

WILEY COLLEGE

**2019 ANNUAL SECURITY AND FIRE
SAFETY REPORT**



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LEGAL REQUIREMENTS OF THE CAMPUS SAFETY ACT

Wiley College is committed to providing a safe campus for students, faculty, staff, and visitors. Safety is a shared responsibility within the campus community and we rely on every community member to contribute by reporting crimes and suspicious activities in a timely manner.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the Crime Awareness and Campus Security Act of 1990) is a Federal Law that requires universities and colleges to disclose crime statistics for the prior three years, as well as current program for campus security and reporting procedures. The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1st containing the last three years of campus crime statistics and fire safety statistics as well as certain campus security policy statement;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police/security, local law enforcement agencies, and other College officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and,
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”.

Additionally, Colleges and Universities are required to:

- Publish an Annual Fire Safety Report;
- Disclose fire statistics for residential facilities; and,
- Report hate crimes.

The Wiley College Security Department, led by the Chief of Security, in compliance and support of this act, compiles and makes available the required information to all current and prospective students, their parents, and employees, both online and in print form. Copies of the report may be requested and obtained at the Wiley College security booth located on the corner of Wiley Ave. and University or by calling (903) 923-1643.

A copy of the report is available to the public on the Wiley College Security Department’s webpage: <https://www.wileyc.edu/campus-safety-and-security/>

WILEY COLLEGE SECURITY DEPARTMENT AND AUTHORITY

Wiley College Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on Wiley College’s campus. They also

have the authority to issue parking tickets. Security Officers do not possess arrest power. They have the authority to detain and question anyone on College property. When minor offenses are committed by a Wiley College student involving College rules and regulations, the campus security officers may refer the individual to the College's Student Affairs office. Criminal incidents are referred to the local law enforcement having jurisdiction on the campus. The Security Department maintains a highly professional working relationship with the local law enforcement agencies. Wiley College does not have a Memoranda of Understanding with the law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to a member of Campus Security and the appropriate local law enforcement agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

REPORTING CRIME AND OTHER EMERGENCIES

Reporting a Crime or Emergency

Wiley College is committed to a safe and secure environment for all employees, students, and visitors. The entire campus community shares the responsibility for a safe and secure campus. All members of the campus community, faculty, staff, students, and visitors are required to report any emergency, crime, threatening or violent situations or knowledge of any criminal activity to Campus Security or local law enforcement as soon as possible. These situations may include any conduct that threatens the health or safety of any person or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapons(s) on College controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person. Delayed reporting may unnecessarily allow the behavior to continue or jeopardize an investigation due to the passage of time, fading memories, or departure of witnesses. Investigations are hampered by the passage of time and incomplete or inaccurate information. In addition, some crimes pose risks or dangers that must be reported without delay to the campus community to minimize potential harm to individuals and their property.

Wiley College security staff and college administrators work closely to determine, on a case by case basis, when the campus community should be on alert regarding potential threats to the safety of its members. Members of the campus community are helpful when they immediately report crimes or emergencies to Wiley College Security Department.

Members and visitors of the campus community should note the following important emergency contact information:

Contact	Phone Number
Campus Security	(903) 930-1637 711 (from any campus desk phone)
CHRISTUS Good Shepherd Medical Center	(903) 927-6000
Harrison County Sheriff's Office	(903) 923-4044
Marshall Police Dept. (Emergency)	911
Marshall Police Dept. (Non-emergency)	(903) 935-4575
Marshall Fire Dept. (Emergency)	911
Marshall Fire Dept. (Non-emergency)	(903) 935-4580

Members and visitors of the campus community should note other important contact information:

Campus Resources	
Wiley College - Student Affairs	(903) 927-3233
Wiley College Campus Ministries	(903) 923-2455
Wiley College - Director of Housing	(903) 92-0183
Wiley College - Health Services	(903) 927-3260
Wiley College - Facilities Maintenance	(903) 930-3775

Wiley College Address:

711 Wiley Ave.

Marshall, TX. 75670

Web site: www.wileyc.edu

Reporting to Security/Police

To report a crime, emergency, or non-emergency security or public safety related matter on the campus of Wiley College, please note the following contact information:

Contact	Phone Number
Campus Security	(903) 930-1637 711 (from any campus desk phone)
CHRISTUS Good Shepherd Medical Center	(903) 927-6000
Harrison County Sheriff's Office	(903) 923-4044
Marshall Police Dept. (Emergency)	911
Marshall Police Dept. (Non-emergency)	(903) 935-4575
Marshall Fire Dept. (Emergency)	911
Marshall Fire Dept. (Non-emergency)	(903) 935-4580

Though there are many resources available, Campus Security should be notified of any crime, whether or not an investigation continues, to assure the College can assess any and all security concerns and inform the community if there is a significant threat to the College community. All incident reports are forwarded to the Chief of Security for review. If necessary, incident reports are forwarded to the Dean of Students, the Vice President of Student Affairs and/or Provost and President. The Chief of Security or his designee will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the appropriate administrators if necessary.

Reporting to Other Campus Security Authorities (CSA's)

While Wiley College prefers that community members promptly report all crimes and other emergencies directly to Campus Security or the local police, we also recognize that some may prefer to report to other individuals or college offices. The Clery Act recognizes certain College officials and offices as "Campus Security Authorities (CSA)." The Act defines these individuals as "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." These officials will then

involve Campus Security, when appropriate. If you wish to remain anonymous every attempt will be made to maintain your anonymity, but it is not guaranteed.

Crimes may be reported to the following CSA's:

Campus Contact	Phone Number
Campus Security	(903) 930-1637
Dean of Students	(903) 927-3261
Director of Housing	(903) 923-1632
Student Health Services	(903) 927-3296
Vice President of Student Affairs	(903) 927-3233
Advisors, Coaches, Deans/Department Chairs as well!	

Voluntary, Confidential, Anonymous Reporting

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Campus Security can keep an accurate record of the number of incidents involving faculty, staff and students and determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college.

Annually, the Chief of Security sends a request to on-campus counseling, psychological, and health services that encourages the counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

Counselors and Pastoral Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Wiley College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, Wiley College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. Annually, the Chief of Security sends a request to on-campus counseling, psychological, and health services as well as campus ministries that encourages the counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate. Additionally, staff in these offices provide individual written notice of rights and options from the College's Student Code of Conduct and Title IX Policy to anyone seeking service in response to incidents of sexual assault and other forms of sexual misconduct.

TIMELY WARNINGS

Wiley College will issue a timely warning when it receives a report of a crime or other emergency that represents a serious or on-going threat to the safety of members of the campus community. Wiley College may also issue a warning to the campus community when other instances pose a safety concern. Timely Warnings are issued within a reasonable amount of time after the incident has been reported to Campus Security. Wiley College may also send out a crime advisory based on the nature of the incident. However, if there is an immediate threat to the health or safety of students or employees occurring on campus, the College will follow its emergency notification procedures.

Timely Warning notifications are issued using a variety of methods including but are not limited to:

- Wiley College's emergency notification system,
- campus e-mail,
- social media, and
- the Wiley College website.

Each Timely Warning contains:

- a short description of the crime or incident,
- time and date, location,
- reported offense,
- weapon used (if any),
- suspect vehicle (if any), and
- method of operation used to facilitate the crime.

The notification also includes personal safety information and or crime prevention tips. A Timely Warning may also be issued for non-Clery Act crimes. Such situations are evaluated on a case-by-case basis considering the frequency of offense, likelihood for additional occurrence, continuing danger to the campus community, and risk of compromising law enforcement efforts to resolve the case in a timely manner. Information about an emergency is also shared with the local community via local media. The Public Relations Office is responsible for communicating information with the media during all phases of an emergency.

EMERGENCY NOTIFICATION

Emergency Management

The Wiley College Office of Auxiliary Services is responsible for the Emergency Operations Plan. This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions. A summary of the College's emergency response procedures is located on the Wiley College website. Included on website, is detailed information regarding the College's emergency notification policy.

Drills, Exercises, Trainings

In conjunction with other emergency agencies, Wiley College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. The campus will publicize a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Emergency communication processes will be tested monthly to include a campus-wide email which contains information and direction to resources regarding emergency communication, response, evacuation and shelter procedures. Each occupied building will receive annual evacuation drills during the calendar year with residential facilities receiving two per semester. All evacuation exercise documentation will be retained by the Chief of Security for a minimum of seven years and includes the exercise description, date, time and whether the test was announced or unannounced. Wiley College also makes trainings available to key campus personnel on an annual basis. This information for the most recent year is included in the Annual Fire Safety Report.

Emergency Notification

Emergencies can occur at any time without warning. We are all aware of the devastation that a serious fire or natural disaster can cause. The main concern during any of these occurrences is the safety of everyone on campus. Terrorism, fire, natural disasters and many other lesser emergencies also can result in the loss of assets and cause an interruption in some or all activities on campus. For most emergency or disaster situations, the following notification procedures will be followed:

- Fire alarms and flashing lights will be activated to notify occupants of buildings in which an emergency or disaster has occurred, and evacuation is required;
- During work hours, faculty, staff and students will be notified by campus e-mail, the college's website and through WENS of emergency situations or pending emergency situations, such as severe weather or national emergency.
 - Supervisors will ensure that all employees in their area have read their e-mail and are aware of the situation;
 - Faculty will ensure that all students in their classes are aware of the situation;
 - The Director of Residence Life is responsible for ensuring students residing in the residence halls are aware of the situation; and
 - Electronic messaging will be coordinated with Campus Security, Public Relations and Information Technology.
- After work hours, faculty, staff and students will be notified via the College's website and by campus e-mail on the status of the College and of any delayed openings or closures, such as in the case of severe weather or national emergency. The notifications will be coordinated by the office of the President, Campus Security, Public Relations and Human Resources.
 - Supervisors will develop a plan to contact employees to ensure they are aware of the status of the College; and
 - The Director of Residence Life is responsible for ensuring students residing in the residence halls are notified about the status of the University.

In the case of a prolonged emergency or disaster, the Director of Information Technology, in conjunction with the Director of Public Relations, will coordinate to announce the status of the College on the website.

In all cases, College emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve College property. Announcements about whether the College will reduce or suspend operations because of emergency conditions will be made by the President through the Office of Public Relations for release to the media. In the event of a crisis situation, Wiley College will communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty, and staff.

SAFETY AND SECURITY OF CAMPUS FACILITIES

Campus Facilities

Wiley College is committed to providing a safe and secure campus. Campus Security officers work collaboratively with faculty and staff members to ensure that the buildings and grounds are secure. Campus Security officers patrol the campus grounds and buildings constantly. The main duties for the Security Officers include opening, closing and checking doors to campus buildings; safe walk escorts; assisting faculty and staff who are locked out of buildings; assisting with special event security; and directing foot patrols of the campus. Additionally, facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The entire campus including parking lots are well lit, monitored by surveillance cameras and routinely patrolled by security officers. Campus Security Officers routinely perform checks on lighting and unsafe conditions and report them directly to the Director of Facilities Maintenance. Community members are also encouraged to report any lighting concerns or problems or unsafe conditions to a member of Campus Security or a member of Facilities Maintenance.

Residential Facilities

Access to on-campus housing is intended for residents, their approved guests, and other approved members of the campus community. To report any concerns or problems or unsafe conditions in a residence hall, contact the appropriate professional hall staff. All residence halls on the campus of Wiley College are equipped with a Card Access System. The exterior doors are locked 24 hours a day. Access can only be gained via a student's card key, which is programmed into the card reader. Off-campus guests must follow the visitation hour's policy. Off-campus guests are not permitted in residence halls before or after visitation hours. Residence halls are also monitored with surveillance cameras inside and out.

SAFETY AND SECURITY POLICIES

All faculty, staff and students must comply with College policies as a condition of their employment or enrollment. Visitors must also abide by campus policies and regulations.

Monitoring and Recording Criminal Activity of Off-Campus Student Organizations

Wiley College relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Wiley College students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, Campus Security will actively investigate certain crimes occurring on or near campus. If Campus Security learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency, and forward information about the situation to the Office of Student Affairs, as appropriate.

Wiley College does not recognize any off-campus housing for any College affiliated organization. Criminal activity that occurs at off campus locations may be investigated by local law enforcement, the Campus Security Department, and Student Affairs.

Weapons Policy

The use of weapons by College personnel is governed by state law and departmental regulation. The use or possession of firearms or other weapons by students, employees or visitors while on campus is prohibited.

Sale or Use of Illegal Drugs

The possession, use, manufacture, or distribution of illegal drugs or other controlled substances by students, faculty or staff at Wiley College is strictly prohibited. Wiley College is committed to taking all actions consistent with individuals found in violation of Texas and/or federal laws pertaining to such substances. Wiley College addresses this issue with a program of enforcement, education, prevention, counseling, and referral.

Sale or Use of Alcoholic Beverages

Wiley College is committed to maintaining a safe and healthful environment for members of the College community by promoting a drug-free environment as well as one free of the abuse of alcohol. Wiley College complies with all federal and state laws which regulate the sale and use of alcohol as well as underage drinking. In certain instances, Wiley College does authorize alcoholic beverages on campus for sanctioned events in compliance with applicable state laws.

MISSING STUDENT NOTIFICATION

If a member of the Wiley College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Security and/or Dean of Students. They will generate a missing person report and initiate an investigation. After investigating the missing person report and if Campus Security and the Dean of Students determine that the student is missing and has been missing for more than 24 hours, Wiley College will notify the student's missing person emergency contact. If the missing student is under the age of 18 and is not an emancipated individual, Wiley College will notify the student's parent(s) or legal guardian immediately after Campus Security and the Dean of Students has determined that the student has been missing for more than 24 hours. Campus Security will notify the appropriate local law enforcement agency(s) within 24 hours of the determination that

the student is missing. In addition to registering an emergency contact, students have the option to identify confidentially an individual to be contacted by Wiley College in the event the student is determined to be missing for more than 24 hours. If you wish to identify a confidential contact, you can do so with the Dean of Students. A student's missing person contact information will be registered confidentially and will be accessible only by authorized campus officials and law enforcement in the case of a missing person investigation.

SAFETY PROGRAMS

Various Wiley College campus departments and organizations sponsor crime prevention programs throughout each academic year that are based on personal safety and theft prevention. In addition to prevention programs, Campus Security personnel sponsors programming to inform the campus community about related campus security procedures and practices. Campus Security personnel facilitate these programs for students, parents, faculty and staff and at new employee orientations. Residential Life staff provide a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

Campus Security personnel work closely with Student Affairs and Human Resources personnel to ensure that the campus and the surrounding community are safe for the well-being of our students, staff, and faculty. 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 the security of others. When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and through the college's emergency alert system.

CAMPUS POLICIES FOR SEXUAL MISCONDUCT

Policy Statement

In accordance with Title IX and other applicable law, Wiley College is committed to creating and maintaining a community where all individuals who participate in College sponsored programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Wiley College prohibits and will not tolerate discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. Wiley College will respond promptly and effectively to such acts and will take appropriate action to prevent, to correct, and when necessary, to discipline such behavior. For additional information related to Wiley College's policies on sexual misconduct, please visit the Wiley College website.

Reporting an Incident

Students, faculty and staff may report prohibited conduct to Campus Security, to the College, to both or to neither. These reporting options are not exclusive. Complainants may simultaneously pursue criminal and College disciplinary action. The College will support complainants in

understanding and assessing their reporting options.

Preservation of Evidence

The College recognizes that making the decision to report prohibited conduct often takes time. Nevertheless, pending the decision to report, students, faculty and staff are strongly encouraged to take immediate steps to preserve all evidence that might support a future report of prohibited conduct, a protective order, or an investigation by the police, by the College, or both. Such evidence may include:

- A forensic sexual assault examination (before 120 hours, but as soon as possible);
- Any clothing, sheets or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Electronic exchanges (e.g., text messages, emails, Facebook, Instagram, Snapchat or other social media posts, to the extent that they can be captured or preserved);
- Photographs (including photographs stored on smartphones and other devices); and
- Voice-mail messages and other physical, documentary and/or electronic data that might be helpful or relevant in an investigation.

Electronic and photographic evidence may be lost through the upgrade or replacement of equipment (including smartphones), software and/or accounts or may simply be lost to the passage of time.

Reporting to the Police

Students, faculty and staff have the right to notify police or decline to notify police. Students may contact the police directly. Alternatively, complainant may seek assistance in notifying police from the Title IX Coordinator or Deputy Coordinator(s). The Coordinator(s) can assist in setting up an initial meeting with police and can accompany individuals to that meeting. Filing a police report does not obligate a complainant to participate in any subsequent criminal proceedings. Although a police report may be made at any time, complainants should be aware that a two-year statute of limitations may apply to certain misdemeanors in Texas.

Reporting to the College

The College strongly encourages complainant who have experienced, have knowledge of, or have witnessed prohibited conduct to make a report to the College. Under Title IX, once an institution has notice of an act of prohibited conduct, it is required to (1) take immediate and appropriate steps to investigate or otherwise determine what occurred; and (2) take prompt and effective action to end any prohibited conduct that occurred; as appropriate, remedy its effects; and prevent its recurrence. Although there is no time limit for reporting prohibited conduct to the College, the College's ability to respond may diminish over time, as evidence may erode, memories may fade, and respondents may no longer be affiliated with the College. If the respondent is no longer a student or an employee, the College will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, and take other reasonable steps to respond under Title IX. Making a report to the College does not require participation in any subsequent College proceedings, nor is a report required for a student to receive support or remedial measures.

Students are encouraged to report prohibited conduct through Wildcat Report It, the College's website for online reporting (which describes how to anonymously report), or by contacting the Title IX Coordinator or Deputy Title IX Coordinator:

Coordinator	Campus Address	Contact Information
Dean of Students	2 nd Floor, Fred T. Long Student Union	Phone: (903) 927-3261
Title IX Coordinator	212 King Administration Bldg.	Email: titleixcoordinator@Wileyc.edu Phone: (903) 927-3381

The web address for Wildcat Report It is: <https://www.wileyc.edu/wildcat-report-it/>

Students, faculty and staff should be aware that all disclosures of prohibited conduct to any “Responsible Employee” will be reported, as required by College policy, to the Title IX Coordinator. A Responsible Employee is any College employee who is not a Confidential Employee. Upon receipt of a report of prohibited conduct, the College will conduct an initial assessment, a threat assessment, and take any immediate action that may be necessary to protect the health and safety of the students and the College community, as described in the College’s Title IX Policy.

Procedures for Victims

If an incident of sexual misconduct occurs, it is important to preserve evidence to aid in the possibility of a successful criminal prosecution or obtaining a protection order. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

Victims of sexual assault are strongly encouraged to seek medical attention immediately. The choice to seek medical attention is separate from pressing criminal charges and/or pursuing Wiley College’s conduct process. The College’s Nurse, Campus Security, and members of Residence Life are available to assist students to obtain medical assistance, explore options, and make other arrangements. For life-threatening conditions, call 911.

Individuals may be treated at various medical facilities in the area. Below is the name of a conveniently located hospital:

Facility	Address	Contact Information
Christus Good Shepherd Medical Center	811 S Washington Ave. Marshall, TX 75670	Phone: (903) 927-6000

As a reminder, reporting these crimes does not mean that the victim must press charges, take the case to criminal trial and/or to a Wiley College disciplinary hearing. The victims of sexual assault, domestic and dating violence, and stalking are not required to file criminal charges or seek judicial actions through Wiley College’s disciplinary process. Even if a victim is undecided about filing criminal charges, calling the police, preserving evidence, and going to the hospital will provide for their emotional and medical needs and preserve the option to file criminal charges at a later time. However, victims are encouraged to report the assault to provide the victim with physical, academic and emotional assistance. At the time of a report, victims will be provided information related to their rights and options. Additionally, Wiley College will notify the

victim of accommodations available related to academic, housing, transportation and employment, where applicable. Any accommodations provided by Wiley College will remain confidential to the extent possible to provide necessary accommodations.

Victim Confidentiality

Wiley College recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Reports made to Wiley College officials will be kept confidential and identifying information about the victim shall not be made public. No Wiley College office or official will release a complainant’s name to the public or the press.

Obtaining Information, Support and Counseling

Whether or not one makes a formal report, a person who is the victim of sexual misconduct is encouraged to obtain information, counseling and any other needed support. At the time of reporting, Wiley College will make available information regarding available services, on and off campus, such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims.

Counselors at a variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and/or filing a report with authorities. Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct or is a third-party.

Available campus resources to assist victims with accommodations include:

Department/Organization	Address	Contact Information
Academic Affairs	304 Thirkield Hall	Phone: (903) 923-1620
Campus Security	Security Booth (corner of Wiley Ave. and University)	Phone: 903-930-1637 711 (from any desktop phone on campus)
Dean of Students	2 nd Floor, Fred T. Long Student Union	Phone: (903) 927-3233
Enrollment Management	David L. Beckley Building	Phone: (903) 927-3311
Human Resources	301 Willis J. King Administration Building	Phone: (903) 927-3312
Student Affairs	2 nd Floor, Fred T. Long Student Union	Phone: (903) 927-3233
Student Support Services	128 Wiley Pemberton Complex	Phone: (903) 927-3298
Student Health, Counseling & Wellness	128 Wiley Pemberton Complex	Phone: (903) 927-3296
Title IX Coordinator	212 King Administration Bldg.	Phone: (903) 927-3381

Available community resources include:

Department/Organization	Address	Contact Information
East Texas Crisis Center	2401 Old Noonday Rd Tyler, TX 75701	Phone: (903) 595-5591 (800) 333-0358
Family Law Hotline		Phone: (800) 777-FAIR
Family Violence Legal Line		Phone: (800) 374-HOPE
Marshall Police Department - Crimes Against Persons Services	2101 E. End Blvd North Marshall, TX	Phone: (903) 935-4546
Sexual Assault Legal Hotline		Phone: (888) 296-SAFE
Texas Advocacy Project		Website: www.texasadvocacyproject.org
Women's Center of East Texas	2109 Victory Dr. Marshall, TX 75672	Phone: (903) 934-9661 (800) 441- 5555

Accommodations and Protective Measures

Whether or not a student or employee reports to law enforcement and/or pursues any formal action, if they report an incident of sexual violence, Wiley College is committed to providing them as safe learning or working environment as possible. Upon request, Wiley College will make any reasonably available change to a victim's academic, living, transportation, and or working situation. Such accommodations will remain confidential to the extent possible as to allow personnel the ability to offer accommodations. Students may contact the Office of Dean of Students, for assistance, and employees may contact Office of Human Resources for assistance.

Wiley College is also committed to protecting victims from any further harm. In incidents involving students, Student Affairs may issue a temporary no-contact order pending the outcome of any conduct proceeding. If a protection order is issued from a criminal court, Wiley College is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. If Campus Security is alerted to any such orders, a photo of the accused is requested. Officers will be placed on heightened alert and if the individual is seen on or near the campus, the Marshall Police Department are notified to assist in the matter.

Sexual Misconduct Educational and Prevention Programs

Wiley College takes proactive measures to prevent sexual misconduct, including sexual violence. To accomplish this, Wiley College offers educational programs that address sexual harassment and sexual violence.

Students

Wiley College provides a primary prevention and awareness program for incoming students, as well as ongoing prevention and awareness campaigns for students.

Faculty and Staff

All employees are required to complete an online training program. New employees are required to complete the online training during employee orientation. In addition, Wiley College offers ongoing prevention and awareness campaigns. Annual training is provided to individuals who conduct investigations and/or disciplinary procedures for faculty, staff or students related to

sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Disciplinary Procedures in Sexual Misconduct Investigations and Adjudications

Wiley College's response to sexual misconduct may involve several individuals and agencies. In all cases, only those individuals with a need to know are involved in the college's response. For cases involving campus community members as respondents there is a timely, campus-based investigation that takes place. If the respondent is a student, the Student Code of Conduct guides this process under the leadership of the Office of Student Affairs. If the respondent is a faculty or staff member or college contractor, the investigation process is led by the Office of Human Resources. Investigators in each office receive annual training on Title IX investigations and related issues.

Student Procedures

A student victim may choose to pursue action through the campus judicial system if the act of sexual misconduct was committed by another student. The Office of the Student Affairs is available to advise victims of their rights under the Student Code of Conduct. Even if a victim chooses not to pursue disciplinary action, you are encouraged to report your experience to the Dean of Students.

The Wiley College Student Code of Conduct outlines the process and the rights of both the complainant (the person bringing the complaint) and the respondent (the student alleged to have violated the Code). Student victims have the right to participate as a complainant, to participate as a witness or not to participate at all. In cases in which a student victim requests that no action be taken, the College's Title IX Team reviews the case to assess the ongoing risk to the campus community. Interim measures may be imposed at this time.

In cases, that move forward, the Office of Student Affairs uses an investigative model to process the complaint in a fair, impartial and unbiased manner. In each case a neutral investigator is assigned to do the investigation. These individuals are typically staff members from the Office of Student Affairs. The investigator meets with all involved parties, including witnesses to prepare an investigation report.

For additional information related to the Student Code of Conduct, please visit:
<https://www.wileyc.edu/students/>

Employee Procedures

The Wiley College Employee Handbook describes the procedures followed when an allegation of sexual misconduct committed by an employee is reported. The Office of Human Resources investigates reports against employees with respect to whether a policy violation occurred. Regarding complaints made against faculty, the Office of Human Resources works with the relevant school grievance committee to investigate reports of sexual misconduct, involving faculty and make factual findings.

For additional information related to employee disciplinary procedures, please visit:
<https://www.wileyc.edu/human-resources/>

Standard of Evidence

In all campus disciplinary proceedings, the standard of proof that is applied is a preponderance

of the evidence (i.e., more likely than not that the allegation or allegations occurred). The rules of evidence that apply in a court of law do not apply during campus disciplinary proceedings.

Possible Sanctions

Following the determination of responsibility or violation, the College has a range of sanctions available for consideration. Below are sanctions that may be considered in cases when the respondent has been found responsible or in-violation of the of a college policy related to sexual misconduct.

Students

- Expulsion: Termination of student status for any indefinite period.
- Suspension: Exclusion from classes and other privileges or activities or from the College for a definite period of time.
- Suspension held in abeyance: Exclusion from classes and other privileges or activities or from the College for a definite period of time to be enforced should another violation occur.
- Restitution: Reimbursement for damages or misappropriation of property.
- Disciplinary Probation: Exclusion from participation in privileged or extracurricular activities for a definite period of time.
- Reprimand: A written censure for violation of the Code of Conduct placed in the Student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time.
- Warning Notice: A notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action

Faculty/Staff

- Sanctions may include educational, restorative, rehabilitative, and punitive components.
- Some conduct, however, is so egregious in nature, harmful to the individuals involved or so deleterious to the educational process that it requires severe sanctions, including suspension or termination of employment from the College.

Disciplinary Proceedings

Disciplinary proceedings will be prompt, fair and impartial. Proceedings will be completed within reasonably prompt timeframes. If an extension is needed for good cause, the complainant and the respondent will receive written notice explaining the delay and the reason for the delay.

The disciplinary proceedings will be conducted in a manner that is consistent to Wiley College's policy and transparent to the complainant and respondent. Timely notices of meetings will be given at which the complainant or respondent, or both, may be present. Wiley College will provide timely and equal access to the complainant, the respondent, and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings. The disciplinary proceedings will be conducted by trained officials who do not have a conflict of interest or bias for or against the complainant or the respondent. Both the complainant and respondent will have same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice

SEX OFFENDER STATEMENT

The Campus Sex Crimes Prevention Act is a Federal law enacted in October 2000 that provides for the tracking of convicted, registered sex offenders who are either enrolled as students or working at institutions of higher education. The Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. Under the provisions of this Act, any person who is required to register under a State sex offender registration program must notify the State when the registrant enrolls at an institution of higher education or is employed at such an institution. Additionally, the sex offender registrant must notify the State of any change in enrollment or employment at an institution of higher learning. The State will provide a list of registered sex offenders who have indicated they are either enrolled or employed at Wiley College to the Campus Security Department.

Wiley College encourages members of the campus community who wish to be informed of the identities of registered sex offenders residing in the surrounding area to visit the Texas Department of Public Safety website: <http://www.txdps.state.tx.us>.

SAFETY TIPS

Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. We cannot list specific measures that will protect you from every threatening situation which may arise. Instead, we hope to teach you how to think "crime prevention" in day-to-day living. The suggestions presented should not be thought of as a list of crime prevention measures, but as examples of common sense behavior that will help you to make life safer and more secure.

Protect Yourself

- LOCK THE DOOR to your apartment or residence hall when you are alone, asleep, or out of the room. A locked door affords extra protection.
- DO NOT OPEN your door to strangers. If your door has a peep hole, use it to identify visitors before allowing access. Report any problems with your door's security devices immediately to your Hall Director or to your apartment manager.
- DO NOT GIVE YOUR NAME, address, or phone number to strangers. If you have your name published in the local telephone directory, use only initials and do not list your address.
- WHEN GOING OUT, let your roommate, or a friend, or a staff member know where you are going with whom, and when you expect to return. If you choose to stay out, call that person and let him/her know.
- AT NIGHT, travel in frequently used and well lighted areas. Avoid taking "shortcuts".
- WALK FACING TRAFFIC whenever possible. This increases awareness of potential traffic hazards and also reduces the possibility of being followed by someone in a vehicle. Avoid walking by the curb or near buildings or shrubbery. Walk in the middle of the sidewalk with confidence.
- IF YOU FEEL THREATENED or suspect that you are being followed, walk toward lighted areas where there are people. Look over your shoulder frequently - this lets the follower know that you are aware of both his presence and your surroundings.
- WHEN RIDING IN A CAR, keep the doors locked. Park in the most lighted area you can find. Upon returning to your car, have your keys ready as you approach your vehicle.

- Check the back and front seats to make sure that the car is empty before you get in.
- DO NOT PICK UP HITCHHIKERS and do not hitchhike.
- IF ANYTHING MAKES YOU LOOK TWICE OR FEEL UNCOMFORTABLE, CALL THE POLICE. REPORT ANY UNUSUAL OR SUSPICIOUS ACTIVITY IMMEDIATELY.
- USE THE TELEPHONE ON YOUR TERMS, not the caller's. Do not talk to someone unless you want to. If the caller makes an obscene or improperly suggestive remark, HANG-UP. The police should be notified if the telephone calls continue.

While Walking On or Off Campus

- If you are being harassed by a person in a vehicle, turn and walk in the opposite direction. Try to head for lights and people.
- Never hitchhike or accept rides from a stranger.
- If you feel you must give directions to a driver or pedestrian, maintain enough distance to prevent being grabbed and dragged into the car or an alley.
- Avoid working late at night or on weekends in isolated offices or labs.
- Trust your instincts when you sense danger. Don't be embarrassed "to make a scene" if you feel you are in danger.

At Home or In Residence Hall

- Never prop doors open or let someone into the residence hall you don't know. Remember, all visitors to the residence hall must be cleared at the entrance desk or office.
- Don't open your home or room to strangers – utility companies furnish ID badges. Be suspicious of door-to-door solicitors.
- Never reveal your phone number to a wrong number caller - never listen to heavy breathers or obscene callers - hang up immediately.
- Lock your apartment or residence hall doors as soon as you enter or leave.
- Don't lend your keys to anyone – period!
- If you notice any signs of forced entry when you come home, DON'T ENTER. Go to a neighbor and call Campus Security or local police.
- Never leave messages on your door or advertise that you live alone.
- Always have your keys out and ready when you come to your door.
- Don't hide an extra key outside. Rapist and burglars know all the best spots.
- Be wary of a neighbor or casual acquaintance who makes it a habit of "dropping in" when no one else is home.

Off-Campus Living

- Report crimes to the Police Department having jurisdiction in that area. You should obtain the telephone number of that agency and its location. Remember, if it is an emergency, simply dial "911".
- If you are not sure which agency to call, call Wiley College Security Department at 903.930.1637 and we will provide assistance.
- Apartment complexes, townhouses, condominium communities and other multi-family dwellings pose unique security problems because of the temporary nature of many residents of lease/rental properties. Here are a few tips:
- Be sure the locks have been re-keyed when moving into a previously rented residence or after keys have been lost or stolen.
- Deadbolt locks (single or double cylinder) should be installed on exterior doors. Don't forget the door from the garage into your residence.

- Install locks or protective devices on windows (including 2nd floor dwellings).

Protect Yourself in Your Car

- LOCK YOUR CAR and take the keys with you. Many car burglaries and car thefts occur because the owner did not take time to secure the car. Don't make your car a target of opportunity by leaving it unlocked.
- DO NOT PARK in isolated, dark places if these areas can be avoided. Park where there are people about and where the car will be lighted.
- DO NOT LEAVE VALUABLE items unattended in your car. Place expensive items such as cameras, packages and even text books in the locked trunk.
- WHILE RIDING IN YOUR CAR be aware of your surroundings. When approaching an intersection, leave one or two car lengths distance between your car and the car in front of you. This creates an escape route should the need arise. If bumped from behind, remain inside your car and keep the windows rolled up. If possible, drive to a safe location such as a convenience store, police station or other populated area and report the accident. Bumping from behind is a common method used in car jackings.

Protect Yourself in Public Areas

- DO NOT LEAVE PERSONAL PROPERTY UNATTENDED. In public areas do not leave your personal effects unattended, even "for just a minute."
- DO NOT CARRY MORE CASH than you need. Avoid "flashing" your cash in public.
- DO NOT CARRY BOTH YOUR IDENTIFICATION cards and checks in your wallet. Keep them separate: I.D.s in your wallet in one pocket and your checkbook in another pocket. Do not write your PIN number down. If you do lose your checkbook or bank card, the thief will not have access to that number.
- CARRY YOUR PURSE OR BACKPACK close to your body and keep a tight grip on it.
- MARK ITEMS that you normally take to class, such as textbooks, backpacks and calculator, with either your name or driver's license number.
- KEEP A LIST of your credit cards, identification cards and checking account numbers. If they are stolen or lost, you will have a list of numbers to provide to the police. Remember that you must not only contact the police, but all of the credit card companies and banks with which you do business. Make these notifications immediately. Cellular telephones are an excellent way to remain in touch and summon help in an emergency.

Personal Security at the Office

- Never leave your purse, backpack or briefcase in plain view.
- Personal property should be marked with your driver's license number.
- Don't leave cash or valuables at the office.
- If you work alone or before/after normal business hours, keep the office door locked.
- If you work late, try to find another worker or call for an escort when exiting the building.
- Be alert for pickpockets on crowded elevators.
- Be aware of escape routes for emergencies, and post phone numbers of the campus police near telephones.
- Be extra careful in stairwells and restrooms.
- In an elevator, stand near the controls and locate the emergency button.
- If you are assaulted while in an elevator, hit the emergency or alarm button and press as many floor buttons as possible.

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Wiley College Annual Security Report includes statistics for the previous three years concerning reported crime that occurred on campus; in certain off-campus buildings owned or controlled by the College; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. This information is provided pursuant to the Student-Right-To-Know Act.

Criminal Offenses and Definitions

- Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.
- Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Dating violence is violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Drug abuse violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzadrine).
- Hate crimes are committed against a person or property which is motivated, in whole or in 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, ethnicity, national origin, or disability.
- Liquor law violations are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness

- and driving under the influence are not included in this definition.)
- Motor vehicle theft is the theft or attempted theft of a motor vehicle.
 - Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.
 - Negligent manslaughter is the killing of another person through gross negligence.
 - Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
 - Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
 - Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.
 - Weapons violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Crime Statistics

WILEY COLLEGE - CRIMINAL HOMICIDE					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Murder and Non-Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

WILEY COLLEGE - CRIMINAL SEX OFFENSES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Rape/Sexual Assault	2016	2	2	0	0
	2017	2	2	0	0
	2018	1	1	0	0
Fondling	2016	0	0	0	0
	2017	0	0	0	0
	2018	1	1	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

WILEY COLLEGE - OTHER CRIMINAL CATEGORIES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Robbery	2016	0	0	0	0
	2017	0	0	0	0
	2018	1	1	0	0
Aggravated Assault	2016	0	0	0	0
	2017	2	2	0	0
	2018	0	0	0	0
Burglary	2016	3	3	0	0
	2017	2	2	0	0
	2018	1	1	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Arson	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

WILEY COLLEGE – VAWA OFFENSES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Dating Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	1	1	0	0
Domestic Violence	2016	0	0	0	0
	2017	1	1	0	0
	2018	0	0	0	0
Stalking	2016	1	0	0	1
	2017	1	0	0	1
	2018	0	0	0	0

WILEY COLLEGE – HATE CRIMES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Larceny - Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	4	4	0	0
Simple Assault	2016	0	0	0	0
	2017	0	0	0	0
	2018	5	5	0	0
Vandalism	2016	0	0	0	0
	2017	0	0	0	0
	2018	5	5	0	0

WILEY COLLEGE – ARRESTS					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Liquor Law Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Drug 2018	2016	0	0	0	0
	2017	0	0	0	0
Weapons Violations	2016	0	0	0	0
	2017	2	2	0	0
	2018	0	2	0	0

WILEY COLLEGE – DISCIPLINARY REFERRALS					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Liquor Law Violations	2016	2	2	0	0
	2017	2	2	0	0
	2018	3	3	0	0
Drug Violations	2016	3	3	0	0
	2017	0	0	0	0
	2018	34	34	0	0
Weapons Violations	2016	0	0	0	0
	2017	1	1	0	0
	2018	9	9	0	0

WILEY COLLEGE

2019 FIRE SAFETY REPORT



GO FORTH *inspired.*

ANNUAL FIRE SAFETY REPORT

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions. Specifically, it added fire safety reporting requirements for institutions with on-campus student housing facilities. In compliance with appropriate provisions of federal law, Wiley College is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics publish an Annual Fire Safety Report and keep a Fire Log.

FIRE REPORTING

Reports of any type of fire are investigated and documented by Campus Security. Fires involving an injury, death, significant property damage or suspicious fire incidents must be reported to the Marshall Fire and Police departments. If at any time you see a fire in a dormitory, if safe to do so, you should report the information to any on duty Resident Hall Director or Resident Assistant. You may also contact Campus Security at (903)-930-1637 or Marshall Fire Department by dialing 911.

FIRE ALARMS

Activation of the protective system shall occur by any or all of the following means but not limited thereto:

- Manual fire alarm initiation
- Automatic heat detection
- Automatic smoke detection
- Extinguishing system operations

Also, please note the following:

- Each manual fire alarm station on a system shall be accessible, unobstructed, visible, and of the same general type.
- The general evacuation alarm shall operate throughout the entire building.
- Audible alarm indicating devices shall be of such character and so distributed as to be effectively heard above the ambient noise level obtained under normal conditions of occupancy.
- The fire alarm and heat/smoke detection system shall be tested periodically, and the results of the test recorded.

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be chosen for the class of fire expected. Class of fire refers to the nature of the fuel involved as follows:

- Class A--Fires involving ordinary combustible materials such as wood, cloth, rubber, and many plastics.
- Class B--Fires involving flammable or combustible liquids, flammable gases, and similar materials.
- Class C--Fires involving electrical energy.
- Class D--Fires involving certain combustible metals such as magnesium, titanium, sodium, potassium, etc.
- NOTE: The fire class shall be designated on the extinguisher itself.

Also, please note the following:

- Extinguishers mounted in cabinets, wall recesses, or brackets shall be placed in such a manner that the operating instructions shall face outward. Extinguishers shall not be obstructed or obscured from view, and cabinets housing extinguishers shall not be locked.
- Extinguishers shall be periodically checked and/or maintained, tagged, and dated.
- In general fire extinguishers must be mounted such that travel distance to an extinguisher does not exceed 75feet.

FUTURE IMPROVEMENTS ON CAMPUS FIRE SAFETY

Wiley College continually evaluates the need for improvements in all aspects of the campus fire safety program. It is the intent of Wiley College to provide an environment that addresses the issues of fire and life safety for students, faculty, and staff. Wiley College will require safety education and training for all students living in residence halls. Changes in student or personnel numbers, occupancy changes of campus buildings, the design and use of new buildings, renovations of existing structures, and the need to retrofit existing buildings with new fire/life safety equipment is continually under review. Improvements or potential changes in fire safety are reviewed and any required changes are implemented on a timely basis.

FIRE SAFETY INSPECTIONS

All campus buildings are inspected annually prior to the beginning of the fall semester by the Marshall Fire Department. All fire alarm systems and sprinkler systems are inspected and tested annually. Additionally, all fire extinguishers are inspected and serviced on an annual basis.

DRILLS

In conjunction with other emergency agencies, Wiley College conducts emergency response drills

and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Each occupied building will receive annual evacuation drills during the calendar year with residential facilities receiving two per semester. All evacuation exercise documentation will be retained by the Chief of Security for a minimum of seven years and includes the exercise description, date, time and whether the test was announced or unannounced.

STUDENT HOUSING POLICIES

Smoking

Wiley College permits smoking, those that smoke tobacco products must do so at least 50 feet away from any entrance to any facility on the campus. Smoking is not permitted in any area of the residence halls including individual student rooms and stairwells.

Banned Objects and Appliances

In accordance with residence hall policy, the following objects, appliances and electrical devices cannot be used in any of the residence hall rooms:

- Ammunition
- Any appliance with open heating coils
- Black light bulbs
- Bread maker
- Broilers
- Camp stoves
- Candle with a burned or unburned wick
- Coffee/Drink warmer
- Convection ovens
- Crock Pot
- Decorative lighting
- Deep fryer
- Electric sandwich maker/press
- Electric skillet, griddle, or waffle maker
- Electric wok
- Electrical appliances, equipment, or other devices that are not UL approved and/or labeled
- Explosives
- Facsimile of a weapon
- Fireworks
- Flammable liquids, solids, or gases
- George Foreman Grill
- Grills; propane, charcoal, or wood-fired
- Halogen lamps
- Hamburger cooker
- Hazardous materials
- Homemade furniture
- Hot cutter
- Hot oil popcorn popper
- Hot plate
- Incandescent bulbs
- Induction cooking appliances
- Microwave
- Neon lights
- Open flame
- Open heating element
- Paper lamp shades or lanterns with bulbs
- Paper on your door (larger than two 8x11)
- Rice cooker
- Soldering iron
- Space heater
- Toaster
- Toaster oven
- Toxic chemicals

- Wax warmers/potpourri warmers
- Weapons or facsimiles of weapons

The use of unauthorized electrical devices can present a fire hazard. Residents found in possession of unauthorized electrical devices will be directed to remove the item and will be subject to disciplinary action.

Open Flames

In accordance with residence hall policy the use of open flame devices is not allowed within the residence halls. The following open flame devices are prohibited:

- Candles (with or without burned wicks)
- Incense
- Other open flame devices

FIRE SAFETY VIOLATIONS

To ensure that fire and life safety guidelines are followed within the residence halls, various types of appliances and items are prohibited. If have questions regarding whether a particular item is permitted, residents should direct such inquiries to Resident Hall Directors and/or Assistants. Wiley College will not tolerate:

- Tapering or vandalism of building fire safety equipment.
- Activation of a fire alarm system falsely.
- Discharging of fireworks or explosives.
- Arson.

Subsequent violations of fire and life safety policies will result in disciplinary action and possible removal of an individual from the residence hall.

EVACUATION PROCEDURES

Emergency situations that call for evacuation of classrooms and buildings will be announced by the emergency fire alarm horns and visual alarm system (in addition to alarms, flashing lights are installed in all residence halls, all classroom buildings to include the Alumni gym and Pemberton gym and most business office buildings). When these alarms sound or are seen, all persons should immediately leave the building. The following guidelines should be observed:

- Alert people in the immediate area of the fire or explosion and evacuate the room;
- Confine the fire or explosion by closing doors and windows as you exit a room. Do not lock them;
- Activate the building fire alarm system by pulling the handle on a local fire alarm box;
- Evacuate the building using the established Emergency Evacuation Procedure. Once outside, notify emergency responders of the location, nature and size of the fire;

- Always evacuate - Treat all alarms as if they warn of real emergencies. If it is found that the alarm is not being heard and/or seen in all buildings, continue with proper and complete evacuation of the building(s) in which the alarm is heard and/or seen.

In the Event of a Fire:

- Exit the building as soon as possible;
- Crawl low if there is smoke;
- Use a wet cloth, if possible, to cover your nose and mouth;
- Use the back of your hand to feel the upper, lower, and middle parts of closed doors;
- If the door is not hot, brace yourself against it and open slowly;
- If the door is hot, do not open it. Look for another way out;
- Do not use elevators;
- If you catch fire, do not run. Stop – Drop – and Roll to put out the fire;
- Account for faculty, staff, and students; and
- Never go back into a burning building.

Contact Campus Security at by dialing 903-930-1637 to notify them of the location and size of the fire. Campus Security will call 911 and notify Facilities Management. Always call from a safe location. If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained to use a fire extinguisher you must evacuate the area.

In the Event of an Explosion

- Take shelter against your desk or a sturdy table;
- Exit the building as soon as possible;
- Do not use elevators; and
- Check for fire and other hazards.
- If you become trapped in debris:
- If possible, use a flashlight or whistle to signal your location to rescuers;
- Avoid unnecessary movement so that you don't kick up dust;
- Cover your nose and mouth with anything you have on hand;
- Tap on a pipe or wall so that rescuers can hear where you are and
- Shout out only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

Designated Meeting Places:

- Willis J. King Admin Building evacuate to the parking lot of the David L. Beckley building
- David L. Beckley evacuate to the open field area rear of the King Admin Bldg.
- McLeod Hall evacuate to the fenced parking lot near Johnson-Moon and Dogan hall.
- Johnson-Moon and Dogan Hall evacuate to the fenced parking lot west of the facilities
- Moore St. house evacuate to the David L. Beckley parking lot.
- Smith-Nooks evacuate to the Heman Sweatt Plaza area, just North of Cole Library.
- Thirkield Hall evacuate to the fenced parking lot West of the facility.
- Cole Library evacuate to the parking lot located at the corner of Wiley Ave. and University
- Fred T. Long Student Union evacuate to the parking lot located at the corner of Wiley Ave. and University
- Julius S. Scott Chapel evacuate to the parking lot south of the building near Jackson hall.
- Aaron Baker Science Bldg. evacuate to the parking lot North of the Alumni Gym.

- Alumni Gym evacuate to the parking lot area near The Hodge Center
- Jackson Hall evacuate to the parking lot North of the Alumni Gym
- Haywood L. Strickland LLC evacuate to the parking lot North of the Alumni Gym
- Pemberton Complex, Annex, cafeteria and gym evacuate to the Pemberton parking lot
- Facilities Maintenance evacuate to the Pemberton parking lot
- The Hodge center evacuate to the parking area near Jackson hall

FIRE SAFETY EQUIPMENT ON-CAMPUS HOUSING FACILITIES

ON CAMPUS RESIDENCE HALLS	FIRE ALARM ON SITE	FULL SPRINKLER SYSTEM	SMOKE DETECTION	FIRE EXTIN. DEVICES	EVAC. PLAN PLACARDS	# EVAC. FIRE DRILLS 2017
Haywood L. Strickland LLC	✓	✓	✓	✓	✓	4
Jackson Hall	✓		✓	✓	✓	4
Johnson-Moon Hall	✓		✓	✓	✓	4
Dogan Hall	✓		✓	✓	✓	4
Ingram Hall (no longer in use)	✓	✓	✓	✓	✓	0

FIRE SAFETY STATISTICS

2018 Wiley College Fire Statistics						
Name of Facility	Total Fires	Fire Number	Cause of Fire	# of Fire Related Injuries	# of Fire Related Deaths	Damage
Haywood L. Strickland LLC	1	1	Prohibited item left burning Microwave	0	0	\$00.00
Jackson Hall	0	0	N/A	N/A	N/A	N/A
Dogan Hall	0	0	N/A	N/A	N/A	N/A
Johnson-Moon Hall	0	0	N/A	N/A	N/A	N/A

2017 Wiley College Fire Statistics						
Name of Facility	Total Fires	Fire Number	Cause of Fire	# of Fire Related Injuries	# of Fire Related Deaths	Damage
Haywood L. Strickland LLC	1	1	Prohibited item left burning (incent)	0	0	\$50.00
Jackson Hall	1	1	Faulty Appliance	0	0	\$50.00
Dogan Hall	0	0	N/A	N/A	N/A	N/A
Johnson-Moon Hall	0	0	N/A	N/A	N/A	N/A

2016 Wiley College Fire Statistics						
Name of Facility	Total Fires	Fire Number	Cause of Fire	# of Fire Related Injuries	# of Fire Related Deaths	Damage
Haywood L. Strickland LLC	0	0	N/A	N/A	N/A	N/A
Jackson Hall	0	0	N/A	N/A	N/A	N/A
Dogan Hall	0	0	N/A	N/A	N/A	N/A
Johnson-Moon Hall	0	0	N/A	N/A	N/A	N/A

SCHEDULED FIRE DRILLS

2017 Scheduled Fire Drills				
Residence Hall	2017			
	Spring		Fall	
Haywood L. Strickland LLC	2/06	4/03	8/29	11/08
Jackson Hall	2/06	4/03	8/29	11/08
Johnson-Moon Hall	2/14	4/03	8/30	11/08
Dogan Hall	2/14	4/03	8/30	11/08
Ingram Hall (No longer in use)	N/A	N/A	N/A	N/A

2018 Scheduled Fire Drills				
Residence Hall	2017			
	Spring		Fall	
Haywood L. Strickland LLC	2/19	5/03	9/05	11/10
Jackson Hall	2/19	5/03	9/05	11/10
Johnson-Moon Hall	2/19	5/03	9/05	11/10
Dogan Hall	2/19	5/03	9/05	11/10
Ingram Hall (No longer in use)	N/A	N/A	N/A	N/A

WILEY COLLEGE CAMPUS MAP



BUILDING LEGEND

- 1 AARON BAKER SCIENCE BUILDING
- 2 WILEY COLLEGE APARTMENT COMPLEX
- 3 THIRKFIELD HALL (CLASSROOMS)
- 4 DOGAN HALL (WOMEN'S RESIDENCE HALL)
- 5 JOHNSON-MOON HALL (WOMEN'S RESIDENCE HALL)
- 6 MCLEOD HALL (INFORMATION SYSTEMS AND TECHNOLOGY BUILDING)
- 7 WILLIS J. KING ADMINISTRATION BUILDING
- 8 DAVID L. BECKLEY BUILDING
- 9 PRESIDENT'S HOME
- 10 THOMAS WINSTON COLE, SR. LIBRARY
- 11 SMITH-NOOKS HALL (MUSIC BUILDING)
- 12 FRED THOMAS LONG STUDENT UNION BUILDING
- 13 JULIUS S. SCOTT, SR. CHAPEL
- 14 FREEMAN P. AND CARRIE E. HODGE HALL
- 15 ALUMNI GYMNASIUM
- 16 MARY AND OCIE JACKSON HALL (MEN'S RESIDENCE HALL)
- 17 H.L. STRICKLAND LIVING LEARNING CENTER
- 18 WILEY-PEMBERTON COMPLEX
- 19 WILEY-PEMBERTON COMPLEX EXTENSION
- 20 FIELDHOUSE
- 21 SOCCER FIELD
- 22 FACILITIES AND MAINTENANCE BUILDING
- 23 J. JACK INGRAM HALL (WOMEN'S RESIDENCE HALL)

GRAPHICS LEGEND

- AREA OF JURISDICTIONAL WATERS
- 100 YEAR FLOODPLAIN

WILEY COLLEGE SECURITY ZONE MAP

