2018 Annual Campus Security and Fire Safety Report

Prepared August 7, 2019
Table of Contents

PART I: ANNUAL SECURITY REPORT ........................................................................................................ 4

1. REPORTING CRIMES AND OTHER EMERGENCIES ................................................................. 4
   Reporting of Crimes .................................................................................................................. 4
   Emergency Reporting of Crimes .............................................................................................. 5
   Anonymous Reporting of Crimes .............................................................................................. 5

2. CAMPUS SECURITY DEPARTMENT .......................................................................................... 5
   Campus Patrol Officers ........................................................................................................... 5
   Law Enforcement Authority ...................................................................................................... 7
   Crimes Involving Student Organizations at Off-Campus Locations ............................................ 7

3. SECURITY OF AND ACCESS TO CAMPUS FACILITIES ....................................................... 7
   Security of and Access to Campus Facilities ........................................................................... 7
   Special Considerations for Residence Hall Access ................................................................. 7
   Security Considerations Used in Maintenance of Campus Facilities ....................................... 8

4. TIMELY WARNING REPORTS ........................................................................................................ 8
   Issuing Timely Warning Reports ............................................................................................. 8
   Distributing Timely Warning Reports ..................................................................................... 8

5. EMERGENCY RESPONSE AND EVACUATION PROCEDURES ......................................... 8
   Emergency Management Authority and Organizational Structure ............................................ 9
   Emergency Communication Systems and Methods .................................................................... 10
   Summary of Evacuation Procedures ....................................................................................... 10
   Testing the Emergency Response and Evacuation Procedures ............................................... 14

6. PREVENTING AND RESPONDING TO SEXUAL ASSAULT, STALKING, DATING, AND DOMESTIC VIOLENCE ................................................................................................. 14
   Definitions .................................................................................................................................. 15
   Reporting an Incident .............................................................................................................. 17
   Requests for Anonymity or That No Investigation or Discipline Be Pursued ................................ 18
   Procedures Victims Should Follow ............................................................................................ 19
   Preservation of Evidence ........................................................................................................... 19
   Confidential Resources ............................................................................................................. 20

7. SUPPORTIVE, INTERIM, REMEDIAL, AND PROTECTIVE MEASURES ................................. 21
   Availability of Remedial and Protective Measures .................................................................... 21
   Examples of Supportive, Interim, Remedial, and Protective Measures ..................................... 21
   Notification of Rights Regarding Remedial and Protective Measures ....................................... 22
   Protective Orders ...................................................................................................................... 22

8. VICTIM CONFIDENTIALITY AND COLLEGE DUTY TO REPORT ....................................... 23
   Privacy and Confidentiality ...................................................................................................... 23
   Responsibility to Report Prohibited Conduct ............................................................................ 24

9. PROCEDURES FOR INVESTIGATING AND RESOLVING REPORTS AGAINST STUDENTS AND EMPLOYEES; SANCTIONS ................................................................. 25
   Procedures for Investigating and Resolving Reports against Students and Employees ............... 25
Sanctions.................................................................................................................................................. 25
10. SEX OFFENDER REGISTRATION – CAMPUS SEX CRIMES PREVENTION ACT ............. 26
11. CAMPUS SECURITY POLICIES, CRIME PREVENTION, AND SAFETY AWARENESS
    PROGRAMS........................................................................................................................................... 26
    Responsibilities of College Community ................................................................................................. 27
    Threat Assessment Team ......................................................................................................................... 27
    Weapons Policy ..................................................................................................................................... 27
    Violence on Campus ................................................................................................................................. 28
    Missing Student Notification Policy ....................................................................................................... 28
    Educational Seminars .............................................................................................................................. 29
12. POLICIES GOVERNING USE OF ILLEGAL DRUGS AND ALCOHOL........................................ 30
13. DISCLOSURE OF CRIME STATISTICS ......................................................................................... 30
    Preparing the Annual Disclosure of Crime Statistics ........................................................................... 30
    Definitions of Reportable Crimes ........................................................................................................... 31
    Crime Statistics ..................................................................................................................................... 35
14. DAILY CRIME LOG ............................................................................................................................ 35
15. 2017 CRIME STATISTICS REPORT ............................................................................................... 36

PART II: ANNUAL FIRE SAFETY REPORT ............................................................................................ 39

1. FIRE SAFETY REPORT ....................................................................................................................... 39
2. FIRE STATISTICS DEFINITIONS ........................................................................................................ 39
3. FIRE LOG ............................................................................................................................................. 39
4. FIRE SAFETY EDUCATION AND TRAINING .................................................................................... 40
5. EVACUATION PROCEDURES IN CASE OF FIRE ............................................................................ 41
    Evacuation Procedures ............................................................................................................................ 41
    Emergency Exit Routes ........................................................................................................................... 41
    How to Report That a Fire Has Occurred ............................................................................................... 41
6. RESIDENCE HALL SYSTEMS AND POLICIES ............................................................................. 42
    On-Campus Residential Housing Fire Safety Systems ........................................................................... 42
    Residential Hall Fire Safety Policies ...................................................................................................... 43
    Prohibited Items and Activities ............................................................................................................. 44
7. PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY ............................................................ 44
8. 2017 FIRE STATISTICS REPORT ..................................................................................................... 45
This Campus Security and Fire Safety Report is presented in accordance with the required reporting under the Clery Act (“The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” formerly The Campus Security Act of 1990), as amended, including specifically the Campus Sexual Violence Elimination Act (a 2013 amendment to the Campus Security Act), and the Violence Against Women Reauthorization Act, as amended, and the applicable Higher Education Amendments, including the Higher Education Reauthorization Act of 1998, as amended.

Westminster College (College) is a private, comprehensive college in Salt Lake City, Utah. Students here experience the liberal arts blended with professional programs in an atmosphere dedicated to civic engagement. With the goal of guiding its graduates to just and successful lives, The College provides learning experiences for both undergraduate and graduate students that guarantee to be life changing. Faculty focus on teaching, learning, and developing distinctive, innovative programs, while students thrive on the College's urban Sugar House campus within minutes of the Rocky Mountains. Our community is comprised of just over 3,000 people (approximately 2100, undergraduate students, 565 graduate students, and 400 faculty and staff in ongoing positions) within the borders of a 32-acre campus which houses 29 facilities, including residence halls; a state-of-the-art, LEED-certified science center; a library; facilities for athletics and recreation; art and performance spaces, etc. While the College campus and the City of Salt Lake are relatively safe places, neither community is immune from incidents of crime.

PART I: ANNUAL SECURITY REPORT

1. REPORTING CRIMES AND OTHER EMERGENCIES

Reporting of Crimes

The College strongly encourages accurate and prompt reporting of information that may raise a safety or security concern, including crimes, threats, emergencies, and public safety related incidents, to campus patrol at 801.832.2525 and for hearing and speech impaired at 801.694.6176; and to the Salt Lake City Police Department at 801.799.3000. Students, faculty, staff, and guests are encouraged to report all incidents occurring on campus property, off campus involving members of the College community that could have an impact on the College, and any off campus incident involving College property to campus patrol in a timely manner. Campus patrol can be reached anytime, day or night. Upon request, campus patrol personnel will help victims of crime report the crime to SLCPD. Prompt reporting will assure timely warning notices on campus, and timely and accurate disclosure of crime statistics on our crime log and in our annual security report.

- To report a crime or request assistance 801.832.2525
- To text a request 801.694.6176
- When using a campus phone Dial 2525
For emergencies Dial 911
SLPD 801.799.3000

Employees of the campus-counseling center and the student health center are deemed “confidential employees” and are not generally required to forward reports of crimes to campus patrol. However, the College encourages employees of the campus-counseling center, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the College’s annual security report.

Emergency Reporting of Crimes

The College provides nine emergency blue light phones located at various places on campus to allow contact with campus security personnel at all times.

Anonymous Reporting of Crimes

The College offers several ways to report criminal activity while preserving privacy. If you are a victim of a crime and do not want to pursue action within the College system, you may still want to consider making a confidential report. With your permission, the director of campus security can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students or the College community, determine where there is a pattern of crime concerning a particular location, method, or assailant, and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Crimes may be reported anonymously using the general campus patrol e-mail: patrolanonymous@westminstercollege.edu.

2. CAMPUS SECURITY DEPARTMENT

Campus Patrol Officers

Nine full-time staff members including a director, supervisor, and seven patrol officers staff the College’s campus security department. Campus patrol officers protect and serve the community 24 hours daily. They present an open and helping attitude that creates a trusting relationship with students and other members of the community; they are always available to answer questions and deal with the problems young people encounter during their careers at the College. Campus patrol officers are responsible for the enforcement of rules and regulations prescribed by the College and are authorized to ask persons for identification and to determine whether the individuals have lawful business at the College, to issue parking
tickets, and to detain persons who have committed criminal offenses on campus. They are not sworn police officers and are not empowered with arrest authority.
Law Enforcement Authority

The Salt Lake City Police Department (SLCPD) has primary law enforcement jurisdiction of all property owned, leased, or under the control of the College; therefore, campus security relies on SLCPD to investigate any serious criminal incidents or situations which occur on any property owned, leased, or under the control of the College. These incidents include violent felony offenses, missing persons, or other situations that may affect the safety of persons on the campus or in the city. The College's campus patrol department cooperates and works closely with the SLCPD without a written memorandum of understanding. Our officers are trained in submitting accurate information to law enforcement agencies and are willing to be of assistance when a victim or witness needs support in filing a report.

Crimes Involving Student Organizations at Off-Campus Locations

The College does not have any officially recognized student organizations with off-campus locations.

3. SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Security of and Access to Campus Facilities

During business hours, the College is open to students, parents, faculty, staff, contractors, guests, and invitees. During non-business hours, access to all College facilities is by a controlled access system, issued keys, or by admittance via campus security. In case of periods of extended closing, the College will admit only those persons with prior approval.

The College campus is well lit and patrolled throughout the night and day by campus patrol. Campus patrol makes continuous rounds of the campus facilities 24 hours a day, seven days a week. Patrol officers make rounds on foot, in a vehicle, and on bicycle (weather permitting). The rounds include building walk-throughs, campus perimeter and interior checks, and a nightly locking/closure procedure. CCTV cameras are in operation in all of the parking structures and most of our buildings on campus.

Special Considerations for Residence Hall Access

A card access system controls access 24 hours a day for all campus residence halls. Each residential student has access only to his or her hall. In addition, for campus residence halls, two resident advisors are on duty each night from 5 pm to 8 am on weekdays and all day Saturday/Sunday. There is a hall monitor posted at the locked entrance of each residence hall during evening hours. Resident advisors conduct at least two rounds of each student housing building each night; and resident advisors are available by cell phone in case of an emergency. Resident advisors and hall monitors, work closely with campus security to ensure the safety of students and to control individuals entering residency halls.
Security Considerations Used in Maintenance of Campus Facilities

The facilities department maintains the buildings, grounds, and utility systems for the campus. Security service needs (including, but not limited to, inoperable doors, burned out lights, and broken windows) receive priority. Emergencies and after-hours safety issues are reported to the security department. Campus patrol routinely survey campus lighting and identifies and reports any deficiencies found, such as inadequate illumination and defective fixtures to the appropriate personnel for corrective action.

4. TIMELY WARNING REPORTS

Issuing Timely Warning Reports

The campus security department issues a timely warning report to the College community after receiving a report of certain types of criminal activity occurring on the College property, or incidents occurring off campus involving members of the College community that appear to pose a serious or continuous threat to students and/or employees. The director of campus security makes the decision to issue a timely warning on a case-by-case basis, after considering all available facts surrounding the College community, whether the crime is a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. A timely warning may be initiated for unusual crime reports occurring off-campus after consultation between campus patrol and the investigating law enforcement agency, depending on the nature and location of each incident, the status of the investigation, and other factors.

Distributing Timely Warning Reports

The director of campus security will distribute a timely warning using the College’s emergency notification system (ENS/REGOUP) that includes a campus e-mail, voicemail, and text messaging to faculty, staff, and student cell phones. This system provides information on crisis or time sensitive events, pertinent information, breaking developments, instructions, and appropriate response measures.

5. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The College has an Emergency Management Plan (Plan) that supports the College's ongoing risk and threat assessment operations, emergency preparedness provisions, and business continuity and recovery plans to provide prompt and effective response for the protection of College students, faculty, staff, and campus visitors in an emergency. The Plan establishes procedures and an organized structure to guide the College in responding to significant foreseeable emergencies on the College campus, or property owned or operated by the College. It also establishes evacuation procedures for a variety of scenarios. While no plan can absolutely prevent any damage during an
emergency, this College has developed this Plan to coordinate the resources, facilities, and personnel of the College, and other external agencies as appropriate, for an effective response to any foreseeable emergency.

For the full Emergency Management Plan, see [https://westminstercollege.edu/emergency-management-plan](https://westminstercollege.edu/emergency-management-plan).

**Emergency Management Authority and Organizational Structure**

During an emergency, the President, or their designee, has ultimate emergency responsibility and authority for officially declaring a campus-wide emergency or disaster, determining whether campus activities will be cancelled, and reviewing all strategic decisions. In the absence of the President, responsibility for the College’s emergency response will be carried out by the Provost; and thereafter, the Chief Risk Officer/General Counsel; thereafter, the Vice President of Finance and Administration; and thereafter, the Chief Student Affairs Officer; and thereafter, the next most-senior available administrator.

The president has designated the director of campus security as incident commander to oversee the management of all emergency activities, including development and implementation of strategic decisions. The incident commander is the ultimate internal authority for all emergency response efforts involving the College in a particular emergency. In an emergency, the president and incident commander will undertake an assessment of the situation to confirm that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus. If they determine there is an emergency, the College will, without delay and taking into account the safety of the community: a) determine the content of the notification; b) determine the appropriate segment or segments of the campus community to receive notification; and c) initiate the ENS, unless issuing a notification will, in the judgment of the incident commander, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The incident commander will utilize the College’s emergency communication systems and methods, described below, to notify the campus community of the emergency.

The emergency management executive team (EMET) and the emergency operations group (EOG) will assemble and meet in the EOC (emergency operations center). The EMET provides executive leadership, advice, and counsel to the president on high-level emergency management and recovery decisions for the College. The EOG is involved in tactical management of the response and recovery under direction of the Incident Commander and the management of the Emergency Operations Center Manager, organized as closely as feasible to the Incident Command Structure (ICS), depending on the specifics of the emergency.

- Chief Risk Officer
- Emergency Operations Center Manager
- Executive Director of Communications
The president, in consultation with the incident commander manager, has the sole authority to declare an end to any state of emergency.

Emergency Communication Systems and Methods

The College uses several different systems and methods of communication to alert students, faculty, staff, and others of a significant emergency. These include, as appropriate to the type and scope of emergency:

- Brief urgent messages communicated via email, voicemail, and text message using the College’s ENS, Regroup.
- Information is also posted as follows:
  - College Website (www.westminstercollege.edu)
  - College Facebook page (www.facebook.com/westminsterslc)
  - Social media (https://twitter.com/westminsterslc)
- Broadcast media: local radio, television, and online media outlets
- Other methods (bullhorns, flyers, building runners, personal emails, and phone calls).

In case of a significant emergency, some or all of these systems will provide information about the nature of the emergency, what to do, and where to get additional details. The College will, immediately, and taking into account the safety of the community, determine the content of the notification and initiate the ENS, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency updates and further information will be provided by postings to the listed websites, emails, or texts to the College community, and other methods as needed.

Summary of Evacuation Procedures

All members of the College community should become familiar with these recommended evacuation procedures. This includes learning where exits are located in classroom, work, and residential buildings, knowing the location of the assembly area designated for your location, and knowing the off-campus transportation pick-up site. Full evacuation procedures, additional
information regarding assisting individuals with disabilities, and a complete listing of designated assembly areas, are detailed in Appendix B of the Emergency Management Plan.

An evacuation may be necessary when conditions are such that it is no longer safe for individuals to remain inside of a single building or area, within a section of campus, or anywhere on campus, whether due to extensive failure of critical systems or other danger(s). You may be notified to evacuate by the sounding of a fire alarm in the building, a directive from campus security or College facilities personnel, or by an evacuation order communicated through the ENS. However, if you are in a campus building and, despite not having received any order to evacuate, you believe it is not safe for individuals to remain inside the building (due to a fire or hazardous materials leak, for example), pull the nearest fire alarm to alert all those in the building to evacuate, and follow the evacuation procedures below.

1. Building or Area Evacuation

If a fire alarm sounds or you receive an order to evacuate from Public Safety or College facilities personnel or through the ENS, follow these procedures:

- Stay calm, do not rush, and do not panic.
- If safe to do so, gather your essential personal belongings, including personal identification, purse/wallet, keys, and prescription medications; as it may be hours or days before you are allowed back in the building.
- If safe to do so, close the doors and windows in your immediate area, but do not lock them.
- Proceed to the nearest exit.
- DO NOT use elevators.
- Once outside, move quickly away from the building to the designated evacuation assembly area for your location. (See Accounting for Individuals Following Building Evacuation, below).
- Report to the appropriate supervisor or instructor and let him/her know that you are safe.
- Report any medical emergencies or individuals remaining in the building to emergency officials, either in person (if emergency officials are present on the scene) or by calling 911, or campus patrol at extension 2525, or 801.832.2525 from off-campus.
- Contact campus patrol at extension 2525, or 801.832.2525 from off-campus, if you noticed significant damage to property or anything unusual during your evacuation.
- Do not reenter the building under any circumstances until it has been cleared for reentry by campus patrol or through the ENS.
- Await and follow instructions from campus security, campus safety, other College personnel, or law enforcement/emergency officials.
Accounting for Individuals following Building/Area Evacuation

It is important to report to your designated assembly area so that the College can attempt to account for all members of the community.

As quickly as possible, depending on the nature and scope of the emergency and the feasibility of meeting at the designated assembly area(s), faculty of classes that were in session, workplace supervisors, residence life staff, or designated building guardians will account for their students and staff known or presumed to have been in the building/area, and report missing and/or presumed missing individuals to campus patrol or emergency officials. As it is safe to do so, campus patrol or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.

If you leave campus after evacuating a building or area without reporting to your designated assembly area, please try to email or call the faculty of your class that was in session at the time of the evacuation, your supervisor, residence life staff, or your dean, as appropriate, to advise them that you are safe and of your location. You may also reply to a message received over the ENS to provide your location and status.

2. Campus Evacuation

In case of a campus-wide disaster, such as a major earthquake, large hazardous materials release, or widespread fire, the entire campus may need to be evacuated because of extensive failure of critical systems or other dangers on campus. In such cases, the incident commander, in consultation with the EOG and the president (or surrogate/designee), campus safety, and others, depending on the situation, may order an evacuation and, with the coordination of any appropriate external agencies, will determine the scope and method of implementing such an evacuation, as warranted by the situation.

The ENS will alert the campus community on specific evacuation details. However, if an order is given to evacuate the campus or a section of campus, follow these general procedures:

- Individuals should follow the building evacuation procedures set forth above to evacuate the building or area in which they are located. Depending on the nature of the emergency leading to the order to evacuate, campus patrol and the ENS will provide instructions on whether individuals should proceed to their designated assembly location first for an accounting of persons, or take other measures, which may depend on whether they have their own transportation off campus or need transportation.
- Students should not return to the evacuated building(s) or area(s) to retrieve personal belongings unless advised by campus patrol or the ENS that it is safe to do so.
- It may be necessary to implement a phased evacuation, in order to minimize the time needed to evacuate and manage traffic congestion. The evacuation order and instructions will include specific information regarding the order in which particular
campus locations or constituents will evacuate, when the evacuation will begin, the logistics and routes to be used, and other relevant information.

- Students, employees, and campus visitors who have vehicles on or near campus are encouraged to carpool with others who are without readily available transportation.
- The College will contract with vendors and/or arrange with other local or regional transportation organizations to provide buses, vans, or other vehicles to transport students, faculty, staff and campus visitors without their own transportation to safe locations off campus, depending on the nature and scope of the emergency.
- Individuals who do not have their own transportation should report to a designated to pick up area for College-provided transportation.

**Accounting for Individuals Following Campus Evacuation**

Processes for accounting for students and employees, and to the extent possible, campus visitors, will depend on the nature and scope of the emergency, whether individuals have been told to report to designated assembly areas before evacuating campus, and whether individuals use College-provided transportation, their own transportation, or carpool with others from campus.

If individuals have been told to report to designated assembly areas before evacuating campus, faculty of classes that were in session, workplace supervisors, residence life staff, or designated building guardians will try to account for their students and staff known or presumed to have been in the building/area when the evacuation began, and report missing and/or presumed missing individuals to campus patrol or emergency officials on the scene.

If you leave campus after evacuating a building or area without reporting to your designated assembly area, please try to email or call the faculty of your class that was in session at the time of the evacuation, your supervisor, residence life staff, or your dean, as appropriate, to advise them that you are safe and of your location. You may also reply to a message received over the ENS to provide your location and status.

### 3. Evacuation of Individuals with Disabilities

If you have a disability and are unable to evacuate a building or area on your own, stay calm and take steps to protect yourself, as appropriate. Call 911 or campus patrol at extension 2525, and tell the responder where you are or where you will be, and if you have a service animal or other assistive devices or equipment. If you must move:
• Move to an exterior enclosed stairwell.
• Request persons exiting by way of the stairwell to notify emergency officials of your location.
• Follow all other evacuation procedures.

It is suggested that individuals with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of the best methods of assistance during an emergency. These individuals are encouraged to inform College administrators designated to respond to requests for disability accommodations, and/or resident advisers, roommates, classmates, co-workers, friends, faculty, and supervisors, of what special assistance they may require to receive effective emergency communications notices; and to respond to emergency situations so that interactive, advance planning can be done to see that such individuals receive emergency communications; and to provide special or additional assistance in an emergency. A few non-exclusive examples of preplanning measures include:

• Learning alternate exit routes from commonly used areas
• Identifying a "buddy" to help
• Keeping extra medication, assistive devices, etc. on hand
• Wearing medical alert tags to inform emergency personnel or volunteers of pertinent health conditions

In an emergency, all members of the College community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of the College community should report to College personnel or emergency responders the condition and location of any person unable to leave a building or area being evacuated.

Testing the Emergency Response and Evacuation Procedures

The College tests its emergency response and evacuation procedures and publicizes its Emergency Management Plan at least annually during the Great Shake Out earthquake drill. Other drills are conducted throughout the academic year with tests that may be announced or unannounced. The department of safety maintains documentation for each test, a description of the exercise, the date and time of the test, and whether the test was announced or unannounced.

6. PREVENTING AND RESPONDING TO SEXUAL ASSAULT, STALKING, DATING, AND DOMESTIC VIOLENCE

The College is committed to providing a safe and non-discriminatory learning and working environment for all members of the College community. The College prohibits sexual misconduct
and related relationship violence offenses constituting crimes under Utah and/or federal law; specifically including dating violence, domestic violence, sexual assault, and stalking, as they are defined for purposes of the Clery Act, as well as sexual misconduct prohibited under the College’s Policy on Sexual Assault, Sexual and Gender-Based Harassment; Gender-Based Discrimination; and Interpersonal Violence (Title IX Policy).

The College has adopted this policy with a commitment to: 1) eliminating, preventing, and addressing the effects of prohibited conduct; 2) fostering the College’s community of trust, in which prohibited conduct is not tolerated; 3) cultivating a climate where all individuals are well-informed and supported in reporting prohibited conduct; 4) providing a fair and impartial process for all parties; and 5) identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed.

Students or employees who violate this policy may face disciplinary action up to and including expulsion or termination; and third parties who violate this policy may have their contractual or campus access rights terminated. The College will take prompt and equitable action to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. The College conducts ongoing prevention, awareness, and training programs for students and employees to facilitate the goals of this policy.

It is the responsibility of every member of the College community to foster an environment free of prohibited conduct. All members of the College community are encouraged to take reasonable and prudent actions to prevent or stop an act of prohibited conduct. The College will support and assist community members who take such actions.

Definitions

1. Dating Violence

For purposes of the Clery Act, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Any act of physical violence or threatened act of physical violence that occurs between individuals who are involved or have been involved in an intimate or romantic relationship. For the purpose of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse, or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
2. Domestic Violence

For purposes of the Clery Act, domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with the victim, as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. For more information on the crime of domestic violence in Utah see Utah Code Ann. 77-36-1 (2017).

3. Sexual Assault

Sexual assault (in Utah referred to as sexual battery) is actual or attempted sexual or intimate contact with another person without their consent, or when they are incapable of giving consent. For purposes of the Clery Act, sexual assault is defined as an offense that meets the definitions of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668.

Sexual or intimate contact is intentionally touching another person’s intimate parts (breasts, buttocks, groin, or genitals, whether clothed or unclothed) without that person’s consent; coercing, forcing, or attempting to coerce or force a person to touch their own or another person’s intimate parts without the consent of the person who is being coerced or forced to act; rape, which is defined as penetration, no matter how slight, of 1) the vagina or anus of a person by any body part of another person, or by an object; or 2) the mouth of a person by any sex organ of another person, without that person’s consent; 3) sexual activity with a minor under 18 years of age where the sexual partner is more than three years older and entices or coerces participation in sexual activity. Additional guidance on sexual assault in Utah can be found in, Utah Code Ann. 76-9-702.1 (2015).

Consent is present when clearly understandable words or actions manifest a knowing, voluntary agreement between parties to engage in specific sexual or intimate contact with each other. When determining whether consent was present, the College will consider whether a reasonable, sober person would consider the words or actions of the parties to clearly express a knowing, voluntary agreement between them to engage in specific sexual or intimate contact with each other. Consent may never be given by persons who are incapacitated (whether as a result of drugs, alcohol, prescription medications, or lack of sleep), unconscious, asleep, or otherwise physically helpless, or mentally or physically unable to make informed, rational judgments; persons under 18 years of age where the sexual partner is more than three years older and entices or coerces participation in sexual activity; or persons with certain mental disabilities, if their disability was reasonably
knowable to a sexual partner. Additional guidance on consent in Utah can be found in, Utah Code Ann. 76-5-406 (2015).

4. Stalking

For purposes of the Clery Act, stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including acts in which a person directly, indirectly, or through third parties; by any action, method, device, or means; follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. Substantial emotional distress means significant mental suffering or anguish. Stalking includes “cyber-stalking,” a form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact. For more information on the crime of stalking in Utah see 76-5-106.5 (2017).

Reporting an Incident

The College encourages all students and employees to immediately report incidents of sexual misconduct. There are multiple channels for reporting prohibited conduct. A reporting party may choose to report to the College, to law enforcement, to both, or to neither. Reporting parties may simultaneously pursue criminal actions through law enforcement and investigations through the College’s procedures. The College will support reporting parties in understanding, assessing, and pursuing these options.

1. Reporting to Law Enforcement

Reporting parties have the right to notify or decline to notify law enforcement. In keeping with its commitment to taking all appropriate steps to eliminate, prevent, and remedy all prohibited conduct, the College urges reporting parties to report prohibited conduct immediately to local law enforcement by contacting:

- 911 (for emergencies)
- Salt Lake Police Department 801.799.3000

Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking emergency protective orders. Their jurisdiction reaches beyond the boundary of the campus and for that reason reporting to law enforcement may provide the opportunity for broader protection. Although a police report may be made at any time, reporting parties should be aware that a statute of limitations may apply to certain crimes in Utah. The College will assist reporting parties in notifying law enforcement if they choose to do so.
2. Reporting to the College

The College also urges anyone who experiences or becomes aware of an incident of prohibited conduct to report the incident immediately to the College through the following reporting options:

- Contact the College’s Title IX coordinator or deputy Title IX coordinator by telephone, email, or in person during regular office hours at their respective locations, email addresses, and/or phone numbers listed above;
- Submit a report online at westministercollege.edu/about/resources/title-ix. A report may be made anonymously. However, if any information identifying the reporting party or respondent is given, the report will no longer be considered anonymous and the College will proceed accordingly; or
- Contact campus patrol at 801.832.2525. Campus patrol will assist with safety but are not law enforcement officers.

There is no time limit for reporting prohibited conduct to the College under this policy; however, the College’s ability to respond may diminish over time, as evidence may erode, memories may fade, and respondents may no longer be affiliated with the College. If the respondent is no longer a student or an employee, the College will provide reasonably appropriate supportive measures, assist the reporting party in identifying external reporting options, and take reasonable steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

3. No Discipline for Drug and Alcohol Violations

To encourage the reporting of prohibited conduct, the College will not pursue disciplinary action for disclosure of illegal personal consumption of drugs or alcohol where such disclosures are made in connection with a good faith report or investigation of prohibited conduct.

Requests for Anonymity or That No Investigation or Discipline Be Pursued

If a party reports prohibited conduct to the College but requests anonymity or that no investigation into a particular incident be conducted or disciplinary action pursued, the College must weigh the reporting party’s request against the College’s obligation to provide a safe, non-discriminatory environment for all members of the campus community, including the reporting party. If the College honors the request, a reporting party must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a reporting party’s request for anonymity or that no investigation or discipline be pursued in order to provide a safe, non-discriminatory environment for all
members of the campus community. The College has designated the Title IX coordinator to evaluate such requests according to Title IX procedures.

Procedures Victims Should Follow

If you are raped or sexually assaulted, or are the victim of any other domestic/dating violence or stalking, please follow these steps (as applicable):

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Don't wash or change clothes if you can avoid it. If you do change clothes, put all of the clothing that you were wearing at the time of the attack in a paper (not plastic) bag.
- Get medical attention as soon as possible to make sure you are physically well, and to collect important evidence in the event you may wish to later take legal action. Note: You do not have to answer any questions from the police, or otherwise cooperate in any criminal investigation, as a condition for receiving a forensic medical exam.
- Contact campus patrol at 801.832.2525. Campus patrol will assist with safety but are not law enforcement officers.
- Contact someone you trust to be with you and support you.
- Talk with a counselor who will maintain confidentiality, help explain your options, and provide information and emotional support. Confidential resources are listed above.
- Consider notifying local law enforcement, Salt Lake Police Department, at 801.799.3000.

At your request, campus patrol will assist you through the process and help you access the appropriate law enforcement agency. It is your choice whether to report to law enforcement and whether to pursue criminal charges.

Preservation of Evidence

The College recognizes that making the decision to report prohibited conduct may take time. Nevertheless, pending the decision to report, all individuals are strongly encouraged to take immediate steps to preserve all evidence that might support a future report of prohibited conduct, a protective order; or an investigation by the police, the College, or both. Such evidence may include the following:

- A forensic sexual assault examination (within 72 hours)
- Any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags)
- Electronic exchanges (e.g., text messages, emails; and Facebook, Instagram, Snapchat, or other social media posts, to the extent that they can be captured or preserved)
• Photographs (including photographs stored on smartphones and other devices)
• Voice mail messages and other physical, documentary and/or electronic data that might be helpful or relevant in an investigation

Confidential Resources

Students and employees are urged to seek immediate emotional support after any incident of prohibited conduct. There are a number of confidential sources and “hotlines” for crisis counseling, both at the College and in the local community. Confidential counselors can provide trauma-informed support and offer information about reporting options.

The following resources are available for students and employees seeking confidential, trauma-informed counseling and support:

<table>
<thead>
<tr>
<th>CONFIDENTIAL RESOURCES</th>
<th>Resource</th>
<th>Telephone Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rape Recovery Center</td>
<td>801.467.7273</td>
<td>2035 South 1300 East</td>
</tr>
<tr>
<td></td>
<td>Campus Counseling Center</td>
<td>801.832.2465</td>
<td>Shaw Center Lower Level – students only</td>
</tr>
<tr>
<td></td>
<td>Westminster Student Health</td>
<td>801.832.2239</td>
<td>Shaw Center Lower Level – students only</td>
</tr>
<tr>
<td></td>
<td>Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>State-wide crisis line</td>
<td>888.421.1100</td>
<td>24-hour crisis line</td>
</tr>
<tr>
<td></td>
<td>National Sexual Assault Hotline</td>
<td>800.656.4673</td>
<td>24-hour hotline</td>
</tr>
<tr>
<td></td>
<td>Family Justice Center (YWCA)</td>
<td>801.537.8600</td>
<td>24-hour crisis line</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>310 East 300 South, Second Floor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Salt Lake City, UT 84111</td>
</tr>
<tr>
<td></td>
<td>Cigna Life Assistance Program</td>
<td>800.538.3543</td>
<td>Employee Assistance Program – Full-time</td>
</tr>
<tr>
<td></td>
<td>(EAP)</td>
<td></td>
<td>employees only</td>
</tr>
</tbody>
</table>

The following resources are not confidential, meaning that any reports of prohibited conduct to them must be shared with the Title IX coordinator. However, they are available to provide assistance and support to reporting parties, complainants, and respondents.

<table>
<thead>
<tr>
<th>NON-CONFIDENTIAL RESOURCES</th>
<th>Resource</th>
<th>Telephone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Students Only)</td>
<td>Dean of Students Office</td>
<td>801.832.2230</td>
<td>Shaw Center</td>
</tr>
<tr>
<td></td>
<td>Office of Spiritual Life</td>
<td>801.832.2232</td>
<td>Shaw Center Lower Level</td>
</tr>
<tr>
<td></td>
<td>Resident Advisors</td>
<td></td>
<td>Residence Halls</td>
</tr>
<tr>
<td></td>
<td>Resident Life Staff Members</td>
<td>801.832.2245</td>
<td>Shaw Center Lower Level</td>
</tr>
</tbody>
</table>
In addition, the College’s victim advocate is available to meet with student survivors regarding incidents of sexual or interpersonal violence, assist them with obtaining supportive measures from the College, and help them navigate the internal investigation and criminal processes. The victim advocate can be reached at advocate@westiminsterCollege.edu.

7. SUPPORTIVE, INTERIM, REMEDIAL, AND PROTECTIVE MEASURES

Availability of Remedial and Protective Measures

The College offers a wide range of appropriate measures to provide support and guidance to students and employees throughout the initiation, investigation, and resolution of a report of prohibited conduct. The College also offers reasonable measures to protect reporting parties, complainants, and respondents and to facilitate their continued access to College employment or education programs and activities. The College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The Title IX coordinator will determine whether to impose any remedial measures for the protection or well-being of either party, including the extension of any interim measures in place during the investigation. The specific circumstances of each case will determine the availability of remedial and protective measures. The Title IX coordinator will consider a number of factors in determining which measures to take, including the needs of the student seeking remedial and/or protective measures; the severity or pervasiveness of the alleged prohibited conduct; any continuing effects on the complainant; whether the complainant and the respondent share the same residence hall, academic course(s) or job; and whether other judicial measures are in place (e.g., protective orders). Protective and remedial measures may be temporary or permanent and may be modified by the College as circumstances change.

Examples of Supportive, Interim, Remedial, and Protective Measures

Available measures include supportive measures (before an investigation has been initiated), interim measures (during an investigation), remedial measures (after an investigation finding has been issued), and protective measures (those designed to protect someone from harm). These measures include the following:

- Housing relocation.
- No contact orders limiting or preventing communication.
- Limiting access to facilities, activities, or programs.
- No trespass orders.
- Academic schedule changes.
• Alternate course completion options.
• Arranging for incompletes or withdrawal from a course or from campus without penalty.
• Leaves of absence.
• Changing work schedules, job assignments, or work locations.
• Interim suspension.
• Administrative leave.
• Referrals to counseling services and other health providers on and off campus.
• Referrals to community and national organizations and resources.
• Rescheduling an exam or extending assignment deadline.
• Access to academic supports, such as tutoring.
• Preserving eligibility for academic, athletic, or other scholarships, financial aid, internships, study abroad, or foreign student visas.

Notification of Rights Regarding Remedial and Protective Measures

When a student or employee reports to the College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the Title IX coordinator will ensure students and employees receive written notification of all their rights and options, regardless of whether they choose to report prohibited conduct to the College or to the police. This notification will describe options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. It will also provide notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the College and in the community. Students and employees are entitled to receive information, assistance, and a broad range of support and remedial measures, as reasonably available, regardless of whether they choose to pursue criminal and/or College disciplinary resolution of prohibited conduct.

Protective Orders

Where prohibited conduct is reported, it may be possible to obtain a court-ordered emergency or preliminary protective order. These protective orders may be issued if the judge or magistrate believes that there is an immediate threat to health or safety. Later, after a full hearing, the court may agree to issue a permanent protective order, in appropriate cases. “Protective orders” are separate and distinct from “no-contact directives” (described above). Protective orders are obtained only from a court of law and are enforceable anywhere in the United States; their violation may result in criminal charges. In contrast, the Title IX coordinator arranges no-contact directives, which are enforceable through the College. Students or employees may speak with the College’s director of campus security who can
explain the process for seeking a protective order and can escort a student or employee to the appropriate office to initiate a petition seeking a protective order.

8. VICTIM CONFIDENTIALITY AND COLLEGE DUTY TO REPORT

The College is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. The College also is committed to providing assistance to help students, employees, and third parties make informed choices. With respect to any report which the College is required to make under this policy, the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

Privacy and Confidentiality

Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy means that information related to a report of prohibited conduct will be shared with a limited circle of College employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the College response to reports of prohibited conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”). The privacy of an individual’s medical and related records generally is protected by the Health Insurance Portability and Accountability Act (“HIPAA”), and there are additional protections under FERPA and Utah law. Access to an employee’s personnel records may be restricted in accordance with Utah law and/or human resources departmental policies.

Confidentiality: Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other person without the express permission of the individual. The College has designated individuals who have the ability to have confidential communications as “confidential employees.” Confidential employees cannot reveal confidential information to any third party unless there is an imminent threat of harm to self or others. Non-identifying, aggregate data may be shared for statistical purposes consistent with the Clery Act.
Responsibility to Report Prohibited Conduct

1. Employee Responsibility to Report Disclosures of Prohibited Conduct: An employee’s responsibility to report incidents of prohibited conduct depends on whether they are designated as a “confidential employee” or a “responsible employee.”

   **Confidential employee** means an employee of the Campus Counseling Center or the Westminster Student Health Center. A confidential employee will not disclose information about prohibited conduct to third parties, including the College; provided; however, that confidential employees may be required by law to report such information to law enforcement in the event of imminent threat of harm to self or others.

   **Responsible employee** means any faculty or staff who is not an employee of the Campus Counseling Center or the Westminster Student Health Center. A responsible employee is required to report to the College’s Title IX coordinator all relevant details obtained directly or indirectly about an incident of prohibited conduct that involves any student or employee as a reporting party, complainant, respondent, or witness; including dates, times, locations, and names of parties and witnesses.

2. College Responsibility to Report Prohibited Conduct to Law Enforcement, the State, or the Campus Community: Under Utah law, the College is required to report to law enforcement and/or the Utah Department of Family Services suspected sexual or physical abuse involving persons under 18 years of age where the sexual partner is more than three years older and entices or coerces participation in sexual activity. Also, under certain circumstances, the College may be required to notify law enforcement and/or the campus community of prohibited conduct in order to provide a safe, non-discriminatory environment for all students. When issuing timely warnings to the College community, the College withholds the names and other personally identifying information of reporting parties while still providing enough information for community members to make safety decisions.

3. College Responsibility for Clery Act Reporting: Pursuant to the Clery Act, the College includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the College to issue timely warnings to the University community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students and employees. Consistent with the Clery Act, the College withholds the names and other personally identifying information of complainants when issuing timely warnings or emergency notifications to the College community, and in maintaining the daily crime log. The College will
also maintain as confidential any accommodations or protective measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

9. PROCEDURES FOR INVESTIGATING AND RESOLVING REPORTS AGAINST STUDENTS AND EMPLOYEES; SANCTIONS

Procedures for Investigating and Resolving Reports against Students and Employees

There are College procedures available to all students and employees reporting instances of sexual misconduct, as specified and incorporated in the College’s Title IX policy, which are incorporated into this report. The policy and the procedures are designed to provide prompt, fair, and impartial investigation and resolution processes; and will be conducted by individuals who have received annual training on the issues related to sexual misconduct cases (including domestic violence, dating violence, sexual assault, and stalking) and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The procedures also address interim measures that can include, but not be limited to, changes in academic and living situations and no-contact directives.

The College’s Title IX policy and related procedures outline the steps for conducting investigations, charges, hearings, and notification of both the complainant and the respondent throughout the process, as well as the range of potential sanctions for sexual misconduct. The respondent and the complainant involved in alleged student sexual misconduct cases are entitled to be accompanied to disciplinary proceedings by an advisor of choice specified under the above-referenced procedures. The parties are also entitled to prompt notification of the outcome of these proceedings as specified in the procedures, including simultaneous written notice of the decision, the appeal process, any change to the decision, and when the decision becomes final. The College uses a preponderance of evidence standard during any College disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking. “Preponderance of the evidence” means that it is more likely than not that a policy violation occurred.

Sanctions

The College may impose sanctions, detailed in the Title IX Policy and related procedures, ranging from a warning to dismissal from the College for individuals found to be responsible for dating violence, domestic violence, sexual assault, or stalking in violation of the policy.

Following are the sanctions which may be imposed on student respondents:
### DISCIPLINARY SANCTIONS FOR STUDENTS

<table>
<thead>
<tr>
<th>Sanction</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warning</td>
<td>No trespass ordered issued by SLPD</td>
</tr>
<tr>
<td>Written warning</td>
<td>No contact order</td>
</tr>
<tr>
<td>Advisory letter</td>
<td>Loss of privileges</td>
</tr>
<tr>
<td>Monitoring</td>
<td>Degree revocation</td>
</tr>
<tr>
<td>Required training or education</td>
<td>Withholding diploma</td>
</tr>
<tr>
<td>Probation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Transcript notation regarding non-academic suspension/expulsion</td>
<td>Revocation of admissions offer</td>
</tr>
<tr>
<td>Disciplinary suspension</td>
<td>Community service</td>
</tr>
<tr>
<td>Disciplinary hold on academic and/or financial records</td>
<td>Loss of teaching, supervisory responsibility and/or resident advisor or leadership positions</td>
</tr>
<tr>
<td>Campus access restrictions</td>
<td></td>
</tr>
</tbody>
</table>

Sanctions for employee respondents are:

<table>
<thead>
<tr>
<th>DISCIPLINARY SANCTIONS FOR EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Verbal warning</td>
</tr>
<tr>
<td>Written warning</td>
</tr>
<tr>
<td>Required training or education</td>
</tr>
<tr>
<td>Transfer or demotion</td>
</tr>
<tr>
<td>Revocation of employment offer</td>
</tr>
<tr>
<td>Suspension with pay</td>
</tr>
<tr>
<td>Suspension without pay</td>
</tr>
<tr>
<td>Termination of contract</td>
</tr>
<tr>
<td>Termination of employment</td>
</tr>
</tbody>
</table>

### 10. SEX OFFENDER REGISTRATION – CAMPUS SEX CRIMES PREVENTION ACT

In accordance with the Campus Sex Crimes Prevention Act, law enforcement agency information concerning registered sex offenders may be obtained from the State of Utah at corrections.utah.gov.

### 11. CAMPUS SECURITY POLICIES, CRIME PREVENTION, AND SAFETY AWARENESS PROGRAMS

The College expects all members of the College community to assume responsibility for their own personal safety and the security of their personal property. In addition, the College has established a number of policies and procedures related to ensuring a reasonably safe College community.
Responsibilities of College Community

Members of the College community must assume responsibility for their own personal safety and the security of others. The following precautions should be used for guidance.

- Report all suspicious persons or activity to campus security immediately.
- Never take your personal safety for granted: remain alert and attentive to your surroundings for potential danger.
- Avoid walking alone at night; always walk with a companion or call campus security for an escort.
- Tell a roommate or friend who you will be with, where you are going, and when you expect to return.
- Limit your alcohol consumption and do not use illegal drugs so as not to dull your senses and make you more vulnerable to becoming a victim.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and do not lend them to anyone.
- Lock up your bicycles. Lock your car doors and close the windows when leaving your car.
- Always lock the door to your residence hall room whether you are there or not. Be certain that your door is locked when you go to sleep and keep the windows locked when you are not at home.
- Never leave valuables in your vehicle, especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.

Threat Assessment Team

To extend our efforts on emergency preparedness and prevention, the College has established a threat assessment team. The College’s threat assessment team is an active group of College staff who provide resources helpful to administrators, faculty, and staff dealing with threatening or disruptive individuals. Members of the group represent Campus Security Department, Office of the Dean of Students, Campus Counseling Center, and Office of General Counsel.

Weapons Policy

The possession, use, or display of firearms or any other dangerous weapons, including, but not limited to, switchblades, large knives, butterfly knives, hatchets, axes, swords, explosives, chemicals, stun guns, BB guns, or ammunition for weapons, is strictly prohibited on campus or while conducting College business off campus. The possession, storage, display, or use of any hazardous chemical, explosive, or incendiary device (including firecrackers or fireworks)
is also prohibited. Each member of the campus community has the responsibility and duty to immediately report any knowledge they may have regarding the possession, use, or display of weapons or ammunition on campus. Failure to abide by this policy may result in disciplinary action.

**Violence on Campus**

The College is committed to providing a safe environment that will be orderly, civil, and stable for all members of the campus community. Accordingly, violent or harassing behavior of any kind and at any level will not be tolerated. Such behavior includes, but is not limited to, threatening or intimidating words or gestures, throwing or directing objects at or near others, refusal to follow the instructions of campus patrol; and physical contact such as hitting, punching, or wrestling, unless such behavior occurs within an organized and supervised College activity. Each member of the campus community has the responsibility and duty to immediately report any violent or threatening behavior. Failure to follow this policy is grounds for immediate suspension and/or expulsion.

**Missing Student Notification Policy**

The College will initiate an investigation once a student who resides in campus housing has been reported missing for 24 hours. A student may be considered to be a "missing person" if the student's absence from campus is contrary to their usual pattern of behavior and the College has reasonable belief that the unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to: a) a report or suspicion that the student may be a victim of foul play; b) the student has expressed suicidal thoughts, may be drug dependent, or in a life threatening situation; or c) if the student is overdue returning to campus and is not heard from after giving a specific return time to friends or family.

If a member of the College community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact campus patrol. Campus patrol will collaborate with the student affairs staff to make an effort to locate the student and determine their state of health and well-being. Campus patrol will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.

Students may register one or more individuals to be a contact strictly for purposes of the missing student policy. This contact information will be registered confidentially, will be accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If students are under 18 years of age and not emancipated, the College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
Educational Seminars

Members of the student affairs staff, in cooperation with the campus security office, the campus safety office, the risk management office, and the Title IX coordinator, present student drug and alcohol prevention programs, sexual misconduct awareness/prevention and reporting/resources programs, general crime prevention programs, and emergency evacuation and safety programs, beginning with first-year orientation and continuing throughout each academic year. There are on-going programs that include lectures, workshops, videos, and student surveys.

- All new undergraduate students are required to complete the Haven online program on sexual assault and relationship violence, which is also offered to all upper-class students. All new students participate in bystander intervention training at the beginning of the fall semester. There are also sessions for all new undergraduate students on the College’s policies, procedures, and resources for sexual assault, domestic/dating violence, and stalking.
- There are numerous other educational programs and training efforts to prevent sexual assault, domestic/dating violence and stalking for incoming and continuing students. These prevention programs focus on various content areas including: definitions of dating violence, domestic violence, sexual assault, sexual harassment, stalking, sexual exploitation, and effective consent; addressing the root causes of sexual assault; promoting healthy relationships and sexual encounters; safe and positive options for bystander intervention; the effects of trauma; relationship between alcohol and sexual assault; and risk awareness and risk reduction. Some of these offered during the 2016-2017 academic year included in-person training at new student orientation; bystander intervention training; a Title IX symposium sponsored by the College; and V-Day events.
- Student affairs staff provide annual training for residential student leaders that addresses sexual assault, domestic/dating violence and stalking, alcohol, depression, self-harm, suicide, fire safety, and emergency preparedness.
- Students and employees are informed about campus security procedures, general crime prevention programs, and emergency evacuation and safety programs, and are encouraged to be responsible for their own security and the security of others. Examples of the educational programs provided each semester by the director of safety and director of security include emergency preparedness training including: active shooter, earthquake, and fire; fire extinguisher training; OSHA awareness; laboratory safety; chemical hygiene; preventing bicycle theft; and vehicle burglary awareness.
- There are a variety of educational programs and training efforts for new and existing employees to prevent sexual assault, domestic/dating violence and stalking, and to communicate the College’s expectations and resources for reporting of such offenses. All employees are required to complete the Haven online program on sexual assault and relationship violence. All College faculty receive in person training on the College’s policies, procedures and resources for sexual assault, domestic/dating...
violence and stalking in the fall. Many of the student educational programs described above are also open to employees.

12. POLICIES GOVERNING USE OF ILLEGAL DRUGS AND ALCOHOL

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, while on College property and while conducting College-related activities off College premises or as part of College activities, students and employees are prohibited from the unlawful possession, use, or distribution of illicit drugs or alcohol. Possession of paraphernalia (including, but not limited to, hookahs and bongs) associated with the use, possession, or manufacture of a controlled or illegal substance is also prohibited. The College permits the lawful use of alcohol at College events only when authorized in writing in accordance with the terms of the College’s Alcohol Service at College Events Policy.

All students are expected to abide by applicable federal, state, and local laws. In Utah, you must be at least 21 years of age to purchase, possess, or be provided with any alcoholic beverage. The College will report individuals found responsible for the unlawful possession, use, or distribution of illicit drugs or alcohol to local law enforcement authorities.

The College has a comprehensive Drug and Alcohol Abuse Prevention Program (DAAPP) that is available to all members of the College community. A copy of the College’s DAAPP is found at: https://www.westminstercollege.edu/policies.

The College distributes annually to students and employees information on DAAPP including the standards of conduct prohibiting the unlawful use of illicit drugs and alcohol, legal sanctions for the unlawful use of illicit drugs and alcohol, health risks associated with the use of illicit drugs and the abuse of alcohol, availability of drug and alcohol programs such as prevention, counseling, treatment, rehabilitation and re-entry to the academic environment or workforce, and disciplinary sanctions including law enforcement referral. The College also conducts a biennial review of the DAAPP to determine the effectiveness of the program and to ensure that the College is enforcing disciplinary sanctions for violating standards of conduct consistently.

13. DISCLOSURE OF CRIME STATISTICS

Preparing the Annual Disclosure of Crime Statistics

The Clery Act requires that colleges and universities collect and report statistics for certain offenses to provide transparency around campus crime policy and statistics. The director of campus security is responsible for collecting and reporting Clery crime statistics for the College. In addition to collecting information from campus patrol officers, the director of campus security will: 1) make a reasonable, good-faith effort to obtain statistics from local law enforcement for Clery crimes that occurred on or within the College’s Clery geography;
and 2) include statistics for Clery crimes that occurred on or within the College’s Clery geography that are reported by Campus Security Authorities.

Campus Security Authorities are individuals who are required for collecting statistical information for the purpose of making timely warning reports and the annual statistical disclosure. The College has designated the following individuals as Campus Security Authorities:

<table>
<thead>
<tr>
<th><strong>RISK DEPARTMENT</strong></th>
<th>Chief Risk Officer</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Director of Campus Security</td>
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<tr>
<td></td>
<td>All campus patrol officers</td>
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<td></td>
<td>Director of Risk Management and Compliance</td>
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<td></td>
<td>Director of Campus Safety</td>
</tr>
<tr>
<td><strong>ATHLETICS DEPARTMENT</strong></td>
<td>Director of Athletics</td>
</tr>
<tr>
<td></td>
<td>All athletic coaches and trainers</td>
</tr>
<tr>
<td><strong>DEAN OF STUDENTS OFFICE</strong></td>
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**Definitions of Reportable Crimes**

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

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

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

**Criminal Homicide** – Manslaughter by Negligence—the killing of another person through gross negligence.

**Criminal Homicide** – Murder and Non-Negligent Manslaughter— the willful (non-negligent) killing of one human being by another.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse, or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

**Destruction/Damage/Vandalism of Property** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Domestic Violence** – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Drug Abuse Violations** – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. These statistics include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Hate crime** – A crime reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. The crimes of Larceny-Theft, Simple
Assault, Intimidation, or Destruction/Damage/Vandalism of Property are also reported under Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrator’s bias against the victim.

The following are descriptions of the hate crime categories of bias.

A. Race – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

B. Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

C. Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

D. Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

E. Gender Identity – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

F. Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

G. National Origin – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

H. Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny-Theft (Except Motor Vehicle Theft)** – The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another, including attempted larcenies. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (This includes all cases where automobiles are taken by persons not having lawful access, even if the vehicles are later abandoned – including joyriding.)

Referred for Campus Disciplinary Action (Liquor Laws, Drugs, and Weapons Violations) – The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

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

Sexual Assault – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental incapacity.

C. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or to suffer substantial emotional distress. For the purpose of this definition “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Substantial emotional distress” means significant mental suffering or
anguish that may, but does not necessarily, require medical or other professional treatment or counseling. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

**Weapons: Carrying, Possessing, etc.** — The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Crime Statistics**

The below listed reports on crime statistics reflect the offenses and arrests reported to Department of Campus Security, Campus Security Authorities, and Salt Lake Police Department for crimes occurring within the College’s Clery geography. The statistics are compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, and the Federal Bureau of Investigations, as modified by the Hate Crime Statistics Act.

The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. Because all crimes may not have been reported to the local law enforcement agency or the Campus Security Authorities of the College, these statistics may or may not represent the actual crime rates on campus.

**14. DAILY CRIME LOG**

The director of campus security maintains a daily crime log that records all crimes reported to campus security, including crime reports from the Salt Lake City Police Department and the Salt Lake County Unified Police as received. This log contains the nature, date, time, and general location of each crime and the disposition of the complaint, if it is known. The log does not contain the names of the victims or the alleged perpetrators. The log also contains pertinent Clery information such as Clery crime designation as defined, and counts of incidents dictated by the Clery Act. These logs are archived and kept at least five years.

The daily crime log is open to public review within two business days of the initial report being made to campus security. A monthly tabulation of the daily crime log is located on the bulletin board in the lower level of Bamberger Hall next to the human resource department, in the campus security office located in Stock LL5, or the web site [https://www.westminstercollege.edu/EHS](https://www.westminstercollege.edu/EHS). If disclosure of such information is prohibited by law, would jeopardize the confidentiality of the victim, jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee, or result in the destruction of evidence, the information will be withheld until the possible damage is no longer likely. The
decision of when to release crime log information to the public is at the sole discretion of the director of campus security.

### 15. 2018 CRIME STATISTICS REPORT


The Campus Property column includes Residential Facilities data.

#### 2018 CRIME STATISTICS REPORT

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(1) Includes Residential Facilities
PART II: ANNUAL FIRE SAFETY REPORT

1. FIRE SAFETY REPORT

The Higher Education Opportunity Act, enacted August 14, 2008, requires institutions that maintain on-campus student housing to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this Act for the College. This Annual Fire Safety Report contains fire statistics for the three previous calendar years and information on campus safety. The College’s Department of Safety prepares and distributes this report.

2. FIRE STATISTICS DEFINITIONS

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill – A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Death – Any instance in which a person: i) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers or a fire or; ii) dies within one year of injuries sustained as a result of the fire.

Fire-related Injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

Intentional Fire – A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

Undetermined Fire – A fire in which the cause cannot be determined.

Unintentional Fire – A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Value of Property Damage – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

3. FIRE LOG

The director of campus safety maintains a combined daily fire log that includes all reported fires that occur in an on-campus housing facility. Any student housing fire that is reported to any official
at the College is recorded in the fire log. For each fire, the log includes the date the incident was reported; the nature of the fire; the date and time of the fire; and the general location of the fire. In addition, the College collects the following statistics for each on-campus student housing facility: the number of fires and the cause of each fire; the number of persons who received fire-related injuries that resulted in treatment at a medical facility, including the Student Health Services; the number of deaths related to a fire; and the value of property damage caused by a fire.

The College makes an entry to the log within two business days of receiving information about a fire. The fire log for the most recent 60-day period is posted for public inspection during normal business hours on the bulletin board on the lower floor of Bamberger Hall. The fire log can also be found online at https://www.westminstercollege.edu/EHS. The director of campus safety will make portions of the log older than 60 days available within two business days.

4. FIRE SAFETY EDUCATION AND TRAINING

The director of campus safety is responsible for the College’s fire prevention and safety training programs as well as regular fire and life safety inspections for on campus events. The director of campus safety, together with the office of residence life, conduct a fire and evacuation drill for all on-campus student housing facilities at least annually. In addition to the fire and evacuation drills, the director of campus safety conducts fire extinguisher training for all resident advisors and resident directors each year.

The purpose of the fire and evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. In addition to educating occupants of each building about fire safety and evacuation procedures during the drills, the process also provides the director of campus safety with an opportunity to test the operation of fire alarm system components. The resident advisors and resident directors are trained in these procedures and act as an ongoing resource for students living in residential facilities.

The director of campus safety documents each test it conducts, including a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. Evacuation drills are monitored by the director of campus safety to evaluate egress and behavioral patterns. Reports are prepared by the director of campus safety which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration.

The following educational programs are provided by director of campus safety annually to students residing in any on-campus student housing facility:

- Fire prevention in the residence halls
- What to do in the event of a fire
- How to report a fire or other emergency
5. EVACUATION PROCEDURES IN CASE OF FIRE

Evacuation Procedures

If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, if possible, call 911 and/or campus patrol at 801.832.2525.

- If a fire alarm is heard or seen, immediately begin evacuation of the building using the nearest fire exit door or stairwell
- Close all windows and doors behind you
- If a fire or smoke is discovered, sound the building alarm
- Notify campus patrol and/or dial 911
- Close the window to your room
- Alert others as you leave
- Do not use elevators
- Activate the fire alarm as you leave the building
- If you encounter smoke, stay near the floor and below the smoke
- Exit the building and assemble in the area established by your residence hall staff
- Do not leave the area until you have checked in with your resident advisor, faculty, or classroom instructor
- Do not return to an evacuated building unless told so by an authorized College official

Emergency Exit Routes

Be aware of the possible primary and secondary emergency exit routes, fire alarm pull stations, and emergency procedures of your place of residence. Those with physical disabilities should notify residence life, in advance, to plan for an evacuation. If you become temporarily disabled due to an injury or illness, residence life should be informed. Become familiar with the fire exits nearest your room and the evacuation plans on each floor of your building. Generally speaking, you should use the closest stairwell to your room; but you should be aware of a secondary exit in the event your primary exit becomes unusable.

How to Report That a Fire Has Occurred

Students, faculty and staff are instructed to call 911 to report fires occurring in, on, or around College’s buildings. In addition, if feasible, also report fires to campus patrol 801.832.2525.

For purposes of counting and disclosing fires in the College’s annual fire statistics, individuals should report fires to either of positions listed below:
6. RESIDENCE HALL SYSTEMS AND POLICIES

On-Campus Residential Housing Fire Safety Systems

Stock Hall, Behnken Hall, Olwell Hall, Hogle Hall, Carleson Hall and DRAW are equipped with fire alarms and full fire sprinkler systems.

- The building alarms sound when a smoke detector in the main corridor of the building is activated or a sprinkler head detects heat or is broken.
- Each individual bedroom and all common areas are equipped with smoke detectors and sprinkler heads.
- Interior room/apartment alarms do not sound the entire building alarm when activated.
- Sprinklers activate building alarms.
- Smoke detectors activated in an ADA room sound the building alarm.
- Building inspections are conducted by the director of campus safety to ensure that all smoke detectors are functioning properly.
- All apartments/main corridors of the buildings are equipped with fire extinguishers and alarms.
- All residence hall fire alarm systems, if activated, result in a signal being transmitted immediately to a monitoring place (Mountain Alarm).
- The Salt Lake Fire Department and campus patrol are notified immediately upon activation of the building alarms.
- Olwell Hall, Behnken Hall and Stock Hall apartments are equipped with two Carbon Monoxide detectors. These CO detectors, if activated, result in a signal being transmitted immediately to a monitoring place (Mountain Alarm). The Salt Lake Fire Department and campus patrol are notified immediately upon activation of the CO detectors.
Westminster College Residential Housing Fire Safety Systems

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Fire Alarm Monitoring</th>
<th>Smoke Detection</th>
<th>Sprinkler System</th>
<th>Fire Extinguishers</th>
<th>Evacuation Plans</th>
<th>Number of Fire Drills</th>
<th>CO Detection</th>
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</table>

Residential Hall Fire Safety Policies

**Smoking** -- Residence life policy and Utah state law prohibits smoking inside buildings and within 25 feet of building entrances, exits, windows that open and ventilation intakes. This applies to tobacco and all smoking materials, and includes e-cigarettes. Evidence of smoking, including residual odor, will be treated as a violation of this policy. Smoking out of windows and on the balconies or at the front doors of residence halls is also prohibited. Residents in continual violation of this policy will be subject to disciplinary action.

**Open Flames** -- Open flames, including candles, incense, menorahs, kerosene lamps and stoves, and other similar items, are not permitted in the residence halls. Burnt candles are subject to a $25 fine; 2nd offense, a $50 fine; 3rd offense, a $100 fine; and 4th offense, removal from campus housing.
Portable Appliances -- Circuit overloading is a cause of electrical failure and a potential fire hazard. With the proliferation of electrical appliances in the residence halls, the potential for circuit overloading is becoming greater. In order to reduce the load on residence hall electrical circuits and to eliminate the fire hazard posed by some appliances, the following restrictions have been set on the use or possession of electrical appliances:

- With the exception of small refrigerators and coffee makers, use or possession of any electrical appliance employed in food preparation or storage is prohibited in Hogle and Carleson rooms (e.g., microwave ovens, toaster ovens, hot plates, large refrigerators, skillets toasters, etc.). If you would like one of these items, you may use and store them in the kitchen area. In Olwell, Behnken, and Stock the above named items are allowed only in the kitchen areas.
- Irons, portable hair dryers, curlers, and other appliances of less than 500 watts are permitted.
- Only Underwriters Laboratories (UL listed) approved appliances are permitted. All appliances must be used properly and only for their intended purposes. The College reserves the right at all times to restrict the use of and/or confiscate appliances thought to pose fire and safety hazards.

Prohibited Items and Activities

- Candles
- Halogen lamps
- Smoking
- Live Christmas trees
- Ceiling tapestries
- Space heaters
- Hanging from or attaching anything to sprinkler heads or pipes
- Tampering with sprinkler heads or pipes
- Covering or otherwise obstructing sprinkler heads, smoke detectors, and/or other fire detection and suppression equipment

7. PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

The College continues to monitor trends to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help assure the safety of all students, faculty, and staff.
The data included in the 2018 Fire Statistics Report includes reported incidents for the periods January 1 – December 31, 2018; January 1 – December 31, 2017; and January 1 – December 31, 2016.

### FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES 2018

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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### FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES 2017

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<th>Residential Facilities</th>
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<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
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### FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

#### 2017

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