
Annual Security and Fire Safety Report DeLand Campus

Statistics for 2020, 2021 and 2022

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From Stetson's Public Safety



Robert Matusick
Interim Director of Public Safety
DeLand

September 27, 2023

Welcome to the Stetson University Office of Public Safety. Our officers are on duty 24 hours a day, 365 days a year, to ensure your safety and well-being on our historic DeLand campus.

This report provides students, faculty and staff with important information about their safety and security at Stetson. It outlines programs and services available to community members and also contains statistics about crime on our campuses. You will see that our DeLand campus is relatively safe. Still, we ask you to spend a few minutes to familiarize yourself with this report because each of us plays an important role in safeguarding our beautiful campus for the enjoyment of the entire Stetson University community.

Our officers provide many services for the Stetson community, including routine patrols of the campuses, parking enforcement, safety inspections and after-hours guardian services. They count on you to report suspicious activity to the Office of Public Safety. Our professional staff will investigate the incidents and take whatever action is deemed necessary.

Students, faculty, staff and visitors are encouraged to stop by our offices if they have any questions or need assistance from our dedicated staff in the Office of Public Safety.

Robert Matusick
Interim Director of Public Safety

Campus Police Authority & Jurisdiction

The University's Public Safety officers are non-sworn law enforcement personnel who are required to possess a Class "D" security license in compliance with Florida State Statute 493. Officers are assigned to patrol the campus 24 hours a day, 365 days per year; and while they do not have arrest authority, Public Safety does enforce university policy and parking regulations.

surrounding area to assist with providing a safe environment for our community. The Office of Public Safety maintains a close working relationship with the DeLand Police Department and, criminal incidents, while few, are referred to the Police Department for investigation and follow-up as needed. The Office of Public Safety assists with incidents that occur on campus or within our Clerly defined area of responsibility.

Jurisdiction is limited to institutional properties, however, the DeLand campus has an established Memorandum of Understanding (MOU) with the DeLand Police Department. The Police Department routinely patrols the campus and our

Reporting A Crime

Dial 911 for emergencies. Contact the Office of Public Safety 24 hours a day, 7 days a week.

DeLand Public Safety

Call 386-822-7300

24 hours a day

publicsafety@stetson.edu

In addition, you may also report crimes to:

DeLand Police Department — 386-626-7400

Volusia County Sheriff's Department — 386-736-5961

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around residential housing should be reported to the local police department by calling 911 and to the Office of Public Safety.



Reporting a Crime or Emergency

General Procedures

Community members, students, faculty, staff and guests are encouraged to report all crimes promptly to the Office of Public Safety.

In response to a call, Public Safety officers take any needed action, including, but not limited to, dispatching an officer to the site of the complaint, contacting appropriate police agencies when the victim of a crime elects to or is unable to, such as due to incapacitation by drug and/or injury and asking the victim to file an incident report with the Office of Public Safety. All incident reports are forwarded to the appropriate deans and/or administrators for any necessary follow-up.

If assistance is required from local law enforcement, and the agency has not already been contacted, the Office of Public Safety will contact the appropriate agency. Crimes should be reported to the Office of Public Safety even if the individual does not wish to involve law enforcement to aid in providing Emergency Notification Alerts to the community, when appropriate, and to ensure inclusion in the annual crime statistics.

Campus Security Authorities (CSAs)

Under the Clery Act, certain university officials are designated as Campus Security Authorities (CSAs) based upon their job function, not necessarily their job title. These officials have the authority and the duty to take action or respond to particular issues on behalf of the university. The function of a CSA is to report all allegations of Clery Act crimes for the purpose of making timely security alerts and including the information in the annual disclosure statistics.

Personnel who are considered CSAs are defined as:

- Public Safety personnel;
- An official of the university who has significant responsibility for student and campus activities, including, but not limited to, members of administration, deans, department chairs, center and program directors, and athletic directors and coaches.

Confidential Reporting

Anyone who is the victim of, or witness to, any crime is encouraged to promptly report the incident to the Office of Public Safety. If you are the victim of a crime and do not want to pursue an action with the university under our internal procedures or through the criminal justice system, you may still wish to consider filing a report.

The purpose of a report is to allow Stetson University to take steps to enhance the safety of yourself and others. With such information, the university can keep accurate records of the number of incidents involving students; determine whether there is a pattern of crime with respect to a particular location, method or assailant; and alert the campus to any potential danger.

Reports filed in this manner are counted and disclosed in the annual crime statistics for the university. They are also maintained in a confidential fashion with disclosure internally or externally only when deemed reasonably necessary for the safety of the student or others; when disclosure is required by law; or when disclosure and follow-up on information contained in a report is warranted under our policies.

Policy Statement Addressing Counselors

Stetson University employs pastoral and professional employees directly. Student Counseling Services offer a full range of services to support not just the university's students, but the entire campus community as well. The university has procedures in place to encourage pastoral and professional counselors, at their discretion, and inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's Annual Security Report. The university does allow and encourage such individuals to use the limited confidential reporting option detailed above.

Methods of Reporting

- Call, Email or Visit Public Safety
- Online Report-It form
- Online Title IX form
- Stetson Safety App

Students and other members of the campus community can report a crime to the following offices:

- Public Safety
- Dean of Students
- Title IX
- Community Standards
- Human Resources
- Report-It Form (anonymous)

Security of Campus Facilities

Stetson University is dedicated to ensuring the security and safety of its buildings and grounds. Public Safety personnel secure academic and administrative buildings each day after classes and business activities have ended. Some facilities to which access is required after business hours are on electronic access systems for reasons of personal safety and building security.

Public Safety patrols campus grounds in vehicles and on foot 24 hours a day. Our campus is well lighted, and Public Safety performs regular checks to ensure that all lights are operating and other safety systems are in place.

The Department of Public Safety and Facilities Management meet regularly to strategically address campus electronic access and electronic surveillance needs. These efforts include implementing (CEPTED) crime prevention through environmental design.

Public Safety, Residential Living and Learning, Risk Management and Facilities Management review security issues related to landscaping, locks, windows, alarms, lighting, and emergency call boxes for safe operation.

Keys/Access Cards

Building security is a critical part of maintaining a safer residential environment. Residents are required to keep their room/apartment doors locked and their keys with them at all times. Keys are provided to assigned residents only and residents are responsible for all keys and access cards issued to them. Elevator keys and other access devices for accommodations are also provided and follow the same procedures as keys. Residents are prohibited from lending or giving their keys and/or access card to other individuals. Lost, stolen or damaged keys or access cards must be reported immediately and will necessitate the replacement of the lock(s), key(s) or access card(s), the cost of which is charged to the resident.

Reproducing any University-issued key is strictly prohibited. Students who are found responsible for this action may be referred for judicial sanctioning through the Office of Community Standards.

Access Control and Security Management Systems

Exterior doors that are equipped with an electronic access control system may be accessed by members of the Stetson community with valid credentials. These door locks utilize a technology known as proximity readers. The Stetson ID card is waved/tapped in front of the proximity (“prox”) reader near the door. All ID card production is conducted in the Meal Card Office located in Residential Living and Learning at University Hall.

Campus Facilities Access

Except for residential buildings which remain locked, most University facilities are open to the campus community and their guests during the day and evening hours when classes are in session. Regular business hours for academic and administrative offices are 8 a.m. - 4:30 p.m., Monday through Friday. Multiple academic buildings employ magnetic card automatic locking systems which allow for after hour access by faculty, staff and students. When the University is officially closed, buildings are secured and only faculty, staff and pre-approved students with proper ID’s are allowed access. The proximity cards used are the issued University ID cards. Authorization for entry is controlled by a computer system maintained by the Office of Public Safety. Lost or stolen cards are removed from the system so that they cannot be used to gain access to these buildings.

Residential Facilities Access and Security

Residential facilities are managed by nine full time professional staff members: Coordinator of Customer Engagement and Administrative Services, Assistant Director of Assignments, Data, and Logistics, and 5 live-in Residential Life Coordinators, 1 live-in Associate Director of Residential Education and Community Programs, Associate Director for Housing Operations and Administrative Services. This team is led by Associate Vice President of Campus Life for Residential Living and Learning. Additionally, staff from Facilities Management and Residential Living and Learning meet on a regular basis to discuss current living conditions in the residential halls. These staff members participate in an annual, extensive training program which includes sessions of safety and security. The residential buildings are divided into three areas of duty, with at least one Resident Assistant on duty in each area every day during the academic year (outside of business hours). One professional staff member is on-call 24 hours a day during the entire calendar year. All are blood borne pathogen, fire safety, and emergency management trained.

The exterior doors of the residential facilities are equipped with electronic access and are locked at all times. Only students who reside in the building are granted access via their proximity card. Visitors must notify their hosts of their arrival in order to gain entry. Overnight guests are permitted, with the permission of all roommates, and are limited to visiting on no more than three consecutive nights per month. Cohabitation is prohibited. Behavior of the guest is considered to be the responsibility of the host. Student staff and residents are encouraged to report the presence of unauthorized guests in the residential facilities.

The on-going inspection and maintenance of locks, doors, windows, lighting and alarms are coordinated by Public Safety and Facilities Management. Additionally, staff from Facilities Management and Campus Life meets on a regular basis to discuss current living conditions in the residential halls. An annual budget has been allotted for new cameras to be installed on campus, along with replacing aging equipment. These are all recorded and available for real time or selected date and time monitoring.



Security Awareness & Crime Prevention

Public Safety provides security awareness and crime prevention information through new student orientation, campus tabling, virtual portals, campus websites, presentations and in person.

- Public Safety addresses all new students regarding ways to maintain personal safety during orientation activities.
- Students are told about crime on-campus
- Students are informed of availability of Public Safety escort services, parking lot safety and security patrols.
- Students are emailed information on crime statistics, crime prevention, emergency resources, how to report a crime, fire safety and alcohol and drug policies.
- The Office of Public Safety maintains a Safety App designed to help ensure the safety of students, faculty, staff and visitors on-campus, as well as the parents of students.

Appropriately named the Stetson Safety App, it is free to download on smart phones. With the Stetson Safety app, which is available on both Google Play and the Apple App (at 12mb), users can:

- report incidents or crime-prevention tips on and near campus, including via email, photos or video;
- get geo-location in real time;
- have a friend monitor your trip through Friend Walk;
- use a mobile blue light;
- receive weather information, emergency notifications and campus news;
- obtain campus maps and emergency plans;
- access a personal safety toolbox; and more.

Additional information is provided via the Public Safety web pages at:

- stetson.edu/administration/public-safety

Applicants for employment are notified regarding this report via the Human Resources employment page and through notification on the employment application.

Safety and security information is also available on the University website on the Public Safety web pages and one-on-one upon request at the Office of Public Safety.

All students and employees are encouraged to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the campus community through the Hatter Alert Emergency Messaging System.



Emergency telephones are located in the elevators in academic and residential campus buildings.

Simply lift the receiver or press the button to be connected to Public Safety.

Campus Access Policy

DeLand Campus

The University public areas, parking lots, fields and driveway areas are accessible 24 hours a day.

Guest Policy

A guest is any person who accompanies a resident within or around the residential community and/or into any residential facility where they are not assigned. Family members visiting residents and alumni visiting a fraternity or sorority chapter room/house are considered to be guests of the residents.

Responsibility for Guests

Residents are considered 'hosts' and are responsible for the behavior of their guest(s) and are required to escort them within the residential facilities at all times. This includes, but is not limited to: meeting their guest at the door, walking to the host's room, walking their guest out of the building, or any other time the guest may need to walk around the building. Residents are prohibited from giving their keys.

Overnight Guests

Guests are permitted to stay overnight in a resident's room up to, but no more than three (3) **nights per calendar month**. All roommates must mutually agree to have overnight guests in the room.

Room/Apartment Occupancy Limits

Residents are allowed to host a maximum number of guests based on the designed occupancy of the space and the path of egress. A resident may have **double the resident occupancy of guests** in all Residential Living and Learning residence halls and apartments (e.g. a maximum of 4-people in a 2-person shared room in Gordis or 8-people in a 4-person apartment in Stetson Oaks). Houses 1-7 and A-F should refer to posted regulations in each building in regards to common spaces/ chapter room occupancy.



Alcoholic Beverages & Illegal Drugs

General Prohibition

The possession, sale or furnishing of alcohol on University campuses is governed by the University's alcohol policy and Florida state law. In keeping with the Drug-Free Schools and Committees Act Amendments of 1989, abusive or unlawful use of alcohol or use of any controlled or unlawful substance is prohibited on University property at any time, or at any University-sponsored activity. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. It is a violation of the University's alcohol policy for anyone to consume or possess alcohol in any public area of the campus without prior University approval.

It is illegal under both state and federal laws to manufacture, distribute, dispense, possess, or use a controlled substance on any University property or at any University-sponsored activity. A student's violation of the policy will subject the student to sanctions as set forth in the Conduct Code or the Academic Honor Code. In addition, the student, staff or faculty member is subject to referral for prosecution under the laws of the State of Florida and the United States of America.

More detail regarding restrictions and prohibitions placed on students and student organizations is located in the Student and Student Organization Alcohol and Drug Policy available on the internet at: stetson.edu/administration/community-standards or through the Office of Community Standards.

Information for students regarding drug and alcohol education, counseling and rehabilitation programs is available through Student Counseling Services and the Office of Campus Life and Student Success. Employees may receive counseling through the University's employee assistance program and/or information provided by the Office of Human Resources.

Alcohol and Substance Abuse Information

In addition to the above, alcohol and substance abuse education is provided during initial student orientations. Student organizations also must go through special approval processes designed to assist in promoting student safety and well-being of students in order to serve alcohol at events.

The university also participates in the BASICS (Brief Alcohol Screening Intervention for College Students) program, stetson.edu/administration/student-counseling/basics.php. The BASICS Program is a harm-reduction, preventative intervention for college students aimed at those students who are at risk for heavy alcohol consumption and the consequences of this behavior — missing class, having accidents and being involved in acts of violence. The BASICS

Program isn't an abstinence-only program. Instead, it provides information to students. What the student chooses to do with that information is entirely up to them. The BASICS Program helps students examine their own behavior in a judgment-free environment.

It isn't designed to be longer than two sessions, but referrals are available for students who think they would like a more extensive intervention.

Employees are also provided with periodic materials regarding drug and alcohol abuse and available resources through dissemination and posting of materials from the University's employee assistance program.

Vector Solutions/EverFi - Alcohol Education

Designed for students entering college, this interactive online program uses the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to make healthier decisions related to alcohol and other drugs. First year students are required to take EverFi alcohol education before beginning courses and are assigned this course after a first time community standards alcohol violation.

DUI Fine Schedule

DUI Fine Schedule, per section 316.193, Florida Statutes.

Administrative Penalties

First Conviction

- Not less than \$500 or more than \$1,000.
- If blood/breath alcohol level (BAL) was .15 or higher or if there was a minor in the vehicle, not less than \$1,000 or more than \$2,000.

Second Conviction

- Not less than \$1,000 or more than \$2,000.
- If BAL is .15 or higher, or if there was a minor in the vehicle, not less than \$2,000 or more than \$4,000.

Third Conviction (within 10 years from the second offense):

- Not less than \$2,000 or more than \$5,000.
- If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.

Third Conviction (more than 10 years from the second offense):

- Not less than \$2,000 or more than \$5,000.
- If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.

Fourth or Subsequent Conviction:

- Not less than \$2,000.
- If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.

To review the complete statutory language, please refer to sections 316.193(2)(a)-(b), (4)(a), Florida Statutes.

Criminal

First Conviction

- Imprisonment for not more than six months.
- If BAL was .15 or higher or if there was a minor in the vehicle, imprisonment for no more than nine months.

Second Conviction

- Imprisonment for not more than nine months.
- If BAL was .15 or higher, or if there was a minor in the vehicle, imprisonment for no more than 12 months.
- If second conviction was within five years of a prior conviction, mandatory imprisonment of at least 10 days. At least 48 hours of confinement must be consecutive.

Third Conviction:

- If third conviction is within 10 years of a prior conviction, mandatory imprisonment of at least 30 days. At least 48 hours of confinement must be consecutive.
- If third conviction is more than 10 years of a prior conviction, imprisonment for not more than 12 months.

Fourth or Subsequent Conviction:

- Imprisonment for not more than five years, or as provided in section 775.084, Florida Statutes, if habitual/violent offender.

To review the complete statutory language, please refer to sections 316.193(2)(a)2, 4(b), (6)(b)-(c), 775.082(3)(e) and 775.084, Florida Statutes.

DUI Fine Schedule, per section 316.193, Florida Statutes.

| Administrative Penalties | Criminal |
|--|--|
| | <p>Repeat DUI Offender or Crash Involving Serious Bodily Injury</p> <ul style="list-style-type: none">• Any person convicted of a third DUI within 10 years of a prior conviction or a fourth or subsequent DUI, is guilty of committing a third degree felony (not more than \$5,000 fine and/or five years imprisonment).• Any person who causes serious bodily injury while driving under the influence is guilty of committing a third degree felony (not more than \$5,000 fine and/or five years imprisonment) or as provided in section 775.084, Florida Statutes, if habitual/violent felony offender. |
| <p>For a complete guide to penalties go to: flhsmv.gov/driver-licenses-id-cards/education-courses/dui-and-iid/florida-dui-administrative-suspension-laws/</p> | |

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSPCA) of 2000 is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Florida Department of Law Enforcement's Florida Sexual Offenders and Predators toll free number is 888-357-7332 and

the relevant website address for obtaining this information in Florida is: **offender.fdle.state.fl.us/offender/sops/home.jsf**.

With the advent of electronic education, the University also notes that information in other states can be obtained through the U.S. Department of Justice Dru Sjodin National Sex Offender Public Website, located at **nsopw.gov/en**.

If you have any additional questions, please contact the Office of Public Safety.

Missing Person Policies and Procedures

Policy Statement on Missing Students

The risk that a student might go missing is a concern for all colleges and universities. A report of a missing student can come from a variety of sources, including family, friends or fellow students. Because of our concern for student safety, and in accordance with federal law, the university has established a missing student notification policy and procedure.

Any Stetson University employee receiving information that a student is or may be missing should immediately report the situation to Public Safety, unless, the local law enforcement agency was the entity that made the determination that the student is missing.

At the beginning of each academic semester, each student residing in on-campus housing owned by Stetson University is presented the option to register a contact person whom the student wishes to be notified. Stetson University will notify the designated contact person within 24 hours of a determination that the student is missing. This contact person's information will be registered confidentially, accessible only to authorized Stetson University officials, and will only be used in the event that the student is determined missing. The contact person's information will be disclosed only to law enforcement personnel in the furtherance of a missing person investigation.

Stetson University will notify the appropriate law enforcement agency within 24 hours of the determination that a student residing in Stetson University housing is missing. If the student residing in Stetson University housing is under 18 years of age and not emancipated, the Office of Public Safety, in addition to notifying law enforcement and any designated contacts, will notify the student's custodial parent or legal guardian within 24 hours of the determination that the student is missing.

Scope of Policy

1. Residential Students: "Residential students" are students enrolled at Stetson University residing in residences owned by the university, such as residence halls, greek chapter houses and apartments. This policy applies when Stetson University's Office of Public Safety — based on facts and circumstances known to the campus — determines that a residential student is missing. For purposes of this policy, a student may be considered to be "missing" if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report (a) of a student's absence from multiple classes in which the student is enrolled, (b) that the student may be the victim of foul play, or (c) that the student has expressed suicidal thoughts, is drug dependent, is in a life-threatening

situation, or has been with persons who may endanger his or her welfare.

- 2. Non-Residential Students:** The university also is concerned about the safety of its non-residential students. Concerns about these students should be reported to the Office of Public Safety. The Office of Public Safety's scope of authority is limited to the campus and university-owned property; therefore, when a non-residential student is believed to be missing, the reporting person also should immediately notify local law enforcement authorities, and then provide the information to the Office of Public Safety in case the university is asked to assist external authorities with the investigation.
- 3. Study-Abroad Students:** Special procedures have been established to handle potentially missing students in the Stetson University study-abroad programs. Under university guidelines that are applicable to students traveling in study-abroad programs, any travel from the program housing location must be provided, in writing and in advance, to the resident director. The resident director will follow up in an attempt to locate any student who fails to return, in a timely manner, from planned trips or otherwise appears to have gone missing. The follow up will include contacting the U.S. Embassy and law enforcement officials as necessary.
- 4. Students Traveling for University Activities:** On occasion, students travel in connection with Stetson University-sponsored activities such as competitions, professional organization activities, and the like. In those instances, the faculty/staff member in charge of the trip is responsible for collecting confidential emergency information and enforcing procedures for monitoring the whereabouts of students. If a student appears to have gone missing, the faculty/staff member will notify local law enforcement and the Office of Public Safety as necessary.

Reporting Procedures

- Any individual who believes that a residential student is missing should report that concern to the Office of Public Safety.
- Any faculty or staff member outside of the Office of Public Safety who receives such a report will immediately pass the information to the Office of Public Safety.
- The Office of Public Safety, upon receiving the report, will first check to see if the student completed a Notice of Absence from Residence notification (discussed in more detail below). If the student's absence is not accounted for, or the duration of reported absence exceeds the time period stated in the notice, the Office of Public Safety

will initiate an investigation and attempt to obtain all reasonably necessary information. This will typically include descriptions of the student and what they were wearing when last seen, any individuals with whom the student may be, vehicle description, information about the student's habits and patterns and any concerns about the student's physical or mental well being. The Office of Public Safety will obtain a photo, if available; the student's class schedule and emergency contact information from the Registrar; and the student's assigned College residence address from the Residential Living & Learning.

4. The Office of Public Safety will conduct a quick, but thorough, search of campus buildings, campus-owned residential facilities, and parking lots. The Office of Public Safety will also contact Information Technology to check access card logs to determine the last time the student's I.D. card was used and to review surveillance videos. Public Safety will notify appropriate campus staff to aid in the search for the student as needed and will contact known friends and acquaintances to try to ascertain the student's whereabouts.
5. If the Office of Public Safety determines from the report (e.g., witnesses abduction) that the student is a missing person, or when the search efforts described above do not locate the student, the Office of Public Safety will contact the appropriate local law enforcement agency to report the student as a missing person. The local law enforcement agency will then take charge of the investigation.
6. No later than 24 hours after determining that a residential student is missing, Stetson University — through the dean unless otherwise designated — will notify the student's emergency contact (for students 18 and over) or the parent/guardian (for students under 18).

Possible Missing Student Outcomes

Multiple outcomes are possible in the case of a missing student. The three most likely possibilities are:

1. **After a search, the student is found safe and well:** In this situation, the Office of Public Safety will contact the individual who reported the student as missing and give them basic assurances without disclosing confidential information.
2. **After a search, the student does not respond:** If all efforts to contact a student have been exhausted and Stetson University has been unable to verify that the student is safe, the Office of Public Safety will notify local law enforcement. The dean of students will be responsible for notification of the student's emergency contact for students 18 and over and the parent/guardian for students under 18.

Registration of Emergency Contact Information and Notice of Absences

1. **Designation of Emergency Contact:** New residential students — when the student's housing arrangement is finalized — will be given an opportunity to designate one or more individuals that the university will contact in case of an emergency. The designated individual(s) will be the emergency contact under this policy. At orientation, residential students may update their emergency contact information. Thereafter, a student may update and change his or her emergency contact by completing the online change of address form on the Registrar's web page. A designation on file with the Registrar will remain in effect until changed or revoked by the student.
2. **Annual Notifications to Residential Students:** When the student moves into university housing, and thereafter on an annual basis, Residential Living & Learning will send a copy of this policy to each residential student.

Campus Communications

1. **In General:** In cases involving missing persons, law enforcement personnel are typically best suited to provide information to the media that is designed to elicit public assistance in the search. Therefore, unless otherwise approved by the Emergency Management Team, communications regarding missing students generally will be handled by outside law enforcement authorities. Internal communication to the university community (other than Security Alerts issued by the Office of Public Safety) will generally be handled by the dean, or by the Office of Communications with the dean's approval.
2. **DeLand Campus — Outside Inquiries:** All inquiries to Stetson University regarding missing students, or information provided to any individual at the university about a missing student, will be referred to the Office of Public Safety. The Office of Public Safety will determine whether to handle and/or refer to law enforcement any such inquiries and information.
3. **Gulfport/Tampa Campuses — Outside Inquiries:** All inquiries to the College of Law regarding missing students, or information provided to any individual at the college about a missing student, will be referred to the Office of Communications. The Office of Communications, in collaboration with the Office of Public Safety and the Dean, will determine whether to handle and/or refer to law enforcement any such inquiries and information. Before providing the College of Law community with any information about a missing student, the Office of Communications will consult with the Office of Public Safety, the dean and local law enforcement authorities as needed to ensure that communications do not hinder the investigation.

4. Responding to Other Students: It is often possible that other students will be anxious about the “missing student.” In such circumstance, the dean of students, in collaboration with the Office of Public Safety, will coordinate education about personal safety, to the extent appropriate, let students know what effort is being made to locate the missing student, and provide emotional support and counseling referrals as warranted.

The policy can be viewed online: stetson.edu/administration/public-safety/missing-person-policy.php

Contact Information

DeLand Public Safety: 386-822-7300

DeLand Police Department: 386-626-7400

Volusia County Sheriff's Department: 386-736-5961

Emergency Notifications and Other Emergency Information

Emergency Response and Notifications

Upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or employees, and taking into account the safety of the campus community, Stetson Public Safety will notify the campus community, without delay via the University's emergency notification system.

Examples of Emergency Notification: Tornado or other extreme weather event, Gas Leak, Terrorist Attack, Armed Intruder, Bomb Threat, or Explosion.

The Office of Public Safety is responsible for determining if a significant emergency or dangerous situation exists on campus. The content of the immediate notification message, the determination of the appropriate segment(s) of the community to receive the message and the initiation of the systems to be used to send the message to the community is typically determined by a consultation process involving the following offices: Office of Public Safety, Vice President of Campus Life and Student Success, and Marketing and Communication. Emergency message templates have been approved for immediate use may be sent by the individuals listed above with no further approval necessary. Any other emergency notification message must be approved individually prior to dissemination.

The notification will be made unless doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. In cases of isolated emergencies that do not have the potential to affect a large portion of the campus, the Emergency Management Team may elect to limit the distribution of notifications to specific segments of the campus community. The Emergency Management Team will determine what information is appropriate to disseminate at different points in time and to which segments of the community. Depending upon the situation, alerts may also be sent to the parent/guardian contacts within the emergency notification system as registered by students. The larger community can view information posted on the University website or provided to the media.

Emergency notifications can be simultaneously broadcast in multiple formats depending on the type of incident, such as:

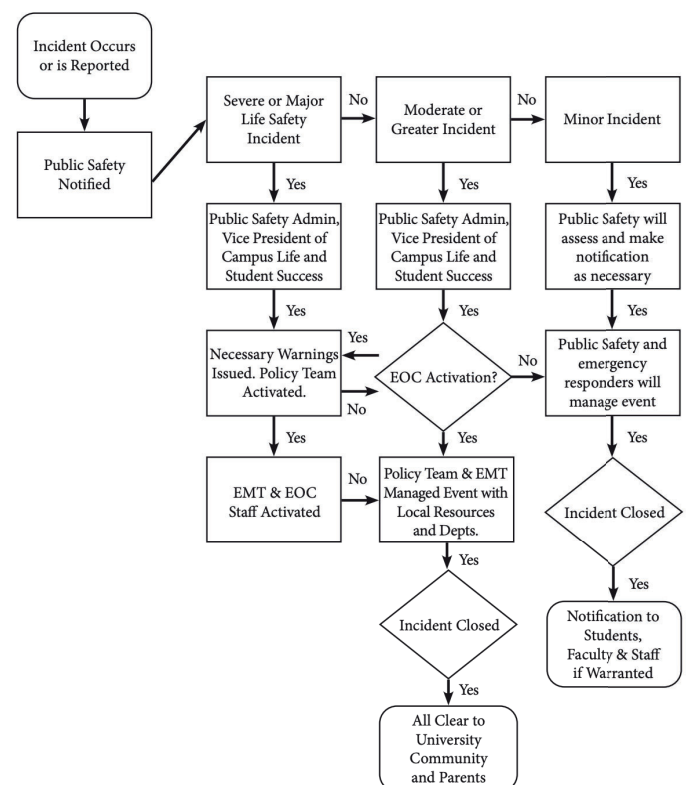
- Stetson Safety App
- Facebook
- Text-messaging and email notification
- The daily announcements of the intranet, which is available to faculty, staff and students

- If during regular business hours, on digital displays

Stetson Emergency Response Structure

This CEMP recognizes three basic levels of emergencies, response and communication protocols.

1. **Minor incident (local)** - A limited local event that does not affect the overall functional capability of the campus. Planning and response is carried out through normal daily protocols involving the Office of Public Safety and local jurisdictional emergency response services (law enforcement, fire services, emergency medical services) in concert with the chair of the EMT.
2. **Moderate or greater incident** - An intermediate size event with impact to the campus operational structure sufficient to require all or part of the CEMP activation, Policy Team, EMT and/or EOC activation if warranted.
3. **Severe incident or life safety danger incident** - An emergency or disastrous event which significantly threatens to disrupt the operations of the campus. The CEMP, Policy Team, EMT and EOC are activated.



Emergency and Notification

Stetson University has systems in place to immediately notify the campus community upon the confirmation of an imminent threat.

- Should the emergency pose an imminent danger to the community, that command staff member will, without delay, determine the content of an alert and initiate the University's emergency notification system.
- Notification may only be delayed when, based on the professional judgment of responsible authorities, it would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- Plan activation begins at the determination of the Director of Public Safety or their designee upon receipt of information of an emergency event or threat of an emergency.
- Based on confirmation from Public Safety and information obtained from local first responders and/or the National Weather Service, the Director of Public Safety or their designee will assess the emergency and activate the emergency management plan to the extent necessary to control the situation.

Every student and employee is responsible for providing and maintaining their up-to-date emergency contact information by logging in to MyStetson using your network username and password and update your emergency contact information. This allows you to be included most efficiently in emergency broadcasts via the emergency notification system. Full-scale tests of the system are conducted and publicized at least annually.

Timely Warning Policy

Timely warning notifications known as Hatter Alerts, may be immediately distributed, for Clery reportable crimes that present an on-going and continuous threat to the campus community based on the judgment of the Director of Public Safety, in consultation with the Emergency Management Team including the Vice President of Campus Life and Student Success, the Dean of Students, the Executive Director of Title IX, and Marketing and Communications. The intent of a Hatter Alert is to caution the campus community about immediate threats, enabling community members to take precautions to protect themselves. These alerts will be issued in a manner that is timely and that withholds as confidential the names and other identifying information of victims. If information is known, and if the inclusion of such information would not compromise law enforcement efforts, Timely Warnings include a description of the crime, the location, and injuries, if any to the victim(s). Therefore, a public warning may not be issued if we determined, in the exercise of professional judgment, that it will compromise efforts to assist the victim, respond to or otherwise contain the emergency.

Hatter Alerts will be issued through the campus Stetson Hatter Alert system to the campus community determined to possibly be effected by the emergency. The following additional means of communication may also be used:

- Stetson Safety App
- Facebook
- Text-messaging and email notification
- The daily announcements of the intranet, which is available to faculty, staff and students
- If during regular business hours, on digital displays

Hatter Alerts may be issued for threats to property, as well as threats to persons, bias and hate crimes. Nothing prohibits the issuance of Hatter Alerts for crimes or continuing threats to the campus community beyond those crimes and incidents subject to data collection and reporting under the university's Annual Security Report.

After a Hatter Alert has been issued, follow-up to the initial Hatter Alert will be issued as needed, typically by email unless circumstances warrant other forms of communication as detailed above.

Testing of the Emergency Notification System

The Hatter Alert Emergency Notification System is tested annually.

If there is not an immediate threat to campus but a situation presents an ongoing safety concern to the Stetson community, the Office of Public Safety will send out a timely warning through a campus-wide email and other methods listed above.

The procedures provide a mechanism for the University to, without delay, confirm an emergency or dangerous situation; take into account the safety of the campus community; and initiate immediate and appropriate notification and warning, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

The procedures include processes by which University officials will confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.

Emergency Preparedness

The university also maintains emergency preparedness information to assist the university community.

The Emergency Management web page, available at stetson.edu/hatter-alert, provides important information about emergency preparedness on-campus.

Additional information:

For more information about the DeLand campus lockdown procedures, see stetson.edu/other/hatter-alert/guide/.

Testing of emergency response and evacuation procedures will also occur at least once per calendar year, and documentation will be maintained by the Office of Public Safety describing each test, the date and time, and whether it was announced or unannounced. Testing may include regularly scheduled drills, exercises, systems tests and other appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

Stetson University has developed procedures for communicating crisis information via the website, text messages, email alerts and the news media as needed.

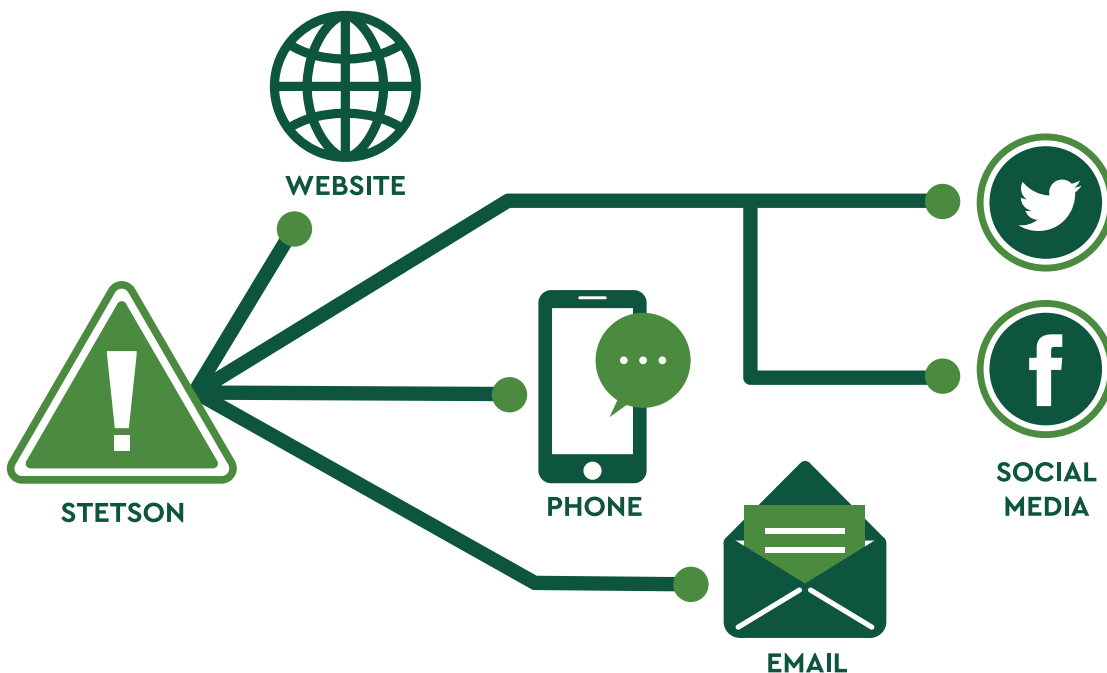
The complete policy is located at: stetson.edu/hatter-alert

In general, the university uses the following:

- Notice on the university’s website;
- Email to student, faculty and staff lists;
- Text messages to cell phones of members of the Stetson community who have registered for this service; and
- Announcements on television, radio stations, newspapers and media internet sites in the local area.

In addition, the university has a back-up telephone system. This system would be used by administrators to communicate if the normal communicating system is unavailable. The method(s) used will depend on its availability at the time and the nature of the crisis or emergency. The university will endeavor to use all reasonably available means to communicate information. The university may also use other methods as appropriate, such as departmental telephone trees, emergency blogs or social networking sites such as Facebook, but use of other methods is based on specific circumstances and should not be relied upon as a substitute for each individual checking the sources listed above.

Stetson University will endeavor to use all reasonably available means to communicate information.



The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, named in memory of Jeanne Clery, who was slain in her dorm room at Lehigh University in Pennsylvania, 1986, is an amendment to the Higher Education Act of 1965. Commonly referred to as the Jenane Clery Act, this amendment requires colleges and universities that participate in Title IV student financial assistance programs do the following:

Collect, classify and count crime reports and crime statistics.

This includes statistics for certain categories of crimes (referred to as “Jeanne Clery Act crimes”) that occur on-campus, at off-campus facilities controlled by the college or university, and public property contiguous to campus. The Jeanne Clery Act crime categories include Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic and Dating Violence, Hate Crimes, Stalking, and arrests or disciplinary referrals for Weapons, Alcohol and Drug Law Violations. Institutions that maintain a campus police or security department also must record all alleged criminal incidents and keep a daily crime log of these incidents, which is open for public inspection.

The Office of Public Safety maintains a Daily Crime and Fire Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on-campus, in a non-campus building or on public property adjacent to the campus.

Daily Crime Log is available at the Public Safety website, stetson.edu/administration/public-safety/clery-crime-fire-safety-report.php, or a hard copy can be requested by visiting the Office of Public Safety at 405 N. Amelia Ave., DeLand, FL.

Crime log entries include all crimes reported to the Office of Public Safety for the required geographic locations, not just Jeanne Clery Act crimes. The Daily Crime and Fire Log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the entry is made.



The log is designed to provide crime information on a more timely basis than the annual statistical disclosures. Stetson Public Safety posts crimes in the Daily Crime and Fire Log within two business days of receiving a report of a crime. This includes crimes that are reported directly to the Stetson Public Safety, as well as crimes that are initially reported to another campus security authority or to a local law enforcement agency, which subsequently reports them to the campus police or security department.

Issue campus alerts. To provide the campus community with information necessary to make informed decisions about their health and safety, colleges and universities must:

- Issue a timely warning for any Jeanne Clery Act crime that represents an ongoing threat to the safety of students or employees.
- Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff occurring on the campus.

Publish an Annual Security Report. The report must contain safety- and security-related policy statements, including crime statistics, to distribute to all current students, faculty and staff.

Submit crime statistics to the Department of Education. Each year Jeanne Clery Act crimes must be submitted to a web-based data collection survey maintained by the Department

of Education to disclose crime statistics by type, location and year. The comprehensive user's guide for the survey is located online at surveys.ope.ed.gov/security.

Additional information. In addition to the requirements listed above, institutions with any on-campus student housing facilities must disclose:

- Missing student notification procedures that pertain to students residing in those facilities.
- Fire safety information related to those facilities. This includes keeping a fire log that is open to public inspection, publishing an annual fire safety report containing policy statements as well as fire statistics associated with each on-campus student housing facility, and submitting fire statistics to Department of Education each fall in the web-based data collection.

The Annual Security Report is available at the the Office of Public Safety website, stetson.edu/administration/public-safety/clery-crime-fire-safety-report.php or a hard copy can be requested by visiting the Office of Public Safety at 405 N. Amelia Ave., DeLand, FL.

For more information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, visit www2.ed.gov/admins/lead/safety/handbook.pdf.

Non-Retaliation for Clery Implementation

The University, its officers, employees and agents are prohibited from retaliating, intimidating, threatening, coercing or otherwise discriminating against any individual with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Any student believing this policy has been violated should immediately report that fact to the Dean of Students. Any employee believing this policy has been violated should immediately report that fact to Human Resources. Any other individual believing this policy has been violated should

immediately report that fact to the Executive Vice President and Chief Financial Officer.

Information contained within this publication is for purposes of federal compliance with the Campus Security Act. More specifically addressed issues on discrimination, harassment and other important issues are contained within the policies set forth on the Stetson University website at stetson.edu and the Stetson University Employee Handbook. All students, faculty and staff are encouraged to obtain materials applicable to them.

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Introduction

Stetson University is committed to the promotion of a safe and secure learning and work environment that is free of crime and/or policy violations motivated by discrimination, sexual and bias-related harassment, and other violations of rights. In complying with Title IX and Clery requirements, the university supports a zero-tolerance policy for acts of violence and intimidation, including sexual assault, domestic violence, dating violence and stalking.

Stetson University's policy on Gender-Based Misconduct, Sexual Assault, and Intimate Partner Violence was updated in August 2020 to comply with the U.S. Department of Education's final Title IX rule issued in May 2020 and in continued compliance with the Clery Act as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). For more information and this policy in its entirety, see the Gender-Based Misconduct, Sexual Assault, and Intimate Partner Violence Policy at stetson.edu/other/title-ix/policy-procedure.php.

If you or someone close to you has experienced acts of violence and intimidation, such as sexual assault, domestic violence, dating violence, and stalking, know that you are not alone. The information in this report will help you navigate some of what you may be experiencing. No matter what you have experienced or how you are feeling now, it is important to prioritize your safety. You don't have to go through this alone and this information is intended to help you navigate the process.

Definitions

Sexual Assault is the commission of an unwanted sexual act. It is an act of aggression, violence, and power, and is a felony crime. The assailant can be a stranger, relative, acquaintance, or date. Sexual assault is a crime and can be committed upon any human being, exclusive of gender. Sexual Assault is further defined as:

Non-consensual sexual contact: the deliberate touching of a person's intimate parts (including genitalia, groin, breast, or buttocks), or clothing covering any of those area(s) without consent, or using force to cause a person to touch his or her own or another person's intimate parts, and/or

Non-consensual sexual intercourse: penetration (anal, oral, or vaginal), however slight, by a penis, tongue, finger, or an inanimate object that occurs without consent, whether by an acquaintance or by a stranger, that occurs without indication

of the consent of both individuals, or that occurs 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.

Under federal and state law, sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (unwanted touching or kissing for purposes of sexual gratification), and the threat of sexual assault.

» See Fla. Stat. 784.011 (assault), 784.046(c) (sexual violence), 794.011 (sexual battery)

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, cohabitant, co-parent, or a person similarly situated under domestic or family violence law

Florida law defines domestic violence as "any assault, aggravated assault, battery aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member."

» See Fla. Stat. 741.28

Dating violence means violence, including sexual or physical abuse or the threat of such abuse, by a person who has been in a romantic or intimate relationship with the victim. The existence of such a relationship will be gauged by its length and type, frequency of interaction, and the reporting party's statement of such a relationship.

Florida law defines dating violence as "violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature."

» See Fla. Stat. 784.046.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress. A course of conduct includes a series of acts over any period of time. Stalking includes harassment and cyberstalking, either of which includes a course of conduct that causes substantial emotional distress to the victim and that serves no legitimate purpose.

Stalking includes any credible threat to the victim that causes reasonable fear for the safety of the victim, the victim's family members, or others closely associated with the victim,

regardless of whether the perpetrator actually intends to go through with the threats.

Florida law defines stalking as “willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person.” For purposes of clarity, “harass” means to “engage” in a course of conduct directed at a specific person that causes substantial distress to the person and serves no legitimate purpose.”

» See Fla. Stat. 784.048.

Consent is clear, knowing, and voluntary words or actions that give permission for specific sexual activity. Silence, in and of itself, cannot be interpreted as consent. Consent is not the lack of resistance: There is no duty to fight off a sexual aggressor. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationship or prior consent cannot imply consent to future sexual acts. Consent cannot be given by a person who is incapacitated (see ii E.9. and E.10. in the full policy).

Reporting Options

When sexual and gender-based misconduct, such as sexual assault, domestic violence, dating violence, or stalking occurs, all members of the university community are strongly encouraged to report it promptly to the Title IX Coordinator or Office of Public Safety. They are also encouraged, but not required, to report to local law enforcement and may request assistance from the Office of Public Safety in reporting or obtaining an Injunction for Protection (commonly referred to as a restraining order). For emergencies, please call 911 or contact the Office of Public Safety (if on-campus) and prioritize your safety. Contact information for the Office of Public Safety can be found in the section of this report on how to report a crime. The Volusia Rape Crisis Center can assist at no cost and can help someone decide what reporting options are best for them and can be with them through the reporting process

Reports can be submitted online, using the Gender-Based Misconduct, Sexual Assault and Intimate Partner Violence form at cm.maxient.com/reportingform.php?StetsonUniv&layout_id=14. Additional information for online reporting forms can be found at stetson.edu/reportit. Individuals may also contact the Office of Public Safety or the Title IX Coordinator(s) directly to make a report. It is important to understand that seeking to maintain confidentiality has the effect that the institution will be limited in its ability to investigate the particular incident or pursue disciplinary action against the respondent. For additional reporting information please visit our website at stetson.edu/other/title-ix/reporting-options.php.

All Campuses- University level

Lyda Costello Kiser | 386-822-7960

Executive Director and Title IX Coordinator

Carlton Union Building, Office 217

421 N. Woodland Blvd., Unit 8275, DeLand, FL 32723

titleix@stetson.edu

Preservation of Evidence

An individual who has experienced an act of violence or intimidation is encouraged to request the collection of medical-legal evidence, as well as save records and relevant electronic/paper files or media that may be used as evidence should a person later decide to pursue criminal prosecution and/or civil action. A victim advocate can be obtained by calling the Volusia Rape Crisis Center at 888-956-7273 . They will help guide you through the preservation of evidence and can assist you with contacting local law enforcement should you want to file a police report.

Understanding Trauma

The trauma of sexual misconduct can have profound effects on the brain and body. This may look like emotional, behavioral, and cognitive responses as well as potential physical health impacts. Some of the common emotional responses to trauma include anxiety, shame, depression, grief, guilt, and anger. Changes in behavior are often the most obvious responses to sexual violence.

Although these behaviors may seem extreme or may even be harmful, they often make sense in the context of a traumatic experience. Some typical behavioral responses to violence may be hypervigilance, avoidance, isolation, sleep changes, changes in eating habits, self-injury, or substance abuse.

Trauma can even change the way you think and how you view the world. Some of these responses may include shock, disbelief, feelings of stigma, disturbances in memory, difficulty concentrating, or intrusive thoughts. If you identify with some of these reactions, you may find therapy or counseling beneficial.

No matter what you have experienced or how you are feeling now, it is important to prioritize your safety. What happened to you is not your fault. Everything you did helped you to survive. Consider talking to someone you trust or reach out for help. You are not alone.

Retaliation

Retaliation, whether by students or employees, against anyone for either filing a report, and/or cooperating in an investigation, or members of the university community whose role includes administering any part of the investigation and/or resolution process will not be tolerated. Acts of retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated.

Receipt of a Report

The Title IX Coordinator(s) and/or their designees will assess the nature and circumstances of the report and take reasonably prompt and effective action to support and protect the complainant/reporting party(ies) and the university community. Confidentiality will be maintained to the greatest extent reasonably possible in accordance with state and federal laws.

The Title IX Coordinator(s), and/or their designees will communicate with the appropriate University officials to determine whether the report triggers any other reporting obligations (minor under 18 years of age) or Clery Act obligations that may include entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations. Personally identifiable information will not be shared in Clery reporting obligations.

Supportive Measures and Accommodations

When an individual reports that they have experienced or been affected by sexual assault, domestic violence, dating violence, or stalking, they will be provided written information regarding their rights to protective measures and to request assistance in obtaining accommodations, no contact order and community resources such as counseling, medical assistance, housing/working arrangements and transportation. The university has a responsibility to provide accommodations to honor such orders provided by the court and asks that no contact or similar orders from a court be provided to the Office of Public Safety and Human Resources (if applicable). Supportive or protective measures and accommodations may be requested and implemented as long as the desired actions do not interfere with protecting the community from any immediate threat of harm.

A victim, or complainant, will be given written notification of their rights and the available processes and procedures. They have the opportunity to request formal resolution, informal resolution, or that no action be taken. Regardless of whether someone chooses to pursue a formal resolution, a written copy of the policy and procedures, including the retaliation policy, as well as available resources and options for assistance, will be provided to the complainant. The university will keep confidential, the resources and accommodations requested to the greatest extent possible.

The university will also assist both the complainant and respondent in accessing:

- Available of university advisors
- Counseling, health, and/or mental health services
- No-contact order or trespass from University property
- Local law enforcement, if requested
- Alterations to the respondent's and/or complainant/

reporting party's academic or work schedule, University housing arrangements, and/or university employment arrangements

- Referral to the Employee Assistance Program
- Providing a Public Safety escort on campus, when available
- Assistance with academics, including working with instructors in regard to assignments and exams

Interim Measures: Interim measures, such as emergency removal when applicable may also be implemented. The university may emergency suspend a student, employee, or organization pending the completion of an investigation and resolution process. More information on Emergency removal and its appeal process can be found in the complete version of this policy on the university website using the link at the beginning of this part of the report.

Resolution Process- involving a Stetson affiliated respondent (student or employee)

Stetson University policy provides for a prompt, fair, and impartial process, from the initial investigation to the final result. All Title IX Coordinators, investigators, decision-makers, as well as any person who facilitates an informal resolution process are trained on issues related to acts of sexual or gender-based misconduct, and how to facilitate a prompt, fair, impartial, and unbiased process that protects victims and promotes accountability. Bias or conflicts of interest, generally or individually, are prohibited. Any bias or conflict of interest supported by evidence is grounds for an appeal.

Notice: Both the complainant and the respondent will receive a formal, written notice of the investigation and potential charges. This will include prohibitions against retaliation and listing of supportive measures in place, as well as how to report any additional concerns. A written notice of the final outcome, including findings for alleged violations, the rationale(s), and any sanctions will be provided simultaneously to the complainant and respondent at the completion of the investigation and resolution process. The complainant and respondent may also request and receive updates throughout the process.

Standard of Evidence: Stetson University uses the preponderance of the evidence standard, or more likely than not an action occurred in violation of this policy, in the resolution process.

Advisors: The complainant and respondent are entitled to have one Advisor present during all meetings with University officials during the investigation and resolution process, should they so choose. This person will act as a support person but will not represent either party. During a hearing,

the Advisor will conduct the cross-examination of witnesses and other parties. If the university advisor is not utilized, the complainant and/or the respondent may select an alternative advisor of their choice (i.e., parent, friend, attorney, etc.).

Timeframe: While timely reporting is encouraged, there is no time limit for reporting a violation of this policy. University response to allegations under this policy will be completed within sixty (60) days, if not sooner. Extensions will only be considered and granted for good cause. The reasons for the extension will be formally documented and communicated to both parties in writing.

Parties will have the opportunity to review the investigation report, prior to the addition of a determination of findings, within ten (10) days of review. The Title IX Coordinator will schedule a hearing within ten (10) days of sharing the final investigation report with the parties. After the conclusion of a hearing, the hearing officer(s) will provide a written determination of findings to the Title IX Coordinator to then share with the parties simultaneously. Any appeal request must be submitted in writing to the Title IX Coordinator within three (3) days after notice of the hearing outcome. The other party may respond to an appeal or bring another on separate grounds within three (3) days of the first appeal request. If new grounds are raised, the original appealing party will have three (3) days to respond. Once the Title IX Coordinator is notified by the appeal officer(s) of the decision, the Title IX Coordinator will send the final outcome to parties simultaneously within five (5) days.

Investigation: Investigations will be conducted by an investigator(s) trained on issues related to acts of sexual or gender-based misconduct, and how to conduct an investigation. Once the notice of the investigation is given to the complainant and respondent, the complaint is then forwarded to the trained, impartial, and unbiased investigator(s) designated by the Title IX Coordinator or designee. Then, as quickly as feasibly possible, the investigator(s) will notify the parties of their interview dates.

The investigator(s) will identify all policies allegedly violated, coordinate and initiate a thorough, reliable, and impartial investigation by developing a strategic investigation plan including, interviewing the complainant and respondent, developing a credible witness list to gain information, and collect evidence. Both parties have the right to suggest witnesses and provide evidence to the investigator(s) for consideration during the investigation process. The investigators will also provide regular updates to the complainant and respondent(s), as appropriate. The complainant and respondent will have the right to review the investigative report prior to the determination of findings of any policy violations and submit comments within ten (10) business days after review of the written summary.

The investigator(s) will then prepare the final investigative

report, which provides an overview of the alleged policy violations, the due diligence taken, the evidence considered, and findings of fact for each allegation. The Title IX Coordinator, or designee, will review the investigation report. The Title IX Coordinator, or designee, will oversee each investigation and ensure the investigation was fair and impartial and that it followed procedures outlined in this policy and in compliance with applicable laws and regulations.

The Title IX Coordinator will either accept the investigator(s)' findings and recommendations, request the investigator(s) collect additional information, or amend the investigators' findings and recommendations. The final report will be sent to the complainant, respondent, and appropriate officials. A hearing, if applicable, will be scheduled for no less than 10 days afterward. Additionally, the respondent may choose to accept responsibility for the alleged violations and agree to the proposed sanctions.

Hearing: The Title IX Coordinator will schedule a live hearing to take place, not less than 10 days after the parties have received the final investigation report. The complainant and respondent may have an advisor present throughout the hearing. The complainant or respondent can request that the hearing be conducted by streaming video with the complainant and respondent in separate rooms, while simultaneously allowing the Hearing Officers and parties to see and hear the party or the witness answering questions.

The Title IX Coordinator or (designee) will assist in the hearing but will not have any role in determining the findings of responsibility. There will also be a minimum of two trained hearing officers present to manage the process of the hearing, including the determination of the relevance of questions prior to the question being asked by either Advisor during cross-examination. If a party does not submit to cross-examination, any statement from the party cannot be used in determining responsibility. Additionally, a determination of responsibility cannot be inferred based on the refusal to answer questions or absence from hearing.

The complainant and respondent may submit questions prior to the hearing and have the right to cross-examination to be conducted directly, orally, and in real-time by their advisor of choice. The role of the advisor is restricted to a supportive role beyond cross-examination. Questions about the complainant's sexual predisposition and history are generally irrelevant and not allowed except for proving a prior sexual history with the respondent or to prove that someone other than the respondent committed the conduct.

The Hearing Officers will provide the written determination document including a) allegations b) A description of the procedural steps taken c) Findings of fact supporting the determination; d) Conclusions regarding the application of the university's Code of Conduct to the facts; e) A statement of, and rationale for each allegation, including a determination

regarding responsibility, any disciplinary sanctions the university imposes on the respondent, and any remedies designed to restore or preserve equal access to the university's programs or activities; f) and Appeal procedures for both the complainant and respondent. The Title IX Coordinator will provide the written determination simultaneously to both parties no more than five (5) days following the hearing and will share with the appropriate officials for appeals if one is requested. Audio or audiovisual recording or transcript of any live hearing will be made available to the parties and appropriate officials for inspection and review

The determination becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeals: Any party may request appeal consideration on the grounds of new evidence, a significant procedural error, sanctions falling outside of the range of sanctions, and/or a conflict of interest or bias on the part of the Title IX Coordinator or other official involved with administering the process. Appeals must be submitted in writing to the Title IX Coordinator or appropriate Deputy Title IX Coordinator, within three (3) days after delivery of the written finding. When a party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies), who may file a response within three (3) days and/or bring their own appeal on separate grounds. The Title IX Coordinator will designate the appropriate Appeals Officer(s) (not previously involved in the process) for evaluating the appeal and notify both parties in writing of the appeal request. The Appeal(s) Officer(s) will meet with both the complainant and respondent equitably if necessary.

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting an appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within three (3) days. All appeal responses and appeal requests will be shared with each party.

Appeal decisions will affirm the original decision(s) or modify the original decision and/or sanctions. The Appeals Officer's decision is the final determination of University violations. If the Appeals Officer upholds the original findings, the effective date of any sanctions imposed will be the date of the original decision letter, there will be no stay of implementation. The Title IX Coordinator will provide both the complainant and the respondent with written notice of the final outcome of the appeal within five (5) days of the outcome of the Appeals Officer(s), without significant time delay between notifications.

Sanctions: In accordance with the university's commitment to foster an environment that is safe, inclusive, and free from discrimination, harassment, and violence, this policy provides latitude in the assignment of sanctions while supporting the university's educational mission and legal obligations. Sanctions are effective immediately unless otherwise specified.

Sanctions may include, but are not limited to (varies depending upon role within the university):

- Warning
- Required Counseling
- Required Training or Education
- Administrative Warning: a written notice that the behavior violated University policy
- Restriction of Privileges: denial of specific privileges for a definite period of time. Restrictions will be clearly defined
- Revocation of admission
- Revocation of degree
- Withholding diploma: withholding a student's diploma for a specified period of time and/or deny a student participation in commencement activities
- Probation: an encumbrance on the student/employee's good standing at the university. A subsequent violation of University policy during the probation period may result in immediate separation from the university.
- Student Suspension: termination of the student's enrollment and separation of the student from the university for a specific period of time.
- Student Expulsion: termination of the student's enrollment and permanent separation of the student from the university Transcript notation of the incident and finding(s)
- Organizational Sanctions: Deactivation, de-recognition; loss of privileges, loss of funding for a specific period of time
- Employee Performance Management Process
- Employee Loss of Annual Pay Increase
- Employee Loss of Managerial or Supervisory Responsibility
- Employment Demotion
- Employee Suspension With or Without Pay
- Termination of Employment

Recordkeeping

For a period of seven (7) years, the university will maintain records of: 1. Each investigation conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to University programs or activities; 2. Any appeal and the result therefrom; 3. Any informal resolution and the result therefrom; 4. Any supportive measures or actions taken in response to a report or formal complaint under this policy and the rationale for the measure/response; and 5. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These training materials will be available on the university website, as allowed by intellectual property law.

Creating a Culture of Consent (Education, Awareness, and Training)

Stetson University promotes a culture of consent by educating the community about acts of violence and intimidation, such as sexual assault, domestic violence, dating violence, and stalking, including prevention and recognition of such acts, through mandatory initial student orientation for each entering class and through ongoing prevention and awareness programming. The university educates employees, including faculty members, through mandatory training programs upon hire and ongoing prevention and awareness programming for current employees. These programs provide an array of information regarding acts of violence and intimidation including, but not limited to, Florida and national definitions, consent, information on safe and positive options for bystander intervention, information on risk reduction, and the information on the university's victim notification and disciplinary proceedings.

Ongoing campaigns include creating a culture of consent and Hero Hatters to promote bystander intervention. Some evidence-based programming used includes but is not limited to, workshops through Sexversations from One Student and Escalation from OneLove. Various departments, including Wellness and Recreation, Public Safety, Human Resources, and the Student Counseling Services (DeLand) assist in offering educational resources regarding acts of violence, intimidation, and risk reduction for the entire campus community. A detailed list of the university's prevention and awareness programming may be found on the Wellness and Recreation website at stetson.edu/administration/wellness-and-recreation/pact.php.

Stetson University encourages members of the university community to help prevent and reduce acts of violence by being vigilant and safety planning, as well as stepping in when they see signs of potential or escalating violence, using

one or more of the 3Ds of bystander intervention to step in and Distract, Direct Action, or Delegate to someone to intervene. Take steps to reduce risk by drinking responsibly and downloading and using the Stetson Safety App, including mobile blue light phones, friend walk, resources, and reporting options. The Safety App has been provided in the Security Awareness and Crime Prevention Section of this report. Additional tips and resources for staying safe can be found on the university website at stetson.edu/administration/public-safety/safety-tips.php. For more resources and educational information on creating social and physical environments that promote health and safety for all visit stetson.edu/administration/wellness-and-recreation/health-promotion.php.

Collaborative Community Response Team

Stetson has a comprehensive plan to prevent and address issues related to domestic violence, dating violence, sexual assault and stalking (DVSAS), supported by a Department of Justice federal grant. In seeking to ensure that Stetson continues to provide the most inclusive, accessible, and culturally sensitive education, prevention, and trauma-informed services, this plan includes the hiring of a new full-time project director to oversee all aspects of implementation.

As part of this plan Stetson will work closely with community partners to create a Coordinated Community Response Team (CCRT), which will help achieve program goals and provide support services. Partners include Volusia Rape Crisis Center, the DeLand Police Department, the Beacon Center, and One Student, a nonprofit that provides cutting edge programs, resources and opportunities that engage students to create social change to reduce sexual violence.

Project Director of Domestic Violence, Sexual Assault, and Stalking Prevention Grant :

Sara Smith-Paez
ssmith47@stetson.edu
386-822-7706

Resources

An individual who has been the victim of an act of violence or intimidation is urged to make an official report to the Office of Public Safety. Whether or not a victim of an act of violence or intimidation chooses to make an official report, they are urged to seek appropriate help. There are numerous resources for faculty, staff, students and visitors to campus. Specific resources, either on or off-campus, for medical treatment, legal evidence collection, and obtaining information, support and counseling are listed below. Each resource can assist a person to access the full range of services available.

- **Medical Treatment:** an individual who has been the victim of an act of violence or intimidation is urged

to seek appropriate medical evaluation as promptly as possible. For immediate crises, call 911 or go to the Emergency Room of the nearest hospital. For treatment of less serious injuries or for evaluation and prevention of sexually transmitted diseases and pregnancy, as well as consultation for other health issues, individuals and/or their spouses/domestic partners should seek medical treatment using ordinary channels such as local clinics or personal physicians.

- **Medical-Legal Evidence Collection:** an individual who is the victim of an act of violence or intimidation is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is very helpful and best done within 72 hours of the attack, should a person later decide to pursue criminal prosecution and/or a civil action. To obtain a free medical-legal exam, the individual, can reach out to the Volusia Rape Crisis Center, the DeLand Police Department, The Beacon, and OneStudent for assistance. They will help guide you through the preservation of evidence and can assist you with contacting local law enforcement should you want to file a police report.
- **Obtaining Information, Support and Counseling:** Whether or not one chooses to make an official report, an individual who has been the victim of an act of violence or intimidation is encouraged to obtain information, support and counseling. The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

Reporting Options

All members of the University community who feel they may have been sexually or unlawfully harassed, discriminated against based on their gender, have been sexually assaulted, or subjected to intimate partner violence, are strongly encouraged to promptly report the incident(s) to the Title IX Coordinator(s). Reports of harassment and/or discrimination not involving sex or gender-based bias may be reported to a University official, supervisor or through the personnel grievance procedures. All faculty and staff not bound by client confidentiality through licensure or the law, are responsible employees and must report to the Title IX Coordinator any notice of sexual or unlawful gender-based harassment, whether the information is shared by a reporting party, observed first hand, or shared by a third party.

Reports can be made through confidential resources or non-confidential resources. Reports can be submitted online, stetson.edu/reportit

Privileged and Confidential Communications, Confidential Reporting

Some campus resources are required to maintain near-complete confidentiality; talking to them is sometimes called a “privileged communication.” Professional, licensed counselors employed in the Student Counseling Services, provide mental health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) and personnel, including registered interns, university chaplains and medical practitioners working in the Student Health Services department are not required to report any information about an incident to the Title IX Coordinator without a reporting party permission. These areas on-campus are considered confidential reporting resources. The same rules of confidentiality extend to off-campus professionals serving in the same positions. Exceptions to maintaining confidentiality are generally set by law.

Stetson University Confidential Campus Resources

For Students

- Student Counseling Services: 386-822-8900
- Office of Religious and Spiritual Life: 386-822-7523
- Stetson Health Service: 386-822-8150

For Employees

- Stetson University’s Employee Assistance Program: 877-622-4327

Additional Resources

- Florida Council Against Sexual Violence: fcasv.org
- Rape Crisis Hotline: 888-956-7273
- RAINN (Rape, Abuse, and Incest, National Network): rainn.org
- Betty Griffin Center: 904-824-1555
- National Sexual Assault Hotline: 800-656-4673
- National Domestic Violence Hotline: 800-799-7233
- ULifeline: ulifeline.org
- Stetson Step Up! — Sexual Assault Prevention: www.stetson.edu › [sexual-assault-prevention-and-response-pdf](#)
- Sexual Assault Recovery Center: 386-254-4106
- Florida Hospital Crisis Line: 386-738-5433
- Volusia Rape Crisis Center: 386-236-3123
- Beacon Center: 386-257-2297

Non-confidential Reporting Options Off-campus

- DeLand Police: 386-626-7400
- DeLand Police Department Victim Advocate Office: 386-740-6879 | Cell: 386-801-5605
- Volusia County Sheriff: 386-736-5961

Anyone reporting an act of violence or intimidation will also receive a written notification about existing victim advocacy, visa and immigration assistance, and other services available for victims within the institution and in the community. The written information will also

include additional information about victim's rights and the university's assistance in enforcing orders of protection, no contact orders, and similar victim's rights.



Non-Confidential Reporting on-campus

Written or oral reports may be submitted in writing, by phone or in person. Responsible employees must share relevant details about the alleged act of violence, harassment or intimidation with the Title IX Coordinator. This includes the names of the reporting party, alleged respondents, any witnesses, as well as when, where, what occurred etc. These reports must be submitted without delay. Reports can be submitted online, stetson.edu/reportit, by contacting the Title IX Coordinator, or relevant Deputy

Deputy Title IX Coordinator(s)

Lyda Kiser | 386-822-7960

Executive Director and Title IX Coordinator
of Compliance

421 N. Woodland Blvd., Unit 8275, DeLand, FL 32723

Carlton Union Building, Room 217

titleix@stetson.edu

Chela Dufour (for employees) | 386-822-7472

Associate Vice President for Human Resources and
Organized Development

Allen Hall

421 N. Woodland Blvd., DeLand, FL 32723

gdufour@stetson.edu

Barbara Hawkins (for students) | 386-822-7205

Director of Community Standard and Deputy Title IX
Coordinator for Students

421 N. Woodland Blvd., Unit 8275, DeLand, FL 32723

Carlton Union Building, Room 218

bhawkins@stetson.edu

Alicia Queally (for athletics) | 386-738-6676

Deputy Athletic Director, Senior Woman Administrator,
Deputy Title IX Coordinator for Athletics

421 N. Woodland Blvd., Unit 8359, DeLand, FL 32723

aqueally@stetson.edu

In any emergency or after business hours, or any time,
reports can also be made through Public Safety by calling
386-822-7300.

There is NO Excuse for Violence

After a Sexual Assault



Safety

- Get to a safe place



Evidence

- If possible, do not bathe, shower, or use the restroom
- Do not change clothes



Support

- Seek medical and crisis support

Reporting the Annual Disclosure of Crime Statistics

The Office of Public Safety prepares this report to comply with the Jeanne Clery Act. The full text of this report can be located on the Public Safety web page at:

stetson.edu/administration/public-safety.

A paper copy of this report can be obtained from the Office of Public Safety at 405 N. Amelia Ave., DeLand, Florida.

This report is prepared in cooperation with Dean of Students, Title IX Coordinator, Director of Community Standards, Department of Athletics, Health Services and local law enforcement.

Campus crime, arrest and referral statistics include those reported to Public Safety, local law enforcement agencies, and designated campus officials (including but not limited to directors, deans and department heads). The University submits this annual report on crime statistics to the State of Florida and the U.S. Department of Education. In accordance with Clery requirements, the University follows the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook for crime reporting. In addition, any of the required categories of Clery-reportable crimes and any other crime involving bodily injury that also meets the definition of a hate crime under the FBI's Uniform Crime Reporting Hate Crime Data Collection and Training Guide for Hate Crime Data Collection is reported under hate crimes. Beginning with the crime statistics reporting for calendar year 2010, the reporting of hate crimes will be expanded to include the additional otherwise non-reportable crimes of larceny-theft, simple assault, intimidation and destruction, damage, or vandalism of property if such crime meets the definition of a hate crime.



DeLand Campus - Clery Reporting Tables

| Criminal Offenses | Year | Clery Geography | | | | |
|---------------------------------------|------|----------------------------|-------|-----------------|---------------------------------|-----------------|
| | | On Campus | | | Non-Campus Building or Property | Public Property |
| | | Student Housing Facilities | Other | On Campus Total | | |
| Murder and Non-negligent Manslaughter | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Rape | 2020 | 1 | 0 | 1 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 1 | 0 |
| | 2022 | 1 | 0 | 1 | 0 | 0 |
| Fondling | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 1 | 0 | 1 | 0 | 0 |
| | 2022 | 2 | 0 | 2 | 0 | 0 |
| Incest | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 1 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 1 | 0 | 1 | 1 | 0 |
| Burglary | 2020 | 2 | 1 | 3 | 0 | 0 |
| | 2021 | 1 | 0 | 1 | 0 | 0 |
| | 2022 | 2 | 0 | 2 | 0 | 0 |
| Motor Vehicle Theft | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 1 | 1 | 0 | 0 |
| Arson | 2020 | 0 | 1 | 1 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |

| VAWA | Year | Clery Geography | | | | |
|-------------------|------|----------------------------|-------|-----------------|---------------------------------|-----------------|
| | | On Campus | | | Non-Campus Building or Property | Public Property |
| | | Student Housing Facilities | Other | On Campus Total | | |
| Domestic Violence | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 2020 | 3 | 1 | 4 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 3 | 3 | 0 | 0 |

| Arrests | Year | Clery Geography | | | | |
|----------------------------|------|----------------------------|-------|-----------------|---------------------------------|-----------------|
| | | On Campus | | | Non-Campus Building or Property | Public Property |
| | | Student Housing Facilities | Other | On Campus Total | | |
| Illegal Weapons Possession | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 1 | 1 | 0 | 0 |
| | 2022 | 0 | 3 | 3 | 0 | 1 |
| Liquor Law Violations | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |

| Disciplinary Referrals | Year | Clery Geography | | | | |
|----------------------------|------|----------------------------|-------|-----------------|---------------------------------|-----------------|
| | | On Campus | | | Non-Campus Building or Property | Public Property |
| | | Student Housing Facilities | Other | On Campus Total | | |
| Illegal Weapons Possession | 2020 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations | 2020 | 10 | 0 | 10 | 0 | 0 |
| | 2021 | 14 | 0 | 14 | 0 | 0 |
| | 2022 | 14 | 0 | 14 | 0 | 0 |
| Liquor Law Violations | 2020 | 32 | 0 | 32 | 0 | 0 |
| | 2021 | 20 | 0 | 20 | 0 | 0 |
| | 2022 | 34 | 0 | 34 | 0 | 0 |

Unfounded Crimes - There were no unfounded crimes in 2020, 2021 or 2022.

Hate Crimes

- On-campus hate crime, 6/25/2020, Intimidation, based on Race.
- On-campus hate crime, 9/1/2020, Intimidation, based on Race.

- On-campus hate crime, 9/28/2020, Intimidation, based on Religion.
- On-campus hate crime, 10/29/2020, Intimidation, based on Ethnicity.
- On-campus hate crime, 2/8/2021, Intimidation, based on Religion
- On-campus hate crime, 2/26/2021, Intimidation based on Sexual Orientation
- On-campus hate crime, 7/28/2021, Intimidation based on Religion
- There were no hate crimes in 2022.

Statement of the Policy

According to FEMA's U.S. Fire Administration, "every year college and university students experience a growing number of fire-related emergencies.

As part of our commitment to life safety issues, and in accordance with various legal requirements, this Fire Safety Plan and Annual Report ("Plan") has been developed. This plan is a cooperative effort of the Office of Public Safety, with various university departments, providing information as needed. This plan provides fire safety emergency information to the Stetson University community.

The purpose of this report is to inform interested persons about our fire safety plans and to chronicle, on an annual basis, certain required fire statistics to the campus community. Further, this report serves to demonstrate to our campus community the safety standards we follow at Stetson University.

This plan is intended to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and their proper handling and storage procedures.
- Potential ignition sources for fires and their control procedures.
- The type of fire protection equipment or systems that can control a fire.

- Regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires, and for control of fuel source hazards.

Stetson University also publishes an Annual Security Report under the Jeanne Clery Act. The Annual Security Report can be found by accessing the following link: stetson.edu/administration/public-safety/clery-crime-fire-safety-report.php

Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Public Safety at 386-822-7300, email publicsafety@stetson.edu or stop by the office located at 405 N. Amelia Ave., DeLand, FL.

General Fire Safety

The following titles are employees responsible for fire safety on the DeLand campus.

- Vice President of Campus Life and Student Success
- Director of Public Safety
- Executive Director of Residential Living and Learning
- Associate Vice President of Facilities Management
- Director of Risk Management

These employees are responsible for the following activities:

- Assisting in the development and updating of this plan for regular and after-hours work conditions;
- Notifying (done by Public Safety) the local fire or police departments, and the Vice President of Campus Life and Student Success in the event of a fire affecting a building. (*NOTE: All employees and students individually are also to call 911 in the event of a fire emergency.*);
- Assisting each department in integrating this plan with any other general emergency program covering the building occupied;
- Annually providing this plan, which includes procedures for reporting a fire, the location of fire-related safety equipment and fire evacuation routes, to each employee and student; and
- Conducting drills to acquaint students and employees with fire procedures, and to judge their effectiveness.

Fire Drills

At least once annually, Residential Living and Learning, in partnership with Public Safety will coordinate and conduct fire drills to test this plan.

Fire Alarm and Fire Fighting Procedures

Employees and students need to know what to do when they are the first person to discover a fire emergency.

When a fire is detected by an employee or student, they are expected to do the following:

- Immediately activate the nearest pull station, if one is readily visible and available, and call 911.
- Contact the appropriate Office of Public Safety immediately after calling 911 by dialing 386-822-7300. Public Safety is open 24 hours a day, 7 days a week.
- If the fire is small, and the individual has been trained in the proper use of a portable fire extinguisher and can attempt to extinguish the fire without putting themselves in undue risk, use the portable fire extinguisher.

- If the fire is large and cannot be contained by the use of a portable fire extinguisher, evacuate immediately. Upon evacuation, close all doors to confine the fire and reduce the oxygen that would fuel the fire. If a fire alarm pull station has not been activated, safely activate the pull station and verbally warn as many occupants as possible to evacuate the building.

Building Coordinators

Building Coordinators are designated employees who, in the event of a campus evacuation, are to attempt to ensure their assigned areas are evacuated. Building Coordinators should never place themselves in danger. If a Building Coordinator encounters any person who needs assistance, they will assist in evacuation or seek help to do so. The building coordinators, when encountering a person who refuses to evacuate, should note the person's location and name (if possible) and inform a firefighter or Public Safety officer as soon as possible. Building Coordinators are encouraged to take notice of fire hazards in their assigned areas and report these hazards to the appropriate department for remediation.

Public Safety officers perform duties of the Building Coordinators as described. Building coordinators are also assigned to each building to look for fire hazards and safety concerns, which are reported back to the Office of Public Safety.

Workplace Fire Hazards

It is the university's intent to assure that hazardous accumulations of combustible waste materials are controlled so that a fast developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees should be made aware of the hazardous properties of materials in their workplace and the degree of hazard each poses.

Fire-prevention measures should be in place for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they are to be trained in the fire-prevention measures developed and should use them in the course of their work. For example, oil soaked rags must be treated differently from general paper trash in office areas. In addition, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials which can cause large fires or generate dense smoke that is easily ignited or may start from spontaneous combustion are the types of materials with which this report is concerned. Such combustible materials may be easily ignited by matches, welder's sparks, cigarettes and similar low-level energy ignition sources.

It is the intent of Stetson University to prevent such accumulation of materials. The Office of Public Safety is responsible for conducting periodic inspections to assist in hazard

similar low-level energy ignition sources.

It is the intent of Stetson University to prevent such accumulation of materials. The Office of Public Safety is responsible for conducting periodic inspections to assist in hazard reduction and provide proper training, as needed.

Flammable or combustible materials may not ignite on their own without an external source of ignition. To control known ignition sources, the university isolates flammable materials and chemicals that if mixed would have a harmful reaction. Facilities Management is responsible for seeing that flammable materials are kept away from sparks, heat and/or fire.

The possible ignition sources include:

- Stored chemicals (janitor closet and storage closets)
- Stored fuel (flammable storage cabinet)
- Oily rags (shop area, paint shop)
- Certain types of batteries

To control these possible ignition sources, all departments are to use good housekeeping and cooperate during site inspections.

Fire Protection Equipment

Fire protection equipment in use at Stetson University includes campus pull stations and an adequate number of portable fire extinguishers and sprinkler systems to protect from the various types of fire hazards. The location of these pull stations are clearly visible in each building. In addition, each university-owned residence is equipped with a fire extinguisher. No person will tamper with or disable any fire protection equipment. Tampering with or disabling fire extinguishers, alarms, or fire safety equipment can carry fines and criminal penalties.

This equipment must be monitored on a regular basis to make sure it continues to function properly. The Office of Public Safety is responsible for maintaining equipment and systems installed to prevent or control fires. The various systems and equipment are detailed on page 45.

Fire Extinguishers

Fire extinguishers are placed on the Stetson University property for safety purposes. Fire extinguishers on-campus are inspected annually by a licensed fire protection vendor. The Public Safety personnel are trained in the use of fire extinguishers, as are some additional university employees.

Facilities Management is responsible for ensuring that adequate fire extinguisher equipment is available and that it has been (a) re-certified on an annual basis (outsourced). All records on annual extinguisher recertification and replacement will be maintained by Facilities Management.





- Hatter Hall
- Hollis Center
- Lynn Business Center
- Office of University Marketing
- Sage Hall
- Sampson Hall
- University Village Apartments
- Brown Hall

Fire Detection System Maintenance & Testing

The Office of Public Safety will ensure that the fire detection system is maintained and inspected at least annually. This system will be maintained in an operable condition, except during repairs or maintenance; during which time the Office of Public Safety will use fire watch procedures with active patrols until repairs or maintenance are complete. Facilities Management will be responsible for assuring that fire detectors and fire detection systems are tested and adjusted as often as needed to maintain proper reliability and operating condition, except factory-calibrated detectors which do not need to be adjusted after installation. The Office of Public Safety will also assist in inspections by local fire inspectors.

Existing fire codes do not require the presence of fire extinguishers in university-owned houses. Nonetheless, extinguishers have been provided. Each occupant of a university-owned house has the following responsibilities:

- Report any damaged or discharged fire extinguisher to the Office of Public Safety immediately. The Office of Public Safety will notify the manager of residential properties at either Residential Living & Learning (DeLand) or Residential Life (Gulfport), as well as all other appropriate departments.

Fire Alarms

Fire alarm systems are required in all residential buildings on-campus and are installed in the majority of academic and administrative buildings at Stetson University. For those areas where a wired smoke detector cannot be installed, a battery operated detector is placed, if required.

Fire Sprinkler System

Public Safety will arrange for the automatic fire sprinkler system to be maintained and inspected at least annually. A main drain flow test is performed on each system annually. The inspector's test valve will be opened at least every two years to assure that the sprinkler system operates properly.

The following areas of the university have a sprinkler system:

- Carlton Union Building
- duPont-Ball Library
- Elizabeth Hall
- Houses A-F
- Hand Art Center

Housekeeping Procedures

Facilities Management is responsible for controlling accumulations of flammable and combustible waste materials and residue, so that they do not contribute to a fire. The storage of chemicals poses particular risk. To protect from this fire hazard, Facilities Management will properly label the chemicals and store them in accordance with the product Material Safety Data Sheets (MSDS). MSDS are available from the Facilities Management and on the following website: ehso.com/msds-sds.php.

We view campus residents as adults and expect that they treat one another, university faculty/staff and university property appropriately.

Additionally, and by way of example, Stetson University does not allow any open-flame devices, such as candles, and has substantial restrictions on electrical appliances.

Reporting a Fire Emergency

It is vital that all employees familiarize themselves with the fire pull station closest to their work area(s). Students should also be familiar with fire pull stations around campus in the event of an emergency. The most effective way to report a fire is to activate the pull station. Fire services will be dispatched immediately during the activation of a fire alarm.

If an individual observes a fire but is not near or cannot locate a pull station, he or she should call 911 to report the fire. When calling 911, stay on the line with the emergency operator or dispatcher until released. After calling 911, and if time permits, contact the Office of Public Safety by calling 386-822-7300. Public Safety is open 24 hours a day, 7 days a week.

The Office of Public Safety will activate the alarm to evacuate the particular area, or will issue a general alarm to evacuate the campus until the extent of the fire can be determined.

Fire may also be reported directly to a Public Safety officer, if one is readily available. Even if you contain a fire, it must still be reported to the Office of Public Safety, so it can be included in our fire log and annual statistics.

There is never a “normal” or “classic” scenario in any emergency situation, and fires are no exception. Always try to remain calm, report the fire and alert others about the situation. If a fire extinguisher is available and the fire appears containable, follow the instructions on the extinguisher and discharge it into the fire. Use an extinguisher only after reporting the fire to 911 and/or Public Safety, or activating a pull station, and only when this action does not expose the user to danger.

Fire Alarm Evacuation

Upon hearing a fire alarm, always evacuate immediately. Never call the Office of Public Safety to ask if the alarm is “real.” The Office of Public Safety will announce soundings for maintenance testing in advance; these tests will be short, unless otherwise noted. It is not necessary to evacuate during announced maintenance tests.

When evacuation is necessary, remember that no one is permitted to return to the building(s) until told to do so by a competent authority such as firefighters, Public Safety officers, senior administrators (after they have the clear sign from proper authority) or police officers. Never assume that when alarms cease it is permissible to return to the building(s). During evacuations, do not use elevators; always use stairs.

If you are disabled or know someone who is and needs assistance, assist them, or call the Office of Public Safety to assist them. Employees or on-campus residential students with disabilities who believe they may need special assistance during an evacuation are encouraged to confidentially register in Academic Success.

Evacuation of Individuals with Disabilities

While an “emergency” by its very definition is an unforeseen event, it also usually requires immediate action. Developing an evacuation plan, to identify exits, encourages advance identification of possible areas of refuge, designates assembly points (where all evacuees will meet once they evacuate the building) and provides additional assistance to individuals with disabilities, gives everyone a plan of action that shortens their response time, enabling them to help themselves and others. All individuals at Stetson University, including those with disabilities, must prepare for emergencies ahead of time. Prior planning and practicing of emergency evacuation routes are important in ensuring a safe evacuation.

Everyone must try to evacuate to the nearest safe exit. At least two emergency passageways should be identified in each

building. Each passageway must either lead to an exit or safely lead to an area of refuge. Below are some guidelines to assist both those who may help in evacuating individuals with disabilities and those who may assist individuals with disabilities in making their own evacuation plans.

General Evacuation Guidelines

Remember the needs of each individual are unique. Through brief communication and asking questions, evacuation can be quick and safe.

- Listen to the individual; they are the expert regarding their own disability.
- Always ask the individual how you can help before attempting any rescue technique or giving assistance.
- Ask the individual if there are any special considerations or items that need to go with the individual.
- Some individuals may use service animals. When possible, keep the team together.

As an individual with a disability, you are responsible for:

- Identifying yourself as having a disability that impacts your evacuation.
- Getting involved with the evacuation planning process. You are the expert of your own disability.
- Discussing with the ADA Coordinator your abilities and needs as an individual with a disability in regards to evacuation (i.e., use a wheelchair, cannot walk unassisted, cannot hear alarm, cannot see, etc.). Employees should speak with Human Resources on this issue. Human Resources can coordinate with other offices (like the Office of Public Safety, Residential Living & Learning) to develop an individualized plan.
- Review the university’s Emergency Response Guide, the Code of Community Standards and the Guide to Residential Living — all of which discuss safety policies and give tips for students.



- Program the Office of Public Safety’s phone number into your cellphone. Carry your cell phone with you at all times.
- In every building you utilize — whether academic, residential or otherwise — familiarize yourself with posted evacuation plans when available, as well as all fire exits, doors and stairwells.
- Inform others of your plans in which you may be alone in any campus buildings for long periods of time (computer labs, study areas, etc.).
- Any student — whether registered for accommodations due to a disability or not — can request a meeting with the Accessibility Services Center to help in building individualized plans for safe egress in instances of emergency. Academic Affairs/Accessibility Resources Office will call on other pertinent departments to help students build a proactive plan.
- If you will need assistance in an emergency, identify someone in advance in every one of your collegiate settings (in each class, for instance) who can provide some level of assistance. Use the “buddy system” for evacuation procedures (i.e., to assist you to the most appropriate exit route or the nearest area of rescue). Establish your evacuation assistant in each setting. “Buddies” could be coworkers, supervisors, faculty, classmates or roommates.

NOTE: If unable to evacuate, ask your evacuation assistant to notify emergency responders of your exact location within the building.

- Knowing the safest method of lifting yourself from your wheelchair and proper carrying techniques. If you do not know, ask your medical professional. Only professionally trained individuals should attempt to lift you, unless you are in immediate danger.
- Deciding your best evacuation options.
- **Horizontal Evacuation:** This entails using building exits to gain access to the outside ground level, or going into unaffected wings of multi-building complexes.
- During a building evacuation all individuals should exit unless they are not able to do so.
- Those who cannot exit a building safely should go to the preferred area of rescue to await emergency personnel. Do not use an elevator when fire alarms are activated.
- Preferred areas of rescue, in most buildings, are the

stairwells. If this is not available (e.g., due to smoke in the stairwell), go to a room with an exterior window, note the room number, close the door and call the Office of Public Safety or 911 to alert them of your location and what assistance you will need. Use the window to signal to those outside of your location.

NOTE: If the stair landing is chosen as the area of refuge, please note that several campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

- **Stairway (vertical) Evacuation:** This means of evacuation uses stairwells to reach ground level exits from the building.
- Stairway evacuation of wheelchair users should be conducted only by trained professionals or the fire department. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

NOTE: If unable to evacuate, ask your evacuation assistant to notify emergency responders of your exact location within the building.

- **Staying in Place:** Unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire resistant door may be your best option. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly to the responding agency. The police will then immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can try signaling from a window or balcony by waving a cloth or other visible object. Also, call the Office of Public Safety about your location by calling 386-822-7300. Public Safety is open 24 hours a day, 7 days a week.

NOTE: The Stay in Place approach may be more appropriate for sprinkler-protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A label on the door jamb or frame can identify a fire resistant door. Non-labeled 1¾-inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Area of Refuge:** An Area of Refuge serves as a temporary haven from the effects of a fire or other emergency. With an evacuation assistant, going to an area of refuge, away from obvious danger, is another emergency plan option. The evacuation assistant will go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.
- The safest Areas of Refuge are typically stair enclosures, common to high-rise buildings and open-air exit balconies. Other possible Areas of Refuge include fire-rated corridors or vestibules adjacent to exit stairs and elevator lobbies.

- Many campus buildings feature fire-rated corridor construction that may offer safe refuge. The actual appropriateness of any possible area of refuge will depend on the nature and location of the emergency situation. Always be flexible in examining options.
- Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing that is crowded with the other building occupants using the stairways as a means of egress in an emergency.

While some alarms may be false alarms or an isolated and contained fire, individuals with disabilities should always seek to evacuate.

Suggested Guidelines for Different Types of Disabilities

Mobility Impaired (Wheelchair)

Individuals using wheelchairs on upper levels should Stay in Place, if possible, or move to an area away from imminent danger with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and alert the responding fire company or the Office of Public Safety to the location of the person with a disability. If persons with a disability are alone, they should call 911 or the Office of Public Safety to relay their present location and the area of refuge they are headed to.

Individuals with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If no immediate danger exists — such as detectable smoke, fire or an unusual odor — the person with the disability may choose to stay in the building with the options listed above, until the emergency personnel arrive and determine if evacuation is necessary. In such circumstances, make sure you have someone alert the responders of your presence. Further information:

- Workplace Safety for People with Disabilities, by the National Fire Protection Association and available at: [nfpa.org/public-education/by-topic/people-at-risk](https://www.nfpa.org/public-education/by-topic/people-at-risk)
- FEMA webpage on emergency planning for individuals with disabilities or special needs, available at: [fema.gov/plan](https://www.fema.gov/plan)

Campus Evacuation Areas

All faculty, staff and students must evacuate the building by the closest exit, during an evacuation and move at least 200 feet from the building. Public Safety personnel will attempt to ensure that no person reenters the building until told to do so by competent authority such as a fire official, senior administrator, Public Safety officer or law enforcement officer. All are expected to comply with these procedures.

Critical Physical Plant Shut Down Operations Before Evacuation

If certain physical plant equipment that could aggravate a fire must be shut down, employees under the direction of Facilities Management are responsible for doing so, as long as it does not place the employees in any danger.

Training and Education

At the time of a fire, you should know what type of evacuation is necessary and what role, if any, you have in carrying out the program. In cases where the fire is large, total and immediate evacuation of everyone on-campus is necessary. In smaller fires, a partial evacuation of students and nonessential employees with a delayed evacuation of others may be necessary for continued operations. This plan is intended to let you know what is expected of you during a fire to assure your safety.

Training, to be conducted during orientation for incoming students and thereafter made available online for existing students, and during new hire orientation for staff and online for existing faculty and staff, includes the following elements:

- Introduction to the plan.
- What to do if you discover a fire.
- Explanation or demonstration of alarm, if more than one type exists.
- How to recognize fire exits.
- Evacuation routes.
- Assisting employees, as well as students with disabilities, and the opportunity for self-disclosure.
- Measures to contain fire (e.g., closing office doors, windows, etc., in the immediate vicinity).
- Return to building only after the “all-clear” signal has been given from the responding emergency officials, including Public Safety officers or senior administrators who are authorized by the Office of Public Safety.

This training will be conducted by Residential Living & Learning and Public Safety for students. Records of attendance of safety training and summary reports of fire drills and the integrated training will be kept by the applicable office coordinating the training.

Because failure to comply with this plan concerning fire-prevention may result in citations and fines, as well as employee or student injury, an individual who does not comply with this plan may be disciplined. Students may face consequences under the applicable Student Code of Conduct, as well as by consequences under applicable lease agreements.

Fire Equipment Training

Certain employees, listed below, are expected to know how to use the fire-prevention equipment as part of their job:

- Public Safety personnel
- Building Coordinators
- Non-office Facilities Management staff and supervisors.
- Residential Living & Learning

Training may be offered to individuals beyond this list, including students.

The Office of Public Safety director and/or chief will provide or arrange for training for each employee who is required to know how to use fire-prevention equipment. You should not use fire-prevention equipment without appropriate training.

Training includes:

- Types of fires
- Types of fire-prevention equipment
- For Public Safety personnel, interpretation of the fire panel
- Location of fire-prevention equipment
- How to use fire-prevention equipment
- Limitations of fire-prevention equipment
- Reporting requirements if fire-prevention equipment is used

Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment.

If the Office of Public Safety director and/or chief has reason to believe an employee does not have the understanding or skill required, the individual will be retrained.

Other Education

In this section of the plan, we have provided safety information to help you understand fire risks and avoid some of the more common hazards. In addition to these tips, students residing in campus housing are encouraged to view the online educational program at igot2kno.org for videos and additional resources.

Fire Preparation and Safety Tips

Be Prepared for a Fire

- Your building should have an evacuation plan. Learn it and practice it during all fire drills.
- If you hear an alarm, leave immediately. Close doors behind you as you go, but do not lock your office. Emergency personnel may need to access the area you are vacating.
- If you live on-campus and have a disability and may need assistance during an evacuation, make sure you are included in the escape planning for your housing by registering in advance with Academic Success.
- Learn the location of all building exits. You may have to find your way out in the dark or in smoke.
- If you are in an area with smoke alarms, do not disable them or remove batteries.
- Do not hang anything from fire sprinkler pipes or nozzles.
- Keep a flashlight handy.

Escape Tips

- If you have to escape through smoke, get low and go under the smoke to your exit.
- Before opening a door, feel the door. If it is hot, use your second way out, if you have one.
- Use the stairs — never use an elevator during a fire.
- If you are trapped, call 911 and tell them where you are. Seal your door with rags and signal from your window. If you are able, open windows slightly at the top and bottom, but close them if smoke rushes in from any direction.
- If you have a disability, alert others of the type of assistance you need to leave the building. If you are an employee or a student who resides on-campus, you can confidentially register in advance with Public Safety if you think you may need assistance.

Smoking

Effective Aug. 1, 2014, Stetson University's residential campuses (DeLand and Gulfport) were designated as "smoke and tobacco free." All forms of tobacco use are prohibited, including e-cigarettes and a variety of smokeless products, in Stetson buildings, structures, grounds, parking lots and in university and personal vehicles while on Stetson grounds.

This policy applies twenty-four (24) hours a day, seven (7) days a week.

Cooking

- Cook only where it is permitted.
- If you use a kitchen, keep it clean and uncluttered.
- If you use electric appliances, do not overload the circuits.
- Never leave cooking unattended.
- If a fire starts in a microwave oven, keep the door closed, turn off the oven and unplug the unit.
- Residents are permitted to use pre-installed campus grills. No grills, charcoal, lighter fluid or gasoline can be stored inside or on-campus. Students must supply their own charcoal and clean the grill after each use.
- Keep children and pets away from the grill area — declare a three-foot "kid-free zone" around the grill.
- Use long-handled grilling tools.
- Periodically remove grease or fat buildup in trays below the grill so it cannot be ignited by a hot grill.
- Don't use water to put out a cooking grease fire. Turn off the heat and cover the pan with a lid to smother the flames or use an approved class-B or class-ABC fire extinguisher.

Candles

- Candles, incense and any other prohibited device that produces or uses an open flame are prohibited from being used on-campus.

Electrical and Battery Storage

The policies and procedures for residential living on-campus can be found at: stetson.edu/administration/housing/landing-guide.php

- Check with Residential Living & Learning for any rules or policies before using electrical appliances in your room.
- Follow the manufacturer's instructions for plugging an appliance into a receptacle outlet.
- Do not pinch cords against walls or furniture, or run them under carpets. Never tack or nail cords.
- Do not overload wiring.

- Buy only appliances that have the label of an independent testing lab.
- Use light bulbs that match the recommended wattage on the lamp or fixture. Place lamps on level surfaces, away from things that can burn.
- Do not use incompatible computer batteries and chargers. If unsure about whether a replacement battery or charger is compatible, contact the product manufacturer.
- Computer batteries can get hot during normal use, so be cautious about using your computer on your lap.
- Do not use your computer on soft surfaces, such as a sofa, bed or carpet, because it can restrict airflow and cause overheating.
- Do not permit a loose battery to come in contact with metal objects, such as coins, keys or jewelry.
- Do not crush, puncture or put a high degree of pressure on the battery. This can cause an internal short-circuit, resulting in overheating.
- Avoid dropping or bumping a computer. Dropping it, especially on a hard surface, can potentially cause damage to the computer and battery. If you suspect damage, contact Information Technology.
- Do not place the computer in areas that may get very hot (such as direct sunlight through a window for an extended period of time).
- Do not allow your computer or battery to become wet. Even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all battery usage, storage and charging guidelines found in any packaging or applicable user's guide.
- Never use water to put out an electrical fire. This can cause a serious shock hazard.

Seasonal Fire Safety Tips

For additional fire safety tips, see the tips and seasonal list published by the Florida State Fire Marshal's Office. The complete text, as well as any updates, can be found at: nfpa.org/public-education/resources/safety-tip-sheets

In accordance with federal reporting requirements, Stetson University includes as part of this report and its statistics of university-owned property for the following:

- Number of fires and cause of each;
- Number of injuries related to fire that resulted in treatment at a medical facility;
- Number of deaths related to a fire;

- Value of any property damage due to fire; and
- Number of fire drills held in prior calendar year.

The Public Safety Director and/or Chief has overall responsibility for the program which will be reviewed and updated annually.

If after reading this program, you believe that improvements can be made, please contact Public Safety at 386-822-7300.

You are encouraged to offer suggestions because the Office of Public Safety is committed to the success of our plan. We strive for clear understanding, safe behavior and involvement in the plan at every level.

Fire safety is everyone's responsibility. Stetson University seeks to provide a safe environment for students, faculty and staff. Your support is needed in this important effort by reading and studying this plan and learning those points applicable to your specific location.



Stetson University Residential Fire Statistics

DeLand Campus

| Residential Facility | Address | 2020 | 2021 | 2022 | Cause | Injuries | Damage |
|-----------------------------|--------------------------|------|------|------|--|----------|----------|
| Carson Hollis Hall | 242 E. Minnesota Ave. | 0 | 0 | 0 | | 0 | |
| Catalyst House 205 | 205 E. University Ave. | 0 | 1 | 0 | Mask caught fire on stove | 0 | \$0 |
| Catalyst House 220 | 220 E. University Ave. | 0 | 0 | 0 | | 0 | |
| Catalyst House 245 | 245 E. Michigan Ave. | 0 | 0 | 0 | | 0 | |
| Chaudoin Hall | 533 N. Woodland Blvd. | 0 | 0 | 1 | Unidentified component failure in A/C Unit | 0 | \$30,962 |
| Comfort Inn | 400 E. INTERNATIONAL | 0 | 0 | N/A | | 0 | |
| Conrad Hall | 516 N. Bert Fish Dr. | 0 | 0 | 0 | | 0 | |
| Courtyard Marriott | 308 N. WOODLAND BLVD. | 0 | 0 | N/A | | 0 | |
| Emily Hall | 619 N. Woodland Blvd. | 0 | 1 | 0 | Food caught fire in microwave | 0 | \$0 |
| Gordis Hall | 312 E. Minnesota Ave. | 0 | 0 | 0 | | 0 | |
| Hampton Inn | 20 Summit Oak Pl. | 0 | 0 | N/A | | 0 | |
| Hatter Hall | 315 E. Michigan Ave. | 0 | 0 | 0 | | 0 | |
| Holiday Inn | 180 Fenway Dr. | 0 | 0 | N/A | | 0 | |
| House A - Delta Sigma Phi | 201 Fraternity Circle | 0 | 0 | 0 | | 0 | |
| House B - Pi Kappa Alpha | 203 Fraternity Circle | 0 | 0 | 0 | | 0 | |
| House C - Phi Sigma Kappa | 205 Fraternity Circle | 0 | 0 | 0 | | 0 | |
| House D - Alpha Tau Omega | 204 Fraternity Circle | 0 | 0 | 0 | | 0 | |
| House E - Sigma Phi Epsilon | 202 Fraternity Circle | 0 | 0 | 0 | | 0 | |
| House F - Lamda Chi Alpha | 208 E. Pennsylvania Ave. | 0 | 0 | 0 | | 0 | |
| House 1 - Pi Beta Phi | 547 N. Bert Fish Dr. | 0 | 0 | 0 | | 0 | |
| House 2 - Living Well | 215 E. Bert Fish Dr | 0 | 0 | 0 | | 0 | |
| House 3 - Kappa Alpha Theta | 208 E. Bert Fish Dr. | 0 | 0 | 0 | | 0 | |
| House 4 - Alpha Xi Delta | 210 E. Bert Fish Dr. | 0 | 0 | 0 | | 0 | |
| House 5 - Alpha Chi Omega | 212 E. Bert Fish Dr. | 0 | 0 | 0 | | 0 | |
| House 6 - Zeta Tau Alpha | 214 E. Bert Fish Dr. | 0 | 0 | 0 | | 0 | |
| House 7 - Delta Delta Delta | 241 E. Minnesota Ave. | 0 | 0 | 0 | | 0 | |
| Nemec Hall | 343 E. Arizona Ave. | 0 | 0 | 0 | | 0 | |
| Plymouth Apartments | 901 N. Amelia Ave. | 0 | 0 | 0 | | 0 | |
| Smith Hall | 390 E. Minnesota Ave. | 0 | 0 | 0 | | 0 | |
| Stetson Cove Apartments | 315 W. Pennsylvania Ave. | 0 | 0 | 1 | Food caught fire on stove | 0 | \$0 |
| Stetson Oaks Apartments 275 | 275 E. Stetson Ave. | 0 | 0 | 0 | | 0 | |
| Stetson Oaks Apartments 285 | 285 E. Stetson Ave. | 0 | 0 | 0 | | 0 | |
| Stetson Palms Apartments | 155 E. Stetson Ave. | 0 | 0 | 0 | | 0 | |
| University Hall | 644 N. Woodland Blvd. | 0 | 0 | 0 | | 0 | |
| Village 100 - Maxcy Hall | 354 E. Michigan Ave. | 0 | 0 | 0 | | 0 | |
| Village 200 - Hon Hall | 360 E. Michigan Ave. | 0 | 0 | 0 | | 0 | |
| Village Apt Bldg 300 | 364 E. Michigan Ave. | 0 | 0 | 0 | | 0 | |
| Village 400 - Lynn Hall | 362 E. Michigan Ave. | 0 | 0 | 0 | | 0 | |
| Village 500 - Rinker Hall | 358 E. Michigan Ave. | 0 | 0 | 0 | | 0 | |

Hotels can be removed in 2024

2022 Fire Equipment and Drill Summary

The following tables provide an itemized recap of all residential building fire protections systems

DeLand Campus

| DeLand Campus Facility | Pull Stations | Horn & Strobes | Smoke Detectors | Duct Detectors | Sprinklers | Extinguishers Provided | Fire Drills in 2022 |
|--|---------------|----------------|-----------------|----------------|------------|------------------------|---------------------|
| Carson Hollis Hall | Yes | Yes | Yes | Yes | No | Yes | 2 |
| Catalyst House 205 | Yes | Yes | Yes | No | Yes | Yes | 2 |
| Catalyst House 220 | Yes | Yes | Yes | No | Yes | Yes | 2 |
| Catalyst House 245 | Yes | Yes | Yes | No | Yes | Yes | 2 |
| Chaudoin Hall | Yes | Yes | Yes | Yes | No | Yes | 2 |
| Conrad Hall | Yes | Yes | Yes | Yes | No | Yes | 2 |
| Emily Hall | Yes | Yes | Yes | Yes | No | Yes | 2 |
| Gordis Hall | Yes | Yes | Yes | Yes | No | Yes | 2 |
| Hatter Hall | Yes | Yes | Yes | Yes | Yes | Yes | 2 |
| House A - Delta Sigma Phi | Yes | Yes | Yes | Yes | Yes | Yes | 2 |
| House B - Pi Kappa Alpha | Yes | Yes | Yes | Yes | Yes | Yes | 2 |
| House C - Phi Sigma Kappa | Yes | Yes | Yes | Yes | Yes | Yes | 2 |
| House D - Alpha Tau Omega | Yes | Yes | Yes | Yes | Yes | Yes | 2 |
| House E - Sigma Phi Epsilon | Yes | Yes | Yes | Yes | Yes | Yes | 2 |
| House F - Lambda Chi Alpha | Yes | Yes | Yes | No | Yes | Yes | 2 |
| House 1 - Pi Beta Phi | Yes | Yes | Yes | Yes | No | Yes | 2 |
| House 2 - Futures in Health Care | Yes | Yes | Yes | Yes | No | Yes | 2 |
| House 3 - Kappa Alpha Theta | Yes | Yes | Yes | Yes | No | Yes | 2 |
| House 4 - Alpha Xi Delta | Yes | Yes | Yes | Yes | No | Yes | 2 |
| House 5 - Alpha Chi Omega | Yes | Yes | Yes | Yes | No | Yes | 2 |
| House 6 - Zeta Tau Alpha | Yes | Yes | Yes | Yes | No | Yes | 2 |
| House 7 - Delta Delta Delta | Yes | Yes | Yes | Yes | No | Yes | 2 |
| Nemec Hall | Yes | Yes | Yes | Yes | No | Yes | 2 |
| Plymouth Apartments | Yes | Yes | Yes | No | No | Yes | 2 |
| Smith Hall | Yes | Yes | Yes | Yes | Yes | Yes | 2 |
| Stetson Cove Apartments | Yes | Yes | Yes | No | No | Yes | 2 |
| Stetson Oaks Apartments | Yes | Yes | Yes | No | No | Yes | 2 |
| Stetson Palms Apartments | Yes | Yes | Yes | No | No | Yes | 2 |
| University Hall | Yes | Yes | Yes | No | No | Yes | 2 |
| University Village Apt. Bldg. 100 Maxcy Hall | Yes | Yes | Yes | No | Yes | Yes | 3 |
| University Village Apt. Bldg. 200 Hon Hall | Yes | Yes | Yes | No | Yes | Yes | 3 |
| University Village Apt. Bldg. 300 | Yes | Yes | Yes | No | Yes | Yes | 3 |
| University Village Apt. Bldg. 400 Lynn Hall | Yes | Yes | Yes | No | Yes | Yes | 3 |
| University Village Apt. Bldg. 500 Rinker Hall | Yes | Yes | Yes | No | Yes | Yes | 3 |

