

2021

Aurora University

Security and Fire Safety  
Annual Report

(George Williams College,  
Williams Bay, WI)



For the year ended 31 December 2021  
Posted as required by law 1 October 2022

## Disclosure of Crime Statistics

Aurora University Campus Public Safety prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. George Williams College is a constituent college of Aurora University, located about 75 miles northwest of the main campus. The safety policies of Aurora University apply equally to the George Williams College campus.

- Publish an annual report containing three years of crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to campus and specific non-campus facilities. These statistics are gathered from campus security, local law enforcement and other university officials who have significant responsibility for student and campus activities.
- Provide Campus Safety alerts pertaining to crimes that have been committed and pose ongoing threats to students and employees.
- Disclose in a public campus crime log any reported crime occurring on campus or within the patrol boundaries of the campus police or campus security. Campus Public Safety maintains responsibility for preparing and distributing this report by Oct. 1 of each year. The report is prepared in cooperation with other university departments and local law enforcement agencies. The George Williams College of Aurora University annual crime statistics can be viewed at the Campus Public Safety offices at the Wiedensall Administration Building where copies of the report may also be requested.

This document is a compilation of policy and procedures from the student handbook (The “A Book”), Campus Public Safety departmental policies, mission and student affairs policies and Aurora University staff policies. In addition, crime statistics are gathered from area agencies as well as GWC’s and AU’s student life disciplinary database in order to compile and report Clery crime statistics for each calendar year.

## Campus Public Safety

George Williams College of Aurora University’s Campus Public Safety staff consists of a core of full- and part-time professionals. The department seeks to provide for the safety and security of all members of the university community through its safety and crime-prevention programs. Programs designed to inform students about campus safety procedures and practices are presented at the start of each academic year for incoming freshmen and transfer students. Staff members are informed of campus safety procedures and practices during their own orientations, which take place several times each year. In addition to these programs, Campus Public Safety offers information to the university community via email, brochures and educational offerings throughout the year.

Campus Public Safety reports to the Vice President for Operations (GWC). When a report is filed with Campus Public Safety, the matter may be referred to one of several offices for appropriate follow-up, especially when special circumstances are present. These offices include, but are not limited to, the Counseling Center, Health Services, Residence Life, the

Dean of Students and the Williams Bay Police Department. In all cases, these matters are handled by professional staff in a way that is sensitive to those involved.

## **Authority of Campus Public Safety Staff**

George Williams College of Aurora University Campus Public Safety staff have the authority to ask persons for identification and to determine whether individuals have lawful business at GWC. George Williams College Campus Public Safety staff also have the authority to enforce campus rules and regulations, as well as issue parking tickets, which are billed to financial accounts of students, faculty and staff. Campus Public Safety officers patrol all campus property as well as the neighborhood immediately adjacent to GWC property. Campus Public Safety officers do not have powers of arrest. Criminal incidents are referred to the Williams Bay Police Department or other law enforcement agencies that have jurisdiction on the campus. Campus Public Safety works closely with the Williams Bay Police Department and holds meetings with them to exchange crime-related information, reports and statistics. All crime victims and witnesses are strongly encouraged to immediately report any crime to Campus Public Safety and the Williams Bay Police Department. Prompt reporting will ensure timely posting of warning notices on campus and timely disclosures of crime statistics.

## **Relationship with the Williams Bay Police Department**

George Williams College of Aurora University Campus Public Safety has a close working relationship with the Williams Bay Police Department. Williams Bay police officers will assist GWC Campus Public Safety with incidents that exceed the capabilities of Campus Public Safety staff in order to protect the public peace and safety, and preserve the lives and property of all persons. Since GWC does not have any officially recognized student organizations with non-campus locations, students who live in off-campus housing are not specifically monitored by Williams Bay police any more than any other citizen of Williams Bay. Please be advised that due to Wisconsin open-record laws, there are times when AU becomes aware of charges made by the police. In cases involving students, faculty or staff, the university will hold its population accountable for their actions.

## **Staff Training**

The Campus Public Safety staff is composed of professionals with a wide array of experience. They receive intensive training in order to fully understand the policies and procedures of the university. Officers and other professionals are specifically trained in topics including (but are not limited to) patrol techniques, report writing, sensitivity training, first aid and AED operation, and emergency response. Campus Public Safety officers provide a highly visible security presence through frequent patrols of and through the campus. They also respond to and provide assistance during emergency situations.

## **Report Criminal Incidents**

Members of the university community are encouraged to promptly report emergencies and

criminal or suspicious activities to the Campus Public Safety office, located in the Wiedensall Administration Building, or by calling 262-245-8509.

Prompt reporting of emergencies and criminal or suspicious activities will allow campus authorities to determine if a timely warning or emergency notification is an appropriate course of action, and will enable accurate annual statistical disclosure. Campus Public Safety can serve as a liaison between George Williams College students or employees and the Williams Bay Police Department. Campus Public Safety encourages students and employees to file reports with Campus Public Safety, particularly in the aftermath of a serious or sensitive incident.

## Voluntary/Confidential Reporting

Victims of a crime or breach of University policy that do not want to pursue action within the university system or the criminal justice system, may still want to consider making a confidential report. George Williams College of Aurora University will maintain as confidential any accommodations or protective measures, that can be provided to you, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures to the rest of the university community. With permission, the Director of Campus Public Safety or their designee can file a report on the details of the incident without revealing your identity. The Williams Bay Police Department is informed of any crime that is reported to Campus Public Safety. However, this information is in the form of statistical data when the reporting party refuses assistance from the police.

The purpose of a confidential report is to comply with a desire to keep the matter confidential, while taking steps to ensure the future safety of you and others. With such information, GWC can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to the particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. For the purposes of the Clery Act, Campus Public Safety will report and disclose without the inclusion of identifying information.

Pastoral counselors (clergy members) and professional counselors are not mandatory reporters, and, thus, are able to keep anything reported to them confidential. Members of the GWC community are encouraged to speak with either a pastoral counselor or a professional counselor if they are unsure if they want to file an official report. If and when they deem it appropriate, pastoral or professional counselors will encourage and inform you of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Campus Security Authorities

Campus Security Authority (CSA) is a Clery specific term that encompasses four groups of

individuals and organizations associated with an institution:

- Campus Public Safety.
- Any individual who has responsibility for campus security but is not on the Campus Public Safety staff (i.e., contracted security).
- Any individual specified in an institution's statement of campus security policy as an individual to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution (examples include but are not limited to members of the residence life staff, coaches, student group advisers, student judicial affairs members).

## Security and Access to Campus Facilities

During business hours, George Williams College of Aurora University's administrative and academic buildings are open to students, parents, employees, contractors, guests and invitees. Exterior doors of residence halls are locked at all times and all are controlled electronically by card-access readers. Residence Hall staff provide residents with information on safety issues through programs, educational bulletin boards, floor meetings and posters.

Safety also ranks as a high priority for the University's Facilities Department. GWC uses its own employees, under direction of the Vice President for Operations, to perform regular building maintenance and repair of doors, windows, lighting and related safety items. The Vice President of Operations ensures keys are issued only to appropriate faculty, staff and students. Campus Public Safety staff are responsible for the daily locking and unlocking of most of the campus academic and administrative buildings. Campus Public Safety maintains a contact listing for on-call Facilities staff and outside contractors for after-hours response to and maintenance of security and/or building systems for all campus facilities.

## Emergency Notification System

George Williams College of Aurora University has a multi-tiered emergency notification system that allows administrators to contact the University community within minutes via text messaging, email, loudspeakers, web posting and social media. Thorough and rapid notification is one of the best protections available for members of the campus community.

The success of the system depends on the community receiving timely information. With this system, members of the George Williams College of Aurora University community will receive a text message on their cell phone. Students' cell phone numbers are automatically added to the system when they are registered as students. Campus Public Safety recommends that faculty

and staff log in to their Web Advisor accounts and add cell phone numbers to their emergency notification contact information.

When an emergency becomes known, a warning will be sent to the entire learning community. The University makes every effort to confirm the threat before sending out an alert; however, if the threat is severe, a warning will be sent out as a precautionary measure while the investigation continues. All emergency notification warnings will identify that the message is from George Williams College of Aurora University, list the date, include a description of the threat and give recommendations for safety measures. Once the threat is confirmed, a second message may be sent to update the community on safety measures that should be taken. When the threat is mitigated, an “all clear” message will be sent.

## Emergency Response and Evacuation Procedures

Every potential emergency requires a unique response. GWC Campus Public Safety is available 24 hours per day, seven days per week. Campus Public Safety works closely with the Williams Bay Police Department and the Williams Bay Fire Department for their assistance in the event of an emergency. The University also has partnerships with a variety of other organizations whose assistance will help mitigate an emergency.

Fire drills are conducted in every residence hall twice per year. These drills require a complete evacuation of the building and will test and evaluate the response to a fire alarm. Tests of the university’s notification system are conducted periodically, without notice.

Tabletop exercises and emergency response drills are performed periodically with targeted groups in order to assess emergency plans and capabilities. Before each emergency drill, an email announcement is sent to inform the AU community. These include emergency response information as well as evacuation procedures.

Aurora University including the George Williams College employs the Run, Hide, Fight protocol for active violent threats. Response to all other emergencies can generally be grouped into two categories. The first is “evacuation,” and the second is “shelter in place.” In the event of any emergency, the institution will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system; the exception being, if issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or visitors to campus, the AU community will be given instructions on the safest response to the emergency. Methods of notification include, but are not limited to:

- Verbal in person
- Verbal using loudspeakers
- Building speakers, where applicable
- Fire alarms

- Emergency notification system alarms:
  - Text via cell phone
  - Email
  - Web page announcement
  - Social media
  - University Computers

The Campus Emergency Operations Team (composed of senior members of University administration) will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students, faculty, or staff. A member of the Campus Emergency Operations Team will determine the content of the notification, whom to notify and who will initiate the notification. As the event unfolds, or when the threat is mitigated, Campus Public Safety will send further instruction messages or an “all clear” message.

#### The Evacuation Policy:

A crisis on campus may require GWC to implement an emergency evacuation of specific areas. An evacuation may be implemented in the face of a hazardous or life-threatening situation in a campus building. When an emergency notification is made, we will recommend a course of action such as Run, Hide, Fight, or a general evacuation. When George Williams College of Aurora University orders evacuation, the purpose is to remove occupants from harm, increase safety and reduce possible victimization.

The safety of the students, faculty and staff of George Williams College is of utmost importance. When a fire alarm sounds within a campus building, all occupants are required to evacuate the building for their own safety. Campus Public Safety and the office of residential life staffs will assist as appropriate according to the following procedure.

#### PROCEDURE

When a fire alarm sounds or any order of evacuation is delivered, all occupants of the buildings involved will exit the building via the nearest safe exit.

Occupants will refrain from using elevators during an evacuation. Emergency personnel may use an elevator for evacuation after it is deemed safe to do so. Occupants, once outside, will move to an area away from the building, allowing others to exit. They will keep streets and walkways clear for emergency vehicles. In the event of a residence hall fire, an academic building will be opened by Campus Public Safety personnel to provide shelter until either the building is deemed safe to re-enter or temporary living arrangements can be made.

No one will attempt to return to an evacuated building until notification that it is safe to do so is given by emergency personnel.

Campus Public Safety, Facilities Department and/or the fire department are the only members who will silence or reset an active fire alarm.

## DEFINITIONS

**Evacuation:** The removal of persons or things from an endangered area.

**Emergency:** Any unexpected situation or incident that requires prompt action to prevent loss of life, injury or significant property damage.

**Fire Alarm:** The audible and visual alarm system, set off by either a smoke detector or pull station. The alarm is recognized by horns and flashing lights.

**Occupants:** Anyone inside the building at the time of a fire alarm who is not considered emergency personnel or a Residence Life staff member.

**Emergency Personnel:** Campus Public Safety staff, Williams Bay Fire Department or Williams Bay Police Department.

## The Lockdown Policy

A crisis on or near campus may require George Williams College of Aurora University to implement an emergency lockdown of specific areas or the entire campus. Aurora University, including the George Williams College, follows the Run, Hide, Fight active-shooter protocol. A lockdown may be implemented in the face of a hazardous or life-threatening situation, either on campus or near campus. It is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization. The safety of the students, faculty and staff of GWC is of utmost importance. When an incident occurs that may jeopardize the safety of the university community, consideration will be made as to the best reaction to the emergency. In cases of serious, immediate and proximate threats, a lockdown of specific rooms, buildings or the entire university will be considered. If a lockdown is put into place and you are outside, it is recommended that you evacuate to an off-campus area, away from the threat. Exterior doors will be locked to restrict the movement of the intruder or shooter.

## PROCEDURE

University administration or Campus Public Safety calls for a lockdown.

**RUN:** Upon declaration of a lockdown and there is a safe path to evacuate the building and campus, do so immediately.

**HIDE:** If there is no opportunity to run, then all GWC community members are to move into the closest classroom, office or residence room as quickly as possible and lock and barricade the door. If the door cannot be locked community members should use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door or using a belt or other item to tie the door handle or mechanism so that the door cannot be opened. Then do the following:

- Turn off the room lights.
- Attempt to make the room appear unoccupied.

- Silence cell phones and turn off the vibrate feature. If communication is needed, use text messaging only.
- Stay put if you hear a fire alarm, unless you see fire, smell smoke or are directed to evacuate by police or fire department officials.

**FIGHT:** In the event that running nor hiding are feasible, community members are advised to fight the threat resolutely, with great determination, physical force and improvised weapons.

Community members are to remain under lockdown until advised by University administration, Campus Public Safety or law enforcement personnel that the crisis has been resolved. The Emergency Notification System will be used to issue an “all clear” message.

## DEFINITIONS

**Lockdown:** To lock or secure ingress access points restricting access from outside the area.

Those Designated to execute a lockdown may include, but are not limited to:

- President
- Senior Vice President for Student Success
- Chief Operating Officer
- Vice President for Operations – George Williams College
- Director of Campus Public Safety
- Manager of Process Improvement.
- Vice President for Academic and Student Life-GWC

Incident command staff may include, but is not limited to:

- President
- Chief of Campus Public Safety
- Director of Campus Public Safety – George Williams College
- Assistant Vice President for Emergency Management
- Vice President for Student Life
- Chief Operating Officer
- Vice President for Finance
- Vice President for Human Resources
- Vice President for Enrollment
- Vice President for Academic Affairs
- Vice President for Alumni Relations
- Vice President for Administration
- Vice President for Communications and Marketing
- Vice President for Community Relations
- Vice President for Advancement
- Vice President for Academic and Student Life-GWC
- Vice President for Operations – George Williams College

## Community Awareness, Timely Warnings

In order to keep the campus community informed about safety and security issues on an ongoing basis, the Director of Campus Public Safety – George Williams College will work with the Senior Vice President for Student Life, Vice President for Operations – George Williams College, and a member of University Communications to alert the campus community of certain crimes that are deemed an existing threat to the welfare of the campus community. Such crimes include, but are not limited to: sexual violence, robbery, battery, burglary, murder/active shooter and motor-vehicle theft. Warnings will be sent in a manner that is timely and will aid in the prevention of similar crimes.

GWC Campus Public Safety works closely with the Williams Bay Police Department to remain informed of crimes outside the campus community that could pose a threat. Information is distributed to all members of the campus community primarily via email, but also by other means including texts and posters placed in residential, academic and other University facilities.

## Missing Student Notification

George Williams College of Aurora University recognizes that there may be times when students are at risk or are missing. These incidents are reported to GWC by roommates, family members or other concerned persons. It is the policy of Campus Public Safety to accept every missing resident student report and to actively investigate any report of a missing student. If a member of the George Williams College of Aurora University campus community has reason to believe that a resident student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being. Any person receiving a complaint of a missing resident student should immediately notify Campus Public Safety of the circumstances. If, upon investigation, it is determined that the student is missing, GWC Campus Public Safety will do the following:

- Communicate with the emergency contact identified by such student in accordance with the University policy within 24 hours.
- If the student is under 18 years of age, and not an emancipated individual, GWC will immediately contact the custodial parent or legal guardian of such student.
- If either does not apply to a student determined to be a missing person, GWC Campus Public Safety will inform the Williams Bay Police Department.

In any case, If GWC Campus Public Safety is unable to determine the location and well-being of the missing resident student, Campus Public Safety will notify the Williams Bay Police Department no later than 24 hours after the time the resident student is determined missing. To report a missing resident student, Campus Public Safety can be reached 24 hours a day, seven days a week, at 262-245-8509.

## Crime Prevention Outreach

Campus Public Safety strives to continuously educate the GWC community via email and personal interaction on a variety of topics so students and employees develop sound safety habits. Examples of topics include situational awareness, how to react in the case of a threat, protection of personal property and general crime prevention. While the majority of these offerings target the student population, they are open to the professional members of George Williams College of Aurora University as well. Campus Public Safety also works closely with the Williams Bay Police and Fire Departments as well as other law enforcement agencies to provide crime prevention programs outside the scope of the department.

Students and staff are required to complete an online Title IX training within their first year at George Williams College of Aurora University. Additionally, responsible alcohol use and alcohol-alternative programs are designed for students and intended to teach students how to use alcohol responsibly as well as to give students an option for alcohol-free entertainment. Special attention is often given in these programs to the roles that alcohol and drug use can play in safety-related situations. Both Title IX and responsible use of alcohol training are offered to freshmen and transfer students during Welcome Weekend activities.

## Statistical Information

A federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, establishes the requirements for collecting and reporting campus crime statistics. The classifications of crimes used in these reports are defined in the United States Department of Justice, Federal Bureau of Investigation Unified Crime Reports or, for sex offenses, the National Incident-Based Reporting System. The George Williams College Clery reporting officer works with the offices of campus safety and judicial affairs and the Williams Bay Police Department to compile an accurate account of campus crimes for the designated years. The following is the report of statistics for years 2019 through 2021.

**Please see Page 12 for Aurora University's (George William College of Aurora University) crime statistics:**

OFFENSES	AURORA UNIVERSITY (GEORGE WILLIAMS COLLEGE) ON-CAMPUS						NONCAMPUS BUILDINGS/ PROPERTY			PUBLIC PROPERTY ADJACENT TO CAMPUS			TOTAL		
	2019		2020		2021		2019	2020	2021	2019	2020	2021	2019	2020	2021
	Residence	Total	Residence	Total	Residence	Total									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:															
Rape	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NUMBER OF ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION FOR SELECTED OFFENSES</b>															
<b>LIQUOR LAW VIOLATIONS</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	3	3	0	0	0	0	0	0	0	0	0	0	3	0	0
<b>DRUG LAW VIOLATIONS</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0
<b>ILLEGAL WEAPONS VIOLATIONS</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Reports: There were no unfounded reports in 2019, 2020, or 2021.															

## Clery Reportable Crimes Defined

**Murder/Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths and justifiable homicides are excluded.

**Negligent Manslaughter:** The killing of another person through gross negligence.

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

**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 the 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 that could or probably would result in a serious potential injury if the crime were successfully completed.

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

**Motor-Vehicle Theft:** The theft or attempted theft of a motor vehicle. This includes joyriding, where the automobiles are taken by persons not having lawful access and are later abandoned.

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, public building, motor vehicle or aircraft, or personal property of another kind.

**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 the interaction between the persons involved in the 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.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

- a) By a current or former spouse or intimate partner of the victim;
- b) By a person with whom the victim shares a child in common;
- c) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- d) 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; or

- e) 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.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a) Fear for the person's safety or the safety of others; or
- b) 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.

**Weapon Law Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacturing, selling or possessing deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; undocumented immigrants possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growth, manufacture and production of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**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.

**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.

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

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

## Hate Crimes

George Williams College of Aurora University is also required to report statistics for hate or bias related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above), larceny, vandalism, intimidation, and simple assault (see definitions below). Hate crimes are defined as being based on race, gender, religion, disability, sexual orientation or ethnicity/national origin.

**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth or any other such means as may be specified by local law.

**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.

**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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

**In calendar years 2019, 2020, and 2021 there were no reports of hate or bias crimes.**

## Daily Crime Log

Campus Public Safety maintains a daily campus crime log that records, by the date the incident was reported, all crimes and other serious incidents reported to Campus Public Safety. This includes crimes that occurred on campus; in or on non-campus University-owned buildings or property; on public property within the campus, or immediately adjacent to and accessible from the campus; and crimes that occurred within the patrol jurisdiction of Campus Public Safety. The campus crime log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if the

information is known at the time of publication. The department updates the campus crime log daily, as crimes are reported. GWC Campus Public Safety reserves the right to withhold information under certain circumstances. The campus crime log is available for public inspection during normal business hours, at the department's office in the Wiedensall Administration Building.

## Off-Campus Efforts

When responding to criminal incidents (both on campus and off) that involve or affect the GWC, the Williams Bay Police Department routinely advises Campus Public Safety for informational and/or follow-up purposes. GWC incorporates a concurrent jurisdiction concept whereby off-campus student behavior can be adjudicated through the Aurora University judicial process. Often there are faculty or staff monitoring events off campus. These faculty and staff members are asked to report any criminal activity that occurs off campus to Campus Public Safety for appropriate follow up.

## Dating Violence, Domestic Violence, Sexual Assault and Stalking

George Williams College of Aurora University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as they are defined for the purposes of the Clery Act.

GWC asserts that consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create clear, mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age (at least 18 years old).

Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence, without actions demonstrating permission, cannot be assumed to show consent. Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates George Williams College of Aurora University policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex. Current or previous relationships or prior consent cannot imply consent to future sexual acts.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "no" always means "no," but "yes" may not always mean "yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

All instances of alleged dating violence, domestic violence, sexual assault or stalking should be reported to Campus Public Safety (students) or Human Resources (faculty and staff). A victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and the daily crime log. George Williams College of Aurora University must protect a victim's confidentiality while also recognizing that, in some cases, there may be a need to disclose some information about a victim to a third party to provide necessary accommodation or protective measures such as a no-contact or no-trespass order. In these cases, only relevant information is shared, with the victim's knowledge, to only "need to know" personnel. When a crime is reported that presents a continued threat to the University community, a timely warning is sent to the community. The

members of the campus emergency operations team will determine if the complaint warrants a timely notification to the University community.

## Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention Education

GWC provides periodic training to promote awareness and prevention of dating violence, domestic violence, sexual assault and stalking for GWC students and employees. First-year students attend a Title IX training that discusses sexual violence, the definition of consent and how alcohol plays a part in consent. In addition, students and employees of AU are required to complete an online Title IX training module. Employees of AU are also required to take an online sexual harassment program on a periodic basis. Other programs are offered throughout the academic year to students and staff. These programs and campaigns come in a variety of formats in order to reach all of the campus community. Some of the programs include guest speakers and “Take Back the Night” programming.

The programs periodically offered by GWC inform students and employees about a wide variety of topics related to sexual violence. Topics include: awareness and basic safety tips, acquaintance assault and date rape issues, safe dating behaviors, the role alcohol and other drugs often play in sexual assaults, and information about reporting assaults after they have occurred.

## Sexual Assault Incidents

If the victim of a sexual assault is an employee of the University, and the victim wishes to report the incident to the University, this should be done through the HR department or the Title IX coordinator. If the victim of a sexual assault is a student, and the victim wishes to report the incident to the University, the report should be filed through the Campus Public Safety department. Victims may choose to report to confidential resources such as clergy members or counseling staff. While the University respects the wishes of the victim in each situation, the option of involving law enforcement authorities is encouraged. Assistance and support will be provided to the victim throughout the reporting process, regardless of how the matter is addressed. Victims of sexual assault choose how the matter is addressed, with the exception of instances where a threat exists to the University community. In these cases, the victim may choose their own level of participation.

When an assault suspect is a GWC or Aurora University student, the victim will also have the option of pursuing the case through the University’s disciplinary system. The student conduct process is carefully explained to student victims of sexual assault. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and an adviser may accompany them if requested. At the conclusion of the student conduct process, all parties are notified of the results of the sexual assault hearings. Sanctions imposed following a determination of an on-campus disciplinary procedure regarding sexual assault range from nonacademic disciplinary institutional probation to suspension or expulsion. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Changes in the academic and/or living situation of those involved in a sexual assault investigation or disciplinary process are possible if such changes are reasonably available and requested by the victim.

George Williams College of Aurora University will not permit, under any circumstances, any person to violate the rights of any other person or to create an environment not appropriate to an educational and residential community.

Following an incident, victims are encouraged to make a report to Campus Public Safety and/or the Williams Bay Police Department. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence.

Victims have the option of keeping their report confidential by making a report through the Aurora University student health service, unless the incident represents a threat to any member of the GWC community. All sexual assault victims who file reports with Campus Public Safety are notified of available counseling as provided by the counseling center. Further, George Williams College of Aurora University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community.

#### **IF YOU ARE SEXUALLY ASSAULTED:**

- Get to a safe place as soon as you can.
- Get medical attention as soon as possible to make sure you did not sustain any physical injuries and to collect very important evidence in the event you may later wish to file a report. Today, most national, state and institutional protocols recommend that evidentiary exams be completed within 72 hours of a sexual assault.
- Do not eat, drink liquids, smoke or brush your teeth if oral contact took place.
- Try to preserve all physical evidence. Do not wash, use the toilet or change clothing if you can avoid it. If you do change clothes, put all the clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Preserve all electronic/social media evidence. Do not erase emails, Facebook messages, texts, etc. If you are able to take screen shots of evidence, especially temporary social media such as Instagram or Snapchat, it is advised to do so right away.

#### **TO REPORT THE ASSAULT, CONTACT:**

- Campus Public Safety, 262-245-8509
- Williams Bay Police Department, 911
- Vice President for Academics and Student Life, 262-245-8581
- GWC Counselor / Therapist, 262-245-8513

#### **ON- OR OFF-CAMPUS RESOURCES**

The following resources are available as additional assistance. These agencies are not reporting agencies and Aurora University does not gather statistics from them:

- Aurora University Counseling and Psychological Services, 630-844-4932
- GWC Chaplain, 262-245-8574
- Mutual Ground Sexual Assault Hotline, 630-8497-8383

## **Victim Bill of Rights**

When a student or employee reports to the campus that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the campus will provide the student or employee a written explanation of the student's or employee's rights and options.

[Victims of dating violence, domestic violence, sexual assault or stalking are entitled to:](#)

- Referral to counseling and assistance, if the victim wishes, in notifying Williams Bay police and/or

Campus Public Safety; they may also decline to notify such authorities. Campus Public Safety is able to contact Williams Bay police if a victim wishes to file a report with local law enforcement.

- Protective measures including no-contact orders, and written notification about options and available assistance in changing academic, living, transportation and working situations. The campus will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Public Safety or Williams Bay police.
- Information about the procedures for campus disciplinary action as well as written notification of the outcome of hearings, sanctions and terms of sanctions in place. Both the accused and the accuser are entitled to this information. Victims are entitled to speak (or choose not to speak) to anyone regarding the outcome.
- The same opportunity as the accused to have others present at a disciplinary hearing.
- Confidentiality regarding their name and identifying information (FERPA).

## Policy on Sexual Harassment

It is the policy of George Williams College of Aurora University to provide to all members of its community an environment conducive to productive learning, working and living, free of sexual harassment in any form. Sexual harassment is a serious obstacle to such an environment, is inconsistent with the mission of GWC and is illegal.

The GWC policy on sexual harassment applies to any member of the community who believes that she or he has been harassed. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal communication or physical conduct of a sexual nature when:

- Submission to such conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of employment, service, education or housing.
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, service, education or housing.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, creating an intimidating, hostile or offensive employment, educational or living environment.

## Unwelcome Behavior

Because sexual harassment is legally defined as unwelcome behavior of a sexual nature, the university has created a list of such behaviors. All members of the GWC community are expected to be familiar with the following list. Behaviors which are ordinarily considered unwelcome include:

- Any act in violation of criminal statutes regarding sexual assault or indecent conduct.
- Any physical contact, such as repeated or prolonged touching or brushing against another individual that, given the circumstances, would cause discomfort, annoyance or distress in a reasonable person and that does not contribute to or advance the work, service or education activity being conducted.

- A request, pressure or demand for a date or for sexual activity with a subordinate by a superior.
- Pressures, demands or repeated requests for a date, or for sexual activity that are not positively responded to by a non-subordinate.
- Public pictorial or actual displays of nudity that do not contribute to or advance the work, service or education activity being conducted.
- Written, verbal, pictorial or nonverbal communications of a sexual nature that do not contribute to or advance the work, service or education activity being conducted.

### Retaliation

Retaliation against a person who reports, complains about or participates in the investigation of sexual harassment is intolerable and prohibited. Any retaliatory action may be considered a violation of the George Williams College of Aurora University policy on sexual harassment and is subject to the same complaint grievance procedures and sanctions as the act of sexual harassment itself.

### Whom To Contact

Anyone having a question or a complaint of sexual harassment may contact the following individuals/offices:

Dr. Kate Herrick, Vice President for Academics and Student Life

Office Location: Hamlin Hall

Phone: 262-245-8581

Email: [kherrick@aurora.edu](mailto:kherrick@aurora.edu)

Jessica Nunez, Behavioral Intervention Team Case Manager and Title IX Coordinator

Office location: 107 Wellness Center

Phone: 630-844-7558

Email: [jnunez@aurora.edu](mailto:jnunez@aurora.edu)

Jim Hamad, Vice President for Athletics and Assistant Title IX Coordinator

Office location: 247 Alumni Hall

Phone: 630-844-4910

Email: [jhamad@aurora.edu](mailto:jhamad@aurora.edu)

Chris Smith, Assistant Dean of Students and Assistant Title IX Coordinator

Office Location: Founders House, Room 105

Phone: 630-844-6143

Email: [csmith@aurora.edu](mailto:csmith@aurora.edu)

Ann Chan, Vice President of Human Resources and Assistant Title IX Coordinator

Office Location: Eckhart Hall 105C

Phone: 730-844-3866

Email: [achan@aurora.edu](mailto:achan@aurora.edu)

For a full version of the sexual harassment policy, see <https://aurora.edu/documents/abook/sexual-misconduct-policy-10022018.pdf>

## Allegations of Misconduct

All members of the GWC community may report alleged incidents of crime to Campus Public Safety. An officer will prepare a written incident report and/or assist in filing a police report. When a student or employee reports that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, George Williams College of Aurora University officials will provide the student or employee a written explanation of the student's or employee's rights and options. In instances of sexual misconduct, the victim has the right to decide if the incident will be investigated and heard by a hearing panel. A prompt, fair and impartial proceeding will take place if the victim opts for an investigation and hearing. This process will:

- Be completed within reasonably prompt timeframes. Extensions of timeframes for good cause will be communicated to the claimant and the respondent in writing, with the reason for a delay.
- Be conducted in a manner that is consistent with GWC policy and transparent to the claimant and the respondent.
- Include timely notice of meetings and allow for both parties to have access to any information that will be used during a hearing.
- Be conducted by officials who do not have a conflict of interest or bias for or against the claimant or respondent. These officials will, at a minimum, receive annual training on issues related to dating violence and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.
- Be conducted in accordance with George Williams College of Aurora University's then current disciplinary hearing process.

## Registered Sex Offenders

The University complies with federal legislation that requires institutions of higher education to inform interested persons within the campus community about how information regarding registered sex offenders within the state can be obtained. This information can be found at the Wisconsin Department of Corrections web site entitled "Wisconsin Department of Corrections Sex Offender Registry" found at <https://appsdoc.wi.gov/public>.

## Policy on Alcohol and Other Drugs

George Williams College of Aurora University is committed to maintaining a drug free work and campus environment in compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and

Communities Act Amendment of 1989. The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and unauthorized use of alcohol by GWC employees and students on GWC property or as part of GWC activities is prohibited. This policy is communicated to students via the student handbook, the “A Book”, and at various forums during the opening week of the academic year

With very few exceptions, alcohol is not permitted, provided or sold on University grounds or at University functions. Exceptions are licensed special events that have the prior approval of the administration. Local ordinances and statutes are strictly enforced by Campus Public Safety, with assistance from the Williams Bay Police Department when necessary. These include underage-drinking regulations.

Violations of the George Williams College of Aurora University Policy on Alcohol and Other Drugs are referred to the Vice President of Academic and Student Live for hearing and adjudication. Possible sanctions are specified in the “A-Book” which is available to students, faculty, and staff.

## Weapons Policy

Firearms and other dangerous weapons are not permitted on campus, nor is there an authorized storage space for them. Weapons are not allowed in college administrative buildings, academic buildings, residence halls, apartment buildings or any other college-owned property. Dangerous weapons include, but are not limited to, pepper spray, mace, illegal knives, swords, machetes, staffs, any other martial arts weapons, bow and arrows, crossbows, hatchets and pellet or soft-air guns. Use of any item as a weapon that is otherwise not intended to be a weapon (e.g., a baseball bat) will be treated as a violation of the weapons policy.

The sole and exclusive exception to the above weapons policy is that sworn law enforcement officers may carry duty weapons on campus.

## Your Responsibility Related to Campus Safety

The cooperation and involvement of students, faculty and staff in campus security is absolutely necessary. All members of the community must assume a part of the responsibility for their own personal safety and the security of their personal belongings. Student, faculty and staff responsibilities include, but are not limited to:

- Taking reasonable precautions to ensure their own personal safety
- Protecting the security of buildings and offices by not letting strangers in or propping doors open
- Locking offices and room doors
- Marking valuable items and recording serial numbers
- Locking vehicles and bicycles
- Participating in campus and college crime-prevention programs
- Reporting all security-related maintenance problems
- Staying aware of campus crime trends (reading bulletins and statistics)

- Reporting suspicious persons or activities to Campus Public Safety
- Reporting crimes promptly to Campus Public Safety

In short, it is incumbent upon all members of the George Williams College of Aurora University community to take proactive measures to protect themselves and their property. Remember, if you remove the opportunity, you eliminate the crime.

For the purpose of making timely warning reports and the annual statistical disclosure, crimes should be reported to Campus Public Safety. Crimes may also be reported to the following people or departments:

- The Vice President for Academic and Student Life - GWC
- The Dean of Students
- The Vice President for Student Success
- The Chief Operating Officer
- The Human Resources Department

A victim or witness may report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. To do so, you may contact any of the aforementioned people or departments and indicate that you wish to remain anonymous. The campus has an obligation to ensure the safety of the community and therefore will investigate the crime only until the safety of the community can be realized or verified. In most cases this can be done without revealing the identity of the reporting party.

## George Williams College Response to COVID-19

At George Williams College of Aurora University, the health, safety, and well-being of our students and employees is our top priority. As such, the university closely monitored the developments related to the coronavirus (COVID-19) working under the direction of public health officials from the Centers for Disease Control (CDC), Wisconsin Department of Public Health, and the County Health Department.

The university provided updated information on the impact of COVID-19 on academics and campus life through the university website and other electronic notifications. The university further implemented protocols as directed by the State of Wisconsin Department of Public Health for all members the campus community to ensure a safe return to campus. See <https://aurora.edu/forward-together/index.html> for further information on the GWC of Aurora University's continued response to COVID-19.

## Fire Safety

George Williams College of Aurora University has many systems, policies and procedures in place to enhance fire safety at the college. On the next few pages you will find information on the fire safety system for each on-campus student housing facility, as well as fire statistics for the past three years. You will also find policies on portable electrical appliances and procedures for student housing evacuation. Please use this information to make informed decisions and to keep the George Williams College of Aurora University campus community safer.

## Annual On-Campus Housing Fire Safety Systems

Location	Alarm Monitoring	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Emergency Evacuation Procedure	Number of Planned Evacuation Drills per Year
Emery Lodge	X	X	X	X	X	2
Oak Lodge	X	X	X	X	X	2
Hickory Lodge	X	X	X	X	X	2
Winston Paul	X	X	X	X	X	2

### Policy on Portable Electrical Appliances, Smoking and Open Flames in Student Housing Facilities

A discussion of the electrical appliances that are permitted and prohibited in residence halls may be found among the residence life policies found at <https://aurora.edu/student-life/residence/judicial-affairs/residence-life-policies.html#Solicitation%20and%20Selling> .

In summary, television sets and radios with self-contained antennas, microwaves, refrigerators, computers, CD players, electric razors, clocks, hair dryers, curling irons, lamps, popcorn poppers, hot pots, heating pads, electric blankets and fans are permitted in rooms providing their use does not disturb other occupants of the hall and their state of repair is not a fire hazard. Refrigerators are permitted if the following criteria are met: the refrigerator does not exceed 3.5 cubic feet in size, 3 amps in energy rate, or 300 watts in power, is Underwriters Laboratory (UL) approved, and in good physical condition. Hot plates, grills (including George Foreman type), skillets, toasters or any other cooking devices are not permitted in residence halls. In addition, sun lamps, halogen lamps, air conditioners (unless approved), and gas appliances are not allowed. It is impossible to list all electrical appliances which are hazardous for use in the residence halls, although a general guideline is that any appliance is prohibited if it is rated over 6 amps (700 watts), if it has an exposed heating element or if it is not UL-listed. Halogen lights are not permitted because they present a fire hazard.

Smoking, vaping and chewing of tobacco products is prohibited in all campus buildings.

Open-flame devices are not permitted in residence hall rooms. Candles, oil lamps, incense or similar open-flame devices left unattended could start a fire. Improper use of extension cords is another major source of residence hall fires. Using “octopuses” could result in overloading of circuits or a fire.

### Procedure for Student Housing Evacuation

If you detect a small fire (i.e. trash can fire) prior to an alarm sounding, it may be extinguished with one of the many wall mounted fire extinguishers located in every building. The fire extinguishers may be used by pulling out the pin and squeezing the handle at the top of the extinguisher. Point the stream at the base of the flame source until it is completely extinguished.

If you discover a large fire, immediately pull the building fire alarm to notify the occupants and call 911 for the fire department! Place a second call to the Campus Public Safety at x8509 to ensure that there will be staff available to assist in clearing the building.

If your first indication of a fire is from the alarm, quickly leave the building using the nearest exit. Keep calm and assist any handicapped individuals. Stay clear of any elevators. Use the stairwells! After exiting the building, remain clear of the building until receiving an "all clear" from Campus Public Safety and/or the Williams Bay Fire Department.

If you are in a residence hall, lock your door on the way out. Fire drills for the Residence Halls are conducted by Campus Public Safety in conjunction with the Residence Life Staff at least once a semester.

It is a violation of the law not to evacuate the building during a fire drill.

There is a \$100 minimum fine for tampering with any fire alarm system or fire extinguishers.

### Policies for Fire Safety Education and Training Programs

Firefighting equipment, fire alarm systems, smoke detectors and fire evacuation procedures are provided for the protection of life and property of residents. Students should familiarize themselves with the type and location of equipment, exits, windows and the proper evacuation procedure from their floor/wing and residence hall. To provide for the safety of residents in case of a fire, periodic fire drills are scheduled each semester. These fire drills are designed to be learning experiences for the residents and the hall staff in properly evacuating the building. Students are required to vacate the building during fire alarms and drills. False alarms are a serious disruption to community living as well as a threat to the safety of all residents.

Students who tamper with or misuse fire safety equipment will subject themselves to the full extent of the campus conduct system.

George Williams College of Aurora University provides smoke alarms for residents' safety and because they are required by law. Personal belongings or any other items must be kept clear from hallways, stairways, exits and all common areas. All stairwell and fire doors need to remain closed.

Questions concerning fire safety may be referred to Campus Public Safety at 262-245-8509.

## Annual Housing Fire Data Log

Location	Number of Fires	Cause of Fire	Injuries Requiring Treatment at Hospital	Deaths	Value of Property Damage Caused by Fire
<b>2019</b>					
Emery Lodge	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
Oak Lodge	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
Hickory Lodge	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>2020</b>					
Emery Lodge	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
Oak Lodge	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
Hickory Lodge	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

2021					
Emery Lodge	0	N/A	0	0	N/A
Oak Lodge	0	N/A	0	0	N/A
Hickory Lodge	0	N/A	0	0	N/A
Winston Paul	0	N/A	0	0	N/A

### 2021 Fire Drills

Location	Date	Date
Emery Lodge	8 March 21	27 September 21
Oak Lodge	8 March 21	27 September 21
Hickory Lodge	8 March 21	27 September 21
Winston Paul	26 March 21	29 September 21

### Definitions from Annual Housing Fire Data Log

#### 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.

#### 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. The term “person” may include students, faculty, staff, visitors, firefighters or any other individuals.

#### Fire-Related Death

Any instance in which a person 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 of a fire. Deaths that occur within one year of injuries sustained as a result of the fire are also included.

#### Fire Safety System

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This includes sprinkler or other fire-extinguishing systems, fire-detection devices, standalone smoke alarms, devices that alert one to the presence of a fire (horns, bells or strobe lights), smoke control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

#### 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. This includes contents damaged by fire and related damages caused by smoke, water and overhaul. It does not include indirect loss, such as business interruption.

## Fire Log

GWC Campus Public Safety maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

## Contact Information

In the event of a fire, immediately call 9-1-1 to report the fire.

Following a fire, please contact:

- Campus Public Safety – 262-245-8509
- Vice President for Academic and Student Life – 262-245-8581

## Summary

George Williams College of Aurora University works hard to ensure the safety of all individuals within its campus community. Everyone – students, faculty and staff – plays an important role in preventing and reporting crime. It is our belief that information, personal awareness and the elimination of “opportunity” are key elements in staying safe and reducing crime. Similarly, fire safety is extremely important to the college. Students, faculty and staff must familiarize themselves with policies, equipment and evacuation procedures to ensure the safety of the entire GWC campus community.

For more information, contact the Director of Campus Public Safety at 262-245-8509.