



ANNUAL SECURITY AND FIRE SAFETY REPORT



October 1, 2023

Illinois & Florida Sites

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October 1, 2023

Introduction

The purpose of this publication is to:

- Provide the NUHS Community with an overview of campus security, support services, emergency response and evacuation procedures, prevention programs pertaining to dating or domestic violence, sexual assault, stalking, and to publicize the NUHS policies governing missing student notification and other misconduct related to drugs, alcohol, weapons possession, and sexual harassment.
- Share campus crime and fire safety statistics as required by the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. § 1092(f))* for the previous three years (2020-2022).
- Share information in this annual report with current University students, faculty, and staff members as well as prospective students and employees.

The policies and procedures contained within this document are subject to change at any time. A hard copy of this document may be obtained by contacting the Vice President for Administrative Services at (630) 889-6607 or submit a request to tmchugh@nuhs.edu for an email copy of the report. The University also reports the annual crime statistics contained in this report to the U.S. Department of Education. A searchable database containing campus crime statistics can be found at <https://ope.ed.gov/campusafety/#/>. *(To view the 2023 crime statistics for the National University of Health Sciences sites in Illinois and Florida please refer to pages 28-33 at the end of this document).*

The University prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. § 1092(f))*. This report is completely updated annually in cooperation with the local law enforcement agencies adjacent to our two sites. When referrals are made to outside agencies that provide counseling or psychological support service to crime victims, the University has not arranged nor requested the staff members at the agency to inform the referred client of the procedures to report crime to NUHS Security Officers on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place, however, to encourage confidential reporting to the Title IX Coordinator or to Student Services Personnel by ensuring anonymity of the reporter. This process fosters a genuine picture of campus crime by allowing victims or witnesses to report violations promptly and confidently, thereby producing an accurate count of crime statistics to be disclosed in the annual update of crimes reported to the Department of Education.

Each year, an e-mail notification is sent to all students and employees from an updated census that includes the web address of this report. Copies of the report may also be obtained at the Student Services Office on the 2nd floor of Janse Hall at the Illinois site (630) 889-6542 or at the Student Services Office in the HEC Annex at the Florida site (727) 803-6121 as well as the Dean of Professional Studies Office on the Seminole site. In Illinois, copies may also be obtained from Human Resources on the 1st floor of Janse Hall or by calling (630) 889-6878 during business hours.

**IF YOU ARE A VICTIM OF A CRIME OR A WITNESS TO ONE, OR IF YOU NEED TO
REPORT A FIRE, MEDICAL, OR OTHER EMERGENCY, IN ILLINOIS OR FLORIDA:
DIAL 911**

Reporting a Crime or Other Emergency On-Campus

Criminal activity that represents a threat to students, employees, or campus visitors should be reported to NUHS Security (IL or FL) immediately so that the University may issue a warning to the community. In a non-emergency situation, you should report suspicious people or activities, traffic accidents, or potential violations of law to campus security or the police agency serving the location where the activity occurs:

ILLINOIS

Campus Security

NUHS-Illinois, Security on-campus phone (Ext. 311).
NUHS-Illinois, Security off campus phone (630) 927-9957.

Police (Non-Emergency)

Lombard, IL (630) 873-4400.
DuPage County Sheriff (630) 407-2000.

FLORIDA

Campus Security

NUHS-Florida, Security Dispatch phone (727) 791-2560.

Police (Non-Emergency)

Pinellas Park, FL (727) 369-7864.
Pinellas County Sheriff (727) 582-6200.

Campus Security is the central reporting authority for all crimes occurring on the Illinois or Florida campuses. The Office of Campus Security, Title IX Coordinator and/or the Student Services Office will conduct investigations on-campus and work closely with local authorities. Any crime reported to the Campus Security Department that is in violation of Criminal Law

in the State of Illinois may be reported to the Lombard Police Department for further investigation. In Florida, a crime should be reported to the Pinellas Park or St. Petersburg Police Department.

The Dean of Students, Director of Facilities & Security, Title IX Coordinator or their designee will provide timely notification to the NUHS community (students, faculty and staff) regarding possibly dangerous conditions or crimes that are reported to the Campus Security Department. Methods of notification include NUHS community mailboxes, University monitors, bulletin boards, text messaging, voice or email, telephone trees, and/or memo delivery to the student housing rooms.

Because speed and accuracy predominate the decision-making process related to any timely warning system, the Dean of Students, Title IX Coordinator and the Director of Facilities & Security have generally deferred to the Director of College-wide Security Services regarding issuance of a "Timely Warning" for the NUHS site in Florida. When violent crimes (especially sexual violence) are reported to the Campus Security Department, the following campus support personnel will be contacted confidentially with the consent of the alleged victim(s):

ILLINOIS

Title IX Coordinator – (630) 889-6607 Mrs. Tracy McHugh
Director of Facilities & Security - (630) 889-6638
Student Services Office - (630) 889-6542
Coordinator of Housing - (630) 889-6661

FLORIDA

Title IX Deputy Coordinator - (727) 394-6217 Ms. Pam Jones
Director of Facilities & Security - (630) 889-6638
Student Services Office – (727) 803-6121

After 5:00 p.m. (CST) this notification is made through the Campus Security Dispatch Center. As stated above, if a report involves violation of the law, then local, county or state authorities will be notified of the crime.

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Police (Non-Emergency)
Pinellas Park, FL (727) 369-7864.
Pinellas County Sheriff (727) 582-6200.

NUHS does not own, operate, or control any off-campus housing or off-campus student organization facilities.

Confidential Reporting: For Victims and Witnesses

If you are the victim or witness to a crime (including a crime of a sexual nature) and do not want to pursue action within the University Conduct System or the criminal justice system, you may still want to consider making a confidential report to the Title IX Coordinator, Title IX Deputy Coordinators, or Student Services Office. The U.S. Department of Education updated guidance on January 19, 2021, to clarify that "any official...who has the authority to institute corrective measures" under the 2020 Title IX Rule "will" also be a Campus Security Authority (CSA) and thus required to report crimes under the *Jeanne Clery Act* at institutions of higher education for the purposes of gathering crime statistics and issuing timely warnings. The guidance comes in an updated version of the "*Clery Act Appendix for FSA Handbook*" which was initially released in October 2020 and at that time stated that such officials "may or may not" be required to report.

This does not require institutions to disclose personally identifying information to law enforcement or initiate a criminal investigation.

With your permission, the above-mentioned personnel can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to maintain anonymity, yet it allows NUHS Security to take steps to ensure your future safety and that of others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors and alert the campus community to potential danger if necessary. Confidential reports create a safer overall environment by revealing an accurate picture of the safety or danger in an area on campus. When victims are able to file a confidential or anonymous report, violations are promptly and accurately disclosed to the community through timely warnings and the institution's annual report of crime and fire statistics.

NUHS Campus Security

Trained security officers patrol the Illinois and Florida NUHS campus grounds and parking lots 7 days a week/24 hours a day. Although the security officers are not sworn police officers, they do work closely with local authorities. The officers provide an important service to our campus sites through active patrol, observation, and intervention. Senior Security

Supervisors and Senior Officers perform security assessments and inspections, conduct interviews, complete incident reports and notify the local police authority when necessary. Security officers in Florida report to St. Petersburg College's Security Department. Security officers in Illinois report to the NUHS Director of Facilities & Security.

Daily Crime and Fire Log

The Security Department (Lombard site) combines its Daily Crime Log and Fire Log into one document. The Security Department makes the Daily Crime and Fire Logs for the most recent 60-day period available for inspection during normal business hours (typically Monday through Friday, from 10am to 5pm, except holidays) at the NUHS Security Dept. office located in Tieszen Hall, Bldg. G-208 at 200 E. Roosevelt Road, IL 60148.

Security Awareness and Crime Prevention Programs

The NUHS community offers numerous advantages to students and residents. The community offers a safe and secure learning environment. However, it is not immune to the kinds of problems that occur in the rest of society. Unfortunately, the potential for criminal activity to occur at NUHS (both Illinois and Florida sites) is a reality that must be taken seriously. The University strives to provide a safe and secure environment for students, employees, and visitors. However, it is only possible to maintain safety and security when every student and employee plays an active role in the effort. Regardless of how effective the University's programs may be, a vital development that must occur within each person is the moment when everyone understands and accepts a personal sense of responsibility for the collective safety of the entire community. No security department or set of procedures can be effective unless individual members of the University exercise reasonable care and prudence. Safety and security is everyone's responsibility.

The University's crime prevention and awareness programs consists of proactive educational programming as well as counseling and assistance services. In compliance with the *Violence Against Women Act (VAWA)*, programs are designed to prevent dating violence, domestic violence, sexual assault, and stalking through primary prevention and awareness programs directed at new and existing students and employees. The programs are based on the dual concepts of eliminating criminal opportunities whenever possible and encouraging students and employees to be responsible for their own safety, belongings, and the safety of others. The Committee on Safety, Department of Campus Security and the Office of Student Services have organized and implemented a few crime prevention programs and projects. Among them are:

- **"Not Anymore" sexual assault training program:** Introduced in the fall of 2016, *Not Anymore* is an online training program designed to help students and employees deal with domestic and social issues of sexual assault, sexual harassment, dating violence, stalking, bullying and drug and alcohol abuse.
- **Active Violence Preparedness Training:** Under the auspices of the Committee on Safety, a face-to-face one hour, PowerPoint lecture - with Q&A session - was developed for all university faculty and staff members (simultaneously streamed to Florida site) to enhance survivability and increase mental and emotional preparedness of active violence on campus. The presentation is entitled, *"The Active Shooter: Preparation and Response Options."*
- **Crime prevention presentations:** Crime prevention presentations, accompanied by brochures and other written materials are made available to campus groups and organizations, such as recognized student clubs and organizations and campus departments. The Office of Student Services also publishes and distributes the University policies regarding crimes of violence and sexual harassment, victims' rights and victim support services within this *Annual Security and Fire Safety Report*, the *University Bulletin*, the *Student Handbook* and the [Title IX Sexual Misconduct Policy](#).
- **College Photo Identification Card:** Faculty, staff and students are required to have a NUHS photo identification card for security purposes. The card is required to gain access to certain buildings, classrooms, labs, and campus facilities as well as to University functions.

Safety in Residence Halls and Campus Buildings

The university provides an effective structure for the protection of students in residence halls. The elements of this system include:

- Security personnel.
- Door peepholes.
- Locked entrance doors.
- Information about steps students can take to maintain their safety.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and how that affects the security of others on campus. Security information is disseminated to students and employees through security alert posters and occasional e-mails. When time is of the

essence, information is released to the University community through security alerts posted through voice-mail, e-mail, text messaging, University monitors, and the University website.

Missing Student Notification Policy

In compliance with (20 USC 1092 (j) Section 488) of the Higher Education Opportunity Act of 2008, the University has established a **Missing Student Notification Policy** that describes the formal notification procedures to be followed when a student *living in on-campus housing* has been reported missing for more than 24 hours.

At the time of renewing the on-campus housing license agreements each semester, all students are requested to provide the Housing Office with the name and contact information of a person who resides locally (classmate, friend, significant other, etc.) who may be able to quickly assist in an investigation to determine your whereabouts in the event that you are reported missing after 24 hours. This person will serve as a confidential, emergency contact only to be sought out if you are reported to be missing from student housing after 24 hours.

This information is maintained in a Personal Emergency Contact System in the Housing Office and is designated as confidential. Only authorized campus officials, including the Coordinator of Housing, the Director of Facilities & Security, Dean of Students, University Registrar, and the officers in the NUHS Security Department, are provided this information in the furtherance of the missing student investigation.

Incidents of missing students at the University should be reported immediately to the NUHS Security Department. Upon receipt of a report of a missing student who resides in on-campus housing, the Director of Facilities & Security or the Dean of Students or their designee shall initiate an investigation. If a determination is made that a student has been missing for more than 24 hours and has not returned to campus, the Director of Facilities & Security or the Dean of Students or his/her designee will contact the person(s) the student designated in the Personal Emergency Contact System. If the missing student is under 18 years of age and not emancipated, the student's custodial parent or legal guardian is contacted. NUHS actively investigates all reports of missing students. The investigation is conducted pursuant to established policies and procedures of the NUHS Security Department.

Crime Prevention Efforts

NUHS attempts to foster a safe living, learning, and working environments for all members of the campus community. To accomplish this, NUHS uses educational programming designed to address all aspects of domestic violence, dating violence, sexual assault, and stalking by issuing safety precautions and prevention advice, crisis management procedures, timely reporting, offering medical and counseling services, using the NUHS conduct systems, flexible academic scheduling, and living arrangement accommodations, etc.), that create preventative and responsive tactics to avoid crime and misconduct throughout the campus community.

The University educates the student community about sexual assaults and date rape through orientations and awareness campaigns each term. Local Police Departments offer sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Office of Student Services.

NUHS offers educational programs concerning domestic violence, dating violence, sexual assault, and stalking to organized clubs and informal campus groups. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues at these sessions. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, or stalking, contact the Title IX coordinator, the Housing Office, Human Resources, or the Student Services Office.

The University continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, surveillance cameras, and reviewing and revising security procedures for security personnel. For additional safety information, contact Mark Galvononi, the Director of Facilities & Security at (630) 889-6638.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. **If you or someone else is in immediate danger, dial 9-1-1.**

Below is a list of some ways to be an active bystander.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Bystander Tips: See Something, Say Something

WHAT IS A BYSTANDER?

A Bystander is anyone who is present at an event or incident but does NOT take part.

WHAT IS BYSTANDER INTERVENTION?

Bystander Intervention involves developing the awareness, skills, and courage needed to intervene in a situation when someone needs help. It allows individuals to send powerful messages about what is acceptable and expected behavior at NUHS.

THE 5-STEP DECISION-MAKING MODEL

1. Notice the Event
2. Interpret the Event as a problem
3. Take personal responsibility to intervene
4. Decide how you are going to intervene
5. Decide to intervene

RULES FOR BYSTANDER INTERVENTION?

Do NOT put yourself at risk.

Do NOT make the situation worse.

More Tips:

- Intervene at the earliest point possible
- Look for early warning signs of trouble
- Intervening does not always mean confronting
- Ask for help!

THREE "D'S" OF BYSTANDER INTERVENTION

DIRECT: Directly intervening, in the moment, to prevent a problem situation from happening.

DELEGATE: Seeking help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.

DISTRACT: Interrupting the situation without directly confronting the offender.

Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors/ windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Timely Warning System

If a situation arises, either on or off campus, that, in the judgment of the Title IX Coordinator, Dean of Students or the Director of Facilities & Security, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued using hardcopy flyers, through the university e-mail system to students and employees, the campus' electronic monitor system, and the University's text-messaging system known as e2Campus.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Title IX Coordinator, Dean of Students or the Director of Facilities & Security may also post a notice on the University web site at: www.nuhs.edu, providing the University community with more immediate notification. In such instances, a copy of the notice is posted in each student housing structure and at the front door of each on-campus building. The web site is immediately accessible via computer by all employees and students. Anyone with information warranting a timely warning should report the circumstances to the University Security office, by cell phone at (630) 927-9957, the Title IX Coordinator at (630) 889-6607 or the Students Services Office: IL (630) 889-6542 / FL (727) 803-6121 or in person at the Student Services Office on the 1st floor of Janse Hall in Illinois or the Student Services in Florida, UPC, SPC 1st Floor.

Because speed and accuracy predominate the decision-making process related to any timely warning system, the Dean of Students, Title IX Coordinator and the Director of Facilities & Security have generally deferred to the Director of College-wide Security Services regarding issuance of a "Timely Warning" for the NUHS campus in Florida. The Director works with the college's general counsel office to initiate action for a "Timely Warning" to the community once it has been determined that a "threat" to the community exists. This can occur any day of the week, or time of the day. The Director, in concert with the General Counsel's office, will draft the appropriate notice to the college community and post the notice on all (affected) college sites. The Timely Warning may be distributed by poster and memo, e-mail, web site or the college's emergency notification system, e2Campus.

Emergency Response and Evacuation Procedures

The University provides a safe and secure environment for students, faculty, staff, patients, visitors and guests. NUHS maintains comprehensive information about the University's general emergency management process on its website at www.nuhs.edu/student-services/campus-life/campus-security.

NUHS Administrators have established the Emergency Operations Plan (EOP), which describes the University's emergency management organization, policies, and response guidelines. The EOP is based on the guidance provided by the National Incident Management System (NIMS). The plan sets forth a systematic approach for managing emergencies that threaten the health and safety of the campus community or disrupt its programs or activities.

The NUHS Director of Facilities & Security or his designee (acting through the Vice President for Business Services as delegated by the President) serves as the Emergency Management Coordinator and is responsible for directing the emergency management efforts. The EOP identifies other departments, units, and individuals responsible for providing emergency response and critical support services and describes their respective roles and responsibilities.

The EOP describes the process NUHS will use to confirm that there is a significant emergency. The Emergency Management Coordinator assesses the danger and potential threat the event may pose to the safety of the campus

community and determines the appropriate course of action in light of the specific circumstances. In the event of an emergency, the Coordinator, without delay and considering the safety of the campus community, determines whom to notify, determines the content of the notification, and initiates the notification system, unless it is determined that the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

As outlined on the NUHS website, the University has a variety of ways of disseminating emergency information to the larger community, including the following:

- **Mass Notification: Text Messaging & Mobile Phone Calling**

The Student and Employee Alert System ([e2Campus](http://www.nuhs.edu/student-services/web-services/e2campus/)) allows authorized personnel to send a recorded voice message, e-mail, and text message simultaneously from a remote site. The messages contain important information about the emergency and are recorded upon the EM Coordinator learning of the event. To receive the messages, individuals may provide phone numbers and e-mail addresses to the e2Campus Alert System by visiting <http://www.nuhs.edu/student-services/web-services/e2campus/> and logging in. When the system is activated, one or more of the following alerts are sent depending on the contact information the recipient has provided.

- ♦ **Voice Call** – Those who opt-in with their phone numbers are called and a prerecorded voice message is played.
- ♦ **E-Mail** - An e-mail about a disaster or emergency is sent to all who opt-in with their e-mail addresses. The message is sent from “no-reply@e2campus.com.”
- **Warning Sirens** - Warning sirens are strategically placed adjacent to the NUHS campus to activate in the event of a tornado warning. The sirens are tested on the first Tuesday of every month at 10:00 AM.
- **Building Evacuation Alarms** - Every campus building has an evacuation alarm.
- **Public Electronic Media**
Local radio and television stations are notified of any disasters or emergencies occurring on the University campus. The VP for Business Services coordinates connections with all major media outlets to provide emergency notifications.
- **NUHS Web Site** - The EM Coordinator can activate a web site alert with pertinent information and instructions in the event of a disaster or emergency.

Building Evacuation or Shelter-in-Place Procedures

Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.

Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-scale Campus Evacuation

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University’s website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 911 for outside emergency responders.

- Remain Calm
- Do NOT use Elevators, Use the Stairs.
- Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Security or the responding Fire Department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.

- Do not re-enter the building.

Shelter-in-Place Procedures –What It Means to “Shelter-in-Place”

University authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel via an emergency rapid communications system(s).

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, other University employees, local law enforcement or outside emergency services, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter-in-Place”

No matter 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:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
- An interior room.
- Above ground level; and
- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of the people with you and ask someone to call the list in to police or fire so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Emergency Response Testing Procedures

The University has Emergency Action Personnel and plans for each building on campus. Each team receives basic training on how to implement the evacuation and sheltering plans for its building.

Evacuation and sheltering drills are conducted annually in academic buildings in or near the month of May. The residential halls conduct a minimum of two (2) evacuation and sheltering drills between the months of September and April each year. All drills are announced in advance to allow for the safety of those involved. All members of the university community and local responders receive a minimum of 48-hour notice. Tests and drills are performed on the following frequency: Life-saving apparatus (sprinklers and detectors) are tested annually. Extinguishers and emergency lights are inspected monthly by campus security and serviced annually by sub-contractors. Fire drills are performed bi-annually in residential buildings and annually in academic buildings.

Staff and faculty are in possession of the crisis manual for evacuation procedures. Annual drills and tests are preceded by electronic notification of the day, time, and type of drill. Department meetings are scheduled to answer general questions prior to the event occurring. NUHS has built a partnership with local Police and Fire responders to work with our university community to aid us in pre and post active response scenarios and events.

The Vice President for Business Services and Director of Facilities & Security maintain records of all tests and drills (including notifications) on campus for review. These records are available by request from the NUHS Director of Facilities & Security.

Defining Sexual Misconduct at NUHS

NUHS is committed to providing a safe environment for the entire campus community. As part of this commitment, the University does not tolerate sexual misconduct of any type. To combat crimes associated with domestic violence, dating violence, sexual harassment, sexual assault and stalking, the United States Congress passed the *Violence Against Women Act* (VAWA). The reauthorization of VAWA in 2000, 2005 and 2013, along with the Campus Save Act and the Clery Act, have worked together to improve the safety of college campuses and enhance the outlook for victims of abuse.

On May 6, 2020, the US Department of Education (DOE) issued amended Title IX regulations that changed how institutions of higher education (IHE) must respond to allegations of sexual misconduct. The amended regulations significantly limited the circumstances in which IHE's are legally obligated to address or respond to allegations of sexual misconduct *as a violation of federal law*. **However, NUHS defines sexual misconduct in more inclusive terms than the more narrowly construed terms set forth under the 2020 Title IX Amended Regulations.**

Consequently, when sexual misconduct allegations do not meet the federal threshold of a Title IX violation, NUHS reserves the right to determine in its sole discretion, whether the sexual conduct described in a complaint constitutes a sufficient risk to the NUHS community to warrant further administrative action as a potential violation of NUHS policies that prohibit sexual misconduct (e.g., as described within the *NUHS Code of Student Conduct*, the *Faculty Handbook* or the *Employee Handbook*). NUHS remains committed to fostering a safe learning community that promotes prompt reporting of all types of sexual misconduct and the timely and fair resolution of sexual misconduct complaints.

At NUHS, domestic violence, dating violence, sexual assault, stalking, and all other forms of sexual misconduct are strictly prohibited. Offenders may be subject to campus adjudication processes, disciplinary action, and/or criminal proceedings. NUHS employs procedures that provide prompt, fair, and impartial processes to investigate and resolve cases involving sexual misconduct allegations using trained and experienced university officials.

NUHS recognizes that there are many ways to commit a sexual misconduct offense. Incidents may occur through physical force, intimidation, manipulation, or coercion. This may include the voluntary or involuntary use of drugs and/or alcohol that renders the survivor unable to give consent. Sexual misconduct can occur within personal relationships, including those that are intimate, professional, familial or friendly. In fact, sexual misconduct offenses involving strangers constitute only a small percentage of reported cases of sexual misconduct. In order to promote a clear understanding of the prohibited conduct that will be managed under the NUHS [Title IX Sexual Misconduct Policy](#) or [Code of Student Conduct](#) excerpts from the policy follow with key terms defined.

Sexual Misconduct is a broad term encompassing a range of behaviors including rape, attempted rape, sexual battery, attempted sexual battery, sexual assault (which includes any kind of nonconsensual sexual contact) intimate partner violence, stalking, sexual exploitation, sexual harassment, non-consensual sexual intercourse, voyeurism, possession of child pornography, public indecency and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person or persons. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same sex, sexuality, or gender identification.

1. Sexual Assault:

- a. *In Illinois*: "A person commits criminal sexual assault if that person commits an act of sexual penetration and (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age." *720 ILCS 5/11-1.20*.
- b. *In Florida*: "Sexual battery [sexual assault] means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object." *Florida Statutes 794.011*.

2. Dating Violence:

- a. *In Illinois*, dating violence is defined as "physical abuse, harassment . . . interference with personal liberty or willful deprivation" directed toward "persons who have or have had a dating or engagement relationship. [N]either a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship." *750 ILCS 60/103*
- b. *In Florida*, dating violence is defined as "violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors: a dating relationship must have existed

within the past 6 months, the nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties, the frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship. The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.” *Florida Statute 784.046*

3. Domestic Violence:

- a. In Illinois, is defined as “physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation, but does not include reasonable direction of a minor child by a parent or person in loco parentis.” *750 ILCS 60/103*
- b. In Florida, is defined 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, *Florida Statute 741.28*

4. Stalking:

- a. In Illinois, stalking is defined as “knowingly and without lawful justification, on at least 2 separate occasions, follows another person or places the person under surveillance or any combination thereof.” *720 ILCS 5/12-7.30*
- b. In Florida, stalking is defined as “a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person.” *Florida Statutes 784.048*

5. Stalking also includes Cyber-stalking:

- a. In Illinois, cyber-stalking is committed when “he or she knowingly and without lawful justification, on at least 2 separate occasions, harasses another person through the use of electronic communication. *720 ILCS 5/12-7.5*
- b. In Florida, cyber-stalking is defined as “to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail, or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.” *Florida Statute 784.048*

6. Consent:

- a. In Illinois, consent is defined as “(i) a freely given agreement to the act of sexual activity, (ii) a person’s lack of verbal or physical resistance or submission resulting from the use of threat or force does not constitute consent, (iii) a person’s manner of dress does not constitute consent, (iv) a person’s consent to past sexual activity does not constitute consent to future sexual activity, (v) a person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to the circumstances, including without limitation the following: (A) the person is incapacitated due to the use or influence of alcohol or drugs; (B) the person is asleep or unconscious; (C) the person is under age; or (D) the person is incapacitated due to a mental disability.” *110 155/5 ILCS*
- b. In Florida, consent is defined as “intelligent, knowing, and voluntary consent and does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.” *Florida Statute 794.011*

7. Incapacitation:

The physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol or other drugs are involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol or drugs consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the respondent person knew, or a sober, reasonable person in the position of the respondent should have known, that the complainant was incapacitated. ***Because incapacitation may be difficult to discern, everyone is strongly encouraged to err on the side of caution (i.e., when in doubt, assume that the person is incapacitated and therefore unable to give consent. Being intoxicated or drunk is never a defense to a complaint of sexual misconduct).***

Sexual Misconduct Policy

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Consequently, when sexual misconduct allegations do not meet the federal threshold of a Title IX violation, NUHS reserves the right to determine in its sole discretion, whether the sexual conduct described in a complaint constitutes a sufficient risk to the NUHS community to warrant further administrative action as a potential violation of NUHS policies that prohibit sexual misconduct (e.g., as described within the *NUHS Code of Student Conduct, the Faculty Handbook or the Employee Handbook*). NUHS remains committed to fostering a safe learning community that promotes prompt reporting of all types of sexual misconduct and the timely and fair resolution of sexual misconduct complaints.

At NUHS, domestic violence, dating violence, sexual assault, stalking, and all other forms of sexual misconduct are strictly prohibited. Offenders may be subject to the campus adjudication processes, disciplinary action, and/or criminal proceedings. NUHS employs procedures that provide prompt, fair, and impartial processes to investigate and resolve cases involving sexual misconduct allegations using trained and experienced university officials.

NUHS strives to promote community awareness of the vital support services that are needed and available to students, faculty, and staff who experience any form of sexual misconduct. To these ends, NUHS provides crisis intervention measures for students, faculty, and staff, as well as appropriate administrative advising to the complainant and respondent when a dispute arises; referring individuals (when needed) to law enforcement or legal authorities; while continuing to educate and foster situational awareness about abusive relationships and interpersonal violence issues.

Sexual Harassment Policy

Sexual harassment is a form of sexual misconduct. NUHS is equally committed to eliminating any form of sex or gender discrimination in education or the workplace. *Title IX of the Education Amendments Act of 1972* prohibits discrimination based on sex and gender, including sexual harassment and sexual violence, in the workplace and all educational activities.

Sexual harassment in higher education is defined as any unwelcome conduct of a sexual nature. Whether or not the conduct is explicit or suggested, it is prohibited if submission to or rejection of such conduct is a basis for determining admission, required or expected educational performance, attendance requirements, coursework, placement, quality of instruction, tuition or fees, scholarship opportunities, grades, successful completion of coursework or degree received. Sexual harassment may include unwanted sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Acts of sexual harassment are forms of sex discrimination and explicitly prohibited by *Title IX* and NUHS institutional policies.

When a person (student or employee) feels they have been the victim of sexual harassment, the university encourages several courses of action. They are:

- Try to stop the unwanted behavior by telling the offender clearly that the behavior is unwelcome and offensive to you and you want it to stop.
- Get help from others in the university community. Counseling, advising, and referral services are listed in this document. Better yet, the Dean of Students or Title IX Coordinator can help you identify a strategy to deal with this problem.
- Tell a friend or colleague; better yet, tell two. If the situation ever progresses to a legal matter, evidence that the victim notified others in a timely fashion can make a difference in the final resolution.
- Be sure to write down the details of the offending behavior, including the dates and time of the incident.

NUHS seeks to foster a community environment in which all members respect and trust one another. It is the responsibility of all members of the university community who observe or hear an act of possible sexual misconduct to report it to a University resource. For more information on sexual harassment and additional resources, contact the Title IX Coordinator or the Office of the Dean of Students.

- **Students** who believe they have been harassed by another student, an employee of the University, or any other agent of the University, should promptly report it to the Dean of Students or Title IX Coordinator. Sexual Harassment is a form of sexual discrimination prohibited by federal law under *Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq.*, and university policy, see: NUHS [Title IX Sexual Misconduct Policy](#).
- **Employees** who believe a student, an employee of the University, or any other agent of the University, has harassed them should promptly report it to the Director of Human Resources, or Title IX Coordinator. Sexual Harassment is a form of sexual discrimination prohibited by federal law and university policy, see: NUHS [Title IX Sexual Misconduct Policy](#).

Filing a Police Report

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. NUHS staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

1. On-campus investigation is typically conducted by the Title IX Coordinator/Deputy Coordinator.
2. Off-campus cases are usually investigated by the local Police or other law enforcement agency. When an investigation or legal proceedings occur off-campus, services are still available through the University.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date. The States Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

Student and Employee Proceedings in Sexual Misconduct Complaints

In addition to, or instead of, filing a criminal complaint, students or employees who feel they have been the victim of sexual misconduct have the right to file a Title IX complaint with the University at any time, even if the police investigation concludes that there is not sufficient evidence for a criminal charge.

For **students & employees**, the following steps are an overview of the Title IX (Sexual Misconduct) grievance process:

1. All incidents of sexual misconduct are to be reported to the Title IX Coordinator (Mrs. Tracy McHugh) at (630) 889-6607, by email at tmchugh@nuhs.edu, or in person at the Office of the Vice President for Administrative Services (VPADS), Janse Hall, 1st Floor.
2. Based on the initial report of the incident, the Title IX Coordinator may implement any temporary safety measures immediately.
3. Depending on the resolution sought by the complainant, the Title IX Coordinator may assign a Title IX Deputy Coordinator to investigate the incident.
4. The Title IX Coordinator or Title IX Deputy Coordinator will investigate the incident and submit a final investigation outcome letter to the parties involved.
5. When a complainant selects either the Informal or the Formal Resolution Process, both the complainant and respondent will be notified in writing of the final hearing decision within five business days.
6. Both the complainant and respondent may appeal the final determination pursuant to the [Title IX Sexual Misconduct Policy](#).

To file a complaint, or to obtain more information on Title IX options, contact the Title IX Coordinator Tracy McHugh (630) 889-6607 tmchugh@nuhs.edu; Florida: Pam Jones (727) 394-6217 pjones@nuhs.edu; Illinois: Yesenia Maldonado (630) 889-6546 ymaldonado@nuhs.edu; Andrew Wozniak (630) 889-6878 awozniak@nuhs.edu.

Filing a Title IX Sexual Misconduct Complaint

NUHS's response to a complaint of sexual misconduct (including domestic violence, dating violence, sexual assault, or stalking) is to have the Title IX Coordinator meet with the complainant in order to provide a general understanding of the forms of support that are available, the immediate intervention measures that can be implemented, to address the complainants' physical and emotional well-being as well as the safety of the community, and to explain various reporting options (including to refrain from reporting) the complainant may pursue.

Depending on the type of resolution sought by the complainant, the Title IX Coordinator may assign a Title IX Deputy Coordinator to investigate the complaint. The complainant may decide to seek an Informal Resolution, Formal Resolution

or no resolution at all. *Mediation between the parties will not be used to resolve sexual violence complaints.* The Title IX Coordinator (or Deputy Coordinator) will explain to both parties the resolution process and individual rights that the complainant (the party who brings the grievance or makes the complaint) and the respondent (the party about whom the grievance or complaint is brought) have under the law. Both the complainant and respondent have certain shared or complementary rights in disciplinary hearings. These rights are listed below:

1. The complainant and the respondent have the right to be assisted by an advisor of their choice or by an advisor assigned by the Title IX Coordinator or Deputy Coordinator.
2. The complainant and the respondent have the right to access and review any information that will be used in any hearing, including the results of any investigation.
3. The complainant and the respondent will be advised of the date, time, and location of a hearing, when scheduled. Both may attend and participate.
4. The Hearing Body official may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or witnesses during the hearing, in whatever manner as determined in the sole judgment of the Hearing Body official, to be appropriate.
5. The Hearing Body official shall render the final hearing decision to the respondent and the complainant simultaneously and in writing within five business days, when the Informal or Formal Resolution process is utilized. The Title IX Sexual Misconduct Policy provides for the disclosure to the complainant of the final results of any disciplinary proceeding regarding a complaint of domestic violence, dating violence, sexual assault, or stalking.
6. Decisions may be appealed by both parties in accordance with the appeals criteria within the Title IX Sexual Misconduct Policy. All parties will be informed in writing of the outcome of any appeal.

The standard of proof used in campus disciplinary proceedings is preponderance of evidence (i.e., more likely than not the event(s) occurred). A complainant's privacy concerns are weighed against the needs of NUHS to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies on a need-to-know basis when it pertains to investigative needs and safety concerns of the campus.

Assistance Available Following Alleged Act of Sexual Misconduct

The Title IX Coordinator or Students Services Office (students)/Human Resources Department (employees), including collaborating with Campus Security and other departments to provide:

1. Referral to a counselor, or referrals to outside counseling agency.
2. Security Assistance.
3. Assistance in petitioning for a civil protection order (or on-campus no-contact order) for a complainant. NUHS honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
4. Withdrawal from the University (for students).
5. An on-campus investigation and, if appropriate, initiate on-campus disciplinary(students) or dismissal (employees) procedures.
6. Other referrals as necessary.

Range of University Sanctions For Students or Employees in Title IX Hearing

The Hearing Body official (Informal Hearing: Title IX Deputy Coordinator, or Formal Hearing: Committee Chair of University Discipline for students or Title IX Employee Hearing Committee Chair for employees) is required to consider suspending or expelling a student or taking disciplinary actions up to and including dismissal or termination of an employee found responsible for Sexual Misconduct. However, the Hearing Body official may impose any sanction determined to be fair and proportionate to the violation. In determining an appropriate sanction, the Hearing Body may consider any record of past violations of the NUHS Standards of Student Conduct or NUHS Faculty/Employee Handbook, as well as the nature and severity of such past violation(s). The Hearing Body will also consider, as part of its deliberations, whether the sanction(s) will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the University community. The Hearing Body will make the sanction decision by majority vote. Any sanction(s) imposed will be explained or supported in the written decision of a Hearing Body official.

Interim Measures & Post-Hearing Rulings

1. The complainant and/or respondent may have parking re-assigned.
2. The complainant and/or respondent may have on-campus residence changed.
3. The complainant and/or respondent may have his/her academic schedule/work schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be immediately removed from campus and/or classes.
4. The respondent may be directed not to have contact, by any means, with a complainant.
5. The complainant may be directed not to have contact, by any means, with a respondent.
6. Any individual, who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities.
7. Other conditions as deemed appropriate.

Privacy and Respect of Information

Respecting one's right to privacy is important to NUHS. Students can be assured that when they share information with medical, police, and/or University officials, such information will be handled professionally and within the framework of each agency's governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).

Privacy concerns are weighed against the needs of NUHS to respond to acts of harassment, or domestic violence, dating violence, sexual assault, and stalking. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies on a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. If a complainant requests that his or her name not be revealed to the respondent or asks NUHS not to investigate or seek administrative action against the respondent, NUHS will be limited in its ability to respond fully to the incident. Title IX and the Campus SaVE Act include protections against retaliation. NUHS officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs. The University has designated individuals to evaluate requests for privacy once the University is aware of alleged sexual violence. That process is coordinated by the Title IX Coordinator.

Mandatory Disciplinary Hearing Disclosures to Complainants and Respondents

In addition to complying with *Title IX* and *FERPA*, the University is required to comply with the federal *Clery Act*. Under the *Clery Act*, both the complainant and the accused student must be informed of the hearing outcome, and the University may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the Hearing Committee will issue a written decision letter (the "Final Outcome Letter"), concurrently to both the respondent and the complainant. The Final Outcome Letter will set forth, as required by the *Clery Act*, the name of the respondent, the violation(s) of Policy for which the respondent was found responsible, if any; any essential findings supporting the Committee's decision on the issue of responsibility; and the sanction(s) imposed, if any. University policy neither encourages nor discourages the further disclosure of the Final Outcome Letter by either the complainant or the respondent. The University acknowledges that sharing the Final Outcome Letter with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or victims, may be a critically important part of a student's healing process.

If the alleged victim is deceased because of the crime or offense, NUHS will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Policy Statement for Disciplinary Action in Sex Offense Hearing

The *Clery Act* (20 U.S.C. § 1092(f)), the *Campus Security Act of 1990*, Section 203 (and as amended in 1998) amends Section 438 (b) of the *General Education Provisions Act* (commonly referred to as the "Buckley Amendment"). The *Campus Security Act of 1990*, Section 203 (and as amended in 1998) requires that both parties (alleged victim and accused) be informed of the outcome, including sanctioning information, of any University disciplinary proceeding alleging a sexual misconduct offense. The Vice President for Administrative Services (also the NUHS *Title IX Coordinator*), or his/her designee, will disclose the results of the University's disciplinary proceeding to both parties.

Ongoing Campaigns To Prevent Sexual Misconduct and Violence

To foster a climate of respect on campus, and to educate students, faculty and staff about issues related to preventing and responding to acts of sexual misconduct, the university has policies and procedures that demonstrate its commitment to:

- Prohibiting acts of sexual misconduct, such as sexual harassment, sexual assault or other forms of sex or gender-based discrimination. Included in this category are acts of dating violence, domestic violence, and stalking.
- Disseminating clear policies and procedures for responding to acts of sexual misconduct and interpersonal violence reported to or reasonably known to the institution.
- Formulating and delivering prevention and awareness programs and ongoing training and education campaigns to students and employees so they can identify what behavior constitutes sexual misconduct and interpersonal violence; understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risk; learn about safety and viable options as related to bystander intervention tactics that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence or stalking of another person.

Some examples of annual campaigns to prevent sexual misconduct are:

- **Online Education:** First trimester students are instructed to view online learning videos and complete feedback surveys to learn effective ways to prevent and report sexual assault on our campus. Employees receive similar online education notices through the University e-mail platform.
- **Student and Faculty Instructional Webinars:** In-person and online developmental sessions are promoted through general representation organizations (i.e., Faculty/Staff Senate and the Student Council) dealing with awareness about the Clery Act and Title IX information, the Sexual Misconduct Policy, bystander intervention, and victim/survivor resources.

As legally mandated by the *Clery Act*, NUHS is required to report certain sexual offenses occurring on or near campus to the proper authority. The victim/survivor has the choice of whether to file a report or proceed with any legal action. But before a sexual assault is reported to the proper authorities, the victim needs to take steps to survive the assault and mitigate injuries to the greatest extent possible.

THE FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

The *Campus Sexual Assault Victims' Bill of Rights* was signed into law in 1992. It required all colleges in federal student aid programs to afford sexual assault victims certain basic rights.

- Survivors shall be notified of their options to notify law enforcement.
 - Accuser and accused must have the same opportunity to have others present.
 - Both parties shall be informed of the outcome of any disciplinary proceeding.
 - Survivors shall be notified of counseling services.
 - Survivors shall be notified of options for changing academic situations.
-

Keep this in mind: *There are federal laws protecting you from retaliation of any kind (harassment, intimidation, threats, etc.) whether you report an incident or not.*

Procedures For Victims To Follow After Sexual Assault

- Finding a safe place.
- Seeking medical treatment for possible physical injuries, transmission of sexually transmitted infections and pregnancy.

If the survivor intends to press charges or instigate any legal proceedings, care must be taken to preserve evidence of the assault. The survivor should:

- Avoid showering, bathing, changing clothes, washing hands, using the toilet, or brushing your teeth.
- If you must change your clothes, save all the clothing you were wearing at the time of the assault and place each item in a separate paper bag.
- Keep in mind: the area where the assault took place is a crime scene - avoid disturbing anything in the area.
- File a report.
- Seek support and counseling.

Resources and Assistance 24/7 for Victims

Police (NUHS Illinois or Florida campus) – 911

NUHS Security:

Illinois - (630) 927-9957.

Florida - (727) 791-2560.

Sexual Assault/Rape Crisis:

Illinois Coalition Against Sexual Assault: (217) 753-4117.

Florida Council Against Sexual Violence: (850) 297-2000.

National Sexual Assault Hotline: 1-800-656-HOPE. <http://www.rainn.org>

The Rape, Abuse and Incest National Network (RAINN) is the nation's largest anti-sexual assault organization. RAINN operates the National Sexual Assault Hotline and helps victims to ensure that rapists are brought to justice.

NUHS Title IX Coordinator:

The Title IX Coordinator is Tracy McHugh, Vice President for Administrative Services. Her phone number is (630) 889-6607, after hours she can be reached through the University Security Officer on duty at (630) 927-9957. The Title IX Coordinator is available to answer any general or personal questions related to sexual misconduct. Callers who use the Title IX Coordinator, do not have to provide their name.

During business hours (8:30 a.m. to 5:00 p.m., Monday through Friday CST), you are strongly urged to contact the following personnel as soon as reasonably possible to report any sexual misconduct you believe may have occurred:

Ms. Tracy McHugh, Title IX Coordinator (Illinois & Florida)	
(630) 889-6607	tmchugh@nuhs.edu
	Janse Hall, 1st Floor
Ms. Pam Jones, Title IX Deputy Coordinator (Florida)	
(727) 394-6217	pjones@nuhs.edu
	UPC, SPC 1st Floor
Ms. Yesenia Maldonado, Title IX Deputy Coordinator (Illinois)	
(630) 889-6546	ymaldonado@nuhs.edu
	Janse Hall, 2nd Floor
Mr. Andrew Wozniak, Title IX Deputy Coordinator (Illinois)	
(630) 889-6878	awozniak@nuhs.edu
	Janse Hall, 1st Floor

Further information about Title IX and sex discrimination in education is available from the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Building 400 Maryland Avenue, SW, Washington, DC 20202-1100 800-421-3481; TDD: 800-877-8339; email: OCR@ed.gov or on the web at:

<https://wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm>

Additional Local, Regional & National Support Services for Survivors

The needs of someone who has been the victim of violence or sexually assaulted vary from person to person and may vary over time. The University has gathered and listed a diverse array of services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing.

The University urges anyone who has been sexually assaulted to seek support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for pressing charges. Even for someone who does not wish to report the event to the police or pursue disciplinary action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, the University is prepared to help.

ILLINOIS

Campus Security

NUHS-Illinois, Security on-campus phone (Ext. 311).
NUHS-Illinois, Security off campus phone (630) 927-9957.

Police (Non-Emergency)

Lombard, IL (630) 873-4400.
DuPage County Sheriff (630) 407-2000.

Rape Crisis/Sexual Assault

National Sexual Assault Hotline: 1-800-656-HOPE.
<http://www.rainn.org>
Center for Disease Control & Prevention: (800) 232-4636.
AIDS National Hotline: (800) 232-6346.
Illinois - Coalition Against Sexual Assault: (217) 753-4117.
Rape Victim Advocates: (312) 443-9603.

Domestic or Dating Violence, Child Abuse Outreach & Advocacy

National Sexual Violence Center: (877) 739-3895.
National Domestic Violence Helpline: (800) 799-7233.
Illinois
Hotline: 630-469-5650.
Family Shelter Services: (630) 221-8290.
Prairie Center Against Sexual Assault: (217) 753-8081.

Stalking Resources

National Stalking Resource Center: (202) 467-8700.
Hotline: 855-484-2846 <http://www.ncvc.org>
Illinois Stalking Laws <https://statelaws.findlaw.com/illinois-law/illinois-stalking-laws.html>

Counseling/Mental Health Services

National Alliance on Mental Health: (800) 950-6264. www.nami.org
Illinois:
DuPage County Crisis Intervention Unit: (630) 627-1700.
NAMI of DuPage County: (630) 752-0066.
IL Health & Human Services Helpline: (800) 843-6154.
YWCA – Sex. assaulted women & children: (630) 790-6600.

FLORIDA

Campus Security

NUHS-Florida, Security Dispatch phone (727) 791-2560.

Police (Non-Emergency)

Pinellas Park, FL (727) 369-7864.
Pinellas County Sheriff (727) 582-6200.

Rape Crisis/Sexual Assault

National Sexual Assault Hotline: 1-800-656-HOPE.
<http://www.rainn.org>
Center for Disease Control & Prevention: (800) 232-4636.
AIDS National Hotline: (800) 232-6346.
Florida - Council Against Sexual Violence: (850) 297-2000.
Suncoast Center: (727) 530-7273.

Domestic or Dating Violence, Child Abuse Outreach & Advocacy

National Sexual Violence Center: (877) 739-3895.
National Domestic Violence Helpline: (800) 799-7233.
Florida
Suncoast Center Abuse Hotline: (800) 962-2873.
FL Council Against Sexual Violence: (850) 297-2000.
FL Domestic Violence Hotline: (800) 500-1119.

Stalking Resources

National Stalking Resource Center: (202) 467-8700.
Hotline: 855-484-2846 <http://www.ncvc.org>
Florida Stalking Laws <https://statelaws.findlaw.com/florida-law/florida-stalking-laws.html>

Counseling/Mental Health Services

National Alliance on Mental Health: (800) 950-6264. www.nami.org
Florida:
Suncoast Center: (727) 388-1220.
University of So. Florida Psychological Services Center: (813) 974-2496.

Victim's Rights & Resources

- The National Center for Victims of Crime: (202) 467-8700.
- Online: <http://ovc.ncjrs.gov/findvictimservices> (Links to crime victim services across the country.)

Survivor's Rights

- To receive concise information regarding crime victim's rights:
 - ♦ Illinois Victim's Rights can be found at:
<http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>
 - ♦ Florida Survivor's Rights can be found at:
<http://www.police.ufl.edu/victim-services/florida-state-statute-960crime-victim-bill-of-rights/>
- To report or not report the alleged incident to NUHS or law enforcement.
- To request NUHS to assist you in contacting local law enforcement.
- To make a confidential report to the NUHS confidential advisor and/or Title IX coordinator.
- To make a confidential report to a mental health counselor or clergy.
- To request NUHS provide you with interim protective measures.
- To receive a resolution complaint summary from NUHS through the NUHS [Title IX Sexual Misconduct Policy](#)
- To request NUHS assist you in seeking assistance through community-based, state, and national sexual assault crisis centers referenced below in the resource section and receive that information with 12 hours of filing a complaint.
- **To receive free medical forensic (SANE) exams at the hospitals nearest to the NUHS campus site:**
 - ♦ Good Samaritan Hospital, 3815 Highland Ave, Downers Grove, IL 60515 (630) 275-5900.
 - ♦ St. Petersburg Hospital, 6500 28th Ave N, St. Petersburg, FL 33710 (727) 384-1414.

Sex Offender Registry

The *Campus Sex Crimes Prevention Act* is a federal law that requires NUHS to publicize information available to the public that provides resources where lists of registered sex offenders may be accessed. The Illinois or Florida Sex Offender Registry is the most reliable source of this information. These Registry's post the offender's last known address, convictions, current status and personal information (including photo ID's) and are updated frequently. They are user-friendly, searchable databases capable of sorting offender information by city, county and zip code. They are available online at:

- Illinois: <https://www.isp.state.il.us/sor/>.
- Florida: <http://offender.fdle.state.fl.us/offender/homepage.do>.

Additionally, this same data has been published in the *NUHS Student Handbook* and is also available in the Office of Human Resources. Any questions or other inquiries regarding this information should be directed to the Vice President for Administrative Services or the Dean of Students.

Effective Jan. 1, 2012, the *Sex Offender Registration Act (Public Act 97-0155)* mandated any sex offender or sexual predator employed at or attending an institution of higher education register (within three days of beginning school or employment) with respective campus police department.

Hate Crime Definitions

Hate Crimes: A criminal offense committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin.

NUHS is required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is able to exercise dominion or control over a thing.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To destroy willfully or maliciously, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

If a hate crime occurs where there is an incident involving intimidation, destruction/damage/vandalism of property, larceny-theft or simple assault, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Alcohol, Illegal Drug and Substance Abuse Policy

The abuse of alcohol and the illicit use of other drugs can seriously threaten the health and safety of students, employees, their families, fellow students, and the public, as well as adversely impair performance. In addition to promoting health, safety and a positive learning and working environment, the University is committed to reducing and preventing alcohol and other drug-related problems among all members of the campus community.

The unlawful possession, use or distribution of alcohol or other drugs by anyone, either on our institution's property or as any part of University sponsored activities, is prohibited. Underage possession and/or consumption of alcoholic beverages is a violation of regulations and state law. The furnishing of alcohol to those less than 21 years of age is prohibited. Any person who is determined to have violated this policy will be subject to intervention by NUHS. That intervention may include disciplinary action up to and including expulsion, termination of employment and/or referral for prosecution.

NUHS Drug and Alcohol Abuse Prevention Policy

The Higher Education Act of 1965 (as amended by the *Safe and Drug-Free Schools and Communities Act of 1994* and the *Drug-Free Workplace Act of 1988*) requires any institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The Department of Education's regulations, at 34 C.F.R. *Part 86*, require that NUHS, as part of its drug & alcohol abuse prevention program for students and employees, annually distributes (in a manner consistent with federal guidelines) the following information:

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
2. A description of the applicable legal sanctions under state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of available drug and alcohol counseling, treatment, rehabilitation, re-entry programs; and
5. A clear statement of the disciplinary sanctions that the University will impose on students or employees who violate these standards of conduct.

The University will conduct a biennial review of its drug prevention program to determine its effectiveness, implement changes as needed, and ensure that the disciplinary sanctions are consistently enforced. The National University of Health Sciences fully supports the objectives of these laws and their related regulations. The University recognizes both alcohol and drug abuse as potential health, safety, and security problems. The University expects its students and employees to cooperate in maintaining a University environment free from the effects of alcohol and other drugs and to comply with this policy.

Standards of Conduct: Students and Employees

NUHS is an institution committed to promoting the physical, intellectual, social, ethical, and spiritual development of all its members. The abuse of alcohol and the illicit use of other drugs can seriously threaten the health and safety of students, employees, their families, fellow students, and the public. In addition to promoting health, safety and a positive learning and working environment, the National University of Health Sciences is committed to reducing and preventing alcohol and other drug-related problems among all members of the campus community.

The unlawful possession, use, or distribution of alcohol or other drugs by anyone, either on our institution's property or as any part of University sponsored activities, is prohibited. Any person who is determined to violate this policy will be subject to intervention by NUHS. That intervention may include disciplinary action up to and including expulsion, or termination of employment and/or referral for prosecution, for violations of the standards of conduct.

As a condition of employment, an employee of NUHS must notify his/her supervisor if he or she has been convicted of an alcohol and/or other drug-related offense involving the workplace within five (5) days of the conviction. If any such conviction involves an employee working on a federal contract or grant, the University is required to notify the granting or contracting Federal agency within ten (10) days of receiving notice of the conviction.

This policy and its requirements are consistent with NUHS' desire to promote campus community health and safety and are in accordance with the requirements of the *Drug-Free Workplace Act of 1988* and the *Safe and Drug-Free Schools and Communities Act of 1994*. NUHS will continue its efforts to maintain an environment free from the unlawful possession, use, and distribution of alcohol and other drugs by adhering to this policy and by providing ongoing health promotion, risk reduction, intervention, and referral services for treatment and aftercare programs. A copy of the NUHS [Drug & Alcohol Abuse Prevention Policy](#) is distributed annually to all students and employees of the National University of Health Sciences.

Legal Sanctions

Various federal and state laws prohibit the possession, distribution, and use of controlled substances, with the exceptions set forth within licensing requirements or a physician's prescription. Moreover, Illinois and Florida law prohibits the consumption and possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Laws in Illinois and Florida together with city ordinances in both states also prohibit public intoxication, the operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and the consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and a permanent criminal record. Violation of drug laws may also result in civil seizure and forfeiture of

property used in connection with the offense. A conviction may also result in University disciplinary action. Additional information can be found in the NUHS [Drug & Alcohol Abuse Prevention Policy](#).

Counseling, Treatment, and Referral

Students and employees who believe they may have an alcohol or drug problem are strongly encouraged to seek assistance through resources available at the University. Employees may contact the Director of Human Resources. The Director of Human Resources will connect employees with a local agency experienced at helping individuals on an outpatient basis.

Students should seek help through the Office of Student Services. Such contacts will be kept confidential, except as required by law or by concern for the immediate health, safety, or security of the individual or others.

Referrals by the Director of Human Resources (employees) or Student Services personnel (students) can be made to publicly funded mental health professionals (e.g., psychologists, social workers, psychiatrists) who are available to discuss an employee or student's concerns regarding drug or alcohol use in their life or in the life of someone close to them. Seeking professional assessment can frequently bring new perspective.

Individuals requiring inpatient detoxification and/or rehabilitative services can be referred to institutions and hospitals in the local community that specialize in these types of services. The costs of such treatment and referrals may be covered in whole or in part by the individual's health insurance.

The University has the right to take any necessary action to protect the health, safety, and security of the affected individual and other members of the University community, including deciding whether, when, and under what conditions a student may be reinstated, or any employee may be returned to employment after an instance of alcohol abuse or improper drug use.

Students with questions about the University alcohol and other drug policy, or any other University policy or rule, should contact the Student Services Office (630) 889-6542. Employees should contact the Human Resources (630) 889-6878.

Drug and Alcohol Abuse: Education and Recovery Programs

Listed below are links to a variety of self-help education programs for people trying to recover from alcoholism, drug addiction, and compulsive gambling. These programs are not formally affiliated with nor specifically endorsed by NUHS. Each, however, has been shown to be helpful for certain types of people seeking help. As noted, some of these programs have online meetings available.

ILLINOIS RESOURCES	FLORIDA RESOURCES
<u>Alcoholics Anonymous</u>	
http://www.chicagoaa.org	www.aapinellas.org
http://aa-intergroup.org/	
<u>SMART Recovery</u>	
http://www.smartrecovery.org/	http://www.smartrecovery.org/
<u>Marijuana Anonymous</u>	
http://www.ma-online.org/redesign/index.php	http://www.ma-online.org/redesign/index.php
<u>Alanon</u>	
http://www.niafg.org/	www.al-anon.alateen.org
http://www.ola-is.org/	www.al-anon-pinellas.org/
<u>Cocaine Anonymous</u>	
http://www.illinoisca.org/	http://www.ca-online.org/
http://www.ca-online.org/	www.fla-ca.org
	www.usrecovery.info/ca/florida.htm
<u>Adult Children of Alcoholics</u>	
http://www.adultchildren.org/	www.allone.com/12/aca
http://allone.com/12/aca/	
<u>Narcotics Anonymous</u>	
http://www.chicagona.org/	www.bascna.org

NUHS Fire Safety Report (34 CFR 668.49)

Introduction

The *Higher Education Opportunity Act (HEOA)* became public law 110-315 in August 2008 requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety compliance report. Contents of this report reflect the requirements outlined in HEOA, which are included in the National University of Health Sciences (NUHS) fire safety program.

Elements of the campus housing fire safety annual compliance report consist of:

- Fire prevention policies and practices.
- Fire safety educational and training initiatives.
- Description of fire protection equipment in the residence halls.
- Emergency evacuation procedures.
- Fire safety statistics.
- Plans for future improvements to the fire safety program.

The 2022 Fire Log Summary (available upon request from the Director of Facilities & Security) also provides a brief description of the fires that occurred in on-campus residential housing for the 2022 calendar year. The Director of Facilities & Security oversees the fire safety program on the Lombard, Illinois campus. NUHS does not have on-campus housing at its Florida site.

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at NUHS, and the institution's state of readiness to detect and respond appropriately to fire related emergencies. The Fire Safety Report can be viewed online at www.nuhs.edu, after October 1st every year.

The **Fire Safety Report** is combined with the **Annual Campus Security Report** to create the **Annual Security & Fire Safety Report**. The annual, combined report is available online, or upon request, from the Office of Student Services in Illinois or Florida after October 1st every year. The Office of Student Services phone number in Illinois is (630) 889-6542, in Florida the number is (727) 394-6217.

Fire Safety Program Objectives – Illinois Site

It is the policy of NUHS to endeavor through astute observation and established industry practices to promote safe environmental conditions for faculty, staff, students, and visitors that are free from foreseeable fire hazards. The primary objective of the fire safety program for on-campus housing is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This is accomplished by:

- Conducting periodic review and update of fire prevention policies,
- Conducting regularly scheduled fire drills in the residence halls,
- Promoting fire safety awareness for employees and students by conducting regularly scheduled training programs on fire prevention and emergency evacuation procedures,
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards,
- Performing plans review and code consultation related to current capital improvement and remodeling projects,
- Mitigating fire hazards utilizing the information provided from regularly scheduled fire safety inspections performed by the Office of the State Fire Marshal (OSFM), the University's property insurance loss control consultant, and fire protection consultants.

Definition of Terms (as set forth in the Final Regulations of the HEOA)

- **Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

- **Fire-related injury:** Any instance in which a person is injured because of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person (1) is killed because of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained because of a fire.
- **Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, etc.; however, it does not include indirect loss, such as business interruption.

Fire Prevention Policies and Procedures

Several fire prevention policies and procedures have been developed and implemented to complement the program objectives. Applicable NFPA, OSHA, residence hall regulations (excerpted from NUHS housing license agreement) and the NUHS Emergency Guide were referenced during the development of these policies. A summary of these policies is highlighted below:

Holiday Decorations

- All decorations and ornaments must be of fire-resistant or non-combustible material, listed by Underwriters Laboratory (UL) and approved for use.
- The use of live or cut Christmas trees is prohibited in university buildings.
- Artificial trees made of fire-retardant materials or non-combustible materials labeled with UL or Factory Mutual (FM) approval ratings are allowed. No natural trees, wreathes, boughs or other decorations constructed from the branches of natural trees may be used. Metallic trees may create electrical hazards when placed near the electrical supply; therefore, the use of electric lights on metallic trees is prohibited.
- Trees and other decorations must be located so as not to obstruct exit corridors or the operation of fire protection equipment (e.g., fire extinguishers, sprinkler heads, exit signs, fire alarm pull stations, smoke alarms or heat detectors). Trees should also not be placed in any manner that could present a fall or trip hazard, impede egress, or block emergency egress from any room. Do not affix or tie decorations to such equipment.
- Electric light strings should carry a UL or FM approval label. These lights should be checked for fraying, bare wires, loose connections, and cracked plastic parts. If any of these conditions are present, the string or cord should not be used. Use of miniature electric lights are encouraged since they are both cooler and more energy efficient than regular size lighting. Unplug holiday lighting when the area is unoccupied. Electric lights or electrically operated ornaments shall not be used on metal, aluminum, or any other similar metal, which could induce an electric shock. Light strings should not be placed in any manner that could present a fall or trip hazard, impede egress, block emergency egress from any room, or restrict access to fire protection equipment.
- Use of extension cords is discouraged. If they are used, they must be UL-approved and be of an adequate wire gauge for the intended use. Frayed or broken cords should not be used.
- Electrical cords (light strings or extension cords) should not be routed through doorways with doors, under rugs or loose carpeting or across work surfaces. Routing of cords through these areas may cause damage to the cord and create a tripping hazard.
- Do not plug cords and lights into an overloaded circuit. Multi-plug adapters are prohibited in university buildings. Use power strips with a fuse or integral circuit breaker when extra outlets are needed.

- Decorative displays should be compact. Garlands, streamers or displays that extend down a corridor should not be used because of their potential to spread fire, increase the fuel load, and impede egress. These displays should be confined to office areas (laboratories should not have any displays.) Displays are prohibited in stairwells and should be limited in corridors, lobbies, and common areas in the residence halls.
- All holiday decorations should be removed before leaving campus for the holidays and at the end of each trimester.
- No candles, incense burners, potpourri pots, or scented oil warmers may be used at any time in University buildings. Candles can be displayed in Menorahs and other religious articles but may not be used and should remain unlit. Battery operated candles are also allowed.
- Decorations should not conceal the room number located on the exterior of the room door. This number needs to be visible and readily identifiable for first responders.
- Decorative materials including artificial snow, decorative sprays, ceiling/wall tapestries, and highly flammable materials are strictly prohibited.
- Halogen and torch lamps are not recommended for use in campus housing.

Electrical Equipment and Appliances

- Use surge protectors/power strips for all electronics, particularly computers, televisions, DVD players, gaming systems, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are discouraged.
- Open-ended heating elements and electrical appliances that may pose a fire hazard, such as hot plates, hot pots, electric or contact grills, and space heaters are prohibited. Electrical appliances with an enclosed heating element are permitted in the halls (e.g., popcorn makers and coffeepots) when used under continual supervision.

Prohibited Items

Items that pose a danger to persons, damage to University property, a fire/safety hazard, and/or a public nuisance must not be used, possessed, or stored in residence halls (including student rooms). These include:

- Internal combustion engines, acids, automobile batteries, gasoline, torches, flammable liquids, and halogen lamps.
- Charcoal and fire starter materials. Residents are discouraged from storing grills in their apartments; but are allowed to place the unit in the designated storage area, separate from all flammable materials (charcoal, propane, etc.).

Tampering with Fire Protection Equipment

- Students who are found tampering with fire protection equipment (e.g., fire extinguishers including cabinets and signage, fire alarms, smoke and heat detectors, pull stations, and sprinkler heads) resulting in violation of the **NUHS Code of Student Conduct** may be subject to fines and additional sanctions or charges for the cost of equipment or damage repair, depending on the circumstances, because of the disciplinary process. Additional anti-tampering policies include:
- All smoke detection and fire suppression systems are inspected and tested by licensed specialized service agencies, and residents are strictly prohibited from:
 - ♦ Disconnecting a detector,
 - ♦ Tampering with the detector or its operation,
 - ♦ Purposely causing an alarm to occur,
 - ♦ Hanging objects from or otherwise obstructing the sprinkler head cover plates and pipes.
- Disconnecting a smoke detector, failure to report its malfunctioning (including failure to observe that the light is on or not flashing), or other negligence, subjects residents of that room not only to disciplinary charges but also to civil charges and, in the event of fire, payment for related damages to the building and the persons and property of others.
- Blocking open fire-rated door assemblies is strictly prohibited. Fire-rated door assemblies are UL listed and are designed to self-close and latch shut to prevent the passage of fire and smoke. Examples of fire-

rated doors include: student room doors, stairwell doors, separation doors between a sleeping area and commons areas, utility room doors (e.g., janitor closets, mechanical rooms, laundry rooms, pressing rooms, sprinkler closets, elevator machine rooms, storage rooms, and any corridor doors).

Regularly Scheduled Fire Safety Inspections

As a part of scheduled safety inspections, Facilities and Security personnel inspect student rooms for the presence of fire safety hazards including, but not limited to:

- Non-polarized extension cords,
- Non-UL approved equipment,
- Multiple outlets without circuit breakers,
- Improper installation of microwave/refrigerator units,
- Decorations inconsistent with fire safety guidelines,
- Clearly observable room damage,
- Unauthorized furnishings,
- Other violations inconsistent with the university fire prevention policy,
- Candles with burned wicks.

Once identified, Facilities and Security personnel assist students in removing the fire hazard in accordance with the NUHS license agreement and the **NUHS Code of Student Conduct**. An inspector with the OSFM also performs inspections in the residence halls on an annual basis. This gives the University the ability to address and mitigate any life safety violations identified by the inspector.

Residence Hall No Smoking Policy

- Smoking and vaping is prohibited on all University properties, including all on-campus residencies. (See NUHS Policy: [**Smoking on University Premises**](#).)
- No smoke is allowed, including that created by cigarettes, cigars, pipes, candles, or incense.
- Smoking is not permitted inside any residence hall building, including student rooms, hallways, bathrooms, elevators, lounges, and other public spaces.
- No smoking is permitted within 15 feet of, or next to, any door entrances, operable windows, or air intake vents.

Fire Safety Education and Training Initiatives

Residence hall staff, maintenance personnel and security officers receive fire safety training annually. Topics include a review of the fire prevention policies, weather safety, followed by a hands-on fire extinguisher demonstration, and an emergency evacuation exercise.

Fire drills are conducted in coordination with the Facilities and Security Department and the Lombard Fire Department. As outlined in the NUHS license agreement, participation in fire drills is mandatory and failure to evacuate the building during a fire alarm will result in disciplinary action. The Facilities and Security Department and the Fire Department critique the drills to identify problem areas, which are then discussed and resolved with Housing staff. Fire safety training programs are also provided to other student, staff, and faculty groups on campus by request. This program typically consists of a brief review of fire prevention policies and procedures.

Overview of Fire Safety Systems in the Residence Halls

The University houses students in four residence halls (Lincoln Hall, Tieszen Hall, Turek Hall and Buchholz Hall.) University housing is only available at the Illinois site. This section provides a brief summary of the fire system within each housing facility.

Buchholz, Lincoln, Turek, and Tieszen Halls

All of NUHS' residence halls, Buchholz, Lincoln, Turek and Tieszen, are monitored by a supervised fire alarm system. The entire building structure for all four buildings is protected by an automatic wet sprinkler system that is integrated with the fire alarm system for monitoring purposes. The fire alarm system is continuously monitored and supervised by the ALM Enterprises; providing radio dispatch to both 911 (Lombard Police and Fire) and Campus Security. The detection devices are serviced annually by Simplex-Grinnell and PA Crimson. Metropolitan Fire Protection Inc. services the sprinkler system and all associated components annually. There are no common cooking areas; therefore, no special halon-based systems are installed in any of the buildings. Pressurized standpipes are in two conveniently situated stairwells in each of the independent buildings. Multi-purpose ABC dry

chemical fire extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the complex. Carbon monoxide detectors are installed in all areas where Natural Gas operated equipment is operational. Other features include an area of rescue assistance and battery-operated emergency lighting designed to illuminate the means of egress in the event of an emergency. The elevator cars are designed to travel to the first floor under an alarm condition to prevent entrapment and all multi floor duct penetrations for HVAC delivery to the common areas (halls, lobby, etc.) are protected by heat activated fire dampers to prevent the travel of fire to other areas in the building.

Inspection, Testing, and Maintenance of Fire Protection Equipment

The Facilities and Security Department administers this element of the fire safety program. All fire protection equipment in the residence halls is tested, inspected, and maintained in accordance with NFPA standards.

Emergency Evacuation Procedures

If a fire occurs in a residence hall, the fire alarm response procedure is initiated by housing or security personnel with support from first responders (e.g. Lombard Fire Department). Facilities and Security personnel may also provide support in the investigation, restoration, and cleanup efforts. Fire alarm systems notify building occupants of a potential fire, thus initiating a building evacuation sequence. As conveyed during fire drills, building occupants are directed to the nearest building exit upon activation of the fire alarm system. Use of the elevators is strictly prohibited and is controlled by the fire department to assist in firefighting and rescue efforts. Building occupants cannot re-enter the building until either Campus Security or the fire department indicates that it is safe to do so. After every fire alarm activation or reported fire condition, the housing or security personnel on duty is responsible for submitting an *NUHS Accident/Incident Report* to the Director of the Facilities and Security Department.

List of Titles to Whom a Report of Fire Should Be Made

Per federal law, NUHS is required to annually disclose statistical data of all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the NUHS Housing Office may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following: **Security:** (630) 927-9957, **Housing:** (630) 889-6661, **Director of Facilities:** (630) 889-6638.

Fire Safety Statistics

The data presented in the following table summarizes the reported fires that occurred in on-campus housing facilities for the 2022 calendar year. Fire statistics from off campus housing is not included in this report. This data is also available online at <http://www.ope.gov>.

Summary of 2022 Fire Safety Statistics					
All Residence Halls at 200 E. Roosevelt Rd. Lombard, IL 60148	Number of Fires	Cause	Injuries	Fatalities	Value Prop. Damage
Lincoln Hall – Bldg. I-212	0	N/A	N/A	N/A	N/A
Turek Hall – Bldg. H-210	0	N/A	N/A	N/A	N/A
Tieszen Hall – Bldg. G-208	0	N/A	N/A	N/A	N/A
Buchholz Hall – Bldg. F-206	0	N/A	N/A	N/A	N/A

Plans for Future Improvements to the Fire Safety Program

A comprehensive assessment of all four (4) NUHS on-campus student housing facilities was undertaken (in collaboration with the local Fire District officials) to evaluate the status of the dormitories, relative to fire code standards compliance. All four student housing units were extensively renovated, and construction completed in 2012-2013. The fire code assessment was completed by 2018, with minor repairs and upgrades completed by the Spring of 2018 with all units in full compliance with the local fire code. An annual fire drill of the student housing units is planned in cooperation with the Lombard Fire District each calendar year. The University continues to assess & upgrade buildings & equipment as part of the ongoing institutional strategic planning process.

NUHS Crime & Student Housing Statistics (2023)

IL Site – Main Campus			
January 1, 2020 – December 31, 2022	2020	2021	2022
<u>Criminal Offenses</u>	---	---	---
Criminal Homicide	---	---	---
Murder/ Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses	---	---	---
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Total Offenses	0	0	0
<u>Hate Crimes</u>	---	---	---
Larceny – Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Total Crimes	0	0	0
<u>VAWA Offenses</u>	---	---	---
Domestic Violence	0	0	0
Dating Violence	1 ^{#2}	0	0
Stalking	0	0	0
Total Incidents	1 ^{#2}	0	0
Liquor Law: Referral/Arrest	0/4 ^{#4}	0/0	0/0
Drug Violations: Referral/Arrest	0/3 ^{#4}	0/0	0/0
Weapons Possessions: Referral/Arrest	0/0	0/0	0/0
Total Arrests	0/7 ^{#4}	0	0
^{#1} On-campus, ^{#2} On-campus housing, ^{#3} Non-campus property, ^{#4} Public property 2020 – 1 incident of Dating Violence in on-campus housing reported to Security & Police. 7 arrests on public property by local police. 2021 – None 2022 – None			

NUHS Crime & Student Housing Statistics (2023)

STUDENT HOUSING – Lombard, IL		2020			
January 1, 2020 – December 31, 2020	Tieszen	Buchholz	Turek	Lincoln	
Criminal Offenses	---	---	---	---	
Criminal Homicide	---	---	---	---	
Murder/ Non-negligent manslaughter	0	0	0	0	
Manslaughter by Negligence	0	0	0	0	
Sex Offenses	---	---	---	---	
Rape	0	0	0	0	
Fondling	0	0	0	0	
Incest	0	0	0	0	
Statutory Rape	0	0	0	0	
Robbery	0	0	0	0	
Aggravated Assault	0	0	0	0	
Burglary	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	
Arson	0	0	0	0	
Total Offenses	0	0	0	0	
Hate Crimes	---	---	---	---	
Larceny – Theft	0	0	0	0	
Simple Assault	0	0	0	0	
Intimidation	0	0	0	0	
Destruction/damage/vandalism of property	0	0	0	0	
Total Crimes	0	0	0	0	
VAWA Offenses	---	---	---	---	
Domestic Violence	0	0	0	0	
Dating Violence	0	0	1#2	0	
Stalking	0	0	0	0	
Total Incidents	0	0	1#2	0	
Liquor Law: Referral/Arrest	0/0	0/0	0/0	0/0	
Drug Violations: Referral/Arrest	0/0	0/0	0/0	0/0	
Weapons Possessions: Referral/Arrest	0/0	0/0	0/0	0/0	
Total Arrests	0	0	0	0	
#1 On-campus, #2 On-campus housing, #3 Non-campus property, #4 Public property					
2020 – 1 incident of Dating Violence in on-campus housing reported to Security and local police department.					

NUHS Crime & Student Housing Statistics (2023)

STUDENT HOUSING – Lombard, IL		2021		
January 1, 2021 – December 31, 2021	Tieszen	Buchholz	Turek	Lincoln
<u>Criminal Offenses</u>	---	---	---	---
Criminal Homicide	---	---	---	---
Murder/ Non-negligent manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Sex Offenses	---	---	---	---
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Total Offenses	0	0	0	0
<u>Hate Crimes</u>	---	---	---	---
Larceny – Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0
Total Crimes	0	0	0	0
<u>VAWA Offenses</u>	---	---	---	---
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Total Incidents	0	0	0	0
Liquor Law: Referral/Arrest	0/0	0/0	0/0	0/0
Drug Violations: Referral/Arrest	0/0	0/0	0/0	0/0
Weapons Possessions: Referral/Arrest	0/0	0/0	0/0	0/0
Total Arrests	0	0	0	0
#1 On-campus, #2 On-campus housing, #3 Non-campus property, #4 Public property				
2021 – None				

NUHS Crime & Student Housing Statistics (2023)

STUDENT HOUSING – Lombard, IL					2022				
January 1, 2022 – December 31, 2022					Tieszen	Buchholz	Turek	Lincoln	
Criminal Offenses					---	---	---	---	
Criminal Homicide					---	---	---	---	
Murder/ Non-negligent manslaughter					0	0	0	0	
Manslaughter by Negligence					0	0	0	0	
Sex Offenses					---	---	---	---	
Rape					0	0	0	0	
Fondling					0	0	0	0	
Incest					0	0	0	0	
Statutory Rape					0	0	0	0	
Robbery					0	0	0	0	
Aggravated Assault					0	0	0	0	
Burglary					0	0	0	0	
Motor Vehicle Theft					0	0	0	0	
Arson					0	0	0	0	
Total Offenses					0	0	0	0	
Hate Crimes					---	---	---	---	
Larceny – Theft					0	0	0	0	
Simple Assault					0	0	0	0	
Intimidation					0	0	0	0	
Destruction/damage/vandalism of property					0	0	0	0	
Total Crimes					0	0	0	0	
VAWA Offenses					---	---	---	---	
Domestic Violence					0	0	0	0	
Dating Violence					0	0	0	0	
Stalking					0	0	0	0	
Total Incidents					0	0	0	0	
Liquor Law: Referral/Arrest					0/0	0/0	0/0	0/0	
Drug Violations: Referral/Arrest					0/0	0/0	0/0	0/0	
Weapons Possessions: Referral/Arrest					0/0	0/0	0/0	0/0	
Total Arrests					0	0	0	0	
#1 On-campus, #2 On-campus housing, #3 Non-campus property, #4 Public property									
2022 – None									

NUHS Crime & Student Housing Statistics (2023)

FL Site – Health Education Center			
January 1, 2019 – December 31, 2021	2020	2021	2022
<u>Criminal Offenses</u>	---	---	---
Criminal Homicide	---	---	---
Murder/ Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses	---	---	---
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1 ^{#1}	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Total Offenses	0	1 ^{#1}	0
<u>Hate Crimes</u>	---	---	---
Larceny – Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Total Crimes	0	0	0
<u>VAWA Offenses</u>	---	---	---
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	1 ^{#4}	0
Total Incidents	0	1 ^{#4}	0
Liquor Law: Referral/Arrest	0/0	0/0	0/0
Drug Violations: Referral/Arrest	0/0	0/0	0/0
Weapons Possessions: Referral/Arrest	0/0	0/0	0/0
Total Arrests	0	0	0
<p><u>#1 On-campus, #2 On-campus housing, #3 Non-campus property, #4 Public property</u> 2020 - None 2021 – 1 incident of Burglary on-campus, 1 VAWA incident on public property (possible stalking). 2022 – None</p>			

NUHS Crime & Student Housing Statistics (2023)

FL Site – Pinellas Park Clinic			
January 1, 2020 – December 31, 2022	2020	2021	2022
<u>Criminal Offenses</u>	---	---	---
Criminal Homicide	---	---	---
Murder/ Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses	---	---	---
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Total Offenses	0	0	0
<u>Hate Crimes</u>	---	---	---
Larceny – Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Total Crimes	0	0	0
<u>VAWA Offenses</u>	---	---	---
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Total Incidents	0	0	0
Liquor Law: Referral/Arrest	0/0	0/0	0/0
Drug Violations: Referral/Arrest	0/0	0/0	0/0
Weapons Possessions: Referral/Arrest	0/0	0/0	0/0
Total Arrests	0	0	0
#1 On-campus, #2 On-campus housing, #3 Non-campus property, #4 Public property 2020 – 2022 - None			

Safety Tips

- Always keep your doors and windows locked. Never leave personal property unattended.
- If possible, let a friend or roommate know where and with whom you'll be and when you'll return.
- Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator or getting off a bus, head for a populated place or yell for help.
- Use well-lit and busy sidewalks.
- Avoid walking alone, walking near vacant lots, alleys, or wooded areas.
Call Campus Security IL: (630) 927-9957, FL: (727) 791-2560 to be escorted.
- Carry a cell phone, whistle or a personal alarm to alert people that you need help.
- Attend an educational course and learn what can be done to avoid vulnerability to crimes like sexual assault, relationship violence and stalking.
- Try to park in an area that will be well-lit and heavily traveled when you return.
- Lock your car doors and roll up the windows completely, even if you're only running a quick errand. Do not leave valuables in plain view.
- If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over-consumption of alcohol.
- Stay alert at all times and call the police immediately to report suspicious activity.
- Follow all rules of the road when driving a car, riding a bike or using other forms of personal transportation such as rollerblades, skateboards or scooters.
- Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
- Listening to loud music, wearing headphones or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
- Utilize crosswalks at all times and obey the signals at intersections when walking. In most states, as a pedestrian, you DO NOT have the right of way until you establish yourself in the crosswalk. If you are crossing at any location other than a crosswalk, you MUST yield to vehicular traffic.
- When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

