting the Campus Safety Office at 419-434-4799 or in person at the Campus Safety Office in Lovett Hall.

5. Voluntary Confidential Reporting

Victims of crimes who do not wish to pursue action within either the university system or the criminal justice system can file a confidential report. With the victim's permission, the Campus Safety Office can file a report with the details of the incident without revealing the victim's identity.

The purpose of the confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the Campus Safety Office can keep accurate records of the number of incidents occurring on-campus, identify criminal patterns with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Voluntary confidential reports of crimes can be made to the Office of Student Affairs, as identified below:

- Campus Safety Office by phone 419-434-4799, or
- In-person at the Campus Safety Office to any Campus Police/Security Officer, or
- On-line via the Silent Victim/Witness link found on the Campus Safety webpage

Because police reports are public records under state law, the Findlay Police Department cannot hold reports of crime in confidence.

6. Campus Facility Security and Access

A Campus Security Officer is available 24 hours per day, 7 days per week, 365 days per year including Christmas and major holidays. The Chief of Police and Director of Security is available from 8 a.m. to 4:30 p.m. Monday through Friday at 419-434-4601.

The Campus Safety Office is responsible for locking campus facilities at night and unlocking the facilities in the morning. During days in which class is in session, all academic buildings will be open for classes and business.

Physical Plant employees have access to all campus facilities and are responsible for the maintenance and repair of these facilities.

Vendors employed by the University of Findlay to perform work on-campus and/or campus facilities must register at the Physical Plant or Campus Safety Office and are required to wear contractor badges at all times when performing work on-campus.

7. Campus Security and Counseling Personnel

The University of Findlay employs Campus Security Officers and Campus Police Officers to provide security to the campus community. Their jurisdiction extends primarily to University owned and/or operated property.

The UF Campus Police and Security personnel maintain a close working relationship with the Findlay Police Department and Hancock County Sheriff's Office. Given this close working relationship, all crime committed by University students at off-site locations is reported by local law enforcement to the University.

All students, faculty, staff and patrons of the University of Findlay are encouraged to notify local law enforcement and file a report with the appropriate agency when a crime has occurred. Accurate and prompt reporting increases the chances of not only deterring crime but also the chances of identifying suspected persons.

Communication between students and the Counseling Services Staff or Campus Ministry Pastors is confidential and will not be disclosed without the prior, written consent of the student. The State of Ohio Revised Code does provide the following exceptions to this confidentiality and these exceptions will be explained during a student's first session:

- If the therapist has knowledge of abuse of a child, or person with a disability taking place in the present.
- If the counselor has knowledge of intent to harm self or others.
- If the counselor receives a court order to the contrary.
- If the counselor or graduate student is supervised and consults with a supervising staff member within Counseling Services.

8. Security Awareness and Crime Prevention Programs

In addition to patrolling, both on foot and in marked vehicles, the Campus Safety Office has programs in place in order to make students and employees aware of not only Campus Safety's presence but the available services as well.

Campus Safety participates in new student orientation to provide an overview of the services available and provide information encouraging students to be responsible for their own safety and security. Students are required to speak with Campus Safety Office representatives during orientation.

Self-defense courses are taught periodically throughout the academic year and are open to all students. Information is presented informing students about crime prevention as well as self-defense tactics.

Information on available services is also available on the Campus Safety and Emergency Management webpage and by speaking with Campus Safety representatives.

Residence Life Staff are posted on each residence hall floor and assigned to the various homes used by the University for student housing. These students have been trained in reporting crimes and issues to both Campus Security/Police and law enforcement and are aware of University policies and procedures in dealing with these situations. These students, living among the student population, afford a greater opportunity to identify and report crimes. Additionally, programs are offered to the residents by the Residence Life Staff on various topics including security and crime prevention. Small groups of this staff also actively patrol student housing facilities Monday through Friday 8pm to 12am and Saturday and Sunday 8pm to 2am.

The Oiler Alert emergency text notification system is used to disseminate emergency notification messages to the campus community when emergencies occur. These messages provide information on the emergency and provide information students and employees can use to take responsibility for their own safety and security. Students and employees are automatically enrolled in this program.

Code Blue Emergency Phones are located throughout the Main Campus, East Campus and South Campus. Phones are located in common areas, parking lots, on buildings and in walkways. When activated by pushing the red Emergency Button, the phone is immediately connected to the Campus Safety Office and Campus Security Cell Phone. Additionally, all Officers present on campus are dispatched immediately to the location of a phone that has been activated.

The University of Findlay is widely covered by security cameras operated and maintained by the Campus Safety Office. These cameras are placed on the exterior and interior of academic and housing facilities on campus as well in parking lots and common areas. Cameras provide Campus Safety with the capability to identify potential suspects and act as a physical presence working to deter crime through their presence.

9. Alcoholic Beverages

General Guidelines:

The possession, distribution, and/or consumption of alcoholic beverages are not permitted on any property owned or controlled by The University of Findlay or at functions sponsored by The University of Findlay off campus. The only time there shall be an exception to this policy is when the President, Vice President for Business Affairs, and Vice President for Student Affairs, at their sole discretion, determine that alcohol may be present at specific events/locations on or off campus and may be served to persons 21 and older with proper identification. In such cases, a [special-event form](#) granting permission for alcohol to be present and served must be completed and signed (electronic signatures are permissible) by the President, Vice President for Business Affairs, and Vice President for Student Affairs (or their designees) a minimum of two weeks before the date of the special-event. Solely the President shall govern alcohol use at the President's primary residence, unless alcoholic beverages are offered for sale at a resident event.

Student Specific Guidelines:

Any student, regardless of age, who exhibits definite signs of intoxication or who has possession of alcoholic beverages on University owned or controlled property or at a University sponsored event off campus (this includes field trips, conferences, and any other events paid for with University funds) will be subject to judicial action that may include one or more of the following: a monetary fine, probation status, counseling, campus service, restitution, restriction in campus access, suspension, or dismissal. This also applies to the possession of empty alcohol containers, or “empties” used for any purpose, including decoration. The only exception to this clause shall be in cases where the event is sanctioned and approved by the University as stipulated in the General Guidelines section. In those cases, students age 21 and older would be permitted to responsibly possess and consume alcohol.

Since alcohol is not permitted on University owned or controlled properties or at University sponsored events off campus, unless the University, at its sole discretion and as stipulated in the General Guidelines section, determines that alcohol may be present at a specific event on or off campus, all persons present where an alcohol violation occurs are subject to disciplinary action regardless of age. For example, in University townhouses, cottages, apartments, residence hall rooms, special-interest houses, group houses, and fraternity and sorority houses, all persons present can be held responsible for alcohol violations occurring anywhere in the unit. In addition, any individual providing alcohol, or a location for alcohol to be consumed, to individuals under the age of 21 may be found responsible for providing/supplying alcohol to individuals under the legal drinking age; thus resulting in additional sanctions.

Employee Specific Guidelines:

Any employee, regardless of age, who exhibits definite signs of intoxication or who has possession of alcoholic beverages on University owned or controlled property or at a University sponsored event off campus will be subject to personnel action by the Human Resource Office. That action may include one or more of the following: warning, probation status, counseling, restriction in campus access, suspension, or dismissal. The only exception to this clause shall be in cases where the event is sanctioned and approved by the University as stipulated in the General Guidelines section. In those cases, employees age 21 and older would be permitted to responsibly possess and consume alcohol.

Student Organization Guidelines:

Any recognized student organization of The University of Findlay that violates the alcohol policy is subject to the following:

- First Violation - Two years of disciplinary probation* and loss of eligibility for Student Government Association funding for the organization during the probationary period.
- Second Violation (while on probation) - Extension of probation* for one year, a \$1,000 fine for the organization, continued loss of eligibility for Student Government Association funding for the organization during the probationary period, and possible loss of University recognition as an organization.
- Third Violation - Automatic loss of recognition by The University of Findlay.

*Probation terms for student groups will vary based on the type and severity of the violation, and The University reserves the right to assign probation terms as it sees appropriate.

Please note that employees accompanying/overseeing student groups on trips or overseeing on/off campus student events funded in any way by the University are required to ensure student compliance with the alcohol policy.

10. Illegal Drug Possession

The University of Findlay recognizes that the manufacturing, sale, possession, or use of illegal substances is incompatible with federal law. The University of Findlay will not permit the unlawful possession, use, or distribution of any illegal substances or paraphernalia. Violators of this policy will be subject to University sanctions up to and including possible suspension from the University of Findlay.

The possession, distribution, cultivation or use by any student or employee, of any narcotic or hallucinogenic drugs in either the refined or crude form, except under the direction of a licensed physician and as permitted by federal law, is prohibited on University owned or controlled properties and at functions sponsored by the University of Findlay off campus. Non-Medical use of prescription medication is prohibited, including taking prescription medications not prescribed to the student, distributing personal prescription medication to others, whether for a fee or for free, using the prescriptions in manners not intended by the prescribing physician (i.e. nasal ingestion), or misusing medication for a desired effect not intended by the prescribing physician.

The possession, distribution, and/or consumption of alcoholic beverages are not permitted on any property owned or controlled by the University of Findlay or at functions sponsored by the University of Findlay off campus. The only time there shall be an exception to this policy is when the President, Vice President for Business Affairs, and Vice President for Student Affairs, at their sole discretion, determine that alcohol may be present at specific events/locations on or off campus. The [UF Alcohol Policy](#) and the [UF Drug Policy](#) permits the University to set more stringent regulations than those identified in local, state, and/or federal laws.

11. Substance Abuse Education

All faculty, staff and students are encouraged to seek help early in the discovery of a problem with alcohol and/or other drugs. The earlier assistance is obtained, the less likely there will be serious, negative consequences resulting from an alcohol or drug problem. Persons seeking assistance for a substance abuse problem will not be sanctioned by the University as a result of seeking such assistance.

The University of Findlay will assist individuals needing drug or alcohol counseling and/or treatment through counseling services (419-434-4526), health services (419-434-4550) and appropriate local agencies. A high quality effort will be made to enhance the institution's capability for offering employees and students meaningful and helpful referral to treatment services when it becomes clear that neither campus prevention nor early intervention activities have met an individual's needs. Counseling Services can provide other campus and community resources.

Counseling Services provides outreach and education programming to students throughout the

academic year on alcohol and drug abuse. Presentations are given to students through Residence Life programs that follow the Lifestyle Risk Reduction Model established by the Prevention Research Institute. These presentations provide information on high risk behaviors, cognitive effects of drugs and alcohol and prevention models.

Additionally, Counseling Services provides training for policy violators that also follows the Lifestyle Risk Reduction Model. Passive education programs such as “Toilet Talk” and other methods of education are performed periodically to augment regularly scheduled efforts.

Residence Life Staff receive training from Counseling Services and the Student Affairs Staff on drug and alcohol abuse prevention, identification and services available. Additionally, Resident Assistants provide programming for each on-campus living area and typically focus on the topic of substance abuse education at least once throughout the academic year.

12. Sex Discrimination, Sexual Harassment, and Other Forms of Sexual Misconduct

Title IX prohibits the University from discrimination on the basis of sex in the education programs or activities that it operates. This prohibition extends to admission and employment. The University has adopted a policy that provides for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX and explains the process that the University will use for doing so. A copy of this policy is available on the University’s website at:

<https://www.findlay.edu/offices/student-affairs/title-ix/title-ix-policy>.

The Title IX Coordinator has been designated and authorized to coordinate the University’s efforts to address concerns relating to discrimination and harassment on the basis of sex, gender, gender, gender identity, and sexual orientation. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person who experienced the conduct that could constitute sex discrimination or sexual harassment), at any time including non-business hours by contacting the Title IX Coordinator as follows:

Skylar Mettert
Director for Equity & Title IX
Title IX Coordinator
Old Main Office #45
1000 N. Main Street
Findlay, Ohio 45840
Telephone: (419) 434-4733
Email: metters@findlay.edu

Inquiries about Title IX may also be directed to the U.S. Department of Education’s Office for Civil Rights by contacting 1-800-421-3481 or emailing ocr@ed.gov.

13. Sex Offender Registration

The Clery Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may

be obtained. It also requires sex offenders already required to register in Ohio to provide notice, as required under State law, to each institution of higher education in Ohio at which the person is employed, carries on a vocation, volunteers services, or is a student.

In the State of Ohio convicted sex offenders must register with the County Sheriff of the county of residence within seven days. The registry was established pursuant to 2950.14 of the Ohio Revised Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the courts pursuant to ORC 2950.03, whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as part of the sentence imposed upon conviction to register and re-register with the County Sheriff of the residency county as provided in ORC 2950.04.

In addition, all persons convicted of violations under the laws of The United States or any other State substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion with an Ohio County Sheriff within seven days of establishing a residence with the Ohio County. Any person required to register shall also be required to re-register within seven days following any change of residence, whether within the county or any other county. The University of Findlay Security Office maintains a web link with the Hancock County Sheriff's Office web page for Registered Sex Offenders within Hancock County.

14. Emergency Response and Evacuation

The University of Findlay has developed a comprehensive Crisis Response Plan that is all-hazards based and covers the emergency response and evacuation procedures for the campus. Current students and employees can view the Emergency Procedures section of the University of Findlay's Crisis Response Plan in order to learn about the recommended procedures that will be generally followed during specific types of emergencies, and is intended to provide guidance to any person who initially discovers the emergency or who is first on the scene. This information is available at <https://www.findlay.edu/offices/student-affairs/safety-security/crisis-response>.

Students, faculty and staff will be notified of a significant emergency or dangerous situation through a variety of emergency notification systems. The primary method by which the University will notify the campus community is through the Oiler Alert text messaging system. Students and employees are automatically enrolled in the system and will receive text messages in the event of an emergency. Other methods include Blue Light Phone speakers in outdoor locations, email, and computer pop-up alerts.

These notification systems are activated by the Core Emergency Response Team that consists of the President, Vice Presidents of Student Affairs, Business Affairs, Academic Affairs, Enrollment Management and University Advancement. The Chief of Police and Director of Security, Director of the Physical Plant, and Chief Information Officer are also members of this team.

Initial activation of the notification systems begins with either the V.P. of Student Affairs, or Chief of Police receiving information regarding an emergency on campus. If confirmation is needed, additional information will be gathered through the Campus Safety Office or contacting

the affected area of campus. Upon confirmation either the V.P. or Chief of Police will send the notification to the campus community. These notifications are sent without delay, and with as much information necessary for students and employees to respond appropriately.

The University will weigh the safety of the campus community to determine the content of notifications and will withhold information if, in the professional judgment of the responsible authorities, the release of information will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency notification systems are tested quarterly unless used to disseminate information regarding an emergency condition on campus during that quarter. Tests of emergency notification systems and evacuation procedures are announced in advance of the tests.

15. Missing Student

Any individual contacting the University of Findlay to report a missing student will be referred to the Office of Safety and Security (located in Lovett Residence Hall) so an official report can be filled. Once the missing student report is filed with the Office of Campus Safety and Emergency Management, the matter will be immediately communicated to the Vice President for Student Affairs and the Chief of Police and Director of Security.

The Campus Safety Office will immediately initiate an investigation of the matter and will attempt to contact the missing student by utilizing the emergency contact information provided by the student. This information is collected from the student annually by the institution and remains confidential and accessible only by those with a need to access the information. If the student reported as missing is under the age of 18 and is not emancipated, the University must notify the custodial parent, guardian, or contact person designated in University records.

If attempts to contact/locate the missing student are unsuccessful, the Chief of Police and Director of Security, the Vice President for Student Affairs, and/or his/her designee will notify local law enforcement within 24 hours of the determination that the student is missing and the University will assist local law enforcement as requested until the matter is resolved.



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1. Fire Safety Report

Fire prevention at the University of Findlay is led by the Office of Campus Safety and Emergency Management. Other partners include the University of Findlay's Offices of Student Affairs, and Physical Plant as well as the City of Findlay Fire Department.

This report provides information and data pertaining to fire safety at the University of Findlay. The data and information contained in this document are reported annually in compliance with legal requirements set forth by the Clery Act. Information in this report, aim to provide the information and data required by Federal law, as well as the situational awareness required to further develop and enhance the culture of safety and preparedness on the University's campus.

2. Reporting

Active fires should be reported to the Findlay Fire Department immediately by contacting 911. Only employees who have been trained in the use of fire extinguishers should attempt to extinguish incipient (small) fires by using this equipment. All others must contact the Fire Department.

To report that a fire has occurred on campus (non-emergency) and has been extinguished so that it may be included in the Fire Log, please contact the Campus Safety Office at 419-434-4799. Reports can also be made by contacting Student Affairs at 419-434-4578.

When reporting an extinguished fire, provide as much information as possible including: location, date, time, cause of fire, how the fire was extinguished, and who extinguished the fire.

3. Annual Fire Safety Report

The University of Findlay prepares the Annual Fire Safety Report (ASR) in conjunction with the Annual Security Report. Data is collected and reported for the previous three years for each on-campus student housing facility. The data includes the number of fires and cause of each fire, the number of persons who received fire-related injuries that resulted in medical treatment, the number of fire related deaths, and the value of property damage caused by a fire.

Each year, an email notification is sent to all students, faculty and staff that provides the website address to access this report. Copies of the Annual Fire Safety Report may be printed in PDF format from the University of Findlay's Office of Campus Safety and Emergency Management website (<https://www.findlay.edu/offices/student-affairs/safety-security/fire-safety-report>) or be requested from the following offices:

- Office of Campus Safety and Emergency Management
 - Lovett Hall, 419-434-4799
- Student Affairs
 - Old Main, 419-434-4570

4. Fire Prevention and Education

The University of Findlay takes an active role in fire prevention. This is accomplished in many ways and requires the collaborative efforts of individuals and departments across the campus community along with partnering agencies such as the Findlay Fire Department.

Of all activities undertaken to prevent fire, building inspections and plan review provide the best opportunity to ensure the campus community is adequately protected in the event of a fire and that any mitigation actions that can be taken to prevent fires have been performed. Building inspections allow the University to monitor and maintain its buildings for compliance with the Ohio Fire Code, local ordinances, and University policies.

All University buildings and facilities are inspected annually by the Findlay Fire Department Fire Inspector. A report is generated by the Inspector and submitted to the Campus Safety and Physical Plant Offices. Compliance issues raised by the report and/or recommendations for mitigation actions are reviewed by both offices and addressed in a timely manner.

Fire safety education is required for staff and students of Residence Life, Security, and Maintenance. Education is provided annually and is job specific. Physical Plant and Campus Safety personnel are instructed in the causes and types of fires, and fire extinguisher use.

Residence Life Staff including Resident Directors and Resident Assistants are instructed in University Fire policies, fire prevention, fire causes and types, and fire extinguisher use. Additionally, Resident Directors and Resident Assistants participate in a residence hall evacuation exercise. The University places the RDs and RAs in rooms in a residence hall and fill the hallways with smoke using smoke machines. The participants are then required to exit the building in a safe manner.

Residence Life staff provide programming throughout the year to residents on fire prevention and safety.

All students and employees should use the following guidelines in case of a fire in any University building:

All employees, especially those in certain occupations (e.g. laboratory, facilities management, food service, residential life, etc...), should learn to use a fire extinguisher. Call the Office of Campus Safety and Emergency Management to set up a fire extinguisher training program. See the Evacuation/Shelter in Place procedures for more information on how to exit a building.

If you discover a fire inside a building:

1. Activate the fire alarm system.

2. Immediately exit the building, closing doors behind you. DO NOT USE ELEVATORS.
3. Call 911, give the exact location of the fire and your location.
4. Call Office of Campus Safety and Emergency Management at x-4799

If you discover a fire outside a building:

1. Call 911, give the exact location of the fire and your location.
2. Do NOT activate the building fire alarm system.
3. Call Office of Campus Safety and Emergency Management at x-4799.

Once fire alarm is activated:

1. Walk (DO NOT RUN) to the nearest exit.
2. Assist persons with special needs.
3. Feel doorknobs or doors with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door.
4. If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and exit the building.
5. Close doors behind you.
6. Notify fire personnel if you suspect someone is trapped inside the building.
7. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to by Campus Safety or the Findlay Fire Department.

If you are trapped in a room

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke could be drawn into the room).

If you are caught in smoke:

1. Drop to your hands and knees and crawl toward the nearest exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through nose and use a filter such as a shirt or towel.

If you are forced to advance through flames (which should be a last resort):

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

Using a fire extinguisher:

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a

fire may use a portable fire extinguisher to fight small fires. Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames, whichever comes FIRST.

The Chief of Police and Director of Security will assess the situation, and notify the Emergency Operations Team members if appropriate. The Office of Campus Safety and Emergency Management has the primary responsibility for managing fire emergencies with the Findlay Fire Department. Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

5. Fire Safety Systems and Drills

Fire safety systems and drills work together to promote the safety and wellbeing of students, faculty, staff, and visitors. Fire safety systems provide detection capabilities, fire suppression and the opportunity to evacuate a building early in the onset of a fire.

The University of Findlay has a mixture of residence halls, cottages, townhouses, apartments, and homes that are all used for student housing. All residence halls and the UF Cottages are equipped with central alarm monitoring capabilities that immediately alert the Findlay Fire Department in the event of a fire. Smoke detectors and fire extinguishers are found in all student housing on campus and the Haven and Cottages also have fire safety systems (sprinklers) in place.

The University holds two fire drills per academic year for each student residence on-campus.

6. Student Housing Fire Policies

Due to potential fire hazards, maintenance issues, and cleanliness concerns, the University of Findlay reserves the right to prohibit any appliance that constitutes a potential risk. As a fire safety precaution, all small appliances (e.g., coffee makers, curling irons, hair dryers...) must have an auto shutoff feature and be connected to UL-approved power strips to stop the flow of electricity when overloaded.

On-campus residents living in University owned housing are permitted to have small refrigerators (6.0 cubic feet maximum) and small microwave ovens (under 800 watts), and coffee-makers with an auto-shut off feature. All other kitchen appliances (e.g., toasters, George Foreman grills, crock pots, induction plates...) are not permitted outside of designated kitchens in house/apartment style housing. More information on permitted appliances is available through the [housing webpage](#) or the Office of Student Affairs.

Space heaters, air conditioner units, and other household appliances are not permitted for use on campus unless provided by the University. Individuals needing such an appliance for a medical accommodation should contact the Office of Accommodations and Inclusion for guidance.

Candles and Incense – The burning of candles, incense, potpourri burners, lanterns or any other type of open flame is strictly prohibited. This also applies to the possession or evidence of use

of these items. Candle warmers are permitted in open areas of a room, away from flammable items.

Cooking – Only microwaves or other non-open flame/heating element appliances may be used to cook within student rooms.

Extension Cords – UL-approved power strips with a built-in 15-amp overload protection may be used. All other extension cords and outlet extenders are not permitted. The use of power strips in series (one connected to another) is also prohibited.

Fire Safety and Prevention - All University faculty, staff, students and guests are expected to adhere to all fire-safety procedures. This includes the vacation of any building during a fire-drill. University fire safety procedures will be explained to every University resident at the beginning of the academic year.

The tampering or removal of any fire safety equipment (e.g., smoke detectors, sprinkler systems, extinguishers...) is not permitted. Blocking or impeding exits or entrances to any University owned property is not permissible at any time.

The intentional lighting of a fire in any capacity is prohibited without express written permission from the Facilities Office and/or the Physical Plant. All approved fires must be kept within the established guidelines, and contained within a University approved location.

Fireworks & Flammable Materials – The storage or use of fireworks or flammable materials (e.g., gasoline, kerosene, lighter fluid, propane, pressurized tanks, charcoal) in/on University owned or controlled property, including inside a personal vehicle. University maintained grill locations may have charcoal and lighter fluid for grilling purposes only.

Lighting – All halogen light fixtures, lava lamps and grow lamps are not permitted in University housing. Portable incandescent and fluorescent lights are permitted.

Prohibited and Restricted Items - For health, safety, legal, and insurance liability reasons, the following items are strictly prohibited from all University property and University events. This list is not exhaustive. Additional restrictions may also apply.

- Water-filled structure or furniture (e.g., waterbeds, pools, hot tubs...)

- Any appliances exceeding 800 Watts

- Non-University owned space heating units

- Non-University owned air conditioning units

- Power tools (e.g., saws, sanders, drills...)

- Darts and dart boards

- Weightlifting apparatus (e.g., exercise machines, free weights over 25lbs., pull-up bars...)

- Fog/smoke machines

- Gas appliances

Tobacco-Free Campus Policy

Mission

The 100% Tobacco-Free Campus Policy is part of the university's commitment to creating a healthy campus for all members of the University of Findlay community. The policy is designed to be positive and supportive of health and well-being for all.

Policy Definitions

- a. Tobacco product: Any product containing, made, or derived from tobacco or nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. (Tobacco product also means electronic cigarettes and any component or accessory used in the consumption of such a device, such as filter, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.)
- b. Smoking: Inhaling, or exhaling smoke, aerosol or vapor from any lighted or heated cigar, cigarette, pipe, or any other product, whether natural or synthetic, made of tobacco, nicotine, tobacco, marijuana, or another plant, that is intended for inhalation. Smoking includes being in possession of a lighted or heated cigar, cigarette, pipe or any other tobacco product intended for inhalation, or an electronic cigarette that is turned on or otherwise activated.
- c. Electronic cigarette (e-cigarette): Any product that can be used by a person to deliver nicotine, or any other substance, through the inhalation of aerosol or vapor from the product. The term includes, but is not limited to, devices manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
- d. Litter: garbage, trash, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, glass, cigarette remnants, chew, or anything else of an unsightly or unsanitary nature.
- e. Facilities: all buildings owned and/or controlled by the University of Findlay and including shelters, gazebos, indoor and outdoor athletic facilities, indoor and outdoor theatres, walkways, sidewalks owned and maintained by the University of Findlay, University housing, and parking lots.

Policy Statement

Smoking and the use of tobacco products, tobacco-related devices, and e-cigarettes are prohibited in all facilities owned or leased by the University of Findlay and on the grounds of any property owned or leased by the University. Use of tobacco is also prohibited in any vehicle or equipment owned, leased or operated by the University of Findlay.

Policy Applications

All persons on University of Findlay property must comply with this 100% Tobacco-Free Campus Policy. Impacted individuals include: all employees, students, vendors, contractors and guests of the University of Findlay. Persons observing a violation of this policy should, if feasible, and in a respectful and polite manner, inform the violator about the 100% Tobacco-Free Campus Policy by directing their attention to the appropriate signage. Continued or repeated

non-compliance with the policy should not be handled by individuals but should instead be reported to campus authority including, when appropriate, the office of campus security.

Signage indicating the University of Findlay is a tobacco-free environment will be posted throughout University property at building entrances and other appropriate locations.

The University of Findlay Tobacco-Free policy will be included in organizational guidelines and student/faculty handbooks and related materials.

Effective Date: This policy will take effect on August 1, 2018.

Violations (Visitors)

If visitors (vendors, contractors, and guests) fail to comply with the 100% Tobacco-Free Campus Policy upon request, they will be asked to leave the campus.

Violations (Employees)

University of Findlay Employees in violation of the 100% Tobacco-Free Campus Policy University policy will be sanctioned according to the University policies and procedures that pertain to employees.

Violations (Students)

Students in violation of the 100% Tobacco-Free Campus Policy will be sanctioned according to University policies and procedures that pertain to students.

Tobacco Cessation Education and Resources

Student and UF Employees: The Cosiano Health Center offers a variety of resources to help students quit tobacco use. Free one-on-one consultations are available for students to receive information on cessation aids and/or medications. University of Findlay Counseling services can assist with behavioral modifications and relapse. For more information, go to the University of Findlay website www.findlay.edu (Health Services) or call the Cosiano Health Center (419)434-4550.

The Fresh Start Program from the American Cancer Society is a group-based cessation program offered on the University of Findlay campus. The program is comprised of four one-hour sessions, lead by a certified facilitator.

Blanchard Valley Hospital also offers many different resources to help encourage cessation. For more information, visit the hospital website (www.bvhealthsystem.org) or call (419)425-5676.

UF Employees: The UMR (University of Findlay's third party insurance administrator) offers resources to employees who enroll in the university's health insurance plan. Information can be found on their website: <https://member.umar.com>.

Property Included

University of Findlay property as defined in the following boundary maps, including any property owned, operated, and controlled by the university.

[Main Campus/Armstrong Sports Complex](#)
[Western Farm](#)
[English Farm](#)
[All Hazards Training Center](#)
[Rieck Center](#)

7. Future Improvements in Fire Safety

The University of Findlay strives to continuously improve its fire prevention and safety efforts. Future fire prevention efforts at the University will continue to focus on sustaining fire prevention activities and assessment and adoption of new fire safety practices and education opportunities in the future.

Feedback and comments on current or future fire prevention activities is welcomed and encouraged by the Offices of Student Affairs and Campus Safety. Anyone with feedback on current programs or activities or new ideas for fire prevention programs should contact the Office of Campus Safety and Emergency Management at 419-434-4799.