

Michigan Campus
4000 Whiting Drive
Midland, MI 48640
989-837-4373



To Contact Campus Security

1. Call 4373 from any campus extension phone (All on-campus residences are equipped with phone service).
2. Walk into the Campus Safety Office, located in Miner Hall.
3. You may also report a complaint to the Director of Security 989-837-4396 or Dean of Students 989-837-4398.

All students, employees and visitors are strongly encouraged to report all concerns to campus security immediately. Posters with reporting procedures are placed in visible areas throughout the campus.

Crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate. In addition, if you observe an individual acting in a manner which suggests that the individual may be a threat to himself or herself, or to others, please err on the side of reporting what you observe.

Upon receipt of a complaint, campus security officers are immediately dispatched to the area. A detailed report is made. Appropriate follow-up is conducted on all complaints.

Enforcement

Campus security personnel have the authority to enforce all campus policies and Michigan State Laws. These officers do not carry weapons nor do they have arrest powers. Northwood University maintains a very strong relationship with Midland City and County law enforcement agencies, but does not have a formal agreement with them. These agencies are contacted to assist with some on-campus complaints. The Midland City and County agencies also notify Northwood University officials of off campus incidents that involve Northwood students.

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security or the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Crime Prevention & Safety Procedures

The campus safety crime prevention team sponsors continuous programs, including:

- 24 hour Parking lot patrol
- Campus crime prevention and rape awareness seminars
- Campus escorts
- Firearms and other weapons are prohibited on campus
- Campus posters/fliers are also used on a regular basis to inform and remind students and employees of safety and crime prevention techniques and to detail campus security policies and procedures. These are sent to students a minimum of three times per term, and to employees three times per year.

Facilities

Students and staff have access to campus facilities during the hours designated as open. The entire campus is closed to unauthorized guests and traffic between the hours of 9:00 p.m. to 3:00 a.m. All vehicles arriving after 9:00 p.m. must be registered upon entry to the campus.

Campus security officers patrol the entire campus continuously and report activities and concerns to the proper departments in order to promote the safety and security of the campus community.

Lighting and emergency equipment surveys are performed regularly to aid in proper operation. All malfunctioning items are directly reported to the Physical Plant Department.

Residence Halls

Residential facilities are patrolled continually by housing and security personnel. After posted visitation hours, only resident students and Northwood staff are permitted on campus. All on-campus housing are single gender units, allowing opposite gender visitation as follows:

Sunday - Thursday
8:00 a.m. - 12:00 a.m.
Friday - Saturday
8:00 a.m. - 2:00 a.m.

Fire Safety Standards and Measures

Fire Safety Report	
On Campus Student Housing	2010
Number of fires	0
Cause of fire	0
Number of injuries related to fire that result in Treatment at a medical facility	0
Number of deaths related to a fire	0
Value of property damage caused by a fire	0

An annual inspection is completed on all campus fire systems. None of the student housing facilities have a sprinkler system. All student housing facilities have smoke detectors with horn/strobe devices that are monitored by security dispatch 24/7.

Fire Prevention/Policies for Student Housing

Any and all fires would require a written report by security and housing. A record of the security report would be maintained by security and a copy sent to student services.

Residents are not permitted to possess candles or incense in any facility on campus. Smoking is not permitted in several areas on campus, including all on-campus housing. Smoking areas are designated with smoking signs in compliance with the Clean Indoor Act, January 1987. Smoking is prohibited in all residence hallways. All University Housing is Smoke Free. Smoking is only permitted at least 25 feet from residential buildings. Fire Drills will occur each semester. These drills will be unpublicized, and must be treated as if they were real fires. Each resident will evacuate the building whenever a fire alarm sounds for security and safety reasons.

FIRE SAFETY & FIRE DRILLS

In the Event of a Fire

If you smell smoke or detect a fire, activate the nearest alarm to you and notify emergency personnel. Before opening any door, use the back of your hand to check to see if it is hot. If hot, leave the door closed and stuff wet towels or clothes in the cracks and open a window. If the door is not hot, open it slowly. Exit the building cautiously.

FIRE ALARMS

Fire alarms are located in each residence hall to alert occupants in case of a fire. Residents must comply with all fire alarms/drills. Failure to evacuate will result in disciplinary action. Activating a false alarm or tampering with the alarm is strictly prohibited and will result in severe disciplinary actions.

At the sound/sight of a fire alarm, a student should immediately follow the procedures below:

- Close all windows and leave overhead light ON.
- Before opening any door, feel the door.
- If it is hot do not open it. Open the window and exit through the window if possible. If exit not possible, place wet towels or clothes under doorways, and call Campus Security (x4373) to notify them that you are trapped. Stay close to the floor if smoke enters the room.
- If it is not hot, open the door slowly, and exit the building using extreme caution.
- If you have exited the building, stand clear of the building and go to the farthest end of the parking lots that surround the buildings (staying as far away from the building as possible).
- No resident should return to the building until the "All-Clear" is given.

Alcohol/Drug Policy

All policies regarding the following statements can be found in the Student Handbook and the Alcohol/Drug Policy Information sheets or at www.northwood.edu/compliance. On the Northwood University Michigan Campus, these were distributed at opening convocation and additional copies can be obtained at the Student Services Office.

- A statement of policy regarding the possession, use, or sale of alcoholic beverages and illegal drugs.
- A description of drug and alcohol abuse education programs.
- A description of the State underage drinking laws and the Federal and State drug laws.

Sexual Assault

Northwood University strives to prevent the occurrence of sexual assaults. The following is a description of University policies regarding such incidents:

Educational programs, open to all, are presented several times per year through residence hall programs, fraternity and sorority programs, and student meetings. Informational flyers, etc., are posted throughout the campus detailing this issue. Additional information on this subject can be obtained in the Student Services Office in the Church Family Administration Building.

To report a sexual offense occurring on campus, individuals should contact campus security immediately by calling 989-837-4373 from any extension phone. Victims should not shower, bathe, or change clothes. All evidence should be preserved. Victims are encouraged to have a physical examination at a hospital immediately following a report. Victims have the right and are encouraged to contact the local law enforcement authorities, or have NU campus security personnel assist in doing so.

Victim assistance will be provided by the Student Services Office or the NU Health Center. Information concerning other community counseling options is available through the Student Services Office. Victims of any sexual offense may request to change academic and living arrangements by contacting the Student Services Office.

In addition to any legal proceeding conducted through the court system, on-campus disciplinary action is handled through the Student Services Office. During disciplinary meetings, the victim and the accused have the opportunity to have others present. Both also shall be informed of the outcome of such hearings.

If a student is found guilty of a sexual assault/sexual harassment, possible sanctions range from disciplinary probation to dismissal. Each sanction is issued on a case by case basis. Additional information regarding the proceedings can be obtained from the Student Services Office.

If a victim requests an alternative housing option, the University will make every effort to work with the victim to provide all possible options. Request should be made to the Dean of Students.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974. Northwood University is providing a link to the Federal Bureau of Investigation www.fbi.gov/hq/cid/cac/registry.htm. This webpage also contains the links to Sex Offender Registries by State. Information may also be obtained by going to the nearest Michigan State Police Office; the nearest one to the Michigan campus is located at 405 N. Euclid Avenue, Bay City, Michigan.

Campus Crime Statistics

The following tables indicate serious crimes reported by calendar year to campus security and local law enforcement.

Northwood University - Michigan Campus									
Offense	On-Campus Residential Facilities			Other On-Campus Facilities			Public Property		
	2010	2009	2008	2010	2009	2008	2010	2009	2008
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-forcible Sex	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	4	17	22	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	1	0	0	0	0
Campus Disciplinary Action									
Liquor Law Violations	32	36	3	0	0	0	0	0	0
Drug Abuse Violations	7	6	3	0	0	0	0	0	0
Illegal Weapons Possession	1	0	0	0	0	0	0	0	0

Arrested For									
Liquor Law Violations	0	0	1	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0

Off-Campus Facilities			
Michigan, Illinois, Indiana, Kentucky, California, Louisiana			
Offense	2010	2009	2008
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes – Gender	0	0	0
Negligent Manslaughter	0	0	0
Arson	0	0	0
Campus Disciplinary Action			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Illegal Weapons Possession	0	0	0
Arrested For			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

Confidential Reporting Procedures

If you are a victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Students or Director of Campus Security can file a report on the details of the incident without revealing your identity. The purpose of the report is to comply with your wish to keep the matter confidential, taking steps to ensure safety of yourself and others, keep accurate records and determine if there is a pattern of crime for a particular location. All crime will be counted and disclosed in the annual crime statistics for the University.

Crime statistics are maintained by campus security for crimes occurring on campus. Crimes occurring on non-campus locations and public property are obtained from local law enforcement agencies.

Emergency Response and Evacuation Procedures

In the event that a situation arises and constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through one or all of the following methods:

- The Northwood Now system for emergency notification this system can send messages via text, phone call, and/or email. This system is tested 3 times each year.
- University’s email system
- Blackboard
- Marquee
- Voicemail
- Loud speakers
- Word of mouth
- Each classroom also has a telephone

Building evacuation drills are conducted yearly for all campus buildings. We encourage all students, staff, and visitors, to take security precautions to help prevent incidents from occurring.

Anyone with information warranting a timely warning should report the circumstances to the Director of Security 989-837- 4396, Dean of Students 989-837-4398, Provost 837-4367, President 837-4203 or in person at the security office in Miner Hall.

A crisis response manual was created as a document to guide the university Crisis Management Committee through an emergency. The manual contains policies and procedures for dealing with a range of emergency situations. Although no document can cover every conceivable emergency, the crisis manual attempts to address many specific emergency situations as well as create a consistent way of identifying, planning, and addressing a range of emergencies. The manual addresses not only human created emergencies such as an active shooter but also nature related emergencies such as severe weather incidents or communicable disease outbreaks. The manual also identifies the roles and responsibilities of university officials during an emergency situation.

Missing Student Protocol

Purpose

To maintain compliance with the Higher Education Opportunity Act, Northwood University has established the following missing student protocol. This policy is intended to establish formal notification procedures for students who live in on-campus housing and who have been reported missing for more than 24 hours. This protocol specifically pertains to students who live in on-campus housing and have been missing for at least 24 hours.

General

Any member of the Northwood University community who believes that a student who lives in on-campus housing has been missing for more than 24 hours should immediately call security at 989-837-4373.

Procedure

I. Sign-Up

- A. All students will be requested by the Office of Residence Life, at the time of housing sign-up, to provide the name and contact information for a person to be contacted in case of emergency. In addition, the students who choose to live on-campus will also be given the option to provide the

contact information for a person to be contacted in the event that student is missing for at least 24 hours.

- B. The Office of Residence Life will maintain the contact information for each student in case of emergency and will maintain this information as confidential. The emergency contact information will not be used for any other purpose.
- C. If a report is made to the security department that a student living in on-campus housing is missing and it is determined that the student has been missing for at least 24 hours, the following notification procedure will be followed.

II. Notification Procedure

- A. Upon receipt of a report of a missing person, the security department will immediately notify the Coordinator of Facilities/Discipline and the Director of Residence Life.
- B. After consulting the Coordinator of Facilities/Discipline and the Director of Residence Life, if it determined that the student has been missing for at least 24 hours, the person(s) listed as the emergency contact person will be contacted/notified by the Coordinator of Facilities/Discipline, the Director of Residence Life, or by a member of the security department. This notification will take place within 24 hours of the time the student was reported missing. In addition to notifying the emergency contact person, the Midland Police Department will be contacted immediately upon the determination that the student has been missing for at least 24 hours.
- C. If the student is under the age of 18 years and is not emancipated, the students custodial parent(s) or legal guardian(s) will be contacted.

Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status. The University also is committed to compliance with all applicable laws regarding nondiscrimination.

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