

Annual Security and Fire Report Fall 2018

Introduction

The security and wellbeing of our community is of great concern to the Iliff School of Theology. For this reason, Iliff contracts the University of Denver Department of Campus Safety to patrol the campus. Both the Iliff School of Theology and the University of Denver Department of Campus Safety (Campus Safety) are dedicated to keeping the campus a safe place to live and work. However, this type of environment depends on the cooperation and involvement of individuals in safeguarding themselves and others.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) is a federal law that requires all public and private post-secondary educational institutions participating in federal student aid programs to disclose information about crime on and around their campus. The Clery Act, as it is now known, is enforced by the US Department of Education.

See <http://clerycenter.org/summary-jeanne-clery-act> for additional background and detail.

The campus crime, arrest, and referral statistics included in this document are compiled and provided by the University of Denver Department of Campus Safety (hereafter referred to as Campus Safety). Reports made to Campus Safety, the Denver Police Department, and those individuals designated as the Iliff School of Theology's "campus security authorities" (CSA's) are included in these statistics. Denver Police statistical data is requested annually by Campus Safety and is reviewed and compared with reports to Campus Safety in an effort to minimize double reporting.

This document is prepared and published by the Iliff School of Theology, in cooperation with Campus Safety, and in compliance with The Clery Act. Notification of the existence of this publication is made annually on or before October 1st by way of an email to all Iliff School of Theology community members. A printed copy of this report may be obtained by writing Iliff School of Theology, Attn: Kyle Monroe, Annual Security and Fire Safety Report, at 2323 E. Iliff Ave., Denver CO, 80210 or by requesting a copy in person from the Information Desk personnel at the Iliff School of Theology during the hours of 8am-4:30pm, Monday - Friday. This report is also published on the Iliff School of Theology web page at <https://www.iliff.edu/about/safety-security-report-clery-act/>.

Campus Security

Facilities Security

Most campus buildings and facilities are accessible to members of the campus community during the business hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. Guests and visitors are welcome during these hours but are required to sign in at the Information Desk. Guest and visitor access is confined to areas of the school that are deemed as "public", such as the Taylor Library, the lobby of Skaggs Hall, and the location of worship services.

During the academic quarter, Taylor Library, accessed through Skaggs Hall, is also open during regular School business hours; Monday through Thursday evenings; and Saturday for limited hours of study. These hours are typically Monday through Thursday 8:00 a.m. to 8:00 p.m., Friday 8:00 a.m. to 4:30 p.m., and Saturday from 10:00 a.m. to 4:00 p.m. For additional information and to verify hours, please call 303-744-1287 or visit the "Taylor Library: <https://www.iliff.edu/hours-map/> on this site. After-hours access should be coordinated with the Director of Facilities Management by calling 303-765-3189.

All campus buildings are secured externally using electronic access control on access points and standard lock and key mechanisms for exit points. All campus buildings are secured internally utilizing standard lock and key mechanisms. Individual residence rooms are keyed with standard lock and key mechanisms. Lost keys should be reported immediately to the Director of Facilities Management by calling 303-765-3189.

Maintenance, Grounds, and Lighting

The Facilities Department conducts regular and routine inspection and maintenance of campus buildings and grounds. These inspections include, but are not limited to, campus landscaping, locks, and lighting. Community members are encouraged to report maintenance and physical security concerns by calling the Director of Facilities Management at 303-765-3189.

Safety and Security Services on Campus; Authority of D.U. Campus Safety Officers

The Iliff School of Theology maintains a contractual agreement with Campus Safety, to provide security, patrol, and response services on campus. Campus Safety's liaison with the Iliff School of Theology in this regard is the Iliff Coordinator of Campus Safety and Information Desk.

Campus Safety officers routinely patrol campus buildings and parking lots in addition to responding to calls for service. These patrols are done on foot, in marked vehicles, and on bicycle. Campus Safety officers are on duty and available to assist 24 hours a day, seven days a week, 365 days a year. Campus Safety officers are licensed by the City and County of Denver. Officers may detain individuals for disposition by Denver police if they have viewed a criminal act or reasonably believe that an individual has violated a city ordinance, state, or federal law.

Campus Safety officers typically serve as the community's primary liaison with outside law enforcement officials. The Denver Police Department has ultimate law enforcement jurisdiction when responding to campus. When called, Denver police officers make the final determination regarding violations of law, as well as the disposition of detained persons.

In the event a crime occurs on campus and is reported to both DPD and Campus Safety, investigations may be assigned and completed by both agencies. As in all matters, Campus Safety works collaboratively with the DPD to investigate crimes occurring on campus. Assuming criminal charges have, or may result, Campus Safety will always defer to the Denver Police Department's authority in an effort to maintain evidentiary integrity and the best possible outcome. In these cases, Campus Safety's investigation will be coordinated with, or completed immediately subsequent to, the DPD investigation.

The Iliff School of Theology does not have any officially recognized student organizations that have property/locations off campus. If student organizations hold an event off-campus there is no outside monitoring or recording of those events.

Personal Safety and Property Security

The Iliff School of Theology is, and has always been, focused on the safety of students, employees and visitors as well as the security of their personal property. On behalf of the School, Campus Safety displays their crime prevention literature and information in the Skaggs Hall lobby. Campus Safety employs a full-time crime prevention officer who is available to provide crime awareness and prevention programs, and victim services, on campus.

Iliff School of Theology's Coordinator of Campus Safety gives a crime prevention and safety presentation at New Student Orientation in the fall. This presentation includes information on the relationship between the school and Campus Safety, phone numbers to use to report a crime, and crime prevention tips. Similar

information is presented to new employees. Additionally, Iliff makes web-based training available for faculty, adjunct faculty, and staff. When these training programs are available, a notice is distributed to staff via email.

Iliff students and employees are encouraged to enroll in a RAD (Rape Aggression Defense) class offered periodically by Campus Safety. RAD is a crime prevention and self-defense class originally designed specifically for females, however, Campus Safety now offers the program to males as well. In addition to providing preventative information, it is designed to develop and enhance self-defense options so they become viable for individuals being attacked sexually or otherwise. According to RAD, 90 percent of self-defense is risk awareness and avoidance.

All community members are encouraged to exercise sound judgment and accept responsibility for their personal safety and the safety of others. For additional information regarding crime prevention and crime prevention tips, visit <http://www.du.edu/campusafety/crimeprevention/index.html>.

Procedures for Reporting Crimes and Other Emergencies

Due to its contractual agreement with the Iliff School of Theology, D. U. Campus Safety provides safety and security services on campus. Campus Safety's dispatch center is staffed 24 hours a day, seven days a week, 365 days a year by trained professionals. However, in life-threatening emergencies, or when you need immediate police, fire, or medical assistance, make the following TWO calls.

1. 911

2. When practical, also call D. U. Campus Safety Emergency at 303.871.3000

The 911 operator will assist in directing the necessary response from city emergency services, i.e., police, fire and paramedics. Be prepared to give the operator information about the emergency, including:

- Your name, address, and phone number for verification.
- A description of suspicious person(s) or vehicle(s) involved (if applicable).
- On a first aid call, determine if the victim is conscious and breathing.

For additional 911 system information, visit:

<https://www.denvergov.org/content/denvergov/en/department-of-safety/emergency-services/911-emergency-communications/about-us.html>

Community members are strongly encouraged to report all emergencies, criminal incidents, and suspicious activities immediately to Campus Safety at 303-871-3000. Crimes of a non-emergent nature may be reported by calling 303-871-2334.

Reporting Crime on Campus

Members of the campus community are strongly encouraged to report all criminal activity immediately to Campus Safety. When a crime is reported to Campus Safety, a Campus Safety officer responds, completes a preliminary investigation and, if appropriate and/or requested by the victim, coordinates further action with the Denver Police Department. In all cases, an offense report is completed. Additional investigation may be assigned as necessary. All reports made to Campus Safety involving occurrences on the Iliff campus are forwarded to the Iliff School's Coordinator of Campus Safety and Information Desk for internal review and disposition.

Reports of crime may also be made directly to the Denver Police Department or to any "Campus Security Authority" (CSA). As defined by The Clery Act, a CSA is an "an official of the institution who has significant responsibility for student and campus activities." At the Iliff School of Theology, this includes but is not limited to the President, the Academic Vice President and Dean of the Faculty, the Vice President for Business

Affairs and Chief Fiscal Officer, the Director of Facilities Management, the Associate Dean of Admissions and Student Services, and the Director of Human Resources/Title IX Coordinator.

These CSAs have been provided with a reporting form and directions in its use. These reports are forwarded to the Coordinator of Campus Safety and Information Desk, who oversees the school's Clery Act compliance, for internal review and disposition and to Campus Safety for statistical tracking and reporting.

Crimes that should be reported are:

- Criminal Homicide
 - Murder and non-negligent manslaughter
 - Negligent manslaughter
- Sex Offences
 - Rape
 - Fondling
 - Incest
 - Statutory Rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Additional Crimes
 - Domestic Violence
 - Dating Violence
 - Stalking Incidents
- Hate Crimes
- Arrests and Referrals
 - All liquor, drug or weapons law violations resulting in an arrest

Clery Act crimes reported directly to the Denver Police Department that occur in Iliff's reporting area are included in the annual statistics form.

Community members are strongly encouraged to report all criminal activity immediately to Campus Safety and/or the Denver Police Department. Formal reports of this nature are documented and investigated.

The Iliff School of Theology recognizes that in certain situations, individuals who are victims of crime may not wish to disclose certain details of crimes or their identities. Although no formal confidential reporting process (i.e., website, anonymous tip-line, etc.) currently exists, instances of crime can be reported to a CSA and at the same time, individuals can request that their name be omitted from the reporting form. Campus Safety and/or the Denver Police Department will typically not investigate reports made only to a listed CSA.

In the case of a reported sexual assault, incident of dating or domestic violence, or stalking, a report will be shared with the Human Resources Director and Title IX Administrator Director Caran Ware Joseph (303-765-3111 or cwarejoseph@iliff.edu) for purposes of further investigation.

Definitions of crimes may be found here: <http://www2.fbi.gov/ucr/handbook/ucrhandbook04.pdf>.

General Crime Prevention Tips

- Avoid walking alone, especially after dark. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
- Avoid shortcuts. The shortest route is not always the safest route. Walk along the mid-point between curbs and buildings and away from alleys and bushes.
- Dress for mobility, particularly after dark.
- Avoid deserted areas, poorly lit streets, alleys, and pathways.
- Never jog alone.
- When walking or jogging, go against the flow of traffic; that makes it harder for motorists to bother you. (If harassed from a car, walk or run in the opposite direction. Scream if you are truly frightened.)
- Do not jog while wearing stereo headphones. It's important to be alert to what's happening around you.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
- Avoid approaching your car with bundles that restrict use of your arms. If you've been shopping, ask the store for assistance.
- Always have your keys ready to unlock the door to your car or residence and enter without delay. Lock the doors after you get inside.
- Before entering your car, look in the back seat and on the floorboard.
- Always lock car doors and windows when you leave or enter your car.
- Never leave belongings in plain view in your car. Lock them in the trunk. Small electronics are common targets of theft. Take them with you!
- If someone in a vehicle attempts to stop you - even to ask for directions - do not get close to the vehicle.
- Register, engrave, mark, and/or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers, etc.
- Never get on an elevator with someone who looks suspicious. If someone who looks suspicious gets on, get off immediately.
- Avoid using ATMs in dark, isolated areas; it's best to use machines that are highly visible in public areas such as supermarkets.
- Never flash your cash.
- If you do not carry a cell phone, always have "emergency" change for a phone call.
- Be responsible with alcohol. If you are intoxicated, you are less alert and an easier target for robbers and attackers.
- Program 911 and D.U. Campus Safety phone numbers into your cell phone.

Security in Residential Housing:

- Never leave your door open, even if you will be gone for only a few minutes; especially, never prop any door open. Always lock doors, screens, and windows to prevent uninvited access to your residence.
- Don't mark your key or key chain with your name, address, or telephone number.
- Do not give anyone a key to your residence.
- Do not leave valuables in plain sight.
- Never let strangers into your residence. This puts you at risk.
- Be aware of suspicious persons and activities. If you observe someone or something suspicious, notify DU Campus Safety at (303) 871-3000.

Helpful Telephone Numbers

Police/Fire/Ambulance Emergency -911

DU Campus Safety (emergency) 303-871-3000

DU Campus Safety (non-emergency) 303-871-2334

Denver Police Department Victim Assistance Unit: 720-913-6035

the blue bench (formerly RAAP.org), Rape Crisis Hotline: 303-322-7273

Poison Help: 1-800-222-1222

Timely Warning/Crime Alert Policy

Crimes requiring or generating a “timely warning” include crimes against persons in addition to serious property crime such as forcible burglary, motor vehicle theft, and arson, as well as threat to person and property. Timely warnings for crimes such as aggravated assault and sexual offenses will be evaluated on a case-by-case basis. Timely warnings will include crime prevention tips to help you keep yourself safe from similar crimes. Decisions to issue timely warnings on the Iliff School of Theology campus are made one of two ways:

1) Campus Safety has agreed to provide the Iliff community with “timely warnings” of crimes that are “considered by their institution to represent a serious or continuing threat to students and employees”. These “timely warnings” are issued at the discretion of the Director of the University of Denver, Department of Campus Safety in the form of a “D.U. Campus Safety Crime Alert.” Depending on the circumstances of the crime, these “timely warnings” will be sent via email by Campus Safety to the Iliff School’s Coordinator of Campus Safety and Information Desk. They will be written by Campus Safety and passed along directly to the Iliff campus community. See <http://www.du.edu/campussafety/reports/index.html> for additional information and currently posted Campus Safety Crime Alerts. Reports of this nature made directly to the Denver Police are forwarded to Campus Safety for evaluation and disposition and included in this procedure.

2) Timely warnings may also be issued to the Iliff community at the discretion of the Coordinator of Campus Safety and Information Desk based on information received through Campus Safety’s Daily Incident Report or Denver Police Department Crime Alerts. Timely warnings issued directly by Iliff staff will be written by them and approved by the marketing/communications department.

In either instance, depending on the circumstances of the crimes, the pertinent content of the warning will be distributed to Iliff community members without delay, using one or all of the following methods: text message alert, via email, posting on my.iliff.edu, or on digital sign boards within Iliff Hall and Skaggs Hall. The Communications department is responsible for distributing these warnings to media and social media. The Coordinator of Campus safety and Information Desk will use the e2campus safety alert system to send a campus wide alert to all students, staff, faculty, and residents without delay in instances of emergency. These notifications will be sent without delay unless issuing a notification will, in the professional judgement, of law enforcement and Campus Safety, will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate an emergency. Iliff students, staff, and faculty can sign up for text message alerts by following this link: <https://iliff.instructure.com/courses/683258/pages/general-e2campus>.

Emergency Response and Evacuation Procedures

The Iliff School of Theology's Critical Incident Management Plan includes information about Iliff's Critical Incident Management Team, incident levels, shelter-in-place, and evacuation guidelines. The School conducts at least one evacuation drill per calendar year in the main Iliff/Skaggs Hall building. This drill is designed to assess and evaluate the emergency procedures of the institution.

The Iliff School of Theology contracts Campus Safety to provide security services. Campus Safety officers have been trained in procedures necessary for responding to Critical Incidents on campus. When a serious incident occurs on campus, staff and students are directed to call 911 first and then, if possible, to call Campus Safety. First responders to the scene are usually Denver Police Department, Denver Fire Department, and Campus Safety. These entities will typically respond and work together as a team to manage the incident. Depending on the incident, departments within the School and other local or federal agencies could also be involved in responding to the incident.

All community members are strongly encouraged to report any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Iliff has the responsibility of responding to, and summoning the necessary significant emergency or dangerous situation. When notified, the Denver Police Department (DPD) and/or Campus Safety will respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community that may be affected by the situation.

The Iliff school of Theology regularly tests their e2campus alert system to confirm timely warnings will reach all members of the institution who have signed up for text message, voice call, and email alerts. The tests are administered quarterly within the first two weeks of each academic quarter. These tests take place on Friday mornings. Once a e2campus alert test has been sent, the Coordinator of Campus Safety and Information Desk sends a follow-up email to the entire institution (including students, staff, faculty, and residents) to confirm that they received the alert. If problems are found after the test, they are addressed immediately in an effort to prevent lack of communications in the event of an emergency.

Notification to the Iliff community about an Immediate Threat

If Campus Safety or the Denver Police Department confirm an immediate threat to the health or safety of the members of the Iliff community, the Critical Incident Management Team will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of first responders (including, but not limited to: DPD, Denver Fire Department (DFD), Campus Safety), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Iliff community, the School has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Iliff community. These methods of communication include a blast email to the campus community, emergency text messages that can be sent to a phone, social media, announcements sent through the intercom system, and/or the main Iliff telephone number. The school will provide updates as needed to stakeholders via these same methods.

Daily Crime Log

Pursuant to the Clery Act, Campus Safety maintains a "daily crime log". This log is referred to as the Daily Incident Report and is a record of crimes reported to Campus Safety on a daily basis. It is provided in an effort to give the University Park Campus community (including the Iliff School of Theology) general information as it relates to crime reported on and about the Iliff School of Theology and University of Denver

campuses. A copy of this report is sent to Iliff administrators on a daily basis and maintained for 60 days at the Information Desk. Reports of crime made to Campus Safety that originate from the Iliff campus will be included in this Daily Incident Report. Campus Safety also maintains a monthly crime log. It is referred to as the "Current Crime Log" is available at the following link:

<https://www.du.edu/campussafety/media/documents/currentcrimelog.pdf>.

Finally, the Clery Act allows an institution to withhold Crime Log information i.e., the nature, date, time, location and/or disposition of a report if any of the following conditions apply:

- The disclosure was prohibited by law;
- The disclosure would jeopardize the confidentiality of the victim;
- The disclosure would jeopardize an ongoing criminal investigation or the safety of an individual;
- The disclosure would cause a suspect to flee or evade detection;
- The disclosure would result in destruction of evidence;

Questions and comments regarding the Crime Log or other campus safety and security concerns may be directed to Campus Safety by calling 303-871-2000 or by visiting <http://www.du.edu/campussafety/contact-us/index.html>.

Sexual Assault Policy, Procedures and Programs

The Iliff School of Theology is a community of trust whose very existence depends on adherence to standards of conduct. Sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking is not tolerated.

Sexual assault is described as the threat or commission of behavior used to obtain sexual gratification against another's will or at the expense of another, such as, inducing fear, shame, or mental suffering. Sexual assault includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger, that occurs without indication of consent of both individuals or under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent, such as when they are incapacitated by alcohol or drugs. Silence does not, in and of itself, constitute consent. Sexual assault may include, but is not limited to, rape; forcible sodomy; forcible oral copulation; sexual assault with an object; sexual battery; forcible fondling; and threat of sexual assault. Even when someone known to the victim perpetrates the assault, it is a crime. Being assaulted is never a victim's fault. Nothing a victim does, says, or wears, gives anyone the right to assault him or her sexually, or otherwise.

In the state of Colorado, domestic violence is defined as any act, attempted act, or threatened act of violence, stalking, harassment or coercion perpetrated by someone who is or was related to the victim by marriage, who lives or has lived with the victim, or who currently or formerly had an intimate relationship with the victim.

Dating violence is defined as physical, sexual, or psychological/emotional violence perpetrated by someone who is or has been in a relationship with the victim. Factors that may be taken into consideration are the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The term stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or, suffer substantial emotional distress.

Prevention:

The Iliff School of Theology currently offers a brief crime prevention for new students during orientation each year. Staff, Faculty, and Adjunct Faculty are routinely trained on sexual misconduct awareness and prevention via web-based training.

Remember:

- You have the right to set limits. Be aware of gender stereotypes such as “being assertive is not feminine” or it’s “macho to score.” These attitudes get in the way of honest relationships.
- Communicate your limits clearly and verbally.
- Trust your instincts. If a situation doesn’t feel right, get away from it.
- Listen to what your partner is saying. Don’t make assumptions.
- Speak up when others joke or talk about their sexual conquests. Let others know where you stand.
- Remember, drugs and alcohol decrease your ability to take care of yourself and make good decisions.

Plan ahead:

- First date or blind date? Check your date out with friends. Go to public places and go with friends.
- Don’t leave a party, concert, or bar with someone you just met or don’t know well.
- Be wary of behavior that makes you feel uncomfortable. If it persists, leave.
- Stand up for yourself. If someone is pressuring you, make it clear that you don’t like it.

Suggestions for individuals working to end sexual violence include:

- Remember that sexual assault is not just a women’s issue. All genders are responsible for preventing sexual assault and rape.
- Understand what your partner wants. “No” means no—never assume what your partner wants sexually.
- Don’t engage in sexual relations with someone who is too drunk to make responsible decisions, has passed out, is asleep, or is unconscious. Legally, this is sexual assault.
- Realize that what you say can have an impact. Casual conversation is the best way to influence your peers to prevent an incident that could hurt others. Your friends can mistake silence as approval of sexist or violent behaviors.
- Report an incident as soon as possible. If you see someone in trouble at a party, don’t be afraid to intervene. It’s easy to use your cell phone to notify campus authorities, the police or someone you know who could stop it.

What to Do if you are Sexually Assaulted

If you are the victim of a sexual assault, domestic violence, dating violence, or stalking incident, the most important thing you can do is to let someone know what happened. Tell a Campus Safety officer, the Title IX Coordinators, the police, a friend, a rape crisis center, a hospital, or someone else that you trust. Don’t isolate yourself, don’t feel guilty, and don’t try to ignore it. Whether committed by a stranger or someone you know, this crime is not your fault and there are people available who can help.

If you are assaulted:

- Your first priority should be to get to a place of safety.
- The Iliff School of Theology strongly advises that you call 911 or contact Campus Safety at 303-871-3000 in a timely manner and that you file a formal report with the police. Campus Safety can provide immediate assistance and, if necessary, contact resources such as the Denver Police Department, a rape crisis center, and victim assistance to help you.
- **Don’t shower, wash, douche, or change your clothes, even though this may be your immediate reaction.** If you choose to pursue criminal charges, evidence may still exist if you don’t wash.

- Seek medical attention. You may have internal injuries, and you shouldn't live in fear of STD's, AIDS, or an unwanted pregnancy. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). The closest hospital to Iliff's campus with a Sexual Assault Nurse Examiner (SANE) program is:
Porter Adventist Hospital
2525 South Downing Street
Denver, CO 80210
Main phone: 303-778-1955
SANE Program: 303-430-2648
- Trained medical staff may also assist you in contacting experienced sexual response assault team members who can help you file a police report, collect and preserve evidence, and provide victim assistance and rape crisis advocacy services.
- Seek counseling to help you deal with the trauma you have experienced.
- If you have been a victim of sexual assault at this institution, perpetrated by a student or employee, make a formal report to Title IX Coordinator:
Caran Ware Joseph, Director of Human Resources, Title IX Administrator
303-765-3111
cwarejoseph@iliff.edu

Confidentiality and Reporting of Offenses Under These Policies

All Iliff employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. The following describes the two reporting options at Iliff School of Theology:

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Off-campus:
- Licensed professional counselors
- Local rape crisis counselors
- Domestic violence resources,
- Local or state assistance agencies,
- Clergy/Chaplains

Formal Reporting Options

All Iliff employees have a duty to report. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Administrator. Employees must share all details of the reports they receive. If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not

want a formal resolution to be pursued, the victim may make such a request to the Title IX Administrator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, Iliff will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the institution to honor that request, Iliff will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by Iliff when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, possibly including but not limited to: the Director of Human Resources (Title IX), Campus Safety, the Coordinator of Campus Safety, and the President's Office. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information provided above.

Failure of an Iliff employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of institutional policy and can be subject to disciplinary action for failure to comply with Iliff policies.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that school administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. Iliff will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Assistance Available for Victims

You may request a housing change if you want to move due to experiencing sex/gender-based harassment, discrimination or misconduct. Housing changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency housing changes, the student is moved to the first available suitable location. If you prefer that the responding party be moved to another location, that request will be evaluated by the Title IX Administrator to determine if it can be honored. Other assistance and modifications available to you might include:

- Assistance from school support staff in completing a room relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Help with finding an off-campus residential alternative;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance;
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Escorts to and from campus locations;
- On or off-campus counseling assistance;
- Transportation assistance or support;
- Other accommodations for safety as necessary.

Grievance Policy

Grievance Policy procedures are detailed online at my.iliff.edu, as well as in the Staff and Student Handbooks.

Sexual assault is a violation of the standards of community conduct. Allegations of sexual assault should be brought to the attention of the Title IX Administrator who can be reached at 303-765-3111 or cwarejoseph@iliff.edu.

Investigation of a sexual assault complaint will be conducted by the Title IX Administrator and will be undertaken in an expeditious manner, assuring maximum confidentiality, and using the preponderance of evidence rule.

Specific guidelines for disciplinary procedures for cases involving sexual assault are detailed in the *Master's Student Handbook*.

The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose from one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be notified, in writing, regarding the outcome of the hearing. Violations of the School's Sexual Assault Policy could be criminally prosecuted in the state courts and the perpetrator may be expelled, suspended, removed from campus, and/or terminated. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Disciplinary Procedures

- 1) Notice:** When gender-based harassment, discrimination and/or sexual misconduct occurs or is suspected in the Iliff community, involving either students or employees, notice should be given to the Title IX Administrator in the Iliff Office of Human Resources:

Name: Caran Ware-Joseph
 Title: Director of Human Resources and Title IX Administrator
 Iliff School of Theology, 2323 Iliff Avenue, Denver, CO 80210
 303-765-3111
cwarejoseph@iliff.edu

Notice can be given by the person who allegedly experienced the policy violation (reporting party), by a mandatory reporter (Iliff employee) or by a bystander. Iliff aims to bring all allegations to a

resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator and /or Deputy Coordinator with notice to the parties. In overview, the timeline for resolution begins with notice to a mandated reporter. The reporting party can choose to file a formal complaint or to request informal resolution.

- 2) **Preliminary Inquiry:** The Title IX Administrator will begin a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. This inquiry is typically 1-3 days in duration
- 3) **Interim Remedies/Actions** If needed, the Title IX Administrator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. Iliff will keep interim remedies and actions as private as possible.
- 4) **Investigation:** If the preliminary inquiry determines that there is reasonable cause of a policy violation, the Diversities Office will initiate an investigation, usually within days of the preliminary inquiry's conclusion, that is thorough, reliable, impartial, prompt and fair. This investigation determines whether Iliff's nondiscrimination policy has been violated. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the Title IX Administrators commonly aiming for a 10 to 14-day window to completion. Investigations include interviews by trained investigators with reporting and responding parties, and any witnesses provided by each. Other relevant information (i.e. emails, text messages, photos, etc.) can also be provided to investigators by each party. All parties have the opportunity to be interviewed and/or to provide a written statement. The parties are regularly apprised of the status of the investigation as it unfolds. At any point during the investigation, if it is determined there is no reasonable cause to believe that Iliff's policy has been violated, the Title IX Administrator has authority to terminate the investigation and end resolution proceedings.
- 5) **Findings:** The parties will receive written notification of the outcome. Findings are determined based upon the preponderance of the evidence. Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed. Where the responding party is found in violation of the policy, they have the opportunity to accept or reject the findings.
- 6) **Hearing:** In the event that the responding party rejects the findings in part or entirely, the Title IX Administrator will convene a hearing to determine whether the responding party is in violation of the contested aspects of the report. This portion of the process is to be completed in 10-14 days.
- 7) **Sanctions:** Where the responding party is found in violation of Iliff policy, appropriate sanctions for the violation will be administered.
- 8) **Appeals:** Appeals may be requested on the grounds of procedural error or new evidence only, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Iliff prohibits retaliation against any individual who in good faith reports an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. Iliff also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by this policy.

SANCTIONS

The following sanctions may be imposed singly or in combination upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy:

Student Sanctions

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Mandatory Counseling
- Other Actions

Employee Sanctions

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of Annual Pay Increase
- Suspension without Pay
- Suspension with Pay
- Revocation of Tenure
- Termination

Sanctioning for Sexual Misconduct

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations. *
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations. *

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Additional Policy Provisions

- **Attempted violations**

In most circumstances, Iliff will treat attempts to commit any of the violations listed in the Sexual Misconduct Policy as if those attempts had been completed.

- **False Reports**

Iliff will not tolerate intentional false reporting of incidents. It is a violation of this policy, our community covenant, and the Iliff standards of community conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

- **Amnesty for Victims and Witnesses**

The Iliff community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to school officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as controlled substance use, at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to Iliff officials, and that witnesses come forward to share what they know. To encourage reporting, we pursue a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Resources that can help or provide information:

Emergency: 911

DU Campus Safety emergency: 303-871-3000

DU Campus Safety non-emergency: 303-871-2334

Denver Police Department Victim Assistance Unit: 720-913-6035

RAAP.org: 303-322-7273 or www.raap.org

Denver Sexual Assault Interagency Council: www.denversaic.org/main

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act mandates that convicted sex offenders required to register under state law must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend, are employed by/at, or volunteer at, institutions of post-secondary education.

Inquiries regarding registered sex offenders who reside in the neighborhood or who have disclosed an association with the University of Denver or the Iliff School of Theology, as noted above, should be directed to Denver Police Headquarters, 1331 Cherokee St., Denver, Colorado. These requests must be made in person between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday. Additional information is available by calling 720-913-6050. The Colorado Bureau of Investigation's convicted sex offender website can be found at <http://sor.state.co.us>.

Alcohol, Drugs, and Controlled Substances Policy

This policy applies to all students and to all employees regardless of classification or position.

Maintaining a safe and healthy working and learning environment is a vital concern to the Iliff School of

Theology and the School is committed to taking action necessary to create such an environment. In recognition of this commitment, and through federal, state, and local mandates, the manufacture, distribution, sale, purchase, possession, or use of a controlled substance, whether alcohol, illegal drugs, or legal drugs used illegally, is prohibited on School property except under certain circumstances, which are detailed in the paragraph below. Alcoholic beverages may not be used by, possessed by, or distributed to any person under 21 years of age. Reporting for either class or work while under the influence of controlled substances is also prohibited.

The consumption of alcohol at events hosted on School property by the School's President is allowed under the School's current alcohol policy that requires express written permission from the President, the presence of the President at the scheduled event for the duration of the gathering, and the use of an approved caterer who adheres to Colorado's bartending education/training requirements. The School's governance structure permits the Senior Vice-President/Academic Dean to provide permission and supervision at such events in the absence of the President.

Employees who must use an over-the-counter or prescription drug that causes adverse side effects should determine through consultation with their physician, or other medical expert, if the adverse side effects are such that they may affect their ability to perform their specific job duties in a safe and productive manner. If there is a concern, the employee should notify their supervisor prior to starting work. The employee's supervisor, along with appropriate Iloff management, after appropriate inquiry, will decide if the employee should remain at work and what work restrictions, if any, are necessary.

Possible sanctions for students and employees found to be in violation of the School's Alcohol, Drug, and Controlled Substances Policy include:

Face-to-face meeting with the Academic Vice-President/Dean or the Dean's designee or, in the case of an employee, direct supervisor; oral or written warnings; and/or referral to appropriate drug/alcohol education and treatment programs. Repeated violations may result in probation, suspension, or dismissal.

In addition, the following minimal sanctions will be imposed if an employee or a student is convicted under local, state or federal statutes of a drug-related offense occurring on School property: a) The first conviction will result in the required completion of a drug abuse assistance or rehabilitation program approved by the School as a condition of continued enrollment; b) The second conviction will result in the immediate dismissal of a student.

As a condition of continuation of enrollment, the student must report all convictions of drug offenses occurring on campus within five days of such conviction.

Student drug/alcohol treatment programs will be administered by Centus Counseling. Employees will be referred to the Iloff School of Theology's Employee Assistance Program (EAP).

Missing Students

Members of the Iloff School of Theology community who believe that a student residing in on-campus housing is missing should immediately contact D.U. Campus Safety at 303-871-2334. They may also wish to contact the Coordinator of Campus Safety and Information Desk at 303-590-5935. Once notified of a potentially missing student, Campus Safety will initiate an investigation to determine the student's status. Methods employed by Campus Safety to determine if a student is missing may include, but are not limited to: attempting to contact the missing student utilizing phone and email contact information they have provided to the Iloff School of Theology, retrieving their ID photo from the Admissions Office, checking their class schedule and attempting to contact them in class, contacting their family, their roommates (if applicable), and friends, etc.

Should Campus Safety's investigation determine that the student is in fact missing, and has been missing for more than 24 hours, the Denver Police Department and the student's designated missing person emergency

contact will be notified.

Students living in on-campus housing are directed to designate a missing person contact on their Admissions forms. This contact person is separate from the emergency contact person also designated on the form and shall be kept confidential. Only law enforcement, in furtherance of a missing person investigation, will have access to the missing person contact information. In the event the student is suspected to be missing, their missing person contact will be contacted and not their emergency contact. Students may opt to have their missing person contact be the same as their emergency contact person.

Monitoring and Recording Criminal Activity

Campus Safety tracks and records index crimes occurring on the DU campus and in those areas immediately contiguous to the main campus, including Illiff, where many students live and frequently access. These crimes are categorized as:

On Campus: (1) Any building or property owned or controlled by any institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in section (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

On-Campus Residential: Dormitories or other residential facilities for students on campus.

Hate Crimes: Per federal requirement, "institutions must include by geographic location and by category of prejudice, any of the (above reported) offenses, and any other crime involving bodily injury 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." The categories of bias include: actual or perceived race, gender, gender identity, sexual orientation, ethnicity, religion, national origin, and disability. No hate crimes were reported in 2013, 2014, or 2015.

Clery Reportable Crimes- Iliff School of Theology Calendar Year 2017

Reportable Crime Type	On Campus	Non-Campus Buildings & Property	Public Property	Totals	On-Campus, Residential
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sexual Assault; Forcible (Total)	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Forcible Fondling	0	0	0	0	0
Sexual Assault; Non-Forcible (Total)	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0
Liquor Law Disciplinary Referrals	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0
Drug Law Disciplinary Referrals	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0
Illegal Weapons Disciplinary Referrals	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	1	0	0	1	0
Hate Crimes (Total)	0	0	0	0	0

Clery Reportable Crimes- Iliff School of Theology Calendar Year 2016

Reportable Crime Type	On Campus	Non-Campus Buildings & Property	Public Property	Totals	On-Campus, Residential
Criminal Homicide	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offences	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	1	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Arrests and Referrals	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0
Liquor Law Disciplinary Referrals	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0
Drug Law Disciplinary Referrals	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0
Illegal Weapons Disciplinary Referrals	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
Hate Crimes (Total)	0	0	0	0	0

Clery Reportable Crimes- Iliff School of Theology Calendar Year 2015

Reportable Crime Type	On Campus	Non-Campus Buildings & Property	Public Property	Totals	On-Campus, Residential
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sexual Assault; Forcible (Total)	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Forcible Fondling	0	0	0	0	0
Sexual Assault; Non-Forcible (Total)	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0
Liquor Law Disciplinary Referrals	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0
Drug Law Disciplinary Referrals	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0
Illegal Weapons Disciplinary Referrals	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
Hate Crimes (Total)	0	0	0	0	0

Fire Safety Statement

To help ensure the safety of those residents in on-campus housing, the Denver Fire Department performs routine inspections of critical mechanical systems and emergency exits. Inspections of all fire extinguishers in all campus buildings occur once a year. Emergency evacuation and relocation drills are conducted one time per calendar year in the Skaggs Hall/Iliff Hall buildings.

Fire Drills

There are no fire drills regularly conducted in on-campus housing facilities. Residents are encouraged to be familiar with at least two ways out of the building they reside in, realizing that their front door may not always be a safe exit.

Fire Safety Education

Fire safety education is accomplished through printed instructions to the community, which is comprised of residents; employees; and students; and through completion of drills held in Skaggs/Iliff Hall throughout the year.

If you discover or suspect a fire in Taylor Hall, do the following:

Exit your apartment, closing the door behind you.

Locate the nearest fire pull and pull it.

Exit the building and call 911, provide as much information as possible about the fire. If possible, call D.U. Campus Safety at 303-871-3000 to inform them of the fire.

Evacuate to the patio area outside the main entrance of the Iliff School of Theology.

If you discover or suspect a fire in Skaggs/Iliff Hall, do the following:

Locate and pull the nearest fire alarm. If the alarm fails to operate, warn other occupants to evacuate the building by shouting the warning.

Evacuate the building. Evacuation points have been designated as:

1) The flagpole located next to the sidewalk, south of the main entrance and along E Iliff Ave.

2) The flagpole at Mary Reed on DU's campus.

Call 911 and provide as much information as possible about the fire. Secondly, call D.U. Campus Safety at [303-871-3000](tel:303-871-3000).

Please choose the evacuation point nearest to your location at the time the alarm sounds. Please remain at your evacuation point until given the all-clear by a member of the Facilities staff, DU Campus Safety, or a member the Denver Fire Department.

Evacuation Procedures

If you are alerted to the presence of smoke or fire, via alarm or other methods, immediately vacate the building via the nearest exit and proceed to your designated evacuation point (see above) until given the all-clear by an official of the Denver Fire Department, Denver Police Department, D.U. Campus Safety, or Iliff School of Theology. Full cooperation in any evacuation is required.

Portable Electronic Devices, Smoking and Open Flame Policies

The Iliff School of Theology is a smoke-free campus. Smoking is prohibited in all buildings, including residences, and on the grounds. Smoking is allowed on sidewalks adjacent to public streets.

Due to fire hazards, the following are prohibited in residential housing facilities:

Space heaters

Halogen lamps (as of January 1, 2011)

High-wattage appliances

2017 Fire Statistics

Location	Number by Building	Date/Time	Cause	Number of Injuries	Number of Deaths	Value of Property Damaged
Schlessman (Torn down July 2016)	0	n/a	n/a	n/a	n/a	n/a
Taylor	0	n/a	n/a	n/a	n/a	n/a

2016 Fire Statistics

Location	Number by Building	Date/Time	Cause	Number of Injuries	Number of Deaths	Value of Property Damaged
Schlessman	0	n/a	n/a	n/a	n/a	n/a
Taylor	0	n/a	n/a	n/a	n/a	n/a

2015 Fire Statistics

Location	Number by Building	Date/Time	Cause	Number of Injuries	Number of Deaths	Value of Property Damaged
Schlessman	0	n/a	n/a	n/a	n/a	n/a
Taylor	0	n/a	n/a	n/a	n/a	n/a

Fire Safety System Chart

Building Name	Fire Alarm Control Panel	Warning Horn/Strobe	Heat Detectors	Smoke Detectors	Manual Pull Stations	Fire Sprinklers	CO Detectors	Fire Doors	Fire Extinguishers	Number of evacuation (fire) drills each calendar year
Schlessman				X			X	X	X	0
Taylor	X	X		X	X		X	X	X	1