



Introduction

This publication 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 address incidences of sexual assault on campus and provide certain assurances to victims of such assaults. The statistics contained herein refer to events that occurred between January 2021 and December 31, 2021.

This report is created by the Vice President of People & Culture and Title IX Coordinator at the Cleveland Institute of Music, who receives relevant information regarding Clery Act classifiable crimes and offenses from the CIM Security Department, CIM Dean’s Office, Case Western Reserve University (CWRU) Police and Security Offices, and the University Circle Police Department (UCPD), a 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 under normal circumstances for those persons who are attending concerts, taking music lessons or who have other legitimate reasons for being in the building during open hours. CIM’s facilities are maintained by the Building and Grounds Department, which incorporates security and safety considerations into its maintenance planning, including lighting, grounds keeping, physical access. Routine inspections are made to identify safety hazards, and the department addresses any problems identified during those inspections.

RESIDENCE HALL SECURITY

CIM’s residence hall is located at 1609 Hazel Drive and is adjacent to CIM’s main building and owned by CIM with two floors leased to CWRU.

169 Hazel is a co-educational facility. The ground floor includes the CIM Admission’s Department and CIM Facilities Coordinator offices, 22 practices rooms, a classroom, and a lounge. Access to the main floor is secured by key card and limited to CIM students, faculty,

staff and CWRU residents of floors 4 and 5. Floors 2-5 of 1609 Hazel are residential. CIM students occupy floors 2 and 3, and CWRU students occupy floors 4 and 5. Access to all residential floors is controlled by key fob. Access to CIM's residential floors is restricted to CIM residents, Guests of residents in 1609 Hazel must be accompanied by a resident.

Fire alarms are installed in all residence halls and are inspected in compliance with state fire codes. In 1609 Hazel, fire drills are conducted by the Public Safety Administration Office in cooperation with CIM's Director of Facilities and Facilities Coordinator.

Crime prevention seminars were 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. 0) or the Associate Dean of Student Affairs (ext. 370). CIM Security will generate a missing person report and initiate an investigation. If the concern needs to be communicated after hours, CWRU Police Department 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 only 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 Dean's office through the Associate Dean of Student Affairs. 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 or a Dean's Office representative will notify University Circle Police Department (UCPD) and/or the CWRU Police Department (CWRU PD) 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 UCPD and or CWRU PD 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 largest diversified complexes in the world. CIM cooperates with 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, offers 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, two part-time guards and one lead guard who report to the Vice President of People & Culture. 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 on site 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 UCPD, a private police agency consisting of 26 fully trained and commissioned police officers with full law enforcement authority. 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 Protective Services force patrols the area surrounding 1609 Hazel on a 24-hour a day basis throughout the year. The CWRU Protective Services security force consists of more than 30 police officers, over 10 mobile security officers and more than 30 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.

In 1609 Hazel, CWRU Police and Security personnel respond to incidents on the residential floors of the building while UCPD responds to incidents on the first floor of the building and in the surrounding parking lot.

EMERGENCY NOTIFICATION

Emergency alerts are issued in the event of a serious or immediate threat to the safety or health of students, employees, and visitors. The emergency alerts are issued 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 and CWRU both use the Rave emergency alert system. The Rave system notifies subscribers if there is an incident or event on the campus that threatens public safety. All CIM students are automatically enrolled in both the CIM and CWRU Rave systems with their school issued emails but can additionally add other communication channels to their account in order to receive alerts via SMS text or phone call.

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

For CWRU Alerts, CWRU login credentials are required (all CIM students, and many faculty and staff have CWRU IDs)

1. User goes to getrave.com
2. User enters Case Western Reserve University in the site choice box
3. User will be redirected to the CWRU single sign-on
4. User logs in with her/his CWRU ID login credentials
5. User follows directions to register for or update personal information to receive CWRU Rave alerts

For CIM Alerts

1. User goes to getrave.com or getrave.com/login/cim (and skip to step 2)
2. User enters Cleveland Institute of Music in the site choice box
3. New users click “forgot password” to register, returning users enter CIM email address and personal password for Rave site

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.
- All students are auto enrolled in Rave notices, which include security alerts.
- 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 conforms 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 employee or student employee 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 Employee 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 216.791.5000 or, if inside the main building at CIM, at ext. 0 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 its security department 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, INMATE PARTNER VIOLENCE, 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. Examples of sexual assault include any nonconsensual and/or forced sexual contact, including but not limited to rape, attempted rape, sodomy, groping/fondling, and any other nonconsensual sexual touching.

Lack of consent is the crucial factor in any sexual assault. Persons forced to engage in sexual contact by force, threat of force or 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, seek assistance, and pursue judicial action or sanctions for their own protection and that of the entire campus community.

Intimate Partner Violence occurs when a current or former intimate partner uses or threatens physical or sexual violence. Intimate partner violence also may take the form of a pattern of behavior that seeks to establish power and control by causing fear of physical or sexual violence. Stalking may also constitute intimate partner violence.

Domestic Violence may include a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can include intimidation, manipulation, humiliation, isolation, frightening, terrorizing, coercing, threatening, or hurting someone.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship is determined based on factors of the relationship's length, the relationship's type, and the frequency of interactions between the persons involved.

Stalking is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, email, text messages or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking.

Reporting an Incident

The institute recognizes that a person who has been sexually assaulted or is a victim of intimate partner violence, domestic violence, dating violence or stalking, retains the right not to pursue either criminal prosecution or a CIM judicial proceeding. However, CIM strongly encourages those who have experienced or witnessed sexual misconduct to report the misconduct in order to seek assistance and/or pursue institute action for their own protection and/or that of the entire campus community.

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 <https://www.cim.edu/aboutcim/titleix>.

Once a report of sexual assault, intimate partner violence, 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 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

Any person who has been sexually assaulted or is a victim of domestic violence, dating violence or 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.

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

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

University Health & Counseling Services – Weekdays on site, 8:30 am-5:00 pm or after hours on-call service 24/7.

Health: 216.368.2450

Counseling: 216.368.5872

Cleveland Rape Crisis Center

216.619.6192 – 24 hours

Witness Victim Center

216.443.7345 – Weekdays, 8:30 am-4:30 pm

Institutional Sanctions and Criminal Prosecution

Anyone who has been sexually assaulted, or a victim of domestic violence, dating violence or 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, dating violence or 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, domestic violence, dating violence or 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. Any student may contact a member of the CWRU Safe-Line Sexual Assault Response Team, available 24/7. At 216.368.7777. The staff member will help guide the student through medical, psychological, and legal options while protecting confidentiality. Students may also contact University Counseling at 216.368.5872.

Resource Numbers for reporting Sexual Assaults:

CIM Title IC Coordinator	216.795.3135
Vice President of People & Culture	216.795.3119
CIM Security	216.791.5000 ext. 0
University Circle Police	216.791.2444 or 911

CWRU 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 with 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 Offices 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 they repeat their 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 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 this page of the Cuyahoga County’s Sheriff’s Office website with that specific information is found at <https://sheriff.cuyahogacounty.us/en-US/FAQ-Sex-Offender-Registration-Notification-Unit.aspx>.

III. **Programs**

ALCOHOL & DRUG ABUSE EDUCATION

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

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, should contact the Human Resources department for referral to the Employee Assistance Program. 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 1609 Hazel. CIM also offers online training for all faculty, staff and students on Title IX, Sexual Misconduct and Harassment on an annual basis.

IV. CIM Crime Statistic

<u>Criminal Offenses On Campus</u>	2018	2019	2020	2021
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense-Forcible	0	0	0	0
Sex offense-Non forcible (include only incest and rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0

<u>Criminal Offenses On Campus Residence Halls</u>	2018	2019	2020	2021
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense-Forcible	0	0	0	0
Sex offense-Non-forcible (include only incest and rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0

<u>Criminal Offenses-Public Property</u>	2018	2019	2020	2021
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense-Forcible	0	0	0	0
Sex offense-Non-forcible (include only incest and rape)	0	0	0	0

Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Any other crime involving bodily injury	0	0	0	0

<u>Hate Crimes on Campus</u>	2018	2019	2020	2021
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense-Forcible	0	0	0	0
Sex offense-Non-forcible (include only incest and rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Any other crime involving bodily injury	0	0	0	0

<u>Hate Crimes On Campus Residence Halls</u>	2018	2019	2020	2021
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense-Forcible	0	0	0	0
Sex offense-Non-forcible (include only incest and rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Any other crime involving bodily injury	0	0	0	0

<u>Hate Crimes – Public Property</u>	2018	2019	2020	2021
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offense-Forcible	0	0	0	0
Sex offense-Non-forcible (include only incest and rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Any other crime involving bodily injury	0	0	0	0

<u>VAWA (Violence Against Women Act) Offenses on Campus</u>	2018	2019	2020	2021
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

<u>VAWA (Violence Against Women Act) Offenses on Campus</u>				
<u>Residence Halls</u>	2018	2019	2020	2021
Domestic Violence	0	0	0	0
Dating Violence	0	1	0	0
Stalking	0	0	0	0

<u>VAWA (Violence Against Women Act) Offenses Public Property</u>	2018	2019	2020	2021
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

<u>Criminal Offense</u>	2018	2019	2020	2021
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	0	0
Liquor Law violations	0	0	0	0

<u>Arrests On Campus Residence Halls</u>	2018	2019	2020	2021
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	0	0
Liquor Law violations	0	0	0	0

<u>Arrests On Campus Public Property</u>	2018	2019	2020	2021
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	0	0
Liquor Law violations	0	0	0	0

<u>Disciplinary Actions On Campus</u>	2018	2019	2020	2021
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	0	0
Liquor Law violations	0	0	0	0

<u>Disciplinary Actions Residence Halls</u>	2018	2019	2020	2021
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	0	0
Liquor Law violations	0	0	0	0

<u>Disciplinary Actions Public Property</u>	2018	2019	2020	2021
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	0	0
Liquor Law violations	0	0	0	0
 <u>Unfounded crimes</u>	 2018	 2019	 2020	 2021
Total unfounded crimes	0	0	0	1

V. Annual Fire Report for 2021

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.

1609 Hazel Fire Statistics for 2020

All fires which may occur in CIM’s Resident Hall at 1609 Hazel should be reported to CWRU police, CIM Student Affairs, CIM Security and CIM Building Operations.

All fires which may occur within CIM faculty and staff offices should be reported to CIM Security and Building Operations.

CIM includes fire safety training for 1609 Hazel residents during orientation programming each August.

Incidents: (These types of 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>	2018	2019	2020	2021
Fires	0	0	0	0
Injuries	0	0	0	0
Deaths	0	0	0	0

The HEOA also requires the publishing of 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 intentional 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 to 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 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 head 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 (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.
 - Unless certified flame retardant.
 - Resident must be able to 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.
- Gunpower.
- Knives.
- Pets.

1609 Hazel 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 1609 Hazel 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 1609 Hazel dormitory must evacuate the building using stairwells and exits when a fire alarm sounds.

- All building occupants should know and memorize two exits from the building and understand that an evacuation may require them 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 one 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 by first responders that the building is clear to be re-occupied.
- After evacuating, if you know of an occupant that may still be in the affected building, provide that information to first responders by giving the name and location of the individual so they may assist them.

Rev. 12.01.2022