



# ANNUAL SECURITY & FIRE SAFETY REPORT

REPORT ON 2020 STATISTICS



## FROM THE CHIEF

Thank you for taking the time to read this year's annual security and fire safety report. This report is designed to provide you with important information about safety and security on campus. You will find information about the Department of Public Safety, statements regarding specific policies we have at Northeast Ohio Medical University (NEOMED) as well as statistics about crime on and near campus.

Safety is a priority at NEOMED and is everyone's responsibility. Many University departments work together to help prevent crime, fire, and accidents. Please do your part to help keep NEOMED a safe place to work, study, and live.

We hope you find this report informative and helpful and that your time with NEOMED is enjoyable and safe. If you have questions regarding the content of this report or would like to request a copy, please call **330.325.6492** or email your request to [police@neomed.edu](mailto:police@neomed.edu).

**Kali Williams**  
*Director of Public Safety/Chief of Police*



## DEPARTMENT OF PUBLIC SAFETY *WHO WE ARE AND WHAT WE DO*

The NEOMED Police Department (NPD) is part of the Department of Public Safety (DPS). DPS is responsible for law enforcement/security, parking, access control, video surveillance, fire prevention, and emergency management planning. NPD consists of full time and part time patrol officers, contracted security officers, a sergeant, and a chief. Police department offices are located in M-112. The security office is located in room A-90. NPD operates 24 hours a day, seven days a week.

NPD became a recognized police department on July 1, 2015, through Section 3345.04 of the Ohio Revised Code. Officers of the NPD are commissioned by the State of Ohio with full law enforcement authority identical to that of a municipal police officer or sheriff's deputy. NPD officers meet or exceed training standards of the Ohio Peace Officers Training Council and receive ongoing training.

NPD officers enforce the laws of the State of Ohio and are responsible for public safety services such as crime prevention, responding to fire and medical emergencies, traffic accidents, and investigating reports of crimes.

Additional duties of DPS are creating and maintaining University identification badges, distributing parking permits and enforcing University parking regulations, fire extinguisher checks, room and vehicle lockouts, and battery boosts.

NPD officers are dedicated to serving the students, faculty, staff and visitors of the University.

### **NPD Mission Statement**

The Northeast Ohio Medical University Police Department is committed to developing and maintaining a safe and peaceful campus environment. Our officers are sworn to protect constitutional rights, enforce state laws, and provide ethical and equitable police services in support of the University's mission.



## VALUES

**Integrity:** Always doing the right thing. As police officers, we do what is right not for actual or perceived gain, but because it is the right thing to do. The integrity of our officers is not only represented while we are in uniform, but in all our actions on and off duty. Our moral strength and courage is demonstrated in action.

**Safety:** The protection of life and property are the primary concern for our officers. The wellbeing of our faculty, staff, students, visitors, and other officers is one part of this equation. Not only do we focus on keeping the NEOMED community safe, we conduct ourselves in such a way that the public views us as a source of protection. The second part of this value is that we act in such a way to keep ourselves safe. Training, tactics, and physical/emotional health to keep ourselves performing to the best of our ability are crucial to be able to keep others safe.

**Professionalism:** We are members of a very noble and honorable profession. As such, we will maintain the highest of personal standards, taking pride in our conduct, communication, and appearance. We treat our colleagues and the public with respect in accordance with our mission statement and our values to ensure trust and open communication.

**Service:** We value the privilege to serve our NEOMED community ethically and equitably. “Protect and Serve” is not a concept, but rather a calling. We are dedicated to seeking opportunities to enhance public safety. We work to reduce fear and incidents of crime, and go out of our way to lend a hand to someone in need.

**Teamwork:** We work together as one organization to adhere to the mission of our department. As NEOMED police officers, we are respectful to each other and work collectively to solve problems to serve the community. As part of the NEOMED community, we work in partnership with the faculty, staff, students, visitors, and other agencies.



## The Clery Act: An Explanation

In 1990, Congress enacted the Crime Awareness and Campus Security Act, which amended the Higher Education Act of 1965 (HEA). This act requires all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act. The law was named in memory of a student who was slain in her dorm room in 1986. In March, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Clery Act.

## The Clery Act: Legal Requirements

The Clery Act requires colleges and universities to:

- Publish an annual security report every year by Oct. 1 that contains three years of campus crime statistics and certain campus security policies;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”; and
- Disclose in a public crime log “any crime that occurred on campus ... or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”
- Maintain a log of all reported fires that occur in on-campus housing facilities
- Publish an annual fire safety report that contains fire safety policies and fire statistics for each on-campus housing facility
- Submit the fire statistics from the fire safety report annually to the Department of Education

The NEOMED Department of Public Safety is responsible for preparing and distributing this report. We work with other University departments and law enforcement agencies, including the Portage County Sheriff’s Office and the Ohio State highway patrol to compile the information.

Members of the NEOMED community are strongly encouraged to use this report as a guide for safe practices on and off campus. The report can be viewed online at [NEOMED.edu/police/clery-act/annual-report](https://www.neomed.edu/police/clery-act/annual-report). NEOMED community members receive a notification that describes the report and provides its web address. To request a paper copy, contact the Department of Public Safety at **330.325.6492** or email [police@neomed.edu](mailto:police@neomed.edu).



## CAMPUS POLICING AND SECURITY POLICIES

### Campus Law Enforcement

The Northeast Ohio Medical University Police Department (NPD) is recognized as a police department through section 3345.04 of the Ohio Revised Code. All commissioned officers of the department have successfully graduated from a state-approved peace officer training academy, and hold the same authority and powers of arrest as any certified police officer in the state of Ohio. NPD is the primary investigating agency of all criminal acts and incidents that occur on campus.

### Interagency Cooperation

NPD coordinates regularly with local law enforcement as needed to provide extra security for events, conduct investigations, and exchange information. The Portage County Sheriff's Office (PCSO) and the Ohio State Highway Patrol have jurisdiction on the NEOMED campus. NEOMED has a memorandum of understanding (MOU) with PCSO for dispatching services. PCSO provides all dispatching for NPD officers. NPD and PCSO both utilize MARCS radios. On NPD radios, both the NPD channel and the PCSO channel are programmed allowing NPD officers to communicate directly with a Deputy from PCSO if necessary. Most law enforcement agencies in Portage County have moved to MARCS radios, allowing interoperability throughout most of the county.

NPD and PCSO also have a mutual aid agreement. This agreement allows PCSO to dispatch an NPD officer off campus, if necessary, to provide assistance to a PCSO Deputy.

### Reporting Criminal Incidents and Other Emergencies

All students, employees and visitors should promptly call 911 to report criminal incidents, accidents and other emergencies. When reporting an emergency from a campus desk phone, dial 9-911. Dialing '9' first obtains an outside line. After a call is made to (9) 911, students, employees and visitors are strongly encouraged to notify the security office at **330.325.5911** to inform them of the emergency. Doing so allows officers to assist other first responders. For non-emergency public safety related matters, contact campus security at **330.325.6489**.

In compliance with the Clery Act, NEOMED has designated certain individuals at the University as campus security authorities. A campus security authority is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. The function of a campus security authority is to report allegations of Clery Act crimes to either NEOMED police officers or local law enforcement. A complete list of campus security authorities can be found on the Public Safety section of the NEOMED intranet.

### Access to Campus Facilities

Access to the main campus building is restricted to NEOMED identification card holders. Generally, all exterior doors to the main campus building are locked. Several exterior doors have key card access allowing personnel and students convenient access to their work and study areas. The NEOMED Education and Wellness (NEW) Center is open to the public during posted hours. Access to the third floor of the NEW Center, which houses the Bio-Med Science Academy, is restricted to personnel who have approval to access that area. All campus visitors must report to the main entrance to sign in and obtain a guest ID.



## Security Considerations in the Maintenance of Campus Facilities

Patrol officers conduct routine checks of lighting on campus during regular patrols. If lights are out or dim, officers notify the Department of Campus Operations. Personnel from Campus Operations take immediate action to fix lighting issues. We encourage NEOMED community members to report deficient lighting to the Department of Campus Operations at **330.325.6193**.

If you observe an unsafe condition in a lab, please report your concern to the manager, environmental and occupational health and safety at **330.325.6496** or **safety@neomed.edu**. Concerns relating to fire prevention or security/law enforcement can be directed to the campus security office at **330.325.6489**.

## Campus Safety Programs

The following is an overview of safety programs offered during the 2018 calendar year by the Title IX Office, Center for Student Wellness and Counseling, and the Police Department. Programs are available throughout the academic year, which are intended to provide information to the campus community about various safety topics. The specific times and places for each of these trainings were announced through various campus media. In addition, NPD frequently provides informational tables at campus-wide and community events, which are staffed by NPD officers who are available to provide education and to answer questions on topics such as personal safety, crime prevention, and alcohol and drug awareness.

EVENT	DESCRIPTION
<b>Title IX Overview (students and employees)</b>	<i>New students and new employees at NEOMED are required to listen/watch a training on Title IX in higher education and are required to attain a 70% on the follow up quiz. The video is supplemented by an in-person overview where specific NEOMED policies and procedures are explained and questions are accepted.</i>
<b>Master Skills Workshop on Interpersonal Effectiveness (campus wide)</b>	<i>A workshop focusing on practical skills to help identify unhealthy patterns in relationships as well as how to establish the healthy boundaries you deserve.</i>
<b>Consent Education (student focused)</b>	<i>An interactive session on Consent Education that will discuss what consent is, verbal and non-verbal cues, myths and facts, and how alcohol impacts consent. Some bystander intervention techniques and how to help survivors of sexual misconduct is also in the session.</i>
<b>A.L.I.C.E. Training (campus wide)</b>	<i>This program teaches the community about the options and mental mindset they can have during a crisis. ALICE is an acronym which stands for Alert, Lockdown, Inform, Counter, Evacuate.</i>



## TIMELY WARNING NOTICES

### Campus Crime/Safety Alerts

In the event that a situation arises, either on or near campus, that in the judgment of the Department of Public Safety, in consultation with other administrative departments/offices as appropriate, constitutes an ongoing or continuing threat to members of the University community, the department will issue a “timely warning” notice, also referred to as a “Campus Safety Alert.” Members of the University community who witness or learn of a crime or other serious incident on or near campus should report it to 911 and the Department of Public Safety as soon as possible so a Campus Safety Alert can be issued, if warranted.

If NEOMED community members report crimes or serious incidents to other NEOMED administrators, those administrators will notify the Department of Public Safety. The Department of Public Safety will collaborate with other departments/offices as necessary to issue a Campus Safety Alert, if one is appropriate.

### Daily Crime Log

The police department maintains a daily crime log which records all crimes reported to the department. Each log entry encompasses the date, time, nature and general location of each reported crime in addition to the disposition of the complaint, if known. All entries are logged within two business days of the initial report being made to the police department, or local law enforcement agency. Certain incidents may be excluded from the log in circumstances when disclosure of such information may compromise the investigation. The log is available for public inspection in the campus security office, room A-90.

### Emergency Preparedness

NEOMED recognizes the need to be prepared for critical incidents. Under the guidance of the Emergency Management Planning Team, various departments and offices work together to prepare for, mitigate, respond to, and recover from emergency situations. As part of the prevention, mitigation and preparedness phases of emergency management, NEOMED collaborates with local first responders, such as the Rootstown Fire Department, the Portage County Sheriff’s Office and the Ohio State Highway Patrol, as well as other local, county and state agencies, to better prepare for potential emergencies.

### Emergency Response

University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. NEOMED conducts emergency response exercises such as tabletop exercises and tests of the emergency notification system. The purpose of these tests is to assess and evaluate the emergency plans and capabilities of the University. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually NEOMED police, the Portage County Sheriff’s Office, the Ohio State Highway Patrol and/or the Rootstown Fire Department. All departments/agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other county, state and federal agencies could also be involved in responding to the incident. General information about emergency response and evacuation procedures for NEOMED are publicized each year as part of the University’s Clery Act compliance efforts.



NEOMED community members are encouraged to call 911 and then campus security at **330.325.5911** for any situation or incident on campus that may involve an immediate or on-going threat to the health and safety of members of the University community. The NEOMED Police Department has the responsibility of responding to and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the NEOMED Police Department has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the University notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Emergency Notification**

NEOMED's Department of Public Safety works closely with other offices and departments on campus, as well as outside agencies, to assess threat levels. If a determination is made that an emergency or dangerous situation exists that poses an immediate threat to the health or safety of members of the University community, the Department of Public Safety in conjunction with input from the Offices of the President, Operations and Finance and Public Relations will determine the content of the notification. Some or all of the systems described below will be used to communicate the threat to the community, or to a particular building or segment of the community.

NEOMED will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Certain University officials are authorized to send emergency notification messages to the University community. The emergency notification system is capable of sending messages via email, text messages to cell phones, and voicemail to cell, home and office phones as well as postings on Facebook and Twitter. NEOMED will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the University community occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. Emergency messages will include information on what has occurred and directions to the community on what to do next. Additional methods by which notifications may be received include:

- Public address system
- NEOMED's website, [www.neomed.edu](http://www.neomed.edu)
- Print and broadcast media

The emergency notification system is tested on an annual basis. It is absolutely necessary that every student and employee keep their contact information current in the emergency notification system. To view and/or update your information, please visit

**<https://www.getrave.com/login/neomed>**



## SHELTER-IN-PLACE: WHAT DOES IT MEAN?

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter in place” means to make a shelter of the building that you are in. In a longer-term emergency, this location can be made even safer and more comfortable with a few adjustments until it is safe to go outside.

### How you will know to shelter in place

A shelter-in-place notification may come from several sources, including but not limited to NEOMED Police Department, the Rootstown Fire Department, the Portage County Sheriff’s Office or the Ohio State Highway Patrol. Information regarding a shelter-in-place notification may be disseminated by a combination of NEOMED’s emergency notification methods.

### How to shelter in place

Regardless of where you are, the basic steps of shelter in place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- Go into the nearest building
- Close all doors and windows to seal off the building from the exterior
- Shut off air conditioners, furnaces and any other fans that draw outside air into the building
- Conduct an accountability check of students, faculty and staff
- Prevent anyone from leaving the shelter
- Remain in the shelter in place area; do not leave until told to do so.



## CRIME PREVENTION

While police and security officers are responsible for ensuring that campuses are as safe as possible, the primary responsibility for crime prevention and personal safety lies with each individual.

### Anti-Theft Tips

- Lock your office when it is unoccupied.
- Maintain serial numbers of equipment.
- Copy important papers and cards that are in your wallet or purse.
- Do not leave valuables unattended (in offices, study rooms, etc.)

### Personal Safety Away From Home

- Keep windows and doors locked.
- Use the peephole before opening the door.
- Do not leave a spare key outside.
- Use only initials on mailboxes and in telephone directories.
- Make sure the exterior of your home is well lit.

### Personal Safety in Your Car

- Check the back seat before entering a car.
- Never give strangers a ride.
- Always keep your car doors locked.
- Keep your vehicle properly maintained and have at least a quarter-tank of gas.
- Always have a good spare tire and a jack.
- Put valuables in the trunk, not on the seats.
- If you break down, do not accept a ride with a stranger.
- If you feel that you're being followed, drive toward a well-lit area, preferably a police station.

### Personal Safety at Home

- Carry your keys in hand so you're ready to enter your car or building.
- Walk, exercise, and park in well-lit areas.
- Be aware of your surroundings and people around you.
- Avoid ATMs in secluded or dark locations.
- Avoid working or studying after hours in public areas.



## Emergency Blue Light Phones

These phones are located across the campus and allow individuals in need of assistance to call 911. The phones are connected directly to the Portage County Sheriff's Office and can be used to:

- Request help.
- Report a crime.
- Report suspicious activity.
- Request an escort.
- Report any other type of emergency you may encounter.

NPD officers respond to all activated emergency phones.

All University community members are encouraged to be aware of the locations of the nearest emergency phones around campus.

## Campus Escort

Police and security officers are available to escort students and employees to their vehicles, or across campus if needed. If you are in need of an escort contact the campus security office at **330.325.6489**.



## SEXUAL HARASSMENT UNDER TITLE IX

### (A) Purpose

The University is committed to maintaining an environment in which students and employees of the University can work, learn, and participate in activities free from Sexual Harassment. Title IX of the Education Amendments of 1972 and its associated regulations prohibit discrimination on the basis of sex in any Education Program or Activity receiving federal funds. The conduct outlined in this policy, committed against any students or employees of the University, are prohibited conduct under Federal law.

### (B) Scope

This policy applies to acts committed by students, employees, or visitors/vendors of the University regardless of gender identity or expression or sexual orientation. This policy defines prohibited conduct as it relates to Sexual Harassment under Title IX. Students and employees of the University may be victims of Sexual Harassment by individuals unaffiliated with the University.

Formal Complaints of Sexual Harassment filed by a Complainant or signed by the Title IX Coordinator will be resolved in accordance with the University's Title IX grievance procedures set forth in this policy. The Title IX grievance procedures have been developed to provide an equitable process for determining whether a violation of this policy has occurred, as well as to remediate the effects, and prevent the occurrence of, prohibited conduct in violation of this policy.

### (C) Definitions

- (1) "Actual Knowledge" refers to notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any Official with Authority ("OWA").
- (2) "Complainant" refers to an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party in the matter.
- (3) "Coercion" for the purposes of this policy refers to the intimidation, threats of the physical or psychological nature, or pressure used to force another to engage in sexual acts.
- (4) "Consent" for the purposes of this policy, refers to permission or agreement to engage in sexual activity. Consent can be given by words or actions as long as those words or actions create mutually understandable permission and willingness to engage in sexual activity. Consent must be active; silence cannot constitute consent nor can consent to one form of sexual activity be implied as consent to another form of activity. Consent can be withdrawn at any time and previous consent for a sexual act cannot imply future consent. Consent for sexual activity is not present if an individual: is in a state of Incapacitation (from alcohol or drug use or mental or physical impairment) whereas another individual knows or should have reasonably known of the Incapacitation; is coerced; is subjected to the use of force or the threat of force; is unconscious or unaware the act is being committed; or is unable to consent due to age.
- (5) "Course of Conduct," as it relates to stalking, means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties,



by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- (6) "Education Program or Activity" refers to locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the Sexual Harassment occurred, including any building owned or controlled by a student organization that is officially recognized by the University.
- (7) "Formal Complaint" refers to a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the University address the allegation of Sexual Harassment.
- (8) "Incapacitation" refers to the state of substantial impairment when an individual is unable to make reasonable, rational decisions because they lack the capacity to give knowing consent. For the purposes of this policy, Incapacitation includes individuals whose impairment results from physical or mental disabilities, involuntary restraint, or the consumption of alcohol or other drugs. Incapacitation cannot be used in a defense for behavior that violates this policy.
- (9) "Official with Authority" refers to an employee who has authority to institute corrective measures for sexual harassment on behalf of the University. For the purposes of this policy, OWAs include: Title IX Coordinator, Vice President of Human Resources, Senior Executive Director of Academic Affairs and Student Services, Assistant Dean of Students in the College of Medicine, Assistant Dean of Student Success in the College of Pharmacy, and Vice Dean in the College of Graduate Studies.
- (10) "Reasonable Person" means a reasonable person under similar circumstances and with similar identities to the victim.
- (11) "Respondent" refers to the person alleged to have engaged in conduct that could constitute Sexual Harassment as defined in this policy. A Respondent is presumed not responsible for the alleged conduct until a determination is made in accordance with this policy.
- (12) "Retaliation" refers to intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or because an individual made a report or complaint, or participated or refused to participate in any Title IX grievance process.
- (13) "Sexual Harassment," for the purposes of this policy, refers to conduct on the basis of sex which occurs within the University's Education Program or Activity against a person in the United States, and satisfies one or more of the following:
  - (a) "Sexual Harassment by Quid Pro Quo" is an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
  - (b) "Sexual Harassment by Hostile Environment" is Unwelcome conduct determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity; or
  - (c) Conduct that meets any of the following definitions:
    - (i) "Sexual Assault" includes conduct that meets any of the following definitions:
      - (a) "Rape" means the carnal knowledge of a person, without the victim's consent, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or



permanent mental or physical incapacity. “Carnal Knowledge” means the slightest penetration of vagina by the penis.

- (b) “Sodomy” means non-consensual oral or anal sexual intercourse with another person, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- (c) “Sexual Assault with an Object” means use an object or instrument (other than a person’s genitalia) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the victim’s consent, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- (d) “Fondling” means the touching of the private body parts of another person for the purpose of sexual gratification, without the victim’s consent, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- (e) “Incest” means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- (f) “Statutory Rape” means sexual intercourse with a person who is under the statutory age of consent.
  - (ii) “Dating Violence” means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - (iii) “Domestic Violence” refers to felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
  - (iv) “Stalking” refers to engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person with similar characteristics under similar circumstances to:
    - (a) fear for the person’s safety or the safety of others; or
    - (b) suffer substantial emotional distress.

## **(D) Body Of Policy**

- (1) Jurisdiction. To meet the jurisdictional conditions of Title IX, alleged conduct must occur in the University’s Education Program or Activity or within the scope of employment against a person in the United States. This includes alleged conduct which occurs on campus or as part of the University’s operations, including computer and online platforms owned and operated by, or used in the operations of



- the University.
- (a) Complaints of alleged conduct that does not fall under the jurisdiction conditions set forth in Section (D)(1) will be dismissed for the purposes of Title IX. In situations where a complaint is dismissed under Title IX, the parties will be notified in writing and given a period of five (5) business days to appeal the dismissal, in writing, to the Vice President for Human Resources and Diversity (or designee). Allegations dismissed under Title IX may still constitute a violation of other University policy and may be addressed using separate conduct processes.
  - (b) The University may dismiss a Formal Complaint or any allegations therein, if at any time during the grievance process, prior to reaching an informal or formal resolution:
    - (i) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations it contains;
    - (ii) the Respondent is no longer enrolled or employed by the University; or
    - (iii) specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations it contains.
- (2) Reporting
- (a) Title IX Coordinator. Reports of Sexual Harassment should be made to the Title IX Coordinator, whose contact information can be found at <https://www.neomed.edu/diversity/title-ix/>. Reports may be made at any time, including during non-business hours.
  - (b) Law Enforcement. Reports may be made to the NEOMED Police Department at 330.325.5911 or to the Portage County Sheriff's Office at 330.296.5100 if a person believes the Sexual Harassment he/she experienced may constitute a crime. A report can be made to both law enforcement and University employees designed in this policy. Reports made to the NEOMED Police Department are not confidential.
  - (c) Other Reporting Sources. Reports made to Officials with Authority are not confidential. These individuals are required to inform the Title IX Coordinator of any such report made to them:
    - (i) Vice President of Human Resources;
    - (ii) Senior Executive Director of Academic Affairs and Student Services;
    - (iii) Assistant Dean of Students in the College of Medicine;
    - (iv) Assistant Dean of Student Success in the College of Pharmacy; and
    - (v) Vice Dean in the College of Graduate Studies.
  - (d) Confidential Reports. Reports made to one of the licensed counselors in the Center for Student Wellness and Counseling Services ("CSWCS") are confidential and will not be reported to the Title IX Coordinator.
  - (e) Anonymous Reports. Anonymous reports will be accepted; however, in these instances, the University's ability to provide supportive measures or investigate the alleged conduct may be compromised. The University will address anonymous complaints to the extent possible.
  - (f) Consolidation of Formal Complaints. The University may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more



Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

- (g) False Complaints. Intentionally filing a false complaint of Sexual Harassment is a violation of this policy and could constitute a criminal act. Evidence of this nature will be referred to the University's General Counsel.
  - (h) Retaliation. Neither the University nor any other person may retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because an individual made a report or complaint, or participated or refused to participate in any Title IX grievance process. Retaliation should be reported promptly to the Title IX Coordinator. Evidence of retaliation is grounds for disciplinary action.
  - (i) Limited Amnesty. Individuals who make a report of Sexual Harassment or participate in any Sexual Harassment grievance procedure may not be subject to disciplinary action by the University for behavior that is otherwise considered a violation of the Student Conduct Code or terms of employment. This includes the personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not place the health or safety of any other person at risk.
- (3) Supportive measures
- (a) Supportive measures are non-disciplinary, non-punitive individualized services offered by the Title IX Coordinator as appropriate and as reasonably available, without fee or charge, to the Complainant or Respondent. Supportive measures may be offered before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed.
  - (b) Supportive measures are designed to restore or preserve equal access to the University's Education Program or Activity.
  - (c) Supportive measures may include, but are not limited to:
    - (i) mutual no contact directives;
    - (ii) counseling and health services;
    - (iii) course-related adjustments;
    - (iv) modifications of work or class schedules;
    - (v) campus escort services;
    - (vi) academic support;
    - (vii) consideration of leave requests; and
    - (viii) designated hours for use of shared facilities.
- (4) Resources and Support
- (a) Confidential Resources
    - (i) The CSWCS is an on-campus confidential resource and can be reached at 330.325.6757. Making a report to CSWCS licensed counselors will not result in a report to law enforcement or other University personnel, including the Title IX Coordinator.
    - (ii) Off-campus, 24/7 local crisis resources include Townhall II, which can be reached at 330.678.4357(HELP), and Coleman Professional Services, which can be reached at 330.296.3555.
  - (b) Treatment. Any person who has experienced an act of sexual violence is encouraged to go to the nearest emergency room or hospital for evaluation, treatment, and counseling. St. Thomas Hospital in Akron, Ohio, offers specialized services for victims of sexual violence. Though a person who



has experienced an act of sexual violence may choose whether to notify law enforcement authorities about the offense, filing a police report near in time will:

- (i) ensure the person receives necessary medical treatment and tests at no expense;
  - (ii) provide an opportunity for the time-sensitive collection of evidence helpful in the prosecution, such as collecting soiled clothes and advising the person to refrain from bathing or douching, washing his/her face, urinating, drinking liquids, eating, or brushing his/her teeth; and
  - (iii) assure that the person has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- (5) Procedures for resolving Formal Complaints of Sexual Harassment
- (a) Informal Resolution
    - (i) Informal resolution is only available in situations where a Formal Complaint has been filed by the Complainant.
    - (ii) After a Formal Complaint is filed, the Respondent will be provided notice of the allegations of Sexual Harassment potentially constituting a violation of this policy. The Respondent will be given sufficient time to prepare for any informal resolution.
    - (iii) In order to proceed with an informal resolution, both parties must provide voluntary, written consent to the informal resolution process. In situations where neither party, or only one of the parties, agrees to an informal resolution, the Title IX Coordinator will proceed with the formal resolution process.
    - (iv) In situations where the Respondent is an employee of the University and the Complainant is a student of the University, there is no option for informal resolution and the Title IX Coordinator will proceed with the formal resolution process.
    - (v) Any informal resolution will be conducted through a facilitator in a manner designed to provide a prompt, fair, and impartial resolution.
    - (vi) Both parties have the right to be accompanied at any meetings as part of the informal process by an advisor of choice.
    - (vii) The Complainant and Respondent are not required to address the Formal Complaint directly with one another if they choose to pursue an informal resolution.
    - (viii) Both parties have the right to discontinue the informal resolution and initiate the formal resolution process at any time prior to both parties signing an informal resolution agreement.
    - (ix) Both parties have the right to request an informal resolution prior to any hearings as part of the formal resolution process; however, both parties must agree, in writing, to proceed with an informal resolution.
    - (x) Both parties will be asked to sign an informal resolution agreement within three (3) business days of the conclusion of the informal resolution. If one or both of the parties does not sign the informal resolution agreement within the specified time frame, the Title IX Coordinator will proceed with the formal resolution process.
    - (xi) The case will be closed once both parties have signed an informal resolution agreement. There are no bases to appeal an informal resolution.



- (b) Formal Resolution
- (i) Formal resolution is only available in situations where a Formal Complaint has been filed by the Complainant or signed by the Title IX Coordinator.
  - (ii) Any formal resolution will be conducted in a manner designed to provide a prompt, fair, and impartial resolution.
  - (iii) Both parties have the right to be accompanied at any meetings, interviews, or hearings as part of the formal process by an advisor of choice.
  - (iv) There is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the formal resolution process.
  - (v) After a Formal Complaint is filed, the Respondent will be provided notice of the allegations of Sexual Harassment potentially constituting a violation of this policy, along with adequate time to prepare for any initial interview.
  - (vi) A formal investigation into the allegations will include interview(s) with the Complainant, interview(s) with the Respondent, and interviews with any witnesses believed to possess relevant evidence regarding the allegations.
  - (vii) Both parties will have an opportunity to examine any relevant evidence collected throughout the investigation and will have a period of ten (10) business days to submit a written response.
  - (viii) The investigator(s) will compile a final investigatory report, which will be provided to both parties and their advisors of choice no less than ten business (10) days prior to any hearings on the matter.
  - (ix) Live hearings will take place via video conference and will be closed to the public. During the live hearing, both parties will have the opportunity to cross-examine one another, as well as any witnesses, through an advisor of choice. If either party does not have an advisor of choice, an advisor will be provided by the University at no cost for the sole purpose of conducting the cross-examination.
  - (x) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility.
  - (xi) The preponderance of the evidence standard will be applied in any formal resolution process initiated by a Formal Complaint of sex-based harassment. A “preponderance of the evidence” is met if it is determined to be more likely than not, based on the evidence available, that the Respondent’s behavior violated the Sexual Harassment Under Title IX Policy.
  - (xii) At the conclusion of the live hearing, the decision maker(s) issue a written decision, which shall include the following:
    - (a) a statement of the allegations made to support a claim of sexual misconduct;
    - (b) a description of the procedures followed throughout the process, starting from the Formal Complaint through the determination;
    - (c) the findings of fact to support the determination;
    - (d) a conclusion regarding whether the University policy was violated based on the factual findings;
    - (e) a statement of the result as to each allegation, including the rationale for the statement and a determination of responsibility;



- (f) a statement of any disciplinary sanctions imposed upon the Respondent or remedies put in place in to restore or preserve; and
  - (g) the procedure and available bases for appeal.
- (c) Appeals. Only formal resolutions may be appealed. Both parties have the right to submit a written appeal within five (5) business days of receiving the written decision. Appeals should be submitted to the Vice President for Human Resources and Diversity or designee. Appeals can only be made on any one of the following grounds:
  - (i) procedural irregularity that affected the outcome of the matter;
  - (ii) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - (iii) the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- (6) Disciplinary Sanctions  
Sanctions may only be imposed as the result of disciplinary proceedings and may not be imposed prior to informal resolution or a finding of responsibility at the conclusion of the formal process. Possible sanctions include:
  - (a) suspension from or termination of further employment;
  - (b) suspension or dismissal from further matriculation;
  - (c) adjustments to work, living or learning situations;
  - (d) no-contact directives;
  - (e) educational intervention; or
  - (f) restrictions from participating in co-curricular activities.
- (7) Emergency Removal and Administrative Leave. The University may remove a Respondent from the University's education program or activity on an emergency basis. Prior to removal, the University will conduct an individualized safety and risk analysis and must determine that an immediate threat to the physical health or safety of any student, employee, or other individual arising from the allegations of sexual harassment justifies removal. The University will provide notice of an emergency removal and give the Respondent an opportunity to challenge the emergency removal decision immediately following the removal.

The University may place a non-student employee Respondent on administrative leave while a grievance process is pending.



## Sex Offender Registration

All sex offenders required to register in the State of Ohio or any other state are required to notify NEOMED of their sex offender status if they are applying for employment or admission to the University. All employees or students who become registered sex offenders are required to notify the University at the time they are first required to register with the State. Employees must notify their immediate supervisors and the Department of Human Resources and students must notify the dean of their respective College.

Due to the nature of the University programs, environment, student populations and patient population, registered sex offenders will not be considered for employment or admission to the University. The University Department of Human Resources or the Admissions Office will query the sex offender database prior to finalizing offers of employment, faculty status or admission to its academic programs. Becoming a registered sex offender is grounds for termination of employment and dismissal from the academic programs of the University.

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In Ohio, this information is available at [www.icrimewatch.net/index.php?AgencyID=55149](http://www.icrimewatch.net/index.php?AgencyID=55149).



## Drug, Alcohol, and Substance Abuse

The University prohibits its employees and students from the unlawful use, possession, dispensation, distribution, or manufacture of any controlled substance or illegal drugs and the unauthorized use of alcohol while in the workplace or anywhere on the Rootstown campus. Employees may not be at work and students may not participate in coursework or clinical work while under the influence of alcohol or while unlawfully using controlled substances or illegal drugs. The consumption of alcoholic beverages by employees or students on the campus at events other than those sanctioned or sponsored by the University is prohibited.

The University is committed to the reduction of alcohol and other drug abuse by students and employees. In support of that commitment, the University provides important health information and treatment resources to students and employees through its **Drug Abuse and Alcohol Prevention Program (DAAPP)**, which includes the potential criminal and University sanctions that may be imposed when appropriate.

## Missing Person

All NEOMED students who execute a Resident Agreement for on-campus housing will be asked to register a contact person who would be contacted no later than 24 hours after the time the student is determined to be missing. A student can register a confidential contact for this situation, in addition to the emergency contact information on file with the University. A missing student's confidential contact information will be accessible by NEOMED campus officials and may be shared with law enforcement during the course of the missing person investigation.

If the student is under 18 years of age, NEOMED is required to notify a custodial parent or legal guardian not later than 24 hours after the student is determined to be missing.

**Notification.** Any person who has reason to believe that a NEOMED student who is living on campus is missing should contact the NEOMED Police Department immediately at **330.325.5911** to make a report.

**Investigation.** The NEOMED Police Department will conduct an initial inquiry in response to any report that it receives regarding NEOMED students living on campus that may be missing. The inquiry will seek to determine if the student is actually missing and cannot be located through reasonable efforts. The inquiry may include, but is not limited to, the following activities:

- (a) Calling or visiting the student's residence;
- (b) Contacting neighbors, fellow students, and/or friends of the resident to determine the circumstances of the student's disappearance;
- (c) Conducting a campus search of public locations to locate the student (library, cafeteria, lecture halls, etc.);
- (d) Access key card and FOB usage records to determine the student's last use of either means of access;
- (e) Access the student's email or other network login records to determine the student's last use of the NEOMED network;



- (f) Retrieve the student's cell phone number and work with the corresponding cell phone carrier to determine the student's last use of the phone and its location
- (g) Obtaining and circulating a photograph of the student to assist in identifying and locating the student;
- (h) Contacting the Chief Student Affairs Officer, the Dean of the College in which the student is enrolled, relevant faculty members or the on-campus housing management company for information related to the student; and
- (i) Contacting local law enforcement.

**Determination that the student is missing.** If the NEOMED Police Department, after conducting an investigation of the report, determines that a student has been missing, the University will contact the individual registered as a contact by the student when the student entered on-campus housing. In the event the student did not register a contact when executing his/her Resident Agreement for on-campus housing, the University will contact the emergency contacts on file for the student in Enrollment Services.

## DEFINITIONS OF REPORTABLE CRIMES

### Criminal homicide

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

### Forcible Sex Offenses

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

### Nonforcible Sex Offenses

Unlawful, nonforcible sexual intercourse.

- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent (In Ohio, age 13).



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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned-including joy riding).

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

## Dating Violence

Violence committed by a person:

- (C) Who is or has been in a social relationship of a romantic or intimate nature with the victim;
- (D) Where the existence of such a relationship shall be determined based on a consideration of the following factor:
  - iv. The length of the relationship
  - v. The type of relationship
  - vi. The frequency of interaction between the persons involved in the relationship

## Domestic Violence

Domestic violence is violence or threats of violence that occur between family or household members.

## Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress



## OTHER OFFENSES

- **Liquor law violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition).
- **Drug abuse violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapon law violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.



## Criminal Offenses

Type of Offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Sexual Assault (Sex Offenses)</b>					
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	1	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Robbery</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Aggravated Assault</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Burglary</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Motor Vehicle Theft</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



## Criminal Offenses (con't)

Type of Offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
<b>Arson</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Domestic Violence</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Dating Violence</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Stalking</b>					
	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Hate Crimes</b>					
Race	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Gender	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Religion	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Sexual Orientation	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Ethnicity	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disability	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
National Origin	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



## Criminal Offenses (con't)

Type of Offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
<b>Hate Crimes</b>					
Larceny-Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Simple Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Intimidation	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Destruction	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Damage	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Vandalism of Property	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Arrests</b>					
Weapons Possession	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law	2018	0	0	0	0
	2019	0	0	0	1
	2020	0	0	0	0
Liquor Law	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
<b>Referrals</b>					
Weapons Possession	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



## FIRE SAFETY REPORT

The following information is provided as required by the Higher Education Opportunity Act. This report is published on an annual basis and includes information pertaining to fire statistics; descriptions of fire safety systems; rules on portable electrical appliances, smoking and open flames in on-campus housing facilities; and other information. All information contained in this section is applicable to The Village at NEOMED only. For the purpose of this report, **fire** is defined as any *instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner*.

### Fire Log

The NEOMED fire log is maintained by the Department of Public Safety and is located in room A-90. Any requests for copies should be made to the Department of Public Safety at [police@neomed.edu](mailto:police@neomed.edu).

### Fire or Other Emergency

Setting or fueling a fire of any size is prohibited. Resident shall give immediate notice to Management of fire, accident, damage, and dangerous or defective conditions. All residents must evacuate the building during a fire alarm. Falsely reporting a fire or any other emergency, including bomb threat, falsely reporting a serious injury, or pulling a fire alarm station when no fire is evident is prohibited. Fire warning devices and safety equipment are to be used only in the case of an emergency. If smoke or fire is observed, resident should pull the nearest fire alarm pull-station, immediately exit the building, and call 911. Upon the sounding of a fire alarm at any time, the resident should proceed according to the instructions posted in and about the property. Intentional sounding of an alarm outside of an emergency situation or tampering with emergency equipment will be considered a criminal offense and the person or persons responsible will be treated accordingly. Tampering with smoke detectors or fire alarms is prohibited. Management reserves the right to impose additional charges, penalties or sanctions for tampering with fire or life safety equipment in addition to criminal and judicial action. Common area safety equipment such as exit signs found in a unit will be considered evidence of tampering with fire or life safety equipment. Refusal to leave a building during a fire alarm, refusal to produce proper identification upon request of management, its agent, refusal to cooperate with any reasonable request by management, its agent, acting in performance of their duties is prohibited. Resident shall be responsible for avoidable fire alarms initiated by resident and/or resident's guests.

Fire codes and fire safety rules prohibit propping open any access door(s) or door(s) leading to any common area. If any door is left opened, or if a resident has a concern that another resident or apartment mate is leaving open doors, propping open doors or otherwise compromising the safety in the building, a complaint should be made in writing to management.

### Portable Electrical Appliances, Smoking and Open Flames

The use of wood or charcoal stoves and/or flammable liquid, gas or electric space heaters within the building is not permitted. Resident shall not use candles or other open flame devices, hot plates, incense or halogen lamps anywhere in the building or about the property.



All torch-style lamps, including but not limited to those that use halogen, incandescent or fluorescent bulbs, are not permitted. Resident shall not use any style lamp that uses a halogen or more than a 100 watt bulb, nor shall resident connect three or more sets of stringed lights together (including but not limited to Christmas lights). Use of the stove, microwave and/or oven while apartment is unoccupied is also prohibited. Furthermore, oven and/or stove units should not be left on for longer than needed to cook or warm food items. Live cut trees are prohibited in apartment.

Consistent with University policies, smoking is prohibited on University-owned property, which includes The Village apartments and the surrounding area. Smoking in the apartment or private living space, lobbies, hallways, offices and all other public and/or private areas within the buildings or its adjacent parking lots is strictly prohibited.

### **Smoke Detectors**

Each apartment is equipped with one or more smoke detectors. It is the responsibility of the resident to periodically test the smoke detector(s) to insure that detector(s) operate(s) properly. If the smoke detector(s) “chirps” or does not operate properly when tested, resident shall immediately notify management. Management will replace batteries in smoke detectors at its own expense when necessary. It is a violation of the resident agreement if the smoke detector(s) is (are) disconnected, covered or otherwise made inoperable by the resident, anyone in the apartment or resident’s guest.

### **Obstructions**

Resident agrees not to obstruct or use for any purpose other than ingress and egress the sidewalks, entrances, passages, courts, vestibules, stairways and halls.

### **Hazardous Substances**

Residents shall not use, manufacture, or store any fireworks, explosives, flammable liquids, gas, cans or compressed gasses, poisons, highly combustible substances, chemicals, or any substances which may injure others or damage property, in any apartment, hallway, or about the housing property. The storage or use of gasoline or electrical powered vehicles or engines regardless of their state or dismantlement in the building is not permitted. Setting materials on fire, possession or use of flammable or highly combustible materials is likewise not permitted.

### **Reporting a Fire**

If smoke or fire is observed, evacuate immediately. Close doors behind you and pull a fire alarm as you evacuate, if you can safely do so. Once out of the building, call 911. Be prepared to report the address and room number/location of the smoke or fire.

### **Improvements in Fire Safety**

The Department of Public Safety will conduct a fire drill for each building at The Village at least once annually. This will provide Village residents with an opportunity to familiarize themselves with the exits in the building, as well as assembly points outside of the buildings. The drills will also provide officers with a chance to speak with residents to address any questions or concerns and discuss additional educational components of fire safety.



### Fire Safety Systems at The Village at NEOMED

Facility	Fire Alarm Monitoring	Full Sprinkler System*	Smoke Detection	Fire Extinguisher Devices	Evacuation Placards	Number Of Fire Drills Each Calendar Year
4261 St. Rt. 44	Public Safety	X	X	X	X	0
4265 St. Rt. 44	Public Safety	X	X	X	X	0
4269 St. Rt. 44	Public Safety	X	X	X	X	0

\* Full sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

### Statistics and Related Information Regarding Fires in Residential Facilities for 2020

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
4261 St. Rt. 44	0	N/A	N/A	N/A	N/A	N/A
4265 St. Rt. 44	0	N/A	N/A	N/A	N/A	N/A
4269 St. Rt. 44	0	N/A	N/A	N/A	N/A	N/A



## IMPORTANT PHONE NUMBERS AND EMAIL ADDRESS

# EMERGENCY 911

### On Campus:

**Campus Police/Security**  
330.325.6489/330.325.5911  
police@neomed.edu

**Chief Williams**  
330.325.6492  
kmeonske@neomed.edu

**Lieutenant Parker**  
330.325.6519  
sparker@neomed.edu

**Title IX**  
330.325.6733  
diversity@neomed.edu

**Center for Student Wellness  
and Counseling Services**  
330.325.6757  
*(non-urgent crisis counseling)*  
counseling@neomed.edu

**Environmental and  
Occupational Health and Safety**  
330.325.6496  
safety@neomed.edu

### Off Campus:

**Portage County Sheriff's Office**  
*(non-emergency)*  
330.296.5100

**Ohio State Highway Patrol**  
*(non-emergency)*  
330.297.1441

**Rootstown Fire Department**  
*(non-emergency)*  
330.325.1414

**Coleman Access Services**  
*(mental health evaluation  
and prescreening)*  
330.296.3555

**Townhall II**  
*(for suicide risk or threat,  
rape or sexual assault, crisis  
intervention, victim outreach)*  
330.678.3006

**Safer Futures**  
*(domestic violence shelter  
for women and children)*  
330.296.2100 or 330.673.2500