



## Introduction

This publication is part of the Cleveland Institute of Music's overall effort to provide important information about personal safety to the CIM community. It has been prepared in compliance with the Federal Crime Awareness and Campus Security Act of 1990 (the Clery Act). The Clery Act was amended in 1992 and 1998 to include the Campus Sexual Assault Victims' Bill of Rights, which requires all schools to develop policies to deal with sexual assault on campus and provide certain assurances to victims of such assaults.

This report is created by the Maintenance Coordinator at the Cleveland Institute of Music, who receives relevant information regarding Clery Act classifiable crimes and offenses from the CIM Security Department, the CIM Dean of the Conservatory, the CIM Associate Dean of Students, the CIM Director of Human Resources, and the University Circle Police Department (UCPD), the local law enforcement agency. Each year a written notice is distributed to all CIM students, faculty, and staff via email notifying them that the report is available for viewing at CIM's official website; the notification gives the exact URL address of the link to the report. Paper copies of the report may be obtained by anyone from the CIM Security staff at the Main Security Desk (MSD) in CIM, located at the Hazel Drive entrance of CIM's main building at 11021 East Boulevard or by calling (216) 791-5000.

## I. General Safety & Security Information

### CIM FACILITIES AND GROUNDS

The CIM main building is open to the public during normal business hours. It is open for those persons who are attending concerts, taking music lessons, or who have other legitimate reasons for being in the building during evening hours and on the weekend. CIM's facilities are maintained by the Buildings and Grounds Department, which incorporates security and safety considerations into its maintenance planning, including lighting, grounds keeping, and physical access. In addition, students and employees who wish to be escorted to their cars after dark may avail themselves of the services of a security member on duty. Routine inspections are made to identify safety hazards, and the Department addresses any problems identified during those inspections. Oversight of the work of the department is provided by the Buildings and Grounds Committee of the Board of Trustees.

### RESIDENCE HALL SECURITY

Located adjacent to CIM is Cutter House, CIM's residence hall; Cutter House is leased by CIM from Case Western Reserve University (CWRU). It is a co-educational facility. One classroom is located on the first floor, as well as the Composition Electronic Music studio. Cutter House is secured 24 hours per day, and access is restricted by key card access to residents and to CIM students, CIM faculty, and CIM staff who are using the classroom or the Composition Electronic Music studio. Guests of residents in Cutter House must be accompanied by the residents.

Fire Alarms are installed in all residence halls and are inspected in compliance with state fire codes. As Cutter House is leased by CIM from CWRU, the Safety Services Office of CWRU, in conjunction with CIM's Residence Life staff, conducts fire drills each semester and provides information about fire safety on an ongoing basis.

Crime prevention seminars are provided by CWRU Security, CIM Security, and police professionals in the residence halls as requested.

### RESIDENCE HALL SECURITY: MISSING RESIDENT

If a member of the CIM community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify CIM Security at 216-791-5000 (ext. 224) or the Residence Hall Director (ext. 227). CIM Security will generate a missing person report and initiate an investigation. If the concern needs to be communicated after hours, CASE Police should be contacted at 216.368.3333.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by CIM in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, CIM will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the CIM Associate Dean of Student Affairs Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should CIM Security determine that the student has been missing for 24 hours, CIM Security will notify UCPD and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, CIM will notify the student's parent or legal guardian immediately after GWPD has determined that the student has been missing for 24 hours.

### UNIVERSITY CIRCLE

CIM is located in University Circle, a unique cultural, educational, and scientific enclave within the city of Cleveland. University Circle is comprised of over thirty institutions that, together, constitute one of the largest diversified complexes in the world. CIM cooperates with one of these institutions, Case Western Reserve University (CWRU), in a Joint Music Program at both the undergraduate and graduate levels. In addition, there are museums, libraries, concert halls, colleges, and universities, hospitals, gardens, churches, temples, and residence facilities. University Circle's 500 acres, one of the most beautiful areas in the city, offer opportunity for serious study in many fields.

### SECURITY AND POLICE PATROLS

The CIM campus is protected by overlapping layers of security. CIM maintains a Security staff consisting of four full time guards, one part time guards, and the Head of Security, who reports to the Director of Buildings and Grounds. The Security staff members are empowered to ask persons for identification and to determine whether individuals have lawful business at CIM. Security staff members are onsite during all official open hours at CIM and make regular patrols of CIM's grounds; CIM Security staff members do not have arrest powers. The CIM Security staff maintains a close professional working relationship with the University Circle Police Department (UCPD), a private police agency consisting of 28 fully trained and commissioned police officers with full law enforcement authority. The UCPD patrols the University Circle area on a 24-hour-a-day basis. The UCPD responds to all emergency calls typically within 5 minutes and can be reached at (216) 791-1234.

In addition, the CWRU Police and Security force patrols the area surrounding Cutter House and the Hazel Annex on a 24-hour-a-day basis throughout the year. The CWRU Protective Services security force consists of 45 officers, including 20 CWRU Police officer, 10 mobile security officers, and 15 facility security officers. Those members of CWRU Protective Services who are CWRU Police personnel are commissioned as peace officers by the State of Ohio. In addition to basic patrol, security personnel respond to all criminal incidents and alarms, and provide escorts and emergency assistance. The CWRU Police and Security department's central dispatch office is staffed continuously and can be reached by calling (216) 368-3333.

### EMERGENCY NOTIFICATION

Emergency alerts are separate from security alerts. Emergency alerts are issued in the event of a serious

or immediate threat to the safety or health of students or employees. The emergency alerts are issues in response to any events that constitute an immediate threat to the safety or health of the CIM community, including but not limited to criminal activity, natural disaster, or extreme weather. CIM uses the Rave emergency alert system. The Rave system notifies subscribers if there is an incident or event on campus that threatens public safety.

All members of the CIM community—students, staff, and faculty—are encouraged to register in the Rave system by following these steps:

- User goes to [getrave.com](http://getrave.com)
- User enters Case Western Reserve University in the site choice box
- User will be redirected to a Case login site
- User logs in with her/his Case ID login credentials (All CIM students, faculty, and staff have Case IDs)
- User follows directions and registers for Rave alerts

#### EMERGENCY TELEPHONE COMMUNICATION

A Code Blue telephone is located on Hazel Drive adjacent to CIM. By touching a push button located on the code Blue telephone post, persons are connected directly to the UCPD to report their emergency.

At the time that the Code Blue push button is activated, a highly visible, bright blue light also starts flashing to identify that someone is in need of emergency assistance. The system automatically advises the UCPD which Code Blue telephone has been activated, so it is not necessary that the person requiring the emergency assistance provide his/her location. With its rapid patrol deployment capability in emergency situations, it is anticipated that a UCPD patrol will respond to a call within one minute.

#### CRIME PREVENTION

Through CWRU's Operation Awareness and the services of UCPD, a variety of crime information and personnel programs are provided for CIM. These include:

- Security alerts are emailed to CIM whenever a serious incident is reported. Paper copies of the bulletins also posted on CIM bulletin boards in the main building as well as Cutter House Dormitory; the bulletins are also electronically posted on CIM's intranet.
- Vehicle and property protection services are provided upon request for special events.
- Security and crime awareness orientation programs are conducted for all new students.

## **II. Policies**

#### DRUGS & ALCOHOL

CIM will conform to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal in Ohio to sell, provide, or serve beer, wine, or liquor to anyone under the age of 21. The unlawful manufacture, distribution, possession, or use of alcohol or controlled substances, including illicit drugs, is prohibited on property owned or operated by the Cleveland Institute of Music or as a part of any of its activities.

No CIM student may report to work at CIM or engage in any CIM related work while under the influence of illegal drugs or alcohol.

Students and guests living in CIM residence halls must adhere to federal and state regulations regarding drugs and alcohol. It is illegal in Ohio for alcoholic beverages to be made available by sale or otherwise to anyone under the age of 21. Underage students are not permitted to consume or possess alcoholic beverages on CIM property.

For a complete explanation of the employee drug and alcohol policies, see the CIM Student handbook. For a complete explanation of the employee drug and alcohol policies, see the Faculty and Staff

Handbook.

### WEAPONS

Discharging, carrying, or possessing firearms, including air guns or any weapons with which injury, death, or destruction may be inflicted is prohibited. "Firearms prohibited" signs are posted at all entrances to CIM.

### CRIME REPORTING

All crimes that occur on campus should be reported to CIM Security at (216) 795-3124 or, if inside the main building at CIM, at extension 224 using one of the numerous in-house phones located throughout the building. Security will notify the appropriate police agency to respond, depending on the type of crime. Crimes occurring on CWRU's campus should be reported to its security department at (216) 368-3333. Crimes that occur off-campus in the University Circle area should be reported to the UCPD at (216) 791-1234.

### CRIMINAL INVESTIGATION AND PROSECUTION

It is the policy of CIM to inform all crime victims of their right to pursue criminal charges through the criminal justice system and provide assistance in this regard. In cases involving students, the Student Affairs Tribunal will conduct hearings under due process guidelines. This process is available to victims, whether or not they pursue criminal charges.

### POLICY ON SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

CIM is a community dependent upon trust and respect for its constituent members: students, faculty, and staff. Sexual assault is a violation of that trust and respect. It will not be tolerated.

Sexual assault is a serious crime. Any non-consensual physical contact of a sexual nature is a sexual assault. Rape, statutory rape, incest, sodomy, sexual assault with an object, and fondling are examples of sexual assault

Lack of consent is the crucial factor in any sexual assault. Persons forced to engage in sexual contact by force, by threat of force, or by coercion, have not consented to contact. Persons acting under the influence of alcohol or other substances may be incapable of consent. Age or mental capacity may render consent impossible.

CIM strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue judicial action or sanctions for their own protection and that of the entire campus community.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in 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.

## Reporting An Incident

The Institute recognizes that a person who has been sexually assaulted or is a victim of domestic violence, of dating violence, or of stalking, retains the right not to pursue either criminal prosecution or a CIM judicial proceeding. However, CIM strongly encourages those who have been sexually assaulted to pursue internal disciplinary and/or criminal processes.

Individuals who have experienced any form of sexual misconduct or harassment may elect to report the issue through the Title IX office. Sexual Misconduct and Title IX guidance is available on the CIM website [here](#).

Once a report of sexual assault, domestic violence, dating violence, or stalking, is made, CIM may be obligated to alert the campus community of the report. CIM is obligated to alert the campus of crimes that it determines represent a threat to members of the campus community. In making such determinations, CIM will consider the safety of students, faculty, and staff, as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by CIM, the names of any person involved will not appear on Security Alerts. CIM urges anyone who has been sexually assaulted to report the incident at any time. However, prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response.

## Medical and Psychological Assistance

**Emergency Room Examination:** Any person who has been sexually assaulted or is a victim of domestic violence, of dating violence, or of stalking, may go directly to the University Hospital Emergency Room or any local hospital for medical attention. Please note: The preservation of physical evidence is critical in the event of criminal prosecution and may be useful if CIM disciplinary action is pursued.

**University Health Services:** Students can seek further treatment at the University Health Services for any medical concerns, including sexually transmitted diseases and pregnancy testing.

**Counseling:** Counseling may be pursued following a sexual assault, domestic violence, dating violence, or stalking, no matter how much time has elapsed since the incident. Counseling services are confidential except when disclosure is necessary to prevent imminent harm to self or others. Available options, on and off-campus are listed below.

### University Health and Counseling Services

(216) 368-5872 Weekdays on site, 8:30am-5:00pm or after hours on-call service

### Cleveland Rape Crisis Center

(216) 619-6192 24 hours

### Witness-Victim Center

(216) 443-7345 Weekdays, 8:30am-4:30pm

## Institutional Sanctions and Criminal Prosecution

Anyone who has been sexually assaulted, or a victim of domestic violence, of dating violence, or of stalking, may choose to pursue both criminal prosecution and CIM disciplinary processes. Regardless of whether criminal charges are filed, all members of the CIM community accused of sexual assault, or of domestic violence, of dating violence, or of stalking, may be subject to CIM judicial action or sanctions, up to and including expulsion or termination from employment. In the case of student judicial proceedings, both the accused and the accuser are entitled to due process, to the presence of an advocate during hearings and to notification of the outcome of the proceedings.

## Accommodations

In the aftermath of a sexual assault, of domestic violence, of dating violence, or of stalking, upon request the Institute will make any reasonable available accommodation for requests for alternative living, working and academic arrangements as available and appropriate.

Due to the sensitive and traumatic nature of sexual assault, specially trained personnel are available to help anyone who has been sexually assaulted understand the many options open to him or her. To contact a member of the Sexual Assault Response Team during work hours call (216) 368-5872. After hours or on weekends, call (216) 844-8892. Please tell the operator that this is an emergency or that a sexual assault has occurred. The staff member will help guide the student through medical, psychological, and legal options while protecting confidentiality.

### Resource Numbers for reporting Sexual Assaults:

CIM Title IX Co-Coordinators	216.795.3163    216.795.3119
CIM Title IX Designated Reporting Officials	216.791.5000 ext 299, 219, 441, 443
CIM Security	216.795.3124
University Circle Police	216.791.2444 or 911
Case Police	216.363.3333 (emergency) 216.368.3300 (non emergency)
Cleveland Police Sex Crimes Unit	216.623.5630 or 911
Cleveland Heights Police	216.321.1234 or 911

### SEXUAL OFFENDER NOTIFICATION INFORMATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the CIM Security Department is providing a link to the Cuyahoga County's Sheriff's Office Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

In 1997, the Governor of the State of Ohio signed into law House Bill 180, the Sexual Offender Registration Bill. The bill required Sheriff's Office throughout the State to develop and implement a registration system for convicted sexual offenders.

The Sexual Offender Unit for the Cuyahoga County Sheriff's Office was developed and designed to inform, safeguard and prevent violent sexual crime in the community.

The Sexual Offender Unit is responsible for registering and making the citizens of Cuyahoga County aware of serious offenders living in the community. The residence location of less serious offenders is also tracked on a database used to locate an individual in the event he repeats his former pattern of criminal behavior.

The Unit is also responsible for investigating complaints against a registered offender and, if necessary, executing a warrant for the arrest of the individual.

A Common Pleas Judge must declare and classify an individual as a sexual offender. Further information relative to the classification of offenders can be found in Ohio Revised Code §2950.01 et seq.

The Cuyahoga County's Sheriff's Office maintains: 1) a list of registered sex offenders in Cuyahoga County, searchable by address, last name, zip code, and city AND 2) a link to the site containing the state list of registered sex offenders searchable by geographic vicinity (can be used to

search for registered sexual offenders within one mile of a specific address). The specific address for the Cleveland Institute of Music is 11021 East Blvd, Cleveland, OH, 44106. The link to the page of the Cuyahoga County's Sheriff's Office website with that specific information is found [here](#).

### III. Programs

#### ALCOHOL & DRUG ABUSE EDUCATION

In an effort to provide a drug-free workplace, CIM has established the following drug-free awareness program:

1. Audio and video resources dealing with substance abuse prevention are available in the Library.
2. Printed materials on substance abuse prevention are available in the Personnel Office and the Drug-Free Workplace Info-Center located in the Mail Room.
3. If any employee suspects that they may have a substance abuse problem (alcohol or drugs) and wants to seek a drug counseling or rehabilitation program, they should contact the Human Resources Director for referral to such programs. Requests for assistance will be kept confidential. Participation in such programs will be at the employee's expense.

#### CRIME PREVENTION, CAMPUS SEXUAL ASSAULTS & RAPE AWARENESS PROGRAMS

CIM provides various prevention and awareness programs through Orientation and Residence Life Programming. Sessions are scheduled each semester that deal with issues such as substance abuse, sexual harassment and assault, and crime prevention methods. These sessions are held at Cutter House and though they are a required course for incoming freshmen, all CIM students are encouraged to attend. CIM also offers online training for all faculty, staff and students on Title IX, Sexual Misconduct and Harassment on an annual basis.

#### **CIM Crime Statistics**

<u>Criminal Offenses-On Campus</u>	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible (include only incest and rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<u>Criminal Offenses-On Campus Residence Halls</u>	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible (include only incest and rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<u>Criminal Offenses-Public Property</u>	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible (include only incest and rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<u>Hate Crimes on Campus</u>	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible (include only incest and rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

<u>Hate Crimes on Campus – Residence Halls</u>	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible (include only incest and rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

<u>Hate Crimes on Campus – Public Property</u>	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible (include only incest and rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

VAWA (Violence Against Women Act) Offenses

<u>On Campus</u>	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA (Violence Against Women Act) Offences

<u>On Campus – Residence Halls</u>	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	1
Stalking	0	0	0

VAWA (Violence Against Women Act) Offences

<u>Public Property</u>	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal offense

	2015	2016	2017
Illegal weapons possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests-On Campus-Residence Halls

	2015	2016	2017
Illegal weapons possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests-On Campus-Public Property

	2015	2016	2017
Illegal weapons possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions-On Campus

	2015	2016	2017
Illegal weapons possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions-Residence Halls

	2015	2016	2017
Illegal weapons possession	0	0	0
Drug Law Violations	2	0	2
Liquor Law Violations	0	2	3

<u>Disciplinary Actions-Public Property</u>	2015	2016	2017
Illegal weapons possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<u>Unfounded crimes</u>	2015	2016	2017
Total unfounded crimes	0	0	0

## Annual Fire Report for 2017

The information contained in this report was compiled and completed in-compliance with the 2008 Higher Education Opportunity Act (HEOA). The Higher Education Opportunity Act was created by the Department of Education to address several issues on college campuses, including fire safety in on-campus housing. The HEOA requires Universities to maintain a fire log listing all fires that have occurred in their on-campus housing. The Cleveland Institute of Music's fire log for Cutter House Residence Hall is available online [here](#) (see page 9).

### Cutter House Fire Statistics for 2017

There were three fire drills in Cutter House in 2016 administered via Case Western Reserve University Environmental Health and Safety Office (216-368-2907). Reporting of all fires which may occur in the Cutter Residence Hall should be reported to CWRU police, CIM Student Affairs and CIM Security. Reporting of all fires which may occur within the CIM faculty and staff offices should be reported to CIM Security and Building Grounds.

CIM includes Fire Safety training for Cutter House residents during orientation programming each August.

Incidents: (These types of the incidents do not involve an open flame and therefore do not constitute a fire as defined by the Campus Security Safety Act)

- None

<u>Fire Statistics-On Campus-Residence Halls</u>	2015	2016	2017
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0

The HEOA also requires the publishing of an annual fire safety report that provides information on the following items: statistics for fires that occurred in on-campus housing facilities; a description of the fire safety systems found in the residence hall facilities; number of regular supervised fire drills; policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities; procedures for student housing evacuation in the case of a fire; policies on fire safety education and training programs provided to students and employees; a list of the titles of each person or organization to which students and employees should report that a fire has occurred; and plans for future improvements in fire safety.

## Definitions:

**Audible Fire Alarm Notification Appliance** – A fire alarm system component that alerts by the sense of hearing (i.e. bell, horn, message, tones, etc.).

**Cause of Fire** – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intention or unintentional action, mechanical failure, or act of nature (Higher Education Opportunity Act).

**Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (Higher Education Opportunity Act).

**Fire alarm system monitored by CWRU PD** – The building's fire alarm system transmits a signal to the CWRU Police Department's Dispatch Center, which is constantly attended 24 hours a day 7 days a week. Some fire alarm systems will provide the exact location to the dispatcher of the activated device in the building. This allows the Police and Fire Department to know the exact location of the area of concern in the building before they arrive.

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

**Fire Extinguishers** – A portable device containing a specialized agent that can be used to extinguish a fire. Fire extinguishers are installed throughout the buildings in accordance with the Ohio Fire Code.

**Fire Rated Doors, Walls, & Partitions (Passive Fire Protection Systems)** –

Passive fire protection systems are components of a building designed to have a certain degree of fire resistance. These components are designed to contain the spread of smoke and fire gases, and prevent the spread of them to a certain area for a reasonable period of time. Fire rated doors, walls, and partitions are installed in areas to protect the evacuation of the occupants (i.e. stairwells), separate a specific area from another (i.e. mechanical room, student rooms, etc.), or separate adjoining buildings.

**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, employees, visitors, firefighters, or any other individuals (Higher Education Opportunity Act).

**Fire related death** – Any instance in which a person (1) 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; or (2) Dies within one year of injuries sustained as a result of the fire (Higher Education Opportunity Act).

**Heat Detectors** – Devices that are only activated by heat. They are used in areas where smoke or steam is likely to be present (i.e. kitchens, bathrooms, and mechanical rooms).

**Intentional Fire (Arson)** – A fire that is ignited under circumstances in which the person knows that the fire should not be ignited (NFPA 921). Example: Knowingly igniting papers on fire on a bulletin board.

**Kitchen Hood Suppression System** – A specially designed fire protection system to extinguish fires that occur on a kitchen's stove. Upon activation of the system it will release the suppression agent and activate the building's fire alarm system. Kitchen hood suppression systems can be found in the common cooking areas (if available) in the Residence Halls.

**Smoke Detectors** – Devices that detect visible or invisible particles of combustion (NFPA 72)

**Smoke Detectors (fire alarm initiating)** – Smoke detectors automatically trigger the building's fire alarm system.

**Smoke Detectors (single station, battery operated)** – Smoke detectors are not connected to the building's fire alarm system and only sound locally.

**Sprinkler System** – A system of piping that is designed to deliver water on a fire to control or extinguish it. The sprinkler heads in the residential facilities are only activated by heat, not smoke or a pull station.

**Undetermined** – A cause classification for fires whenever the cause cannot be proven to an acceptable level of certainty (NFPA 921).

**Unintentional Fire (Accidental)** – A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be (NFPA 921). Examples: Cooking related fire,

smoking materials, open flames, electrical, heating equipment, etc.

**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 estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption (Higher Education Opportunity Act).

**Visual Fire Alarm Notification Appliance** – A fire alarm system component that alerts by the sense of sight (i.e. strobe lights).

## **Fire Policies**

The following policies apply for all CIM buildings, including on-campus student housing facilities.

### **Smoking**

- Smoking is prohibited within all University buildings and student housing facilities.

### **Open Flames**

- Open flames, candles, candle warmers, or incense are prohibited in residence halls, academic, and administrative buildings.

### **Electrical Safety**

- Ensure electrical circuits are not overloaded.
- Ensure all electrical appliances are UL rated, and do not overload circuits.
- Ensure extension cords are UL rated and do not extend into other rooms through doors, windows, or stairwells.
- Ensure festive lighting is UL rated.

### **Fire Safety Systems**

- Do not tamper with fire protection systems. Ensure they are not obstructed from view or access. All alarm systems must be kept free of storage materials and remain readily accessible.
- Fire and smoke barrier doors must be closed at all times.
- Storage of items may not be within 24 inches of ceilings, block exits, stairwells, extinguishers, or fire alarm pull stations in any building on campus.

### **Holiday Decorations**

- Holiday decorations must not impede fire safety devices such as exit signs, sprinkler systems, smoke alarms, strobe lights or any other device.
- Live Christmas trees and wreaths are prohibited.

### **On Campus Prohibited Items**

The following policies apply for all CIM on-campus student housing facilities.

- Hot Plates or similar items with an open heating element.
- Upholstered furniture (unless certified flame retardant).
- Curtains, draperies, hangings, and other materials suspended from walls or ceiling
  - o Unless certified flame retardant.
  - o Resident must be able to provide proof of fire retardancy.
- Space heaters.
- Refrigerators more than 4 c.u. ft.
- Any equipment that places an extraordinary load on the electrical system (i.e. electrical heaters) air conditioners are only permitted with notification and approval as medical accommodation
- Halogen lighting sources.
- Un-fused surge protectors.
- Storage of motor vehicles within a residential facility.
- Flammable/combustible liquids & gases.
- Explosives/ Fireworks.

- Air rifles and guns.
- Gunpowder.
- Knives.
- Pets

### **Cutter House Building Evacuations**

- In addition to adhering to fire policies, students, faculty, and staff must also understand and practice policies regarding activities during a fire alarm at Cutter House dormitory
- If a student, faculty, or staff member discovers smoke or an actual fire, they should immediately pull the nearest fire alarm and evacuate the building.
- Upon exit of the building they should dial 216-368-3333 to report the fire.
- All building occupants should become familiar with posted evacuation routes and procedures for the building. These are typically located in each resident room and near elevators, stairwells, and exits.
- Any student residing in or present in Cutter House Dormitory must evacuate the building when a fire alarm sounds using stairwells and exits.
- All building occupants should know and memorize two exits from the building, and understand that an evacuation may require you to evacuate a smoke filled area. In the case of smoke, stay low and check all doors before proceeding to an exit.
- Windows may also be an exit option. Should you need to exit from a window, verbally summon the assistance of a first responder before attempting to exit a building from a window.
- Upon exiting the building occupants must move to a location away from the building and fire equipment until notified that the building is clear to be re-occupied by first responders.
- After evacuating, if you know of an occupant that may still be in the impacted building, provide that information to first responders by giving the name and location of the individual so they may assist them.